



Field names with character/selection limits in Tempo contain the limit number in parenthesis (#).

New fields/values are indicated in highlight.

Required fields are listed in Red.

Property Address

AP # \_\_\_\_\_ List Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

MLS INFORMATION

MLS # System Generated Status System Generated

Street Number \_\_\_\_\_ Direction (1)  E  N  S  W Street Name \_\_\_\_\_

Street Type \_\_\_\_\_ Unit # \_\_\_\_\_ City \_\_\_\_\_ Area \_\_\_\_\_

(Example: Avenue, Street, Alley, Circle)

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

State \_\_\_\_\_ TGNO \_\_\_\_\_ Zip \_\_\_\_\_ Zip 4 \_\_\_\_\_ Cross Streets \_\_\_\_\_

Builder Tract Code \_\_\_\_\_ Builder Tract Name \_\_\_\_\_

(Tract Codes available at InsideTract.com)

Zoning \_\_\_\_\_ List Price \_\_\_\_\_ AP # System Generated

- Listing Agreement Type (1)  Exclusive Agency  Exclusive Right To Sell/Lease  Exclusive Right with Exception  Net  Open  Probate  Service Level (1)  Full Service  Limited Service  MLS Entry Only

Have \_\_\_\_\_

- Loans \$ \_\_\_\_\_ Gross Equity \_\_\_\_\_ View Description (28)  Back Bay View  Bay View  Canal View  Canyon View  Catalina Island View  City Lights View  City View  Coastline View  Courtyard View  Creek/Stream View  Desert View  Estuary View  Fields View  Golf Course View  Greenbelt  Harbor View  Hills View  Lagoon View  Lake Front View  Lake View  Landmark View  Marina View  Mountain View  Ocean View  Orchard/Grove View  Panoramic View  Park or Green Belt View  Pasture View  Peek-A-Boo View  Pier View  Pond View  Pool View  Reservoir View  River View  Rocks View  Tree Top View  Trees/Woods View  Valley View  View  View Vincent Thomas Bridge  Vineyard View  Water View  White Water View

Lot Dimensions \_\_\_\_\_ x \_\_\_\_\_ Acres \_\_\_\_\_ Parcel Size in SqFt \_\_\_\_\_ Price Per SqFt \$ System Generated

- Units Per Acre (10)  0-1 Unit/Acre  11-15 Units/Acre  16-20 Units/Acre  2-5 Units/Acre  21-25 Units/Acre  26-30 Units/Acre  31-35 Units/Acre  36-40 Units/Acre  6-10 Units/Acre  Over 40 Units/Acre

Incorporated  NA  Y  N

Legal Description (17)

- Beach Rights  Coastal Commission Restrictions  Coastal Zone  Easements  Environmental Restrictions  Incorporated  Manufactured Homes Allowed  Mineral Rights  Oil Rights  Open Space Restrictions  Pet Restrictions  Redevelopment Area  Senior Community 62+  Slide Zone  Tenants in Common - DRE Pink Reports  Tenants in Common - DRE White Reports  Water Rights

Certificate of Compliance (1)

- Completed  Has Conditions  Has Exceptions  Not Required  Pending  Required  Unknown

Property Description (Next Page)

**Property Description** (1000 Character Limit) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Directions** (250 Character Limit) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Property Description**

<b>Distance to Water</b> _____	<b>Distance to Stores</b> _____	<b>Distance to Schools</b> _____
<b>Distance to Churches</b> _____	<b>Distance to Freeway</b> _____	<b>Distance to Bus</b> _____
<b>Distance to Phone Svc</b> _____	<b>Distance to Sewer</b> _____	<b>Distance to Electricity</b> _____
<b>Distance to Gas</b> _____	<b>Street Frontage</b> _____	<b>Mineral Rights</b> <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N
<b>Possible New Zone</b> _____	<b>Redevelopment Area</b> <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Ingress/Egress</b> _____
<b>Easements</b> <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Fee</b> <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Horse Property</b> <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N
<b>Fence</b> _____	<b>Fence Condition</b> _____	<b>Cleared</b> _____
<b>Elevation Abv Sea Level</b> _____	<b>Type of Soil</b> _____	
<b>Current Geological</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Owner Survey</b> <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Established Corners</b> <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N
<b>Public Street</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Total % Usable</b> _____	
<b>Tract Map</b> (1) <input type="checkbox"/> Final <input type="checkbox"/> None <input type="checkbox"/> Pending	<b>Survey</b> (1) <input type="checkbox"/> Buyer Pays <input type="checkbox"/> Corners marked <input type="checkbox"/> Seller Pays <input type="checkbox"/> Survey Done	<b>Trees (Fruit &amp; Shade)</b> _____ <b>Topography</b> _____

**Present Use** (100 Character Limit) \_\_\_\_\_

**Potential Use** (100 Character Limit) \_\_\_\_\_

**Improvement Remarks** (150 Character Limit) \_\_\_\_\_

**Infrastructure**

**Water District** \_\_\_\_\_ **Well**  NA  Y  N

**How Deep (Ft)** \_\_\_\_\_ **Pump Motor HP #** \_\_\_\_\_ **Gallon Per Minute** \_\_\_\_\_ **Est Size Hole/Casing** \_\_\_\_\_ **Est Water Table** \_\_\_\_\_

<b>Water</b> (3)	<input type="checkbox"/> District/Public <input type="checkbox"/> Fire Hydrant <input type="checkbox"/> Lateral not Installed/ Must Tap Off Main <input type="checkbox"/> Meter on Property	<input type="checkbox"/> Meter Paid/Not In <input type="checkbox"/> Mutual Water Source <input type="checkbox"/> No Water on Property <input type="checkbox"/> Other <input type="checkbox"/> Pond	<input type="checkbox"/> Private <input type="checkbox"/> Public Hook-Up Available <input type="checkbox"/> River <input type="checkbox"/> Shared Spring <input type="checkbox"/> Spring(s)	<input type="checkbox"/> Stock Company <input type="checkbox"/> Storage Tank(s) <input type="checkbox"/> Stream <input type="checkbox"/> Tap Free <input type="checkbox"/> Well	<input type="checkbox"/> Well – Shared <input type="checkbox"/> Well Permit Applied For <input type="checkbox"/> Well Permit not Applied For <input type="checkbox"/> Well Permit on File <input type="checkbox"/> Well/Irrigation Only
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Street Lights  Y  N Septic  NA  Y  N

Lot Description (15)

Grid of checkboxes for lot features: Backs to Parkland, Backs to Trees, Bay Front, Beach Access, BLM/National Forest, Bluff/Climb Front, Building Plans Available, Canyon Rim, Community Mailbox, Corner Lot, Creek/Stream on Lot, Cul-De-Sac, Cultivated, Curbs - Walks, Decorative Pond, Desert Back, Desert Front, Estuary Front, Fenced, Fruit Trees, Gated Community, Heavily Treed Lot, Horse Property, Improvements Bonded, Lagoon Front, Lake on Lot, Large Tree(s) - over 40 Feet, Lot Irregular, Lot Rectangular, Lot Square, Medium Tree(s) - 20-40 Feet, Military Land, Moderately Treed Lot, Mountainous, Near Public Transit, No Landscaping, No Trees, Non-Tidal Wetlands, Not on Thru Street, Ocean Access, Ocean Front, Ocean Side of Freeway, Ocean Side of Highway 1, On Navigable Water, Playscape, Possible Pool Site, Premium Lot, Preserve/Public Land, Private Beach, Private Road, Redevelopment Area, Reservoir, Rip-Rapped, Rolling, Room for a Pool, Room for a Tennis Court, Seasonal Creek, Seawall, Secluded, Shade Trees, Single Loaded Street, Slope - Gentle, Slope - Steep, Small Tree(s) - Under 20 Feet, Some Landscaping, Sparsely Treed Lot, Stone Retaining Walls, Street Dirt, Street Gravel, Street Paved, Tear Down, Tidal Wetlands, Utilities - Overhead, Utilities - Underground, Valley, Value Mainly In Land, Water Access, Water Front

Electric (1) Available  On Property  In Street  Unknown  None  Gas (1) Natural Available  Propane  None  Unknown  On Property  Storm Drains In  NA  Y  N Percolate  NA  Y  N

Paved Streets  NA  Y  N Existing Bonds  NA  Y  N Sidewalks, Curbs  NA  Y  N

Telephone (1) In Street  On Property  None  Other  Sewer (3) Aerobic Septic  In Street on Bond  Public Hookup Available  Applied for Permit  In Street Paid  Public Septic  Assessments  In, Connected & Paid  Public Sewer  Bonds  Lateral/Tap - Off Main  Septic Pump  Capping Fill  Lateral/Tap - On Site  Septic Tank  Cesspool  Low Pressure Pipe (LPP)  Sewer  Gravity Septic Field  Mound System  Shared Septic  Holding Tank(s)  Not Applied for Permit  Site Evaluation on File  In Street  Pressure Dose

Special Assessments

Tax Information

Tax Area \_\_\_\_\_ Tax Rate Year \_\_\_\_\_ Tax Rate \_\_\_\_\_ Land \$ \_\_\_\_\_ Land % \_\_\_\_\_ Improvements \$ \_\_\_\_\_ Improvements % \_\_\_\_\_ Personal Property \$ \_\_\_\_\_ Personal Property % \_\_\_\_\_ Lot# \_\_\_\_\_ Block # \_\_\_\_\_ Tract # \_\_\_\_\_ Parcel # \_\_\_\_\_ Parcel Map # \_\_\_\_\_

Financial Information

Financial Info as of \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 1st TD \_\_\_\_\_ Loan Payment \_\_\_\_\_ Loan Due Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Lender \_\_\_\_\_ Assumable  NA  Y  N Special Conditions (6) None  In Foreclosure Process  Relocation Company Owned  Subject to Court Approval  Auction  Notice of Default  REO/Lender-Owned  Bankruptcy  Probate  Short Sale/Subject to Lender Approval  HUD/Govt Owned  Red-Tagged  Subj to RELO Company Approval  Interest Rate \_\_\_\_\_ Loan Fee \_\_\_\_\_ 2nd TD \_\_\_\_\_ Loan 2 Payment \_\_\_\_\_ Loan 2 Due Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Lender 2 \_\_\_\_\_ Loan Assumable 2  NA  Y  N

Interest Rate 2 \_\_\_\_\_ Loan Fee 2 \_\_\_\_\_ Subordinate  NA  Y  N Lien Release  NA  Y  N

Assoc Name \_\_\_\_\_ Dues \$/Mo \_\_\_\_\_ Land Lease  Fee  Lease

Lease \$ \_\_\_\_\_ Lease Time  Month  Year Year Lease Expires \_\_\_\_\_ Special Study  NA  Y  N

Flood Zn  NA  Y  N Coastal Zone  NA  Y  N Slide Zone  NA  Y  N

- Terms** (6)
- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> All Inclusive Trust Deed       | <input type="checkbox"/> Exchange            | <input type="checkbox"/> Lse-Opt to Buy            | <input type="checkbox"/> Subject to Other  | <input type="checkbox"/> VA No Loan    |
| <input type="checkbox"/> Assumable with No Restrictions | <input type="checkbox"/> Fannie Mae          | <input type="checkbox"/> Owner May Carry           | <input type="checkbox"/> Submit            | <input type="checkbox"/> VA No No Loan |
| <input type="checkbox"/> Assumable with Restrictions    | <input type="checkbox"/> FHA Loan            | <input type="checkbox"/> