

Non-Member Listing Option

If you are not a current active member of MiRealSource, but have a listing that you would like to expose to all the members of MiRealSource, you have the following option available to you.

Non-member Listing Entry – 90 days


Your listing will be included in the
MiRealSource database / 90 days max.
(we will enter your listing)

Cost = \$50.00 (one-time fee per listing)

Note: You may submit updates/changes to MiRealSource; we will update the listing as many times as needed during the 3 month period

Paperwork Required

- 1) **Fill out the required application form**
(this must be signed by the Broker/Owner)
- 2) **Copy of current Broker's License**
(showing **correct** address and name of company)
- 3) **Copy of Associate Broker's License**
- 4) **Letter of Good Standing from Board of REALTORS®**
- 5) **Payment of \$50.00 is required in advance** (MasterCard, Visa, or Discover or Check)
**** CALL MONICA @ Ext 128 to pay by Credit Card****



Contact MONICA at
MiRealSource
248-247-1040
Regarding this Service

- 6) **Listing must be submitted on a MiRealSource Property Data Sheet – Broker and Seller Signatures are Required (data sheet included)**
- 7) **A MiRealSource Listing Contract must also be submitted with proper Agent and Seller Signatures.**
- 8) **Photo of Property must be submitted with listing. A listing cannot be entered until a photo is received.**
- 9) **All changes/updates must be submitted on a MiRealSource Change Forms (form is included).**

MIREALSOURCE

Application

Non-Member ~ Listing Entry

I hereby certify that I am the Principal Broker for my firm, partnership or corporation and do hereby apply for non-member ~ listing entry service.

Applicant _____ **Title:** _____
Broker/Owner Name


Telephone: _____ **Fax:** _____

Name of Firm: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

County: _____ **Office ID#** _____

 (to be assigned by MiRealSource)

Phone: _____ **Fax:** _____

I hereby certify that I am a Principal Broker-Owner and licensed in the State of Michigan and by submission of my listing(s) in MiRealSource I agree to pay the listing entry fee(s).

I agree to cooperate with all members of MiRealSource as per offer of cooperation and compensation that is included with this listing.

I agree to abide by the Rules & Regulations and Policies of MiRealSource and I further agree that any and all disputes will be arbitrated in accordance with the Bylaws and Rules and Regulations of MiRealSource.

DATE of APPLICATION

SIGNATURE – *Broker/Owner*

TITLE

Below for Office Use Only 

DATE of BEGINNING SERVICE _____ By: _____

*MiRealSource Office: 920 E. Long Lake Rd. – Suite 100A, Troy, MI 48085
Phone: 248-247-1040 Fax: 248-247-1045*



All fields marked with an asterisk () and Bold Text are required. (Lookup / LU) fields provide a list from which to select. (Range) fields allow Low-to-High values for searching.

BASIC INFO

*Status: _____ (LU) *Sale/Rent: _____ (LU)
 *Office Name _____ *Office #: _____
 *Office Phone: _____ (LU) *Agent Name: _____ (LU) *Agent ID: _____
 *Property Type: _____ (LU) *List Date: ____/____/____ *Expire Date: ____/____/____
 *Listing Exception (Y/N) _____ (LU) *County: _____ (LU)
 *MLS Area: _____ *Address: _____ Address 2: _____
St. # St. Dir. Street Name
 *Municipality: _____ (LU) *Mail City: _____ (LU) *State: _____ (LU) *ZIP: _____ (LU)
 *List Price: _____ *Bedrooms: _____ (#2) *Square Feet: _____ (#4)
 *Baths Full: _____ (#1) *Lavs: _____ (#1) *Basement Y/N: _____ (LU)
 *Association Fee (Y/N) _____ (LU) Fee Amount: _____ (Float Range) Fee Schedule: _____ (LU)
 *Occupancy: _____ (25) *Occupancy Rate/Day: _____ (Float Range)
 *Garage # of Car: _____ (Float Range) *Site Condo (Y/N): _____ (LU)

