

DIRECTIONS: Fields marked with an R require an answer. # = Numeric Only answer. Fields w/choices: List of field choices may be found in Paragon & Definitions in MLS Rules.

Will be assigned after listing is saved (non-partial):

MLS# \_\_\_\_\_

LISTING INFO:

R Firm / Office ID # \_\_\_\_\_ R Agent ID # \_\_\_\_\_

Co-Listing Firm ID # \_\_\_\_\_ Co-Listing Agent ID # \_\_\_\_\_

R List Price \_\_\_\_\_

R List Date \_\_\_\_\_

R Expiration Date \_\_\_\_\_

Delayed Showing Yes  No   
Date Showings Begin \_\_\_\_\_  
(required if delayed showings=yes)

R Licensee Interest/Broker Own  Yes  No

R Contract Type:  Exclusive Agency  Exclusive Right to Sell  Other

R Limited Service:  Yes – RANW MLS PDF Document Attached (Required)  No

R Named Exceptions  Yes  No

R Broker Holds Earnest Money  No  Yes

Earnest Money Holder Name:

R Electronic Consent  Yes  No If yes, Seller has consented via email to the use of email as a means to make legal delivery of all Contracts & Docs related to their transaction. Please note delivery requires both Seller & Buyer electronic consent as mandated by law. Please refer to the Private RMKS for members only, for the delivery address.

Bank Owned/REO\*  Yes  No \* Agent Only (Not Public) – Full Display

Potential Short Sale\*  Yes  No \* Agent Only (Not Public) – Full Display

Relocation\*  Yes  No \* Agent Only (Not Public) – Full Display

PROPERTY DETAILS:

R County \_\_\_\_\_

R Taxing Municipality (legal description) \_\_\_\_\_

R Tax Municipal Sub-Area Code \_\_\_\_\_ Required for Cities of Appleton, De Pere, Fond du Lac, Green Bay, Oshkosh

R School District Code \_\_\_\_\_ #

R Street Number \_\_\_\_\_ Direction \_\_\_\_\_ R Street Type \_\_\_\_\_

R Street Name \_\_\_\_\_

\*Enter Legal address. County and State Highways will be entered into Property Address 2 field as HWY for search purposes only.

Lot # \_\_\_\_\_ R City \_\_\_\_\_  
\_\_\_\_\_  
(mailing address)

R State \_\_\_\_\_ R Zip Code (9 digit) \_\_\_\_\_ -- \_\_\_\_\_

R Property Tax ID: Include dashes. Continue on 2<sup>nd</sup> line if necessary. Enter Tax ID exactly as it appears on the Property Tax Bill.

R Taxes Net \_\_\_\_\_ NOTE: Tax Amount may not include special assessments or municipal fees.

R Tax Year \_\_\_\_\_

Improvements \_\_\_\_\_ Land Assessments \_\_\_\_\_

Assessments Total \_\_\_\_\_

Assessment Year \_\_\_\_\_

Special Assessments  Yes  No  Unknown

Legal Description (150 characters or less)

R Flood Plain  Yes  No  Unknown

R Deeded Access\*  Yes  No  Unknown \* Provides access to something outside your land, i.e., Park, Water, Walking Trail

R Restrictive Covenant\*  Yes  No  Unknown \* Pertains to use of your land with building requirements and outbuilding allocations

R Subdivision Name (required if part of a subdivision). Continue on second line if necessary. \_\_\_\_\_

R HOA Annual Fees  Yes  No  Unknown R HOA Annual Fees \$ \_\_\_\_\_

Builder Exclusive  Yes  No Builder Name: \_\_\_\_\_

School Elementary \_\_\_\_\_ School Middle \_\_\_\_\_ School High \_\_\_\_\_

R Water Frontage  Yes  No R Water Features-Other  Yes  No

If Water Frontage = Yes, all fields in this section must be completed. Property must have Water Frontage; deeded access does not qualify as Water Frontage=Yes. If the listing does not qualify as Water Frontage=Yes but has other water features, those features may be indicated in Coded Feature Other Water Features Section.

