



### Lease Rental Listing Input Form *(Printed Version)*

AutoFill is not guaranteed. The MLS is not responsible for the accuracy of AutoFill information which is taken from Tax records. All AutoFill fields can be altered manually after the fill is complete.

\* = Required Information    A=AutoFill Click here to enter text

#### GENERAL INFORMATION

##### Building Type \*

- CO - Condo     DE - Detached     DU - Duet     DUP - Duplex     LT - Loft     PV - Patio Home/Villa  
 TH - Townhouse

MLS Area Code (4) \*

House # - A \*

Direction - A \*

Street Name (20) - A \*

Unit # - A

City (16) - A \*

Zip (5) - A \*

APN # - Assessors Parcel Number (16) - A

Price (5) \*

List Date (10) \*

Expire Date (10) \*

##### Building Height

- HR - Highrise (7+)     LR - Lowrise (1-3)     MR - Midrise (4-6)

##### Listing Type \*

- EA - Exclusive Agency     ER - Exclusive Right     NT - Net     OP - Open

Census Tract - A

Date Available (10) \*

Dual Variable \*

HOA \*

New Subdivision

- N - No     Y - Yes

- No     Yes

- N - No     Y - Yes

Comp to Selling Office (6) \*

Comp to Selling Office \*

Zoning - A

Year Built (4) - A \*

- \$     %

Rooms Total (Except Baths) - A \*

Bedrooms - A \*

Baths - A \*

Baths Partial

Fireplaces \*

Garage Spaces \*

Sq Ft Apx - A

##### Source

- A - Appraisal     B - Builder     M - Measured     O - Other     P - Public Records

**Listing Agent Name (20) \***  **Listing Agent BRE Number \***  **Listing Broker BRE Number \***

**Co-List Agent Name (20)**  **Co List Agent BRE Number**

**Stories \***  
 One Story  Two Story  Three or More Stories  Other  Split level  Tri-Level

**Builder/Architect (14)**  **Model (14)**  **Lot Sq Ft Apx (7) \***

**Lot Acres Apx (7) \***  **Directions to Property (31)**

**District/Neighborhood/Subdivision (16) \***  **Cross Street (16) \***

**Showing Access Info (31) \***  **Supra Box? \***  N - No  Y - Yes

**Lockbox Location (14)**  **Occupant Name (18)**  **Occupant Phone (10)**

**Occupied By \***  C - Call Agent  O - Owner  T - Tenant  V - Vacant **Occpnt Req 24 Hr Notice \***  N - No  Y - Yes

**High School District (12)**  **Elementary School District (12)**

**Tax Database ID**  Alameda  Contra Costa **MLS Number if for Sale**  **Virtual Tour**

**Printed Neighborhood Rpt \***  N - No  Y - Yes **VOW Include \***  Yes  No **VOW Address \***  Yes  No **VOW Comment \***  Yes  No **VOW AVM \***  Yes  No

**Point of Sale Ordinance**  N - No  Y - Yes **Pool (Y/N) \***  N - No  Y - Yes

**REMARKS**

**Confidential Remarks (225 Characters)**

**Remarks (300 Characters)**

**Rental Financials**

**Last Months Rent**

**Security Deposit**

**Other Deposits**

**Cost of Credit Check**

**Non-Ref Credit Check \***

N - No  Y - Yes

**Furnished? \***

N - No  P - Partial  Y - Yes

**FEATURES**

**A - HOA Amenities**

- A1 - Club House  A2 - Golf Course  A3 - Greenbelt  A4 - Gym/Exercise Facility  A5 - Playground  
 A6 - Pool  A7 - Racquetball  A8 - Roof Deck  A9 - Sauna  A10 - Security Gate  A11 - Spa  
 A12 - Tennis Court(s)  A13 - None  A14 - Other