LOC / YR BLT

*Year Built: _____ (#2) (Range) *Subdivision: _____ (50) *Map Top/Alpha: _____ (5) *Map Side/Numeric: _____ (5)
 Township: _____ (LU) Section: _____ (10) Cross Street 1: _____ (25) Cross Street: _____ (25)
 Directions: _____ (150)
 Showing Instructions: _____ (100)
 Frontage: _____ (10) *Lot Size: _____ (25) *Acreage: _____ (Float Range) *School District: _____ (LU)

LEGAL / TAX

*Property ID: _____ (30) Lake Name: _____ (25)
 Legal Description: _____ (255)
 Summer Tax: \$ _____ (Float Range) Winter Tax: \$ _____ (Float Range) Total Tax: \$ _____ (Float Range)
 Summer Tax Yr: _____ (#2) Winter Tax Yr: _____ (#2) Total Tax Yr: _____ (#2)
 *Principal Residence Exemption: (Y/N): _____ (LU) *Signed Disclosure (Y/N): _____ (LU) *Manufactured (Y/N): _____ (LU)
 *Lease (Y/N) _____ (LU) *Contract: _____ (LU) SEV: _____ (Float Range) SEV Year: _____ (#2)
 *Certified County Inspection Completed for Well or Septic: (Y/N): _____ (LU) Certification Date: ____/____/____

FINANCE

*Assessments (Y/N): _____ (LU) Assessments \$: _____ (Float Range)
 *Ownership: _____ (LU)

ROOMS

Total Rooms: _____ (#1) (Range)

| Rooms | Sizes | | Level (LU) | Rooms | Sizes | | Level (LU) | Rooms | Sizes | | Level (LU) |
|----------------|--------|-------|------------|-----------|--------|-------|------------|--------------|--------|-------|------------|
| | Length | Width | | | Length | Width | | | Length | Width | |
| Living Room | | | | Bedroom 1 | | | | Library Den | | | |
| Dining Room | | | | Bedroom 2 | | | | Laundry Room | | | |
| Kitchen | | | | Bedroom 3 | | | | Sun/FLA Room | | | |
| Breakfast Nook | | | | Bedroom 4 | | | | Sitting Room | | | |
| Family Room | | | | Bedroom 5 | | | | Other Room 1 | | | |
| Great Room | | | | Bedroom 6 | | | | Other Room 2 | | | |

REMARKS

*Public Remarks: _____ (512)
 Agent Remarks: _____ (512)

COMP / TRS

*SA Compensation (Y/N): _____ (LU) Amount: _____ (Float Range) Type: _____ (LU)
 *BA Compensation (Y/N): _____ (LU) Amount: _____ (Float Range) Type: _____ (LU)
 *NA Compensation (Y/N): _____ (LU) Amount: _____ (Float Range) Type: _____ (LU)
 *Any Additional Required Fees, Forms or Addendums (Y/N): _____ (LU)
 Document Type 1: _____ (50) Amount 1: \$ _____ (#4) (Range)
 Virtual Tour (s): _____

Listing Broker Agrees to Provide the Following Listing Services: (NOTE: Any service expiration date below shall NOT exceed the listing expiration date)

FOR SALE SIGNS:

*Listing Broker Sign (Y/N): (LU) *Other Sign on Property (Y/N): (LU) Other Type of Sign: _____ (25)

*MLS Only Listing (Y/N): (LU) *MLS Only Expiration Date: ___/___/___

*ALL OTHER SERVICES BELOW (Y/N): (LU) All Other Services Expiration Date: ___/___/___

*Recommend / Adjust Pricing (Y/N): (LU) *Advertising / Marketing (Y/N): (LU)

LISTING BKR SERVICES

Table with columns: Handle Incoming Inquiries, Schedule Showing Appointments, Schedule Offer Presentations, Provide Negotiations & Consultations, Manage Transaction/PA to Close. Each row includes Y/N status and a table for Contact Name, Title, Phone #, and Expiration Date.

Features: select all that apply.