R Water Body Name (see list available under Code Sets in Paragon’s Reports menu)

R Water Type – Choose Only One (Must include a GIS image, map image, or similar photo of the body of water.)

River  Lake  Bay  Channel  Other-See Remarks

R Est. Water Frontage (measurement in feet-round down to nearest whole foot) \_\_\_\_\_ #

R Source Water Frontage (choose only one)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 1. Assr/PubRecd | <input type="checkbox"/> 4. Plat Map/Survey | <input type="checkbox"/> 7. Blueprints          |
| <input type="checkbox"/> 2. Appraisal    | <input type="checkbox"/> 5. Broker/Agent    | <input type="checkbox"/> 8. Seller              |
| <input type="checkbox"/> 3. Developer    | <input type="checkbox"/> 6. Builder         | <input type="checkbox"/> 9. Other – See Remarks |

R Acres Est Total \_\_\_\_\_ • \_\_\_\_\_ #

R Source of Acres \_\_\_\_\_

Total SqFt. of Lot Est \_\_\_\_\_ #

Source of SqFt Lot \_\_\_\_\_

- Lot Info Source Codes:**

  1. Appraiser
  2. Assessor/Public Record
  3. Developer
  4. Plat Map/Survey
  5. Agent/Broker
  6. Builder
  7. Blueprints
  8. Seller
  9. Other – see Public Rmks

Lot Dimensions Est \_\_\_\_\_ X \_\_\_\_\_ # \_\_\_\_\_ Source of Lot Size Dim \_\_\_\_\_  
Front Side

Wetland Acreage Est \_\_\_\_\_ # Source of Wetland Acreage \_\_\_\_\_

Pasture Acreage Est \_\_\_\_\_ # Source of Pasture Acreage \_\_\_\_\_

Tillable Acreage Est \_\_\_\_\_ # Source of Tillable Acreage \_\_\_\_\_

Wooded Acreage Est \_\_\_\_\_ # Source of Wooded Acreage \_\_\_\_\_

Corn Acreage Est \_\_\_\_\_ # Source of Corn Acreage \_\_\_\_\_

Soybean Acreage Est \_\_\_\_\_ # Source of Soybean Acreage \_\_\_\_\_

**Lot Info Source Codes:**  
1. Appraiser  
2. Assessor/Public Record  
3. Developer  
4. Plat Map/Survey  
5. Agent/Broker  
6. Builder  
7. Blueprints  
8. Seller  
9. Other – see Public Rmks

**Only Acres Estimated and Source Code are required.** May also complete other fields and sources.

Certified Survey Available  Yes  No Approved Plat Map Available  Yes  No

**R - Hobby Farm:** Yes \_\_\_ No \_\_\_ **Hobby Farm** = A small farm generally not income producing.  
**If yes,** please see related Farm/Hobby Farm Fields & Features required to be completed on page 8.  
**R - Farm:** Yes \_\_\_ No \_\_\_ **Farm:** Generally an income producing Farm. Also see Commercial Property Type.  
**If yes,** please see related Farm/Hobby Farm Fields & Features required to be completed on page 8.

**R Directions to Property:** Start from a neutral location and clearly identify route. (Limit: 150 characters including spaces and punctuation).

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**REMARKS and SHOWING INFORMATION GUIDELINES:**

- You must leave space between words. Remember to leave a blank space after punctuation.
- Describe the property, not the potential buyer. Use only standard abbreviations.
- Remarks Public: Shows on MLS Customer displays, in the Collab Center, on IDX (public) websites. Please refer to MLS Rules Section 4 for complete Public Remarks guidelines. (Limit 800 characters including spaces and punctuation).
- Remarks Inclusion Public: To use for what is not listed in Features Option. (Limit 150 characters including spaces and punctuation.)
- Remarks Exclusion Public: To use for what is not listed in Features Option. (Limit 150 characters including spaces and punctuation.)
- Remarks Private: "Agent to Agent". Shows only on Paragon's Agent Confidential (member only) displays. Not intended for public displays. Do not include confidential information. (Limit of 450 characters including spaces and punctuation.)
- Showing Information Private: "Agent to Agent". Shows only on Paragon's Agent Confidential (member only) displays. Not intended for public displays. Do not include confidential information. (Limit of 300 characters including spaces and punctuation).