**B – HOA Fees Include**

- B1 – Cable TV    B2 – Common Area Maint    B3 – Common Heating    B4 – Common Hot Water  
 B5 – Earthquake Insurance    B6 – Electricity    B7 – Exterior Maintenance    B8 – Gas  
 B9 – Hazard Insurance    B10 – Management Fee    B11 – Reserves    B12 – Security/Gate Fee  
 B13 – Trash Removal    B14 – Water/Sewer    B15 – Other

**C – Bath Master Includes**

- C1 – Bidet    C2 – Sauna    C3 – Shower Over Tub    C4 – Skylight    C5 – Solid Surface  
 C6 – Split Bath    C7 – Stall Shower    C8 – Sunken Tub    C9 – Tile    C10 – Tub  
 C11 – Tub with Jets    C12 – Updated Baths    C13 – Other

**D – Bath Non-Master Includes**

- D1 – Bidet    D2 – Sauna    D3 – Shower Over Tub    D4 – Skylight    D5 – Solid Surface  
 D6 – Split Bath    D7 – Stall Shower    D8 – Sunken Tub    D9 – Tile    D10 – Tub  
 D11 – Tub with Jets    D12 – Updated Baths    D13 – Other

**E – Cooling \***

- E1 – Ceiling Fan(s)    E2 – Central 1 Zone A/C    E3 – Central 2 Or 2+ Zones A/C  
 E4 – New Construction Option    E5 – Swamp Cooler    E6 – Whole House Fan  
 E7 – Window/Wall Unit(s)    E8 – No Air Conditioning    E9 – None    E10 – Other

**F – Construction Status \***

- F1 – Existing    F2 – New Construct – Completed

**G – Disabled Features**

- G1 – Disabled Bath Feat    G2 – Disabled Kit Feat    G3 – Elevator    G4 – Flashing Drbell Warning  
 G5 – Halls/Doors – 3 Ft Wide    G6 – Lower Light Switches    G7 – Stair Lift    G8 – Wheelchair Ramp(s)  
 G9 – Other

**H – Disclosures \***

- H1 – Agt Related To Principal    H2 – Architectural Apprl Req    H3 – Building Restrictions  
 H4 – Current Bus Lic    H5 – Easements    H6 – Exclusions – See Remarks    H7 – Fire Hazard Area  
 H8 – First Right of Refusal    H9 – Geological Restrictions    H10 – Hazardous Waste Area  
 H11 – Home Warranty Plan    H12 – Mello-Roos District    H13 – Moratorium  
 H14 – Nat Hazard Disclosure    H15 – Not Mapped    H16 – Owner is Lic Real Est Agt  
 H17 – Probate/Court Approval    H18 – Probate/Independent Adm    H19 – Rent Control  
 H20 – REO/Bank Owned    H21 – Rt to Sell: Relo w/o Comp    H22 – Seismic Hazards Zone  
 H23 – Short PayTrans/Short Sale    H24 – Special Assmt/Bonds    H25 – Special Flood Haz Area  
 H26 – Special Hazards Zone    H27 – Special Studies Zone    H28 – None  
 H29 – Other – Call/See Agent    H30 – HOA Rental Restrictions

**J – Exterior \***

- J1 – Aluminum Siding    J2 – Brick    J3 – Composition Shingles    J4 – Concrete Block  
 J5 – Dual Pane Windows    J6 – Stone    J7 – Stucco    J8 – Vinyl Siding    J9 – Wood Shingles  
 J10 – Wood Siding    J11 – None    J12 – Other

**I – Equipment Additional \***

- I1 – Central Vacuum  I2 – Dryer  I3 – DSL/Modem Line  I4 – Electronic Air Cleaner  
 I5 – Fire Alarm System  I6 – Fire Sprinklers  I7 – Garage Door Opener  I8 – Intercom  
 I9 – Mirrored Closet Door(s)  I10 – Satellite Dish – Owned  I11 – Security Alarm – Leased  
 I12 – Security Alarm – Owned  I13 – Stereo Speakers Built-In  I14 – TV Antenna  I15 – Washer  
 I16 – Water Filter System  I17 – Water Heater Electric  I18 – Water Heater Gas  
 I19 – Water Heater Solar  I20 – Water Softener System  I21 – Window Coverings  I22 – None  
 I23 – Other  I24 – Tankless Water Heater

