

**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=AutoFillClick 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 \***  N - No  Y - Yes  
 **HOA \***  No  Yes  
 **New Subdivision**  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

**Complex Name (14) – Required If "Type of Building" is Condo, Townhouse, or Patio/Villa; Also Feature Group "ZH-Unit Features"**

**Percent Owner Occ (3)**

**Units in Complex (3)**

**Floor Unit is On**

**HOA Name (22)–Required if "HOA" is Yes; Also Feature Group "A-Assoc Amenities", "B-Assoc Fees Include"**

**HOA Phone (10)**

**HOA Fees Tenant Pd**

**HOA Fees Freq**

A - Annually  M - Monthly  Q - Quarterly

High School District (12)

Elementary School District (12)

Tax Database ID

Alameda  Contra Costa

MLS Number if for Sale

Branded Virtual Tour

Unbranded 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 (1000 Characters)

**Remarks (1000 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 Reqd
- 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 Reqd 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 Reqd
- 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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