**Remarks Public:** Required if any field or feature is marked "Other – See Remarks". (Limit 800 characters including spaces and punctuation).

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Remarks Private: for Member Only: (Limit 450 characters including spaces and punctuation).

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Showing Information Private for Member Only: (Limit of 300 characters including spaces and punctuation).

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**Seller Restriction Options on Internet Display of Listings-** see RANW MLS Rules & Regulations for additional information and check your Company Policy.

Listing Maintenance "LIM" default settings: Default is set to indicate YES, meaning there are NO restrictions, listing should be included in the RETS feeds and also there are no restrictions on the listing. If you want to restrict the listing for any of the following, then you must indicate a NO.

- R 1. Yes \_\_\_ NO \_\_\_ **Include on Internet/ IDX** = Default is Yes to include listing.  
Do not restrict Listing from being shown on any/all public Internet websites including Listing Company site, IDX, REALTOR.com, VOW sites, or 3rd party aggregate sites as allowed by Listing Company.
- R 2. Yes \_\_\_ NO \_\_\_ **VOW Include** = Default is Yes to include listing. Do not restrict listing from VOW sites.
- R 3. Yes \_\_\_ NO \_\_\_ **Include Inter/IDX w Addr** = Default is Yes, to include listing.  
Do not restrict Listing Address from being shown on any/all public Internet websites including Listing Company site, IDX, REALTOR.com, VOW sites, or 3rd party aggregate sites as allowed by Listing Co.
- R 4. Yes \_\_\_ NO \_\_\_ **IDX w AVM** = Default is Yes, to include listing.  
Do not restrict IDX sites from using an Automated Valuation Module (AVM) for this listing and/or hyperlinks to value estimates.
- R 5. Yes \_\_\_ NO \_\_\_ **VOW w AVM** = Default is Yes, to include listing.  
Do not restrict VOW sites from using an Automated Valuation Module (AVM) for this listing and/or hyperlinks to value estimates.
- R 6. Yes \_\_\_ NO \_\_\_ **IDX w Comment** = Default is Yes, to include listing.  
Do not restrict IDX sites from using a 3rd party blog, comments, and/or reviews for this listing and/or hyperlinks to same.
- R 7. Yes \_\_\_ NO \_\_\_ **VOW w Comment** = Default is Yes, to include listing.  
Do not restrict VOW sites from using a 3rd party blog, comments, and/or reviews for this listing and/or Hyperlinks to same.

**FEATURE DIRECTIONS:** By checking a feature, you are indicating that this feature is part of the property or included in the sale. You must check at least one feature in every required category. If you check 'Other-See Remarks' for a required feature, you must include an explanation in the Public Remarks field. All features selected will appear on the All Fields Detail report in Paragon; other displays such as the Agent Confidential and Customer Full may have a different/limited number or selection of features.

**UA = UTILITES AVAILABLE TO PARCEL(S) (Required) :**

All Underground  
  Electric  
  None  
  Telephone  
  High Speed Internet Available  
 Cable  
  Natural Gas  
  Other – See Remarks  
  Some Underground

**WI = WATER SYSTEM AVAILABLE/INSTALLED (Required):**

- Community Well Available     No Water     Sand Point Well Installed     Water Lateral in Road     Well on Site, Private  
 Municipal Water Available     Other – See Remarks     Shared Private Well Available     Water Lateral to Lot Line

**WD = WASTE DISPOSAL SYSTEM (Required):**

- At Grade – Septic Installed     In Sanitation District     No Waste Presently     Sewer Lateral in Road  
 Conventional Septic – Installed     Mound Septic – Installed     Other – See Remarks     Sewer Lateral to Lot Line  
 Holding Tank – Required     Municipal Sewer Avail     Perk Appr.     Shared Municipal Waste