**K – Fireplaces \***

- K1 – Brick  K2 – Circular  K3 – Decorative Only  K4 – Den  K5 – Dining Room  K6 – Electric  
 K7 – Family Room  K8 – Fireplace Insert  K9 – Free Standing  K10 – Gas Burning  
 K11 – Gas Starter  K12 – Living Room  K13 – Master Bedroom  K14 – Metal  
 K15 – New Construction Option  K16 – Pellet Stove  K17 – Raised Hearth  K18 – Rec/Rumpus Room  
 K19 – Stone  K20 – Two-Way  K21 – Woodburning  K22 – Wood Stove Insert  K23 – None  
 K24 – Other

**L – Flooring \***

- L1 – Concrete Slab  L2 – Hardwood Floors  L3 – Hardwood Flrs Throughout  L4 – Laminate  
 L5 – Linoleum  L6 – Parquet  L7 – Stone (Marble, Slate etc.  L8 – Tile  L9 – Vinyl  
 L10 – Wall to Wall Carpeting  L11 – Wood  L12 – None  L13 – Other

**M – Foundation**

- M1 – Crawl Space  M2 – Full Basement  M3 – Partial Basement  M4 – Post & Pier  M5 – Raised  
 M6 – Slab  M7 – Other

**N – Garage/Parking \***

- N1 – Attached Garage  N2 – Below Building Parking  N3 – Carport – 1  N4 – Carport – 2 Or More  
 N5 – Converted Garage  N6 – Covered Parking  N7 – Detached Garage  N8 – Drive Through Parking  
 N9 – Enclosed Garage  N10 – Garage Parking  N11 – Golf Cart  N12 – Guest Parking  
 N13 – Int Access From Garage  N14 – No Parking on Site  N15 – Off Street Parking  
 N16 – Parking Spaces  N17 – Parking Area  N18 – RV/Boat Parking  N19 – Security  
 N20 – Side Yard Access  N21 – Spaces – Assigned  N22 – Space Per Unit – 1  
 N23 – Space Per Unit – 2  N24 – Tandem Parking  N25 – Underground Parking  
 N26 – Undersized Garage  N27 – Workshop in Garage  N28 – None  N29 – Other

**O – Heating \***

- O1 – Baseboard  O2 – Central Gravity  O3 – Electric  O4 – Floor Furnace  O5 – Forced Air 1 Zone  
 O6 – Forced Air 2 Zns or More  O7 – Gas  O8 – Heat Pump  O9 – Individual Rm Controls  
 O10 – Perimeter  O11 – Radiant  O12 – Solar  O13 – Space Heater  O14 – Steam  
 O15 – Wall Furnace  O16 – No Heat  O17 – Other Heat

**P – HOA Documents**

- P1 – CC&R'S  P2 – Rules and Regulations  P3 – Other HOA Docs

### Q – Inspections/Reports

- Q1 – Asbestos
- Q2 – Drainage
- Q3 – Electrical
- Q4 – Engineering
- Q5 – Fire/Health/City
- Q6 – Fireplace Inspection
- Q7 – Furnace Inspection
- Q8 – Home Inspection
- Q9 – Pest Control
- Q10 – Pool Inspection
- Q11 – Radon
- Q12 – Roof Inspection
- Q13 – Septic System
- Q14 – Sewer Lateral Test
- Q15 – Soils
- Q16 – Structural
- Q17 – Other

