



RESIDENTIAL DATA INPUT FORM

All black boxes are Mandatory and must be filled out or listing may be delayed

List Agent:

Co-List 1:

Co-List 2:

LOCATION

Unit Number:

Lot Number:

Street #:

Street Name:

Street Type:

Direction Suffix:

City:

Postal Code:

Contract information will be entered from the **Multiple Listings Contract**

PROPERTY TITLE

Survey Certificate YN:

☐ Yes ☐ No

Number of Titles:

TITLE TYPE select ONE of TIER 1. Your next selection, TIER 2, must be under your first selection

TITLE: TIER 1

TITLE: TIER 1

TITLE: TIER 1

☐

Freehold ↓

☐

Leasehold ↓

☐

Other ↓

TITLE: TIER 2

TITLE: TIER 2

TITLE: TIER 2

☐

Fee Simple

☐

Indigenous Lands

☐

Co-Op/Share Sale

☐

Strata

☐

Other Lease

☐

Sale of Chargeholder Interest

☐

Bareland Strata

☐

Modern Treaty Lands

☐

Other (See Remarks)

☐

Time Share

Strata YN:

☐ Yes ☐ No

Association YN:

☐ Yes ☐ No

IF STRATA OR ASSOCIATION IS YES, THE STRATA SUPPLEMENT IS MANDATORY

Indigenous Lands YN:

☐ Yes ☐ No

Agricultural Land:

☐ Both ☐ In ☐ Out

Common Interest:

☐ Timeshare/Hotel Strata

Fractional Interest:

☐ Yes ☐ No

Fractional Int. Amount:

Seller Interest In Title:

Agreement for Sale

Fee Simple Non-Strata

No Interest in Title

Fee Simple

Lease

Strata

Assignment of Contract:

☐ Yes ☐ No

Special Listing

Conditions:

Standard

In Foreclosure

Third Party Approval

Auction

Probate Listing

Court Ordered Sale

Real Estate Owned

Levies:

☐

No Levies

☐

Payable

☐

Pending

☐

Pre-Paid

Specified Improvement Area:

☐

Yes

☐

No

RESIDENTIAL DATA INPUT FORM**PROPERTY TITLE Con't**

Non-Financial Encumbrances:	None	Mineral Rights	Tenancies
	Building Schemes	Multiple	Other (See Remarks)
	Covenants	Restrictive Covenant	
	Easement	Right-of-Way	
Disclosures:	None	Land Sale Disclosure Available	Other
	Bylaw Infractions Disclosure Avail	No Seller Disclosure	
	Environmental Disclosure Avail	Not Required	

TAX

Tax Assessment Status:	☐ Assessed ☐ To Be Assessed		
Annual Property Tax:		Property Tax Year:	
Total Assessed Value		Land Assessment:	
Improvements		Redesign/Rezoning:	☐ No ☐ Unknown ☐ Yes
Zoning Code			
Zoning Description:	Agricultural	Industrial	Residential
	Business	Industrial-Light	Retail
	Commercial	Multi-Family	See Remarks
	Commercial AND Office	Office	Single Family
	Commercial or See Remarks	Recreational	

PROPERTY INFORMATION

MLS® Area Major/Region:			
MLS® Area Minor/Sub Area:		Subdivision/Neighbourhood:	
Complex Name:		Building Name:	
Property Sub Type (Structure Type):	Single Family - Detached	Half Duplex	& Farm - incl Farm supplement
	Single Family - Det w/Acreage	Duplex	& Commercial - incl. Comm. Form
	Apartment	Triplex	
	Townhouse	Fourplex	
Recreational YN	☐ Yes ☐ No	Unit Count:	(Triplex and Fourplex Only) _____ Will be set to 1 for Half, set to 2 for Duplex by System
Style:	A-Frame	Cottage	Rancher
	Bungalow	Log	Bi-Level
	Cabin	Modern	Multi/Split
	Contemporary	Other	Rancher w/ Basement
Basement:	☐ Yes ☐ No		
Basement Features:	Cellar	Interior Entry	Separate Entrance
	Crawl Space	None	Sump Pump
	Dirt Floor	Other	Unfinished
	Finished	Partial	Walk-Out Access
	Foyer Finished	Partially Finished	Walk-Up Access
	Full	Remodeled	Dugout
Suites:	☐ Yes ☐ No	Suites Legal:	☐ Yes ☐ No Suite Potential: ☐ Yes ☐ No