A. ACCESSIBILITY

- 1 Accessibility Features
2 Chairlift
3 Wheelchair Access

B. ACREAGE

- 4 1 less than 5
5 5 less than 10
6 10 less than 20

C. APPLIANCES

- 1 Air Cleaner
2 Bar-Refrigerator
3 Central Vacuum
4 Cooktop
5 Dishwasher
6 Disposal
7 Dryer
8 Freezer
10 Humidifier
11 Intercom
15 Microwave
17 Other - See Remarks
20 Range/Oven
21 Refrigerator
22 Trash Compactor
23 Washer
24 Water Softener

D. BASEMENT TYPE

- 2 Common
5 Finished
6 Full
7 MI Basement
9 Partial
10 Partially Finished
13 Unfinished
14 Walk Out/Outer Door

E. BATH DESCRIPTIONS

- 1 Basement Bath
2 Basement Lav/Half
3 First Flr Bath Lav/Half
5 Master Bedroom Bath
6 More Than One Bath
8 Other-See Remarks
9 Second Flr Bath Lav/Half

F. COMMUNITY AMENITIES

- 2 Club House
5 Common Storage Area
7 Elevator
9 Gate House
10 Grounds Maintenance
15 Laundry Facilities
20 Other - See Remarks
23 Playground
24 Pool
30 Security Patrol

G. COMMUNITY FEE INCLUDES

- 2 Association Fee
4 Club House
5 Cooling
6 Electric
10 Grounds Maintenance
11 Heating
12 Heating/Cooling

- 18 Other - See Remarks
19 Pool(s)
20 Recreation Facilities
21 Reserve Funds

H. COMMUNITY RULES

- 1 Pets-Allowed
2 Pets-Not Allowed
3 Some Pet Restrictions

I. COOLING SYSTEM

- 1 Ceiling Fan(s)
2 Central A/C
3 Dehumidifier
12 Other - See Remarks
15 Wall/Window AC

J. DINING / KITCHEN

- 1 Breakfast Nook
2 Breakfast Room
3 Butlers Pantry
4 Dining "L"
5 Eat-In Kitchen
6 Formal Dining Room
8 Kit-Family Combo

K. DISCLOSURES

- 1 Agency Disclosure
2 Debt Serviced
5 Flood Ins.-Req
8 Lead Based Paint
9 Mineral Rights
11 Occupied
13 Sellers Disclosure
16 Tax Abatement
17 Time Share

L. DOCUMENTS

- 5 Association Fee Info
7 Blue prints
10 Cert of Occupancy Buyer
11 Cert of Occupancy NA
12 Cert of Occupancy Seller
23 Floor Plans
25 Home Warranty Included
30 Other - See Remarks
35 Plot Plan/Survey
38 Site Plan
43 Survey

M. EXTERIOR CONSTRUCTION

- 1 Aluminum
2 Aluminum Trim
3 Asbestos
4 Block
5 Brick
6 Brick Front
7 Brickcote
8 Cedar
11 Concrete/Block
14 Frame
17 Log
18 Masonry
22 Non Masonry
23 Other - See Remarks
26 Pole
33 Steel
34 Steel Frame
35 Stone

- 36 Stucco
37 Vinyl Siding
38 Vinyl Trim
39 Wood

N. EXTERIOR FEATURES

- 1 Above Ground Pool
2 Antenna
3 BBQ Grill
5 Breezeway
6 Cabana
9 Deck
12 Enclosed Porch
14 Fenced Yard
15 Gas Grill/Built-In
21 In ground Pool
22 Lawn Sprinkler
24 Other- See Remarks
26 Partial Storms/Screens
27 Patio
28 Porch
29 Private Entry
30 Private Yard
34 Sidewalks
37 Spa/Hot Tub
38 Sprinkler System
39 Storms/Screens
41 Swimming Pool
42 Tennis Court(s)
45 Underground Sprinkler

O. FARM FEATURES

- 1 Brooder House
2 Dairy Barn
3 HORSE BARN
4 Hay Barn
5 Silo(s)