### R – Kitchen Features \*

- S1 – 220 Volt Outlet
- S2 – Breakfast Bar
- S3 – Breakfast Nook
- S4 – Counter – Laminate
- S5 – Counter – Solid Surface
- S6 – Counter – Stone
- S7 – Counter – Tile
- S8 – Dishwasher
- S9 – Double Oven
- S10 – Eat In Kitchen
- S11 – Electric Range/Cooktop
- R12 – Garbage Disposal
- R13 – Gas Range/Cooktop
- R14 – Grill Built-in
- R15 – Ice Maker Hookup
- R16 – Island
- R17 – Microwave
- R18 – Oven Built-in
- R19 – Pantry
- R20 – Range/Oven Built-in
- R21 – Range/Oven Free Standing
- R22 – Refrigerator
- R23 – Self-Cleaning Oven
- R24 – Skylight(s)
- R25 – Trash Compactor
- R26 – Updated Kitchen
- R27 – Wet Bar
- R28 – None
- R29 – Other

### S – Laundry \*

- S1 – 220 Volt Outlet
- S2 – Coin Operated
- S3 – Community Facility
- S4 – Dryer
- S5 – Gas Dryer Hookup
- S6 – Hookups Only
- S7 – In Basement
- S8 – In Closet
- S9 – In Garage
- S10 – In Laundry Room
- S11 – In Unit
- S12 – No Hookups
- S13 – Washer
- S14 – None
- S15 – Other

### T – Level – Lower

- T1 – 1 Bedroom
- T2 – 2 Bedrooms
- T3 – 3 Bedrooms
- T4 – 4 Bedrooms
- T5 – 5 Bedrooms
- T6 – 6+ Bedrooms
- T7 – 0.5 Bath
- T8 – 1 Bath
- T9 – 1.5 Baths
- T10 – 2 Baths
- T11 – 2.5 Baths
- T12 – 3 Baths
- T13 – 3.5 Baths
- T14 – 4 Baths
- T15 – 5+ Baths
- T16 – Basement
- T17 – Laundry Facility
- T18 – Main Entry
- T19 – Master Bedrm Suite – 1
- T20 – Master Bedrm Suites – 2
- T21 – Master Bedrm Retreat
- T22 – No Steps to Entry
- T23 – Other

### U – Level – Street \*

- U1 – 1 Bedroom
- U2 – 2 Bedrooms
- U3 – 3 Bedrooms
- U4 – 4 Bedrooms
- U5 – 5 Bedrooms
- U6 – 6+ Bedrooms
- U7 – 0.5 Bath
- U8 – 1 Bath
- U9 – 1.5 Baths
- U10 – 2 Baths
- U11 – 2.5 Baths
- U12 – 3 Baths
- U13 – 3.5 Baths
- U14 – 4 Baths
- U15 – 5+ Baths
- U16 – Laundry Facility
- U17 – Main Entry
- U18 – Master Bedrm Suite – 1
- U19 – Master Bedrm Suites – 2
- U20 – Master Bedrm Retreat
- U21 – No Steps to Entry
- U22 – None
- U23 – Other

### V – Level – Upper

- V1 – 1 Bedroom
- V2 – 2 Bedrooms
- V3 – 3 Bedrooms
- V4 – 4 Bedrooms
- V5 – 5 Bedrooms
- V6 – 6+ Bedrooms
- V7 – 0.5 Bath
- V8 – 1 Bath
- V9 – 1.5 Baths
- V10 – 2 Baths
- V11 – 2.5 Baths
- V12 – 3 Baths
- V13 – 3.5 Baths
- V14 – 4 Baths
- V15 – 5+ Baths
- V16 – Laundry Facility
- V17 – Loft
- V18 – Main Entry
- V19 – Master Bedrm Suite – 1
- V20 – Master Bedrm Suites – 2
- V21 – Master Bedrm Retreat
- V22 – No Steps to Entry
- V23 – Other

**W – Lot Description \***

- W1 – 2 Houses / 1 Lot  W2 – Adj To/On Golf Course  W3 – Agriculture Use  W4 – Bay Front / Beach  
 W5 – Boat Dock  W6 – Close To Clubhouse  W7 – Corner  W8 – Court  W9 – Creek Front  
 W10 – Cul-De-Sac  W11 – Down Slope  W12 – Horses Possible  W13 – Irregular  W14 – Lagoon  
 W15 – Lakefront  W16 – Level  W17 – Pond  W18 – Premium Lot  W19 – Regular  
 W20 – Riverfront  W21 – Secluded  W22 – Up Slope  W23 – Vineyard  W24 – Zero Lot Line  
 W25 – No Lot  W26 – Other