RESIDENTIAL DATA INPUT FORM**PROPERTY INFO Con't**

Exclusions (255 max)											
Inclusions (255 max)											
Listing Terms:		Assumable		Lease Back		Submit					
		Cash		Mortgage		Trade					
		Conventional		Owner May Carry							
Contingency YN:		☐ Yes ☐ No									
Contingency Description (250 Max):											
Possession:		30 Days		Completion plus 1 day		Other					
		60 Days		Negotiable							
		Close Plus 30 Days		On Completion							
Trades Description (30 ch):											
Year Built:											
Year Built is required when Property Conditions is blank or when Property Conditions = Actual Age, Approximate Age, or Updated/Remodeled											
Year Built Source:		Appraiser		Estimated		Public Records					
		BC Assessment		Other		See Remarks					
		Builder		Owner							
Year Built Source is required when Property Conditions is blank or when Property Conditions = Actual Age, Approximate Age, or Updated/Remodeled											
Year Substantially Renovated:											
Property Condition:		Actual Age		New Construction		Unknown/Mixed					
		Approximate Age		Partially Updated/remodeled		Updated/Remodeled					
		Fixer		To Be Built							
		Heritage		Under Construction							
Development Permit:		☐ Yes ☐ No		Seller Builder:		☐ Yes ☐ No		New Construction:		☐ Yes ☐ No	
Builder Name (50 ch):											

FLOOR AREA

All of the Finished SqFt fields will automatically be calculated into the Total Finished SqFt field (Ttl Fin SqFt)

Levels (Max 1):		1		1.5		3		4		5
		2		2.5		3.5		4.5		5 Plus
Main/1st Level Finished SqFt :										
2nd Level Finished SqFt:		4th Level Finished SqFt:			Bsmnt Level Finished SqFt:					
3rd Level Finished SqFt:		Lower Level Finished SqFt:			Unfinished SqFt					
SqFt Source:		360 Scan VT		Builder		Plans		See Remarks		
		Appraiser		Listing Agent		Public Records				

RESIDENTIAL DATA INPUT FORM

INTERIOR and EXTERIOR FEATURES

Construction Materials:	☐	Block	☐	Construction Mixed	☐	Log
	☐	Brick	☐	Fiber Cement	☐	Other
	☐	Concrete	☐	Frame - Steel	☐	Prefab
	☐	Concrete Precast	☐	Frame - Wood	☐	
Foundation Details :	☐	None	☐	Concrete Block	☐	Treated Wood
	☐	Block	☐	ICF Block	☐	Other
	☐	Concrete	☐	Stone	☐	
Exterior Construction Materials:	☐	Aluminum	☐	Concrete Block	☐	Stone
	☐	Brick	☐	Fiber Cement Siding	☐	Stucco
	☐	Cedar	☐	Metal	☐	Vinyl
	☐	Composite Siding	☐	Mixed	☐	Wood
	☐	Concrete	☐	Other (See Remarks)	☐	Wood Siding
Roof:	☐	Asphalt/Fiberglass Shingles	☐	Shingle	☐	Torch on Roof
	☐	Metal	☐	Slate	☐	Wood
	☐	Other	☐	Tar/Gravel	☐	
	☐	Shake	☐	Tile	☐	
Exterior Features:	☐	Balcony	☐	Hot Tub	☐	Two Balconies
	☐	Dock	☐	One Balcony	☐	Underground Sprinkler
	☐	Enclosed Balcony	☐	Private Yard	☐	Waterscape
	☐	Fire Pit	☐	Storage	☐	
	☐	Garden	☐	Three Balconies	☐	
Fireplaces Total Fireplace Features:	☐	Decorative	☐	Insert	☐	Wood Burning
	☐	Electric	☐	Metal	☐	Mixed
	☐	Free Standing	☐	Pellet Stove	☐	Rough In
	☐	Gas	☐	Propane	☐	Unknown
Security Features:	☐	Building Security	☐	Medical Alert System	☐	Security Service
	☐	Carbon Monoxide Detector(s)	☐	None	☐	Security System
	☐	Fire Sprinkler System	☐	Secured Garage/Parking	☐	See Remarks
	☐	Gated Community	☐	Security Gate	☐	Smoke Detector(s)
Appliances:	☐	Air Purifier	☐	Electric Water Heater	☐	Other
	☐	Built-in Oven	☐	Freezer	☐	Oven
	☐	Built-In Range	☐	Gas Cooktop	☐	Range
	☐	Built-In Refrigerator	☐	Gas Oven	☐	Range Hood
	☐	Cooktop	☐	Gas Range	☐	Refrigerator
	☐	Dehumidifier	☐	Home Theater	☐	Satellite Dish
	☐	Dishwasher	☐	Humidifier	☐	Washer
	☐	Double Oven	☐	Induction Cooktop	☐	Washer/Dryer
	☐	Dryer	☐	Instant Hot Water	☐	Washer/Dryer Stacked
	☐	Electric Cooktop	☐	Intercom	☐	Water Purifier
	☐	Electric Oven	☐	Microwave	☐	Water Softener
	☐	Electric Range	☐	None	☐	Wine Cooler