P. FIREPLACE FEATURES

- 1 2 Or More Fireplaces
2 Basement FireP
4 Din Room FireP
6 Family Room
9 Gas
14 LR/GRFireP
15 Living Room
17 Master Bedroom
18 Natural Fireplace
20 Other-See Remarks
23 Wood Stove

Q. FOUNDATION TYPE (R)

- 1 Basement
2 Crawl
3 Foundation Existing
4 Other-See Remarks
6 Slab

R. GARAGE TYPE

- 1 Additional Garage(s)
3 Assigned Spaces
4 Attached
6 Carport
8 Detached
9 Electric
10 Garage Door Opener
12 Heated
15 Other - See Remarks
19 Side Loading Garage
20 Workshop

S. HEATING / COOLING

- 1 Attic Fan
2 Baseboard
4 Central AC
8 Gravity
10 Heat Pump
12 Insulation
13 Multiple Units
17 Radiant
18 Solar
21 Space Heater(s)
22 Steam
25 Window/Wall AC
26 Zoned

T. HEATING FUEL

- 1 Coal
3 Gas
4 Geo-thermal
7 Oil
8 Other - See Remarks
9 Propane
10 Solar
11 Wood

U. HEATING SYSTEM

- 1 Baseboard
4 Electric
6 Floor Furnace
7 Forced Air
8 Gravity
9 Heat Pump(s)
10 Hot Water
12 Other-See Remarks
13 Radiant
18 Space Heater
19 Steam

V. HOT WATER

- 1 Common
2 Electric
3 Gas
4 Geothermal
7 Other-See Remarks
8 Propane Ht Water
9 Separate Units
10 Solar

W. INTERIOR FEATURES

- 2 Attic Fan
11 Cable TV
14 Cathedral/Vaulted ceiling
20 Crown Moldings
24 Elevator
33 Other - See Remarks
35 Private Basement
36 Private Storage Lockers
37 Satellite Dish
40 Security Alarm
45 Smoke Alarm
46 Sound System
47 Sprinkler System
49 Sump Pump
56 Walk-In Closet
58 Wet Bar/Bar

X. LEASE INFORMATION(R) *

- 6 Electric Included
7 Gas Included
8 Heat Included

Multiple Listing Service

(1) Class RE

RESIDENTIAL / CONDO SHORT DATA FORM

MLS # _____

- 15 Long Term
- 16 Month-To-Month
- 18 No Pets Allowed
- 19 Option to Purchase
- 24 Vacant
- 25 Water Included

Y. LEASE TYPE

- 1 DoubleNet
- 2 Gross
- 3 Land
- 4 Net
- 5 TripleNet

Z. LOCATION

- 6 Corner Lot
- 7 Cul-De-Sac
- 8 Dead End
- 15 Main Street
- 18 Golf Course
- 19 Other - See Remarks
- 25 Rail Available
- 29 Shopping Center
- 32 Walk to School

ZA. LOT DESCRIPTION

- 1 0-49 Ft. Lot Frontage
- 2 50-99 Ft. Lot Frontage
- 3 100-199 Ft. Lot Frontage
- 17 Deep Lot-150+ Ft.
- 26 Existing Outbuilding(s)
- 27 Extra Lot
- 28 Farm
- 36 Golf Course
- 41 Irregular Lot
- 45 Landscaped
- 46 Large Lot-65+ Ft.
- 53 Other- See Remarks
- 57 Perc
- 60 Ravine
- 63 Retention Pond
- 64 Rolling/Hilly
- 66 Sidewalks
- 70 Splits Available
- 87 Wooded

ZB. NEW CONSTRUCTION

- 2 Completed
- 3 Incomplete
- 4 Model For Sale
- 5 Model Not For Sale
- 6 New/Never Occupied

ZC. NEW FINANCING (R)

- 1 Assum-Qualify
- 2 Assumption
- 6 Cash
- 7 Co-Operative
- 9 Conventional
- 10 Conventional Blend
- 12 Exchange/Trade
- 13 FHA
- 15 Insur Included In Paymt
- 16 Land Contract
- 18 Lease
- 21 MIStateHsDevAuthority
- 25 Other - See Remarks
- 30 PurchaseMoneyMTG
- 31 Rent Fund
- 32 Rent/Option to Buy
- 33 Seller Financing
- 34 Subject to Short Sale Approva
- 36 TaxesIncInPaymt
- 37 VA