**X – Pets**

- X1 – Additional Deposit Req'd  X2 – Allowed – Yes  X3 – Call Agent  X4 – Cat Permitted  
 X5 – Dog Permitted  X6 – Number Restrictions  X7 – Size Restrictions  X8 – Upon Approval  
 X9 – No – Not Allowed  X10 – Other  X11 – Unknown

**Y – Pool \***

- Y1 – Above Ground  Y2 – Black Bottom  Y3 – Cabana  Y4 – Community Fclty  Y5 – Electric Heat  
 Y6 – Fiberglass  Y7 – Gas Heat  Y8 – Gunite  Y9 – Hot Tub  Y10 – In Ground  Y11 – Lap Only  
 Y12 – Liner  Y13 – Membership (Optional)  Y14 – No Heat  Y15 – Pool Cover  Y16 – Pool Sweep  
 Y17 – Possible Pool Site  Y18 – Solar Cover  Y19 – Solar Heat  Y20 – Spa  Y21 – None  
 Y22 – Other

**Z – Possession \***

- Z1 – COE  Z2 – Immediate  Z3 – Negotiable  Z4 – Tenant's Rights  Z5 – Upon Completion  
 Z6 – None  Z7 – Other

**ZA – Rent Includes \***

- ZA1 – Association Fees  ZA2 – Gardener  ZA3 – Trash Removal  ZA4 – Unit Electricity  
 ZA5 – Unit Gas  ZA6 – Water/Sewer  ZA7 – None  ZA8 – Other

**ZB – Roof \***

- ZB1 – Composition Shingle  ZB2 – Metal  ZB3 – Polyurethane  ZB4 – Rolled Composition  
 ZB5 – Slate  ZB6 – Tar and Gravel  ZB7 – Tile  ZB8 – Unknown  ZB9 – Wood Shakes/Shingles  
 ZB10 – None  ZB11 – Other

**ZC – Room – Additional \***

- ZC1 – Atrium  ZC2 – Attic – Finished  ZC3 – Au Pair  ZC4 – Basement Finished  
 ZC5 – Basement Unfinished  ZC6 – Bonus/Plus Room  ZC7 – Den  ZC8 – Dining Area  
 ZC9 – Dining Ell  ZC10 – Family Room  ZC11 – Florida/Screen Room  ZC12 – Formal Dining Room  
 ZC13 – Guest House  ZC14 – In-Law Quarters  ZC15 – Kitchen/Family Combo  ZC16 – Library  
 ZC17 – Media  ZC18 – Music Room  ZC19 – Office  ZC20 – Rec/Rumpus Room  ZC21 – Solarium  
 ZC22 – Storage  ZC23 – Study  ZC24 – Sun Porch  ZC25 – Unfinished Room  ZC26 – Utility Room  
 ZC27 – Workshop  ZC28 – No Additional Rooms  ZC29 – Other

**ZD – Special Information \***

- ZD1 – Addl Frms Req'd By Listing  ZD2 – Init Dep/Sec Cert Fnd Onl  ZD3 – Init Dep/Sec Mstclr P Mv  
 ZD4 – Inventory List Required  ZD5 – Listing Broker to Draw  ZD6 – Move-In Checklist Req'd  
 ZD7 – No Waterbeds  ZD8 – Rent Control  ZD9 – Other  ZD10 – None

**ZF – Style \***

- ZF1 – Brown Shingle  ZF2 – Bungalow  ZF3 – Cabin  ZF4 – Cape Cod  ZF5 – Colonial  
 ZF6 – Contemporary  ZF7 – Cottage  ZF8 – Craftsman  ZF9 – Custom  ZF10 – English  
 ZF11 – Farm House  ZF12 – Fixer-Handyman Special  ZF13 – French Country  
 ZF14 – French Provincial  ZF15 – MacGregor  ZF16 – Manufactured Housing  ZF17 – Mediterranean  
 ZF18 – Normandy  ZF19 – Prairie  ZF20 – Ranch  ZF21 – Spanish  ZF22 – Traditional  
 ZF23 – Tudor  ZF24 – Victorian  ZF25 – None  ZF26 – Other

