

**Property Data Form - Leasing**

(\*) Required

(\*\*) (\*\*\*) Conditionally Required

**Property Address** \_\_\_\_\_  
**List Associate Name** \_\_\_\_\_  
**List Company Name** \_\_\_\_\_  
**Owner Name** \_\_\_\_\_

**Month Rent** \$ \_\_\_\_\_  
**MLS #** \_\_\_\_\_  
**List Date** \_\_\_\_\_  
**Expire Date** \_\_\_\_\_  
**Owner Phone** \_\_\_\_\_

Office Use

**Agent and Office Information**

\*Listing Agent \_\_\_\_\_ \* List Date \_\_\_\_\_ \* Expire Date \_\_\_\_\_ \*Office Name \_\_\_\_\_

**Location Information**

*House #	Street Dir	*Street Name	*Street Type	Post Dir	Unit #

\*County \_\_\_\_\_ \*Subdivision \_\_\_\_\_ Tax Parcel # \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

\*City \_\_\_\_\_ \*Year Built \_\_\_\_\_ \*Year Built Source (1) \_\_\_\_\_ Latitude \_\_\_\_\_  
 Appraisal  
 Building Permit  
 Court House  
 Owner  
 \_\_\_\_\_ Longitude \_\_\_\_\_

\*Zip \_\_\_\_\_ \*School District Code \_\_\_\_\_

Zip + 4 \_\_\_\_\_ \*Grade School \_\_\_\_\_ Middle School \_\_\_\_\_ \*High School \_\_\_\_\_

\*Legal Description

**Property Information**

\*Property Subtype \_\_\_\_\_ \*Zoning \_\_\_\_\_ \*Monthly Rent \_\_\_\_\_ \*List Date \_\_\_\_\_ \*Expiration Date \_\_\_\_\_

- House
- Condo
- Townhouse
- Factory Built
- Patio Home
- Half Duplex
- Duplex
- Triplex
- Quadplex

*Home SF #1	**Home SF #2	**Home SF #3	# of Stories
*SF Source #1			# Fireplaces
<input type="checkbox"/> Appraiser	<input type="checkbox"/> Appraiser	<input type="checkbox"/> Appraiser	*Garage Capacity
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Building Permit	Census Tract
<input type="checkbox"/> Court House	<input type="checkbox"/> Court House	<input type="checkbox"/> Court House	
<input type="checkbox"/> Not Reporting SqFt	<input type="checkbox"/> Not Reporting SqFt	<input type="checkbox"/> Not Reporting	

Owner Phone \_\_\_\_\_

Lot Size SqFt \_\_\_\_\_

### Lease Information

\*Anticipated Date Avail

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\*Lease Type

- Lease
- Lease Option
- Lease Purchase
- Other Lease Type
- Subsidy

\*Monies Required

- First Months Rent
- Last Months Rent
- Other Monies Reqd
- Pet Deposit
- Security Deposit
- Waterbed Deposit

\*Special Conditions

- None
- Also For Sale
- No Pets
- No Smoking
- No Sublease
- No Waterbeds
- Other Conditions
- Pet Restrictions

\*Tenant Expenses

- None
- All Utilities
- Cable
- Electric
- Gas
- HOA User Fees
- Insurance
- Maintenance
- Parking
- Security Monitoring
- Sewer
- Taxes
- Water
- Yard Care
- Other

\*Management

- Broker
- Owner

\*Tenancy Term

- 1- Year
- 2- Year
- Monthly
- See REALTOR Remarks
- Six-Months

\*Broker Form Reqd

- Yes
- No

### Broker and Disclosure Information

\*Internet List

- Yes
- No

\*Address Public

- Yes
- No

\*Allow Comments/Reviews

- Yes
- No

\*Allow AVM

- Yes
- No

\*Flood Notice Reqd

- Yes
- No

\*Limited Service

- Yes
- No

\*Will Accept Delivery

- Yes
- No

\*Lead Paint Discl

- Yes
- No

\* Occupied

- Yes
- No

\* Showing Contact

- Call Agent
- Call Owner
- Call Tenant
- See Remarks

\* Keybox Type

- Combo KB
- Floating KB
- Keybox
- None

\*Listing Agreement Type

- Exclusive Right to Lease
- ERL w/Reserved Prospect
- ERL w/Variable Rate
- Exclusive Agency
- 
- 

\*Cooperating Broker Comp

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Compensation Based On (1)

- Annual
- Month Rent
- Quarter Rent
- Semi Annual

\*Compensation Paid Upon (2)

- Invoice Required
- Lease Execution w/in 30 Days
- Move-In w/in 30 Days
- Other Compensation Paid Upon

**Room Information**

<b>* # Bedrooms</b>	<b>* # Full Baths</b>	<b>* # Half Baths</b>	<b># Rooms</b>
<b>* # of Living Areas</b>	<b>* Basement (2)</b> <input type="checkbox"/> None <input type="checkbox"/> Finished <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> Unfinished <input type="checkbox"/> Walk-out	<b>Safety Shelter</b> <input type="checkbox"/> Safe Room (Indoor) <input type="checkbox"/> Safe Room (Outdoor) <input type="checkbox"/> Storm Cellar <input type="checkbox"/> None	