**LD = LOT DESCRIPTION (Required):**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Golf Course Adjacent     | <input type="checkbox"/> Exposed Lower Possible | <input type="checkbox"/> Sloping               | <input type="checkbox"/> 5+ Unit Lot                               |
| <input type="checkbox"/> Adj. to Park/Public Land | <input type="checkbox"/> Land Lock/Interior     | <input type="checkbox"/> Rural Subdivision     | <input type="checkbox"/> Farm-Working                              |
| <input type="checkbox"/> City                     | <input type="checkbox"/> Level                  | <input type="checkbox"/> Rural Not Subdivision | <input type="checkbox"/> Farm Non-Working                          |
| <input type="checkbox"/> Corner                   | <input type="checkbox"/> Limited/Non-Buildable  | <input type="checkbox"/> Suburban              | <input type="checkbox"/> Adjacent to ATV & Snowmobile Trail        |
| <input type="checkbox"/> Cul-De-Sac               | <input type="checkbox"/> Other-See Remarks      | <input type="checkbox"/> Wetland/Marsh         | <input type="checkbox"/> Subject to Shoreland Zoning & Regulations |
| <input type="checkbox"/> Deeded Access            | <input type="checkbox"/> Rectangular            | <input type="checkbox"/> Wooded                | <input type="checkbox"/> Hobby Farm Working                        |
| <input type="checkbox"/> Existing Condo Plat      | <input type="checkbox"/> Rolling                | <input type="checkbox"/> Duplex Lot            | <input type="checkbox"/> Hobby Farm Non-Working                    |

**IP = IMPROVEMENTS ON SITE (Required):**

- Driveway In     Fence In     Sidewalks In     Storm Water Pond     Garage  
 Existing Curb Gutters     Other – See Remarks     Slab Foundation In     Streetlights     None

**AL = ALLOWED/ MISCELLANEOUS:**

- Easements     Horses Allowed     Res Structure – Little/No Value     Storage Building Allowed  
 Fences Allowed     Near Bus Line     Shed Allowed     Trailer/RV Parking Allowed

**ZO = ZONING (Required):**

- |  |  |   |                                       |  |
|--|--|---|---------------------------------------|--|
| <input type="checkbox"/> 2 Family/Duplex | <input type="checkbox"/> Condominium       | <input type="checkbox"/> Multi-Family (3 units) | <input type="checkbox"/> P.U.D.       | <input type="checkbox"/> Multi-Family (4 units)  |
| <input type="checkbox"/> Agricultural    | <input type="checkbox"/> Historic District | <input type="checkbox"/> Non-Conforming         | <input type="checkbox"/> Recreational | <input type="checkbox"/> Multi-Family (5+ Units) |
| <input type="checkbox"/> Commercial      | <input type="checkbox"/> Industrial        | <input type="checkbox"/> Other – See Remarks    | <input type="checkbox"/> Residential  | <input type="checkbox"/> Manufacturing           |
|  |  |   |                                       | <input type="checkbox"/> Multi-Family            |

**OW = WATER FEATURES OTHER:**

- |  |   |  |   |  |
|--|---|--|---|--|
| <input type="checkbox"/> Deeded Water Acc/No Frontage        | <input type="checkbox"/> Boat House     | <input type="checkbox"/> No Motor Lake       | <input type="checkbox"/> Wake Limits    | <input type="checkbox"/> Pond-Shared       |
| <input type="checkbox"/> Divided/Separated Access (1 parcel) | <input type="checkbox"/> Boat Ramp/Lift | <input type="checkbox"/> Motorized Lake      | <input type="checkbox"/> Water Ski Lake | <input type="checkbox"/> Quarry            |
| <input type="checkbox"/> Water View-No Deeded Access         | <input type="checkbox"/> Boat Slip      | <input type="checkbox"/> Electric Motor Only | <input type="checkbox"/> Creek/Stream   | <input type="checkbox"/> Other-See Remarks |
| <input type="checkbox"/> Water View with Deeded Access       | <input type="checkbox"/> Dock/Pier      | <input type="checkbox"/> No Wake Lake        | <input type="checkbox"/> Pond-Private   |  |

