



Field names with character/selection limits in Tempo contain the limit number in parenthesis (#). Required fields are listed in Red, and denoted by a superscript R. Green Features are highlighted in green. (Green Features are those which may conserve energy.)

Property Address

AP Number R _____ List Date R ____ / ____ / ____ Expiration Date R ____ / ____ / ____

MLS INFORMATION

MLS # System Generated Property Type R Commercial Industrial Status System Generated

Street Number R _____ Direction E N S W Street Name R _____

Street Type _____ Unit # _____ City R _____ Area R _____ (Example: Avenue, Street, Alley, Circle)

- County R (1) Alameda (ALA) Humboldt (HUM) Merced (MER) San Benito (SBT) Siskiyou (SIS)
 Alpine (ALP) Imperial County (IM) Modoc (MOD) San Bernardino County (SB) Solano (SOL)
 Amador (AMA) Inyo (INY) Mono (MNO) San Diego County (SD) Sonoma (SON)
 Butte (BUT) Kern County (KE) Monterey (MON) San Francisco (SF) Stanislaus (STA)
 Calaveras (CAL) Kings (KIN) Napa (NAP) San Joaquin (SJ) Sutter (SUT)
 Colusa (COL) Lake (LAK) Nevada (NEV) San Luis Obispo County (SO) Tehama (THE)
 Contra Costa (CC) Lassen (LAS) Orange County (OR) San Mateo (SM) Trinity (TRI)
 Del Norte (DN) Los Angeles County (LA) Other State (OS) Santa Barbara County (BA) Tulare (TUL)
 El Dorado (ED) Madera (MAD) Placer (PLA) Santa Clara (SCL) Tuolumne (TUO)
 Foreign Country (FC) Marin (MRN) Plumas (PLU) Santa Cruz (SCR) Ventura County (TUO)
 Fresno (FRE) Mariposa (MPA) Riverside County (RI) Shasta (SHA) Yolo (YOL)
 Glenn (GLE) Mendocino (MEN) Sacramento (SAC) Sierra (SIE) Yuba (YUB)

State R _____ Zip R _____ Zip 4 _____ TGNO R _____

- County R (1) Orange (OR) Ventura (VE) Other California County (OT)
 Los Angeles (LA) Imperial (IM) Other State (OS)
 Riverside (RI) Santa Barbara (BA) Foreign Country (FC)
 San Bernardino (SB) San Luis Obispo (SO)
 San Diego (SD) Kern (KE)

State R _____ TGNO R _____
Zip R _____ Zip 4 _____

Country R _____ Cross Streets R _____

List Price R _____ AP # R _____ Listing Agreement Type R Exclusive Agency Open
 Exclusive Right To Sell or Lease Probate
 Exclusive Right with Exception

Service Level R (1) Full Service Limited Service MLS Entry Only
Have _____ Business Park Name _____

Total Building SqFt R _____ Building Square Feet Source (1) Appraiser Other
 Assessor Plans
 Builder Survey
 Estimated Taped
 Landlord/Tenant/Seller
Price Per Square Feet System Generated Gross Equity _____

- Land/Building Features (14)
 Air Conditioned Ground Level Door Master Electric Meter Public Sewer Security Gate Truck Dock
 Alley Access Handicapped Access Master Gas Meter Rail Siding Security System - Leased Truck Doors
 Cable TV Individual Electric Meter Master Water Meter Railroad Access Security System - Owned Truck Well
 Display Window Individual Gas Meter Mezzanine Rear Access Skylights
 Elevator Individual Water Meter Natural Gas Repair Cosmetic Smoke Alarm
 Fenced Yard Intercom System Outside Lighting Repair Major Sprinklers/Landscape
 Fire Alarms Kitchen Facilities Overhead Crane Restrooms - Handicapped Storage Area
 Floor Drains Loading Dock Propane Restrooms - Public Storage Tank

- Loan \$ _____ Legal Description
 Beach Rights Mineral Rights Slide Zone
 Coastal Commission Restrictions Open Space Restrictions Tenants in Common - DRE Pink Reports
 Coastal Zone Pet Restrictions Tenants in Common - DRE White Reports
 Easements Real Estate Owned Water Rights
 Environmental Restrictions Redevelopment Area
 Incorporated Senior Community 55+