RESIDENTIAL DATA INPUT FORM

INTERIOR and EXTERIOR FEATURES

Flooring:		Bamboo		Laminate		Porcelain Tile	
		Carpet		Linoleum		Slate	
		Ceramic Tile		Mixed		Tile	
		Concrete		None		Vinyl	
		Cork		Other		Wood	
		Hardwood		Partial Carpet			
		Heavy Loading		Partial Wood			
Interior Features:		Double Vanity		Kitchen Island		Vacuum Roughed In	
		High Ceilings		Pantry		Vaulted Ceiling(s)	
		Hot Tub		Sauna		Wall Mounted TV	
		Jetted Tub		Vacuum Built-In		Wet Bar	
Heating:		None		Hot Water		Radiant Ceiling	
		Baseboard		Mixed		Radiant Floor	
		Ceiling		Natural Gas		Rooftop H.V.A.C.	
		Electric		No Fuel		Solar	
		Floor Furnace (In-Floor)		Oil		Space Heater	
		Forced Air		Other		Wood	
		Geothermal		Propane		Wood Burning Stove	
		Heat Pump		Radiant			
	Cooling:		None		Heat Pump		Window Unit(s)
			Central Air		Other		
			Geothermal		Wall Unit(s)		
	Pool Features:		None		Indoor		Pool
			Above Ground		Kidney Shaped		Pool Equipment
		Diving Board		Lap		Salt Water	
		Heated		Other		Slide	
		In Ground		Outdoor Pool			
Entry Location:	Entry Level:						
Common Walls:		No Common Walls		Corner Unit		No One Below	
		1 Common Wall		End Unit			
		2+ Common Walls		No On Above			
Patio and Porch Features:		Covered		Other		Terrace	
		Deck		Patio		Sundeck(s)	
		None		Porch			
Window Features:		Aluminum Frames		ENERGY STAR Qualified Windows		Window Treatments	
		Bay Window(s)		Skylight(s)		Wood Frames	
		Blinds		Tinted Windows		Solar Tube(s)	
		Double Pane Windows		Triple Pane Windows			
Ceiling Height:	Ft	Inch	Number Of Elevators:				

RESIDENTIAL DATA INPUT FORM

INTERIOR and EXTERIOR FEATURES Con't

Other Structures:		Additional Detached Dwelling		Greenhouse		Shed(s)
		Arena		Hay Storage		Silo
		Barn(s)		Kennel/Dog Run		Stable(s)
		Boat House		Manufactured Home		Tennis Court(s)
		Corral(s)		Other		Workshop
		Equipment Shed		Outbuilding		
		Grain Storage		Playhouse		
Accessibility Features:		Accessible Approach with Ramp		Details Unknown		Shower Stall Access
		Accessible Elevator Installed		Lower Counters		Wheelchair Access
		Stair Lift		Lower Switches		Wheelchair Adaptable
		Adapted		Other (See Remarks)		
		Barrier Free		Sensory		
Green Energy Efficient:		Appliances		HVAC		Roof
		Construction		Incentives		Thermostat
		Doors		Insulation		Water Heater
		Exposure/Shade		Lighting		Windows