**Room Description**

<b>2nd Bedroom (3)</b>	<b>3rd Bedroom (3)</b>	<b>4th Bedroom (3)</b>	<b>Den/Family Room(3)</b>
<b>** Level</b>	<b>** Level</b>	<b>** Level</b>	<b>** Level</b>
<input type="checkbox"/> No Bath <input type="checkbox"/> Private Bath <input type="checkbox"/> Pullman Bath <input type="checkbox"/> Walk-in Closet	<input type="checkbox"/> No Bath <input type="checkbox"/> Private Bath <input type="checkbox"/> Pullman Bath <input type="checkbox"/> Walk-in Closet	<input type="checkbox"/> No Bath <input type="checkbox"/> Private Bath <input type="checkbox"/> Pullman Bath <input type="checkbox"/> Walk-in Closet	<input type="checkbox"/> Bookcase <input type="checkbox"/> Combo <input type="checkbox"/> Fireplace <input type="checkbox"/> Separate
<b>Dining Room (3)</b>	<b>Game/Rec Room (3)</b>	<b>Hall Bath (3)</b>	<b>Hobby Room (3)</b>
<b>** Level</b>	<b>** Level</b>	<b>** Level</b>	<b>** Level</b>
<input type="checkbox"/> Breakfast <input type="checkbox"/> Combo w/ Family <input type="checkbox"/> Combo w/ Living <input type="checkbox"/> Formal <input type="checkbox"/> None <input type="checkbox"/> Additional Room	<input type="checkbox"/> Closet <input type="checkbox"/> Fireplace <input type="checkbox"/> Home Theater <input type="checkbox"/> Over Garage <input type="checkbox"/> Wetbar	<input type="checkbox"/> Bathtub <input type="checkbox"/> Double Sink <input type="checkbox"/> Fireplace <input type="checkbox"/> Full Bath <input type="checkbox"/> Half Bath <input type="checkbox"/> Separate Shower <input type="checkbox"/> Shower Only <input type="checkbox"/> Whirlpool	<input type="checkbox"/> Greenhouse <input type="checkbox"/> Additional Room <input type="checkbox"/> Sewing <input type="checkbox"/> Workshop

Kitchen (3)

\*\* Level

- Breakfast Nook
- Country
- Eat-In
- Island
- Mini-Kitchen
- Pantry

Living Room

\*\* Level

- Combo
- Fireplace
- Formal
- Great Room
- Sunken

Master Bath

\*\* Level

- Bathtub
- Double Sink
- Fireplace
- Full Bath
- Half Bath
- Separate Shower
- Shower Only
- Whirlpool

Master Bedroom

\*\* Level

- Dress
- No Bath
- Private Bath
- Separate Closets
- Walk-in Closet

Office

\*\* Level

- Bookcase
- Closet
- Fireplace
- Outside Entry
- Paneled

Utility Room

\*\* Level

- Garage
- Inside
- Separate
- Sink

Other

\*\* Level

- Attic
- Exercise
- Florida
- In-Law Plan
- Library
- Maid
- Mud Room
- Music
- Quarters
- Split Bedroom
- Workroom

Other

\*\* Level

- Attic
- Exercise
- Florida
- In-Law Plan
- Library
- Maid
- Mud Room
- Music
- Quarters
- Split Bedroom
- Workroom

General Information

Senior Living

- Yes
- No

Handicap Accessible

- Yes
- No

Furnished

- Yes
- No

Accessibility Amenities

- 32" or 36" Doors
- 38" or 46" Halls
- Bath Modified
- Elevator/Chair Lift
- Handicap Parking
- Kitchen Modified
- Level Entry
- Ramped Main Level
- Roll-In Shower
- Other

Additional Buildings

- None
- 2nd Garage
- Barn
- Shed
- Shop
- Stable
- Storage
- Other

\* Building Stories

- 1
- 1.5
- 2
- 3
- 4
- 5
- 6
- High Rise

\* Unit Level

Appliances Provided (6)

- None
- Compactor
- Dishwasher
- Disposal
- Dryer
- Freezer
- Icemaker
- Indoor Grill
- Microwave
- Range/Oven
- Refrigerator
- Washer
- Water Softener
- Wine Fridge
- Other

Community Amenities (4)

- Clubhouse
- Fitness
- Gated Access
- Golf Course
- Hot Tub
- Mandatory Fee
- No Fee
- Playground
- Recreational Facilities
- Sauna
- Security
- Stables
- Swimming Pools
- Tennis Courts
- View Lot
- Voluntary Fee
- Other

Exterior Features (4)

- None
- Built-in Grill
- Cabana
- Decorative Lighting
- Dog Run
- Ext Fireplace/Pit
- Gazebo
- Gutters
- Horse Permitted
- Hot Tub/Spa
- Outdoor Kitchen
- Prof Landscaped
- Sidewalk
- Sprinkler System
- Storm Cellar
- Tennis Court
- Other