Monthly Gross Sched Income^R _____

Total Base Income _____

Overage Income/Mo _____

Gross Scheduled Income^R _____

Private Transfer Taxes^R Y N

Building & Land Data

% of Total Value^R _____ Building Dimensions _____ Mezzanine SqFt _____ Ceiling Height _____

Land SqFt^R _____ Location^R (1) Business District Industrial District Other South Side of Street
 Corner Interior Block/Ctr Professional Center Stand Alone Location
 Downtown Mall Retail Frontage Strip Store Center
 East Side of Street North Side of Street Shopping Center West Side of Street

Lot Description (20)

Backs to Parkland Drought Resistant Landscape Native Plant/Reduced Irrigation/ Rainwater Collection Sparsely Treed Lot
 Back to Trees Estuary Front Limited Turf Reservoir Stone Retaining Walls
 Bay Front Fruit Trees No Landscaping Rip-Rapped Street Dirt
 Beach Access Heavily Treed Lot No Trees Rolling Street Paved
 BLM/National Forest Hill Non-Tidal Wetlands Room for a Pool Street Private
 Canyon Rim Irregular Topography Non on Thru Street Room for Tennis Court Street Public
 Community Mailbox Lagoon Front Ocean Access Seasonal Creek Streetlights
 Compost Area/Bin Lake on Lot Off The Grid Seawall Tidal Wetlands
 Creek/Stream on Lot Large Tree(s) - over 40 Feet On Navigable Water Secluded Upslope
 Cultivated Level Grade Playscape Shade Trees Utilities - Overhead
 Curbs-Walks Medium Tree(s) - 20-40 Feet Possible Pool Site Single Loaded Street Utilities - Underground
 Decorative Pond Military Land Premium Lot Slope - Gentle Valley
 Desert Back Moderately Treed Lot Preserve/Public Land Slope - Steep Water Access
 Desert Front Mountainous Private Beach Small Tree(s) - Under 20 Feet
 Downslope Near Public Transit Private Road Some Landscaping

Construction (2)

Block Brick Concrete Flagstone Frame & Stucco Glass Manufacture Metal Other Siding Steel Stone Stucco/Brick Stucco/Wood Tilt Up Wood

Roof (3)

Asphalt Shingle Imitation Slate Bahama Mansard Barrel Tile Metal Bitumen Metal Shake Bituthene Other Common Roof Rock/Stone Composition Roll Rolled/Hot Mop Concrete Rubber Concrete Shake Shake Cool Roof/ Shingle Radiant Barrier Shingle - Asbestos Copper Shingle - Asphalt Elastomeric Shingle - Wood Flat Tile Slag/Built - Up Foam Slate Green/Vegetation/ Tile Garden Roof TPO Membranes Hip

Enclosed Yard (10)

Automatic Gate No Yard Back Other Fencing Barbed Wire Fence Partially Fenced Block Wall Pipe Fenced Brick Wall Privacy Fence Cedar Fence Redwood Chain Link Slumpstone Cross Fenced Split Rail Fence Electric Fence Stucco Wall Fenced-Rear Vinyl Fence Front Wire Fence Fully Fenced Wood Glass Wrought Iron Goat Type Fence Yard Grapestake Invisible Fence Livestock Fence Masonry Fence

Security Description (9)

Automatic Gate Carbon Monoxide Detector(s) Exterior Cameras Exterior Security Lights Fire Sprinkler System Firewall(s) Motion Detectors Non-Monitored Resident Manager Security System - Leased Security System - Owned

Fire Sprinklers NA Y N

Roof Age _____ Minimum Clearance Height _____ Span _____ Stories (1) One Level Three or More Levels Two Levels

Floors (11) Adobe Granite Raised Foundation Carpet - Partial Hardwood - Partial Slate Clay Linoleum Stained Concrete Combination Other Wood Under Carpet Concrete Slab Pavers

Total Floors _____ Year Built _____ Appraiser Other Assessor Builder Estimated Landlord/Tenant/Seller

Year Refurbished _____ Building Permit NA Y N Zoning _____ # Buildings _____ # Units _____

Sewer (3)

Aerobic Septic In Street Paid Public Septic Applied for Permit In, Connected & Paid Public Sewer Assessments Lateral/Tap - Off Main Septic Pump Bonds Lateral/Tap - On Site Septic Tank Capping Fill Low Pressure Pipe (LPP) Shared Septic Cesspool Mound System Site Evaluation on File Gravity Septic Field Not Applied for Permit Unknown Holding Tanks(s) Pressure Dose In Street on Bond Public Hookup Available