ROOMS Mandatory: Primary Bedroom, Kitchen, Living Room or Great Room, One Bath. For Studio apt or suite use One Room Dwelling

ROOM TYPES

Kitchen	Dining Room	Family Room	One Room Dwelling	Kitchen - Suite
Living Room	Kitchen - Add'l DDI	Foyer	Other	Primary Bdrm - Suite
Primary Bedroom	Primary Bdrm - Add'l DD	Game Room	Pantry	Bedroom - Suite
Bathroom - FULL	Bedroom - Add'l DD	Great Room	Recreation Room	Living Room - Suite
Bathroom - HALF	Living Rm - Add'l DD	Gym	Sauna	Bathroom - Suite
Ensuite - FULL	Bathroom - Add'l DD	Laundry	Storage	Bath - Full - Suite
Ensuite - HALF	Bath - Half - Add'l DD	Library	Sunroom	Bath - Half - Suite
Bedroom	Bath - Full - Add'l DD	Loft	Utility Room	Dining Room - Suite
Basement	Dining Rm - Add'l DD	Media Room	Wine Cellar	Other - Suite
Bonus Room	Other - Add'l DD	Mud Room	Workshop	One Room Dwelling - Suite
Cold Room	One Room Dwell -Add'l DD	Nook	Hobby Room	
Den	Exercise Room	Office	Play Room	

LEVELS

Main/First	Fourth
Second	Lower
Third	Basement

FEATURES

Built-in Features	High Ceilings	Vaulted Ceiling(s)
Cedar Closet(s)	In-law Floorplan	Walk-in Closet(s)
Double Vanity	Kitchen Island	Wet Bar
Eat-In Kitchen	Open Floorplan	Wired for Data
Granite Counters	Pantry	Wired for Sound

RESIDENTIAL DATA INPUT FORM**ROOMS**

Mandatory: Primary Bedroom, Kitchen, Living Room or Great Room, One Bath include fixtures. For Studio apt or suite use One Room Dwelling

	Room Type	# fix. bthrm	Level	Description	Len. Ft	Len. In	x	Wid. Ft	Wid. In	Feature
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

RESIDENTIAL DATA INPUT FORM**ROOMS Con't**

Mandatory: Primary Bedroom, Kitchen, Living Room or Great Room, One Bath include fixtures. For Studio apt or suite use One Room Dwelling

	Room Type	# fix. bthrm	Level	Description	Len. Ft	Len. In	x	Wid. Ft	Wid. In	Feature
21							x			
22							x			
23							x			
24							x			
25							x			
26							x			
27							x			
28							x			
29							x			
30							x			
31							x			
32							x			
33							x			
34							x			
35							x			
36							x			
37							x			
38							x			
39							x			
40							x			

RESIDENTIAL DATA INPUT FORM

STRATA/ASSOCIATION- mandatory If Strata or Association = Yes

Storeys in Building:				Units in Community:			
Units in Project:				Bylaws Available YN		☐ Yes ☐ No	
Strata/Assoc Parking Type:		CP - Assigned by Strata/Assoc		CP - Rented by Strata/Assoc		Part of Strata/Assoc Lot	
		CP - Developer Sublease		LCP - Ltd Common Property		Other	
Strata/Assoc Prkg Stall ID:				Onsite/Guest Parking:		☐ Yes ☐ No	
Underground Parking Spcs				Storage Locker YN		☐ Yes ☐ No	
Strata/Assoc Storage Type:		CP - Assigned by Strata/Assoc		CP - Rented by Strata/Assoc		Part of Strata/Assoc Lot	
		CP - Developer Sublease		LCP - Ltd Common Property			
Laundry:		☐ In Unit ☐ None ☐ Other ☐ Shared					
Strata/Assoc Amenities:		Assisted Living		Guest Suite		RV/Boat Storage	
		Barbecue		Indoor Pool		Sauna	
		Beach Access		Landscaping		Secure Parking	
		Boat Slip		Laundry		Secured Entry	
		Cable TV		Maintenance		Security	
		Cleared		Marina		Security Gate	
		Clubhouse		None		Snow Removal	
		Coin Laundry		Nursing/Med Care Service		Spa/Hot Tub	
		Common Entry		Other		Sport Court	
		Crafts/Hobbies		Outdoor Pool		Storage	
		Day Care		Party Room		Tennis Court(s)	
		Dog Park		Playground		Trash	
		Elevator(s)		Private Entry		Water	
		Fitness Center		Private Yard		Wheelchair Access	
		Food Services		Recreation Facilities		Workshop Area	
		Gated		RV Parking			
Strata Fee:		\$					
Strata Fee Frequency:		Monthly		Daily		Semi-Annually	
		Annually		One Time		Semi-Monthly	
		Bi-Monthly		Quarterly		Weekly	
		Bi-Weekly		Seasonal			
Strata Fee Includes :		Cable TV		Insurance		Sewer	
		Contingency Reserve		Maintenance Grounds		Snow Removal	
		Electricity		Management		Taxes	
		Gas		Other (See Remarks)		Trash	
		Heating		Recreational Facilities		Water	
Other Fee: Fee type:		Resort Fee	Association Fee	Other	Fee Amount:		\$
Other Fee Frequency:		Monthly		Daily		Semi-Annually	
		Annually		One Time		Semi-Monthly	
		Bi-Monthly		Quarterly		Weekly	
		Bi-Weekly		Seasonal			