Flooring

- None
- Carpet
- Concrete
- Laminate
- Plywood/Composition
- Some Hardwood
- Tile
- Vinyl
- Wood Veneer
- Wood
- Other

\* Interior Features (6)

- None
- 9' Ceiling
- Cable TV Wired
- Central Vacuum
- Dry Bar
- Floored Attic
- Hot Tub
- Intercom
- Internal Expansion
- Internet Wired
- Pullman Bath
- Satellite Dish
- Security System-Leased
- Security System-Owned
- Smoke Detector
- Vaulted Ceiling
- Wet Bar
- Other

\* Cooling (4)

- None
- 2 Units
- 3+ Units
- Central AC
- Electronic Air Filter (s)
- Evaporative Solar Cooling
- Heat Pump
- Humidifier (s)
- Window AC
- Zoned
- Other

\* Heating Source (1)

- None
- Electric
- Gas
- Gas/Electric
- Propane-Leased
- Propane-Owned
- Solar
- Wood
- Other

\* Sewer (1)

- Aerobic
- City
- Lagoon
- None
- Other
- Private
- Rural
- Septic Tank
- Sewer Available

Heating System (3)

- None
- 2 Units
- 3+ Units
- Baseboard
- Central
- Floor Furnace
- Heat Pump
- Hot Air-Gravity
- Individually Controlled
- Individually Metered
- Radiant
- Space Heater
- Steam
- Zoned
- Other

\* Fence (2)

- None
- Barbed
- Chain Link
- Decorative
- Electric Gate
- Full
- Hog Wire
- Partial
- Pipe Fencing
- Privacy
- Split Rail
- Vinyl
- Other

Counter Top Material

- None
- Brick
- Butcher-Block
- Ceramic
- Concrete
- Copper
- Corian
- Granite
- Laminate
- Marble
- Soap Stone
- Stainless Steel
- Wood
- Other

Lot Description

- None
- Additional Land
- Additional Residence
- Corner Lot
- Cul De Sac
- Farm and Ranch
- Golf Course Frontage
- Greenbelt
- Mature Trees
- Pond
- Spring/Creek
- Wooded
- Zero Lot Line
- Other

Pool (2)

- Above Ground Pool
- In-Ground
- Indoor
- None

Pool Description (1)

- Fiberglass
- Gunite
- Liner
- Other

Mineral Rights

- None
- Available
- Included
- Not Included
- Partial
- Other

Lakes & Rivers (1)

- Arkansas River
- Birch Lake
- Canadian River
- Cedar Lake
- Claremore Lake
- Copan Lake
- Deep Fork River
- Dripping Springs Lake
- Eufaula Lake
- Fort Gibson Lake
- Fouché Maline River
- Grand Lake
- Heyburn Lake
- Hudson Lake
- Hulah Lake
- Illinois River
- Kerr Lake
- Keystone Lake
- McAlester Lake
- Murray Lake
- Neosho River
- North Canadian River
- Okmulgee Lake
- Oologah Lake
- Poteau River
- Sahoma Lake
- Sardis Lake
- Skiatook Lake
- Spavinaw Lake
- Tenkiller Lake
- Texhoma Lake
- Verdigris Lake
- Webbers Falls Reservoir
- Wister Lake
- Other

\*\* Distance to Lake/River (1)

- Frontage
- Less than 1 Mile
- Less than 5 Miles
- Less than 10 Miles

\*\*Lake Water Amenities

- Adjoins Corp Property
- Bluff
- Boat Dock
- Boat House
- Boat Lift
- Dock Approved Cove
- Lake/Riverfront Access
- Lake/Riverfront No Access
- Marina Available
- Other
- Ramp Available
- Sand Beach
- Summer View
- Water Access
- Winter View

\* Parking

- None
- 1 Per Unit
- 1-25 Spaces
- 2 or More per Unit
- 26-50 Spaces
- Carport
- Garage - 1 Car
- Garage - 2 Car
- Paved Area
- Storage

\* Water Source

- City
- Other
- Private
- Rural
- Spring
- Well

Utilities Available

- None
- Electric
- Gas
- Phone

**Listing comments**

Public Remarks 255 Characters

REALTOR Remarks 255 Characters

\* Directions 255 Characters

**Signatures**

\_\_\_\_\_  
Seller Sign & Date

\_\_\_\_\_  
Listing Associate Printed Name

\_\_\_\_\_  
\* List Associate Number

\_\_\_\_\_  
Seller Sign & Date

\_\_\_\_\_  
Listing Associate Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller Sign & Date

\_\_\_\_\_  
Listing Company Name Printed

\_\_\_\_\_  
\* Listing Office Number

\_\_\_\_\_  
Seller Sign & Date

\_\_\_\_\_  
Company MLS Participant Authorized Signature

\_\_\_\_\_  
Date