Water (3)

District/Public Public Hook-Up Available Well Permit Graywater Reuse River Applied For Lateral not Installed/ Shared Spring Well Permit Must Tap off Main Spring(s) Not Applied For Meter on Property Storage Tanks(s) Well Permit on File Meter Paid/Not In Stream Well/Irrigation Only Other Tap Free Pond Well Private Well - Shared

Storage Tank NA Y N
 Overhead Crane NA Y N
 ADA Compliant^R Y N

Water District _____

Suited For? (16) Automotive/Service Stations Gift/Florist/Card Shops Residential
 Beauty Shop Liquor Stores Retail
 Coin Operated Lodging Service
 Convenience Market/Dairy/Supermarket Manufacturing Shopping Center
 Distribution/Wholesale Medical Office Taverns/Cocktail Lounges
 Dry Cleaners Mixed Use Video Store
 Food Services Other Warehouse
 General Office Professional Office

Plant Data

Plant SqFt _____ Amps _____ Voltage _____ Phase _____ Railroad Access NA Y N

Heat (Plant) (12) Electric Heat Pump Solar
 Floor Furnace Other - See Remarks Space Heater
 Forced Air Propane Wall Electric
 Gravity Heating Radiant Wall Gas

Cooling (Plant) NA Y N Loading Doors _____
 # Docks _____ # Wells _____ # Ground Level Docks _____

Toilets - Men (Plant) _____ # Toilets - Women (Plant) _____ Foil NA Y N Skylights NA Y N

Parking Spaces^R _____ Parking Type^R (14) Assigned Parking Garage - 4+Doors Off Site Parking RV Covered
 Community Garage Garage - Extended Length Off Street Parking RV Enclosed
 Covered Parking Garage - Front Entry On Street Parking RV Gated
 Covered/Subterranean Garage - Rear Entry Open RV Hook-Ups
 Deck(s) Garage - Side Entry Overhead Storage Shared Driveway
 Deeded Parking/Garage Garage - Single Door Parking Fee Side by Side Parking
 Driveway - Brick Garage - Swing-In Parking Space Conveys Sink in Garage
 Driveway - Combination Garage - Three Door Permit/Decal Unassigned Parking
 Driveway - Concrete Garage - Two Door Pipestem Driveway Uncovered
 Driveway - Gravel Gated Parking Public Under Home Parking
 Driveway Pavers Heated Garage Rotational Workbench in Garage
 Employees Interior Access RV Complex/Park

Office Data

Total Office Square Feet _____ # Offices _____ # Toilets - Men (Office) _____ # Toilets - Women (Office) _____

A/C (Office) NA Y N Heat (Office) (12) Electric Heat Pump Solar
 Floor Furnace Other-See Remarks Space Heater
 Forced Air Propane Wall Electric
 Gravity Heating Radiant Wall Gas

Annual Operating Expenses

Taxes (New) _____ Elevator _____ Fire Insurance _____
 Gardener _____ Liability Insurance _____ Parking Lots _____
 Gas & Electricity _____ Trash _____ Water Exp _____
 Janitor _____ Maintenance % _____ Common Area Maintenance _____
 Association _____ Management _____ Accountant _____
 Advertising _____ Contract Services _____ Debt Services _____
 Sewer Expense _____ Supply Expense _____ Payroll _____
 Reserves _____ Security _____ Utilities _____
 Vacancy % _____ Other Expenses Desc _____ Other Expenses _____

Total Expenses^R _____ Source of Annual Expense^R (1) Accountant Provided Owner Provided Tax Return

Showing Instructions

Showing Instructions^R

(6)

<input type="checkbox"/> 24-Hour Notice	<input type="checkbox"/> BEWARE OF DOG	<input type="checkbox"/> Gate Pass	<input type="checkbox"/> Restricted Days
<input type="checkbox"/> Agent or Owner to be Present	<input type="checkbox"/> Call First	<input type="checkbox"/> Go Direct	<input type="checkbox"/> Restricted Hours
<input type="checkbox"/> Alarm on Property	<input type="checkbox"/> Call Listing Office	<input type="checkbox"/> Key in Listing Office	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Animal(s) on Property	<input type="checkbox"/> Day Sleeper	<input type="checkbox"/> Keybox	<input type="checkbox"/> Sign on Property
<input type="checkbox"/> Appointment Only	<input type="checkbox"/> Do Not Contact Occupants	<input type="checkbox"/> Pet(s) on Premises	<input type="checkbox"/> Subject to Inspection
<input type="checkbox"/> Appointment with Occupant	<input type="checkbox"/> Drive By	<input type="checkbox"/> Registration Required	<input type="checkbox"/> Vacant
<input type="checkbox"/> Appointment with Office	<input type="checkbox"/> Drive By Only	<input type="checkbox"/> Restricted Access – Call Listing Agent	