RESIDENTIAL DATA INPUT FORM**PARKING**

Parking Features:	None		Garage Door Opener		Rear
	Additional Parking		Heated		RV Access/Parking
	Breezeway		Offset		Stall
	Carport - Attached		On Street		Underground
	Carport - Detached		Open		Workshop in Garage
	Garage - Attached		Oversized		Other
	Garage - Detached		Parkade		
Garage Spaces:	#Required if selected above		Garage Dimensions:	L x W x H	
Carport Spaces:	#Required if selected above		RV Parking Spaces:		
Secured Parking Spaces:			Open Parking Spaces:		
Parking Total:					

RESTRICTIONS

Pets Allowed: Required if Strata/Assoc = YES	Breed Restrictions		No		With Restrictions		
	Call		Number Limit		Yes		
	Cats OK		Size Limit				
	Dogs OK		Not Applicable				
Age Restriction YN:	☐ Yes ☐ No						
Age mandatory if AR = YES	18+		35+		45+		55+
Age Restriction:	19+		40+		50+		65+
Restrictions Description:							
Long Term Rentals Allowed: ☐ Not Applicable ☐ No ☐ Yes ☐ With Restrictions							
Short Term Rentals Allowed :	Yes		With Restrictions		Municipal ByLaws		
	No		Strata ByLaws		Provincial Rules		
Short Term Rental Description:							

LOT

Lot Size Area:		Lot Size Units:	☐ Acres ☐ Sqft	Lot Size Dim.:	Width (front.) x Length
Acres Cleared		Acres Freehold		Acres Treed	
Acres Covered		Acres Irrigated		Acres Fenced	
Acres Cultivated		Acres Lease Hold		Acres Pastured	
Waterfront:	☐ YES ☐ NO				
Features required if WF = YES Waterfront Features:	None		Lakefront		Semi-Lakeshore
	Creek		Other		Stream
	Island		Pond		Waterfront, Road Between
	Lake		Pond Nearby		
	Lake Privileges		Riverfront		
Water Body Type:	Creek		Lagoon		Reach
	Channel		Lake		River
	Inlet		Pond		Other
Water Body Name:			Waterfrontage:		