**RO = ROADS (Required):**

- Gravel Road     None     Paved     Private Road     Unpaved     Other-See Remarks

**DO = DOCUMENTS ON FILE:**

- |  |   |  |   |  |
|--|---|--|---|--|
| <input type="checkbox"/> Appraisal     | <input type="checkbox"/> Flood Plain Letter | <input type="checkbox"/> Restrictive Covenant Report | <input type="checkbox"/> Subdivision Restrictions | <input type="checkbox"/> Well Test       |
| <input type="checkbox"/> Blueprint     | <input type="checkbox"/> OCC Certificate    | <input type="checkbox"/> Seller Condition Report     | <input type="checkbox"/> Survey                   | <input type="checkbox"/> SA Aerial Map   |
| <input type="checkbox"/> Deeded Access | <input type="checkbox"/> Prior Title Policy | <input type="checkbox"/> Septic Report               | <input type="checkbox"/> Tax Bill                 | <input type="checkbox"/> Soil Map        |
|  |   |  |   | <input type="checkbox"/> Other Documents |

**TI = TERMS INFORMATION:**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Additional Land Available | <input type="checkbox"/> In Subdivision | <input type="checkbox"/> Sell in Entirety | <input type="checkbox"/> Use Value              |
| <input type="checkbox"/> Area Grant Available      | <input type="checkbox"/> Auction*       | <input type="checkbox"/> Land Contract    | <input type="checkbox"/> Will Divide            |
| <input type="checkbox"/> Assumable                 | <input type="checkbox"/> Exchange       | <input type="checkbox"/> Owner May Assist | <input type="checkbox"/> Tenant Occupied/Leased |

\*Indicates required RANW MLS Auction form attached.

**Complete the Fields and Features on page 7 if the listing is a Hobby Farm or Farm.**

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The information provided by the sellers or other third-party sources has not been verified by the broker or the broker's subagents and said parties take no responsibility for the accuracy of the information given.

**Farm/Hobby Farm Fields & Features**

**FARM or Hobby Farm TYPE: (FT)**

- Crop-Cash       Livestock       Beef       Hogs       Other-See Remarks       Tobacco
- Dairy       Organic       Fish       Orchard       Produce       Tree
- Horse       Tree       Goats       Farm-Non Working

**Farm or Hobby Farm LAND TYPE: (LT)**

- Easements       Federal State Land       Pasture       Tillable       Wetland/Marsh       Wooded
- Other – See Remarks

**Farm or Hobby Farm Outbuildings**

- Barn(s)       Chicken House       Farm Home - Little or No Value       Finishing House       Horse Barn       Machine Shed       Out-Building(s)       Silo(s)
  - Calf Barn(s)       Corn Crib(s)       Granary       Kennels       Milk House       Pole-Building(s)       Third Barn
  - Cattle Shed       Farm Home       Farrow House       Hog House       Loafing Shed       Other – See Remarks
- Remarks

**Farm or Hobby Farm FEED STORAGE: (FS)**

- Feed Bunk       Grain Bin(s)       None       Other-See Rmks       Silage Bunker(s)       Silo(s)       Unloader       Wire Corn Crib(s)

**FW = FARM or Hobby Farm Special or Extra WATER SUPPLY: (FW)**

- Lake/Pond       Municipal Water       None       Other – See Remarks       Spring       Stream       Well on Site-Private

**FARM or Hobby Farm INCLUDES FEATURES: (FL)**

- 400+ Amp Service       Electric Dryer       Indoor Arena       Other – See Remarks       Shop Area       Water in Pasture
- Auto Feed       Fences       Irrigation System       Outdoor Arena       Strip Cropping
- Conveyor       Gas Dryer       Manure Storage       Paddock       Terraced Land
- Drainage Ditch       Generator       N/A-None       Second Residence       Wash Rack

Farmland Preservation/Woodland Tax Credit Y/N:

Farmland Preservation/Woodland Tax Credit Expiration: \_\_\_\_\_

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