S/O Comp^R _____

S/O Comp^R \$ %

Variable Rate Comm^R Yes No

Additional Compensation

Transfer of Possession

(1)

<input type="checkbox"/> Close of Escrow	<input type="checkbox"/> COE Plus 3
<input type="checkbox"/> COE Plus	<input type="checkbox"/> Negotiable
<input type="checkbox"/> COE Plus 1	<input type="checkbox"/> Other – See Remarks
<input type="checkbox"/> COE Plus 2	

Lockbox Location^R

(1)

<input type="checkbox"/> Call Listing Office	<input type="checkbox"/> Gas Meter	<input type="checkbox"/> Side Door	<input type="checkbox"/> Water Pipe
<input type="checkbox"/> Front Door	<input type="checkbox"/> No Key Safe	<input type="checkbox"/> Side Gate	
<input type="checkbox"/> Front Gate	<input type="checkbox"/> Rear Door	<input type="checkbox"/> Sign Post	
<input type="checkbox"/> Garage Door	<input type="checkbox"/> See Remarks	<input type="checkbox"/> Vault	

Lockbox Type^R

(2)

<input type="checkbox"/> Supra iBox	<input type="checkbox"/> Supra-DAMLS
<input type="checkbox"/> Supra-SoCal MLS	<input type="checkbox"/> Supra-GSBRMLS
<input type="checkbox"/> Supra-SRAR/BAOR	<input type="checkbox"/> Supra-MRMLS
<input type="checkbox"/> Combo-See Remarks	<input type="checkbox"/> Supra-Newport
<input type="checkbox"/> No Key Safe	<input type="checkbox"/> Supra Key
<input type="checkbox"/> Other-See Remarks	<input type="checkbox"/> Multacc
<input type="checkbox"/> SentiLock	

Sign on Property^R Y N

Gate Code _____

Phone To Show^R _____

Show Phone Ext _____

List Office/Agent Information

Fields denoted with an asterisk* are "System Generated" in Tempo.

List Office Name* _____

List Office ID*^R _____

List Office Phone* _____

List Office Fax* _____

List Agent Full Name* _____

List Agent First Name* _____

List Agent Last Name* _____

List Agent ID*^R _____

List Agent Preferred Phone^R _____

List Agent Preferred Phone Ext _____

List Agent Res Phone _____

Agent Direct Phone Number _____

Agent Toll Free Phone Number _____

List Agent Pref Fax _____

List Agent Cell Phone _____

List Agent Pager _____

List Agent Voicemail^R _____

List Agent Voicemail Ext _____

List Agent Email _____

List Agent Website _____

List Agent Blog Website _____

Recip Listing^R Y N

Co List Office/Agent Information

Co List Agent ID* _____

Co List Agent Full Name* _____

Co List Agent First Name* _____

Co List Agent Last Name* _____

Co List Agent Preferred Phone _____

Co List Agent Preferred Phone Ext _____

Co List Agent Res Phone _____

Co List Agent Direct Phone Number _____

Co List Agent Toll Free Phone Number _____

Co List Agent Pref Fax _____

Co List Agent Pager _____

Co List Agent Cell Phone _____

Co List Agent Voicemail _____

Co List Agent Voicemail Ext _____

Co List Office ID _____

Co List Agent Email _____

Co List Office Fax _____

Co List Office Name _____

Sell Office/Agent Information

Sell Office Name* _____ Sell Office ID* _____
Sell Office Phone* _____ Sell Office Fax* _____
Sell Agent Full Name* _____ Sell Agent First Name* _____
Sell Agent Last Name* _____ Sell Agent ID* _____
Sell Agent Preferred Phone _____ Sell Agent Preferred Phone Ext _____ Sell Agent Res Phone _____
Sell Agent Pref Fax _____ Sell Agent Cell Phone _____ Sell Agent Pager _____
Sell Agent Voicemail _____ Sell Agent Voicemail Ext _____ Sell Agent Email _____
Sell Agent Website _____ Sell Agent Blog Website _____