RESIDENTIAL DATA INPUT FORM**Lot cont'**

Property Access:	☐ Boat Access	☐ Lane Access	☐ Public Road
	☐ Boat Access Only	☐ No Access	☐ Registered Easement
	☐ Lake Only	☐ Other (See Remarks)	☐
Water Access YN:	☐ Yes ☐ No		Road Frontage: ☐ Ft
Road Frontage Type:	☐ Alley	☐ Highway	☐ See Remarks
	☐ City Street	☐ None	☐ Unimproved
	☐ Easement	☐ Other	☐
	☐ Freeway	☐ Private Road	☐
View:	☐ Bridge(s)	☐ Golf Course	☐ Valley
	☐ Canyon	☐ Lake	☐ View
	☐ City	☐ Mountain(s)	☐ Vineyard
	☐ Creek/Stream	☐ River	☐ Water
Fencing:	☐ Chain Link	☐ Other	☐ Building Scheme
	☐ Fenced	☐ Rail	☐
	☐ Multiple	☐ Wire	☐
	☐ None	☐ X-Fencing	☐
Lot Features:	☐ Adult Oriented	☐ Farm	☐ No Thru Road
	☐ Cablevision	☐ Few Trees	☐ Park Setting
	☐ Central	☐ High Traffic Area	☐ Paved Roads
	☐ City Lot	☐ Highway Access	☐ Private
	☐ Close to Airport	☐ Hillside	☐ Recreational
	☐ Close to Park	☐ Internet	☐ Rolling Slope
	☐ Close to Recreation	☐ Irregular Lot	☐ Rural Setting
	☐ Close to Schools	☐ Landscaped	☐ Secluded
	☐ Close to Shopping	☐ Level	☐ See Remarks
	☐ Close to Ski Area	☐ Manufactured Home Pad	☐ Sloped
	☐ Corner Lot	☐ Many Trees	☐ Sloped Up
	☐ Cul-De-Sac	☐ Near Golf Course	☐ Views
	☐ Easy Access	☐ Near Public Transit	☐ Waterfront
	☐ Family Oriented	☐ Near Transit	☐ Wooded

UTILITIES

Utilities:	☐ Cable At Lot Line	☐ Electricity Not Available	☐ Phone Not Available
	☐ Cable Available	☐ Natural Gas At Lot Line	☐ Sewer Available
	☐ Cable Not Available	☐ Natural Gas Available	☐ Sewer Not Available
	☐ Electric Generator	☐ Natural Gas Not Available	☐ Water At Lot Line
	☐ Electricity At Lot Line	☐ Phone At Lot Line	☐ Water Available
	☐ Electricity Available	☐ Phone Available	☐ Water Not Available

RESIDENTIAL DATA INPUT FORM**UTILITIES Con't**

Water Source:		None		Lake Intake		See Remarks
		Cistern		Licensed		Shallow Well
		Co-operative		Municipal		Shared Community Water
		Community Water User's Utility		No Water Supply		Shared Well
		Creek		Other		Spring
		Dugout		Private		Via Easement
		Government Managed		Private Utility		Well
		Gravity Intake		Public		
		Irrigation District		Sand Point		
Water Quality GPM						
Sewer:		None		Public Sewer		Septic Tank and Field
		Available		Septic		Sewer At Lot Line
		Other		Septic Permit Required		Sewer Not Connected
Storm Drainage:		Connected			Not Connected	
		No Storm Drainage			On-Site Disposal	

Distribution

Syndicate To:	☐ Send to CREA		
Internet Entire Listing Display YN	☐ Yes ☐ No	Internet Address Display YN	☐ Yes ☐ No
Cross Listing ID:		Interboard Listing ID:	
Seller Contact Opt Out YN	☐ Yes ☐ No	Seller Survey Opt Out YN	☐ Yes ☐ No

Remarks

Public Remarks: (1500 Characters)	
Private Remarks: (1500 Characters)	

RESIDENTIAL DATA INPUT FORM**Showing**

Showing Instructions (250 Ch):						
Showing Requirements:	☐	Lockbox	☐	Call Listing Office	☐	No Appointment Necessary
	☐	No Lockbox	☐	Call Manager	☐	No Sign
	☐	Showing Service	☐	Call Owner	☐	Pet(s) on Premises
	☐	Boundaries/Corners Marked	☐	Call Tenant	☐	Restricted Hours
	☐	Call Listing Agent	☐	Key In Office	☐	See Remarks
Salesperson Safety:	☐	Cell Service Inconsistent	☐	Minimal or No Interior Lighting		
	☐	Electricity Not On	☐	Other - See Remarks		
	☐	Heat Not Available	☐	Remote/Limited Visibility from Road		
	☐	Minimal or No Exterior Lighting	☐	Vacant		
Salesperson Safety Other Info (255 ch) :						
Directions (1024 ch):						
Occupant Type:	☐	Not Applicable	☐	Owner	☐	Vacant
	☐	Other	☐	Tenant	☐	
Occupant Name	Occupant Phone:					

Media Links

Virtual Tour 1	
Virtual Tour 2	
Audio Tour URL	
Additional Photos URL	
Alternate Feature Sheet URL	
DDF More Info URL	
Floor Plan URL	
Listing Brochure URL	