**ZG – Terms Lease/Rent \***

- ZG1 – Daily  ZG2 – Month to Month  ZG3 – 6 Month  ZG4 – 1 Year  ZG5 – More than 1 Yr  
 ZG6 – Accepts Sect 8  ZG7 – Lease Option  ZG8 – None  ZG9 – Other

**ZH – Unit Feature**

- ZH1 – Conversion  ZH2 – Corner Unit  ZH3 – Elevator Building  ZH4 – End Unit  
 ZH5 – Ground Floor Location  ZH6 – Levels in Unit – 1  ZH7 – Levels in Unit – 2  
 ZH8 – Levels in Unit – 3+  ZH9 – Live/Work Unit  ZH10 – New Construction  
 ZH11 – No Steps to Entry  ZH12 – Penthouse Location  ZH13 – Studio  
 ZH14 – Unit Faces Common Area  ZH15 – Unit Faces Street  ZH16 – Other

**ZI – Views**

- ZI1 – Bay  ZI2 – Bay Bridge  ZI3 – Canyon  ZI4 – Carquinez  ZI5 – City Lights  ZI6 – Delta  
 ZI7 – Downtown  ZI8 – Forest  ZI9 – Golden Gate Bridge  ZI10 – Golf Course  ZI11 – Greenbelt  
 ZI12 – Hills  ZI13 – Lake  ZI14 – Las Trampas Foothills  ZI15 – Marina  ZI16 – Mountains  
 ZI17 – Mt Diablo  ZI18 – Panoramic  ZI19 – Park  ZI20 – Partial  ZI21 – Pasture  ZI22 – Ridge  
 ZI23 – San Francisco  ZI24 – Valley  ZI25 – Water  ZI26 – Wooded  ZI27 – Other

**ZJ – Water/Sewer \***

- ZJ1 – Septic Tank  ZJ2 – Sewer System – Private  ZJ3 – Sewer System – Public  ZJ4 – Spring(s)  
 ZJ5 – Storage Tank  ZJ6 – Sump Pump  ZJ7 – Water – Private  ZJ8 – Water – Public  
 ZJ9 – Well – Agricultural  ZJ10 – Well – Shared  ZJ11 – Well Private  ZJ12 – None  ZJ13 – Other

**ZK – Yard Description \***

- ZK1 – Back Yard  ZK2 – Deck(s)  ZK3 – Dog Run  ZK4 – Fenced  ZK5 – Front Yard  
 ZK6 – Garden/Play  ZK7 – Patio  ZK8 – Patio Covered  ZK9 – Patio Enclosed  ZK10 – Side Yard  
 ZK11 – Sprinklers Automatic  ZK12 – Sprinklers Back  ZK13 – Sprinklers Front  
 ZK14 – Sprinklers Side  ZK15 – Storage  ZK16 – Terraced Back  ZK17 – Terraced Down  
 ZK18 – Terraced Up  ZK19 – Tool Shed  ZK20 – No Yard  ZK21 – Other

**ZM – Solar**

- ZM1 – Solar Pool Owned  ZM2 – Solar Pool Leased  ZM3 – Solar Water Heater Owned  
 ZM4 – Solar Water Heater Leased  ZM5 – Solar Electrical Owned  ZM6 – Solar Electrical Leased  
 ZM7 – Other  ZM8 – Unknown  ZM9 – None

**ZL – Internet Display \***

- ZL1 – Full Street Address  ZL2 – Partial Street Name  ZL3 – No Address

**ZZ – Internet Sites \***

- ZZ1 – Yes – All Sites  ZZ2 – No – No Sites

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