Co Sell Office/Agent Information

Co Sell Agent Full Name _____ Co Sell Agent First Name _____
Co Sell Agent Last Name _____ Co Sell Agent ID _____
Co Sell Agent Preferred Phone _____ Co Sell Agent Preferred Phone Ext _____ Co Sell Agent Res Phone _____
Co Sell Agent Pref Fax _____ Co Sell Agent Cell Phone _____ Co Sell Agent Pager _____
Co Sell Agent Voicemail _____ Co Sell Agent Voicemail Ext _____ Co Sell Office ID _____
Co Sell Office Phone _____ Co Sell Agent Email _____

Agent Remarks

Agent Remarks (600 Character Limit) _____

Internet Information

Address on Internet?^R Y N IDX^R Y N Public Comments/Blog^R Y N AVM^R Y N

Listing Activity

List Date^R ___ / ___ / ___ Expiration Date^R ___ / ___ / ___

Units

Unit #	Tenant	SqFt	Lse Type (See Below)	Lse Length	Lease Exp (mm/dd/yyyy)	Monthly Rent
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Available entries for "Lease" Gross, Triple Net, Other, Percent, Service Gross, Gross, Modified

Change to Pending/Backup Offers

Pending (Projected Sale) Price \$^R _____ **Projected Close Date^R** ___ / ___ / ___
(Listing will Auto-Sell 14 days after the Projected Close Date)

Pending Date^R ___ / ___ / ___ **Sell Agent^R** (Agent ID) _____ **Co Sell Agent** (Agent ID) _____

Financing^R (1)

- | | | |
|---|--|---|
| <input type="checkbox"/> All Inclusive Trust Deed | <input type="checkbox"/> FHA Loan | <input type="checkbox"/> Trust Conveyance |
| <input type="checkbox"/> Assumed | <input type="checkbox"/> Land Contract | <input type="checkbox"/> VA Loan |
| <input type="checkbox"/> Cal Vet | <input type="checkbox"/> Other – See Remarks – Call Listing Office | |
| <input type="checkbox"/> Cash | <input type="checkbox"/> Owner Carried | |
| <input type="checkbox"/> Conventional | <input type="checkbox"/> Private | |

Sold Terms (1)

- | | |
|--|---|
| <input type="checkbox"/> Auction | <input type="checkbox"/> Lease Option |
| <input type="checkbox"/> Buyer Concessions | <input type="checkbox"/> Real Estate Owned |
| <input type="checkbox"/> Contract Of Sale | <input type="checkbox"/> Seller Concessions |
| <input type="checkbox"/> Exchange/Trade | <input type="checkbox"/> Short Payoff |
| <input type="checkbox"/> In Foreclosure | <input type="checkbox"/> Standard Sale |

Change to Closed (Required with Change to Pending/Backup Offers)

Sell Agent^R (Agent ID) _____ **Pending Date^R** ___ / ___ / ___ **Co Sell Agent** (Agent ID) _____

Closed Date^R ___ / ___ / ___ **Sales Price^R** _____

Financing^R (1)

- | | | |
|---|--|---|
| <input type="checkbox"/> All Inclusive Trust Deed | <input type="checkbox"/> FHA Loan | <input type="checkbox"/> Trust Conveyance |
| <input type="checkbox"/> Assumed | <input type="checkbox"/> Land Contract | <input type="checkbox"/> VA Loan |
| <input type="checkbox"/> Cal Vet | <input type="checkbox"/> Other – See Remarks – Call Listing Office | |
| <input type="checkbox"/> Cash | <input type="checkbox"/> Owner Carried | |
| <input type="checkbox"/> Conventional | <input type="checkbox"/> Private | |

Sold Terms (1)

- | | |
|--|---|
| <input type="checkbox"/> Auction | <input type="checkbox"/> Lease Option |
| <input type="checkbox"/> Buyer Concessions | <input type="checkbox"/> Real Estate Owned |
| <input type="checkbox"/> Contract Of Sale | <input type="checkbox"/> Seller Concessions |
| <input type="checkbox"/> Exchange/Trade | <input type="checkbox"/> Short Payoff |
| <input type="checkbox"/> In Foreclosure | <input type="checkbox"/> Standard Sale |

is deemed reliable but not guaranteed and should be independently Verified through personal inspection

Signature Date

Signature Date

Signature Date

Signature Date