- 38 Variable
- 39 Wrap

ZD. OWNER PAYS (R) * IF LSE

- 3 Electric
- 7 Gas
- 9 Heat
- 15 None
- 16 Other - See Remarks
- 21 Taxes
- 22 Trash Removal
- 23 Utilities
- 24 Water
- 25 Water/Sewer

ZE. PARKING

- 1 1 Space
- 2 2 Space
- 3 1-5 spaces
- 11 Asphalt Driveway
- 12 Assigned
- 13 Circular Driveway
- 16 Concrete Driveway
- 18 Dirt Driveway
- 19 Enclosed
- 20 Garage
- 22 Gravel Driveway
- 43 Unpaved

ZF. POSSESSION

- 1 30 Days After Closing
- 2 30-60 Days
- 3 60-90 Days
- 4 90+Days
- 5 At Closing
- 6 Immediate
- 7 Negotiable
- 8 Other - See Remarks
- 9 Possession 30 Days Or Less
- 10 Spec Date
- 11 Tenant Rights

ZG. ROADS

- 5 Class A
- 6 Class B
- 7 Class C
- 8 Class D
- 15 Gravel
- 20 Other - See Remarks
- 22 Paved
- 23 Paved Street
- 24 Private Road

ZH. ROOFING

- 1 Asphalt
- 2 Composite
- 7 Other-See Remarks
- 10 Shingle-Wood
- 11 Shingle/F-Glass
- 12 Shingles
- 13 Slate
- 14 Tar/Gravel
- 15 Tile

ZI. SEWER SEPTIC (R)

- 4 Other-See Remarks
- 5 Public
- 6 Public At Street
- 12 Storm

ZJ. SHOWING INSTRUCTIONS

- 12 Appt Only-Lister
- 13 Appt-Key
- 14 Appt-Lockbox
- 22 Keys Available
- 25 Lockbox-Electronic
- 26 Lockbox-Other
- 27 Other-See Remarks
- 28 Owner Must Confirm
- 32 Vacant

ZL. SOURCE OF SQ FT

- 1 Appraisal
- 2 Assessors Data
- 3 Estimated
- 4 Measured
- 7 Other - See Remarks
- 8 Plans
- 9 Prints
- 10 Public Records

ZM. STYLES - ARCHITECTURE

- 1 3 Story
- 3 Brownstone
- 4 Bungalow
- 5 Cape Cod
- 6 Carriage House
- 7 Colonial
- 8 Contemporary
- 15 End Unit
- 19 Manufactured w/ Land
- 20 Manufactured w/o Land
- 21 Manufactured/Modular
- 22 Multi-Level
- 23 Other
- 24 Raised Ranch
- 25 Ranch
- 27 Split Level
- 28 Townhouse
- 30 Tudor
- 31 Upper/Lower

ZN. STRUCTURE STYLE (R)

- 1 1 Story
- 2 1 Story Ranch 1st Flr (C)
- 3 1 Story Ranch 2nd Flr or +(C)
- 4 1 1/2 Story
- 5 2 Story
- 6 2 Houses on One Lot
- 7 Bi-Level
- 8 Condo/Apt 1st Floor (C)
- 9 Condo/Apt 2nd Floor or +(C)
- 10 Condo/Apt Lower (C)
- 11 Condominium
- 12 Detached (C)
- 13 Flat
- 14 Full Floor
- 15 More than 2 Stories
- 16 Multi-Level
- 17 Other/See Remarks
- 18 Partial Floor
- 19 Quad-Level
- 20 Side-by-Side
- 21 Tri-Level

ZO. SUB ROOM DESCRIPTION

- 3 Den/Stdy/Lib
- 6 Family Rm
- 7 FirstFloorBedroom
- 8 FirstFloorLaundry
- 9 FirstFloorMastrBedrm
- 10 Foyer
- 11 Great Room

- 13 In-Law/auPair/Ste
- 14 Living Room
- 17 Maids Rm/Quart
- 18 Master w/Bath
- 19 Other
- 21 Recreation Room
- 22 SecondFloorLaundry
- 23 Sun/Florida Room
- 24 Unfinished Room

ZP. SUB STRUCTURE TYPES

- 8 Other - See Remarks
- 10 Pole Barn

ZQ. TENANCY

- 2 100% Vacant
- 3 Owner
- 5 Tenant

ZT. WATER (R)

- 1 Community
- 2 Community Well
- 3 Holding Tank
- 4 None
- 5 Other-See Remarks
- 6 Private
- 7 Public
- 8 Public At Street
- 9 Public Not Available
- 10 Separate Meters
- 11 Shared Well
- 12 Water Assessment
- 13 Water At Street
- 14 Well

ZU. WATER FEATURES

- 1 All Sports Lake
- 2 Bay Front
- 4 Boat Facility
- 7 Canal Frontage
- 10 Dock/Pier Facility
- 11 Island
- 12 Lake Front
- 13 Lake/River Privileges
- 14 Loading Crane
- 16 Other - See Remarks
- 17 Pond
- 19 River Front
- 20 Sea Wall
- 21 Swim Association
- 22 Water Access/Rights
- 23 Water View
- 24 Waterfront

ZV. ZONING

- 3 Agricultural
- 5 Commercial
- 7 High Rise
- 8 Industrial
- 11 Mixed Use
- 12 Multi-Family
- 15 Other
- 18 Pending Rezoning
- 19 Professional Office
- 20 Recreational
- 21 Residential
- 25 Special Use

Seller acknowledges and agrees to the services as provided above.

SIGNATURES

| | | | |
|--------------------|---------------|---------------------------|------|
| LISTING OFFICE | TELEPHONE NO. | X OWNERS/SELLER SIGNATURE | DATE |
| X AGENTS SIGNATURE | DATE | X OWNER/SELLER SIGNATURE | DATE |

I hereby certify that I have in my possession a listing agreement for the property described which is in compliance with Michigan law and MiRealSource Rules and Regulations.

Broker's Signature: _____



ASSIGNMENT OF PHOTO COPYRIGHT

In consideration of the expenses of editing and publishing and other good and valuable consideration, _____

(Broker/Owner Name)

of _____, hereinafter referred to as the

(COMPANY NAME)

“Assignor”, assigns to MiRealSource, hereinafter referred to as “Assignee”, a corporation of the state of Michigan, having a principal place of business at 920 E. Long Lake Rd. – Suite 100A, Troy, Michigan, and its successors, assigns, or other legal representatives, the entire right, title, and interest in and to the copyrighted work in any and all photographs taken at the request of MiRealSource, by me or my employees or agents, including all renewals thereof, as well as the right to grant permission to republish the photograph in whole or in part with or without fee and the right to produce preprints or reprints for sale or free distribution and the right to republish the photograph in a collection of photographs or in any other format and including the right of Assignee and its successors, assigns, or other legal representatives to register the copyright in the work.

ASSIGNOR:

Broker/Owner Name

Dated: _____

PHOTO PROCEDURES

(How to submit your own photo to the MLS)

This is how you would submit your photo:

- 1) E-MAIL a photo to photos@mirealsource.com – save as a JPEG file (640 x 480) and submit.
- 2) You can also mail or hand deliver a photo to the MLS office.

NOTE: You must mark all e-mail and photos with the following information:

- a) Address of Listing
- b) Office Name
- c) If it is a replacement photo – please note that on your e-mail
- d) If you are not submitting only one photo, you must indicate on each photo > Photo #1, Photo #2, Photo #3, etc.

*Note: The first photo must be the front exterior of the property



You can send
up to **30** Photos
per listing at
NO CHARGE

If you would like, you may submit up to **30** photos on your listings. Remember – if you are submitting additional photos they must be clearly marked as “photo #1, photo #2, photo #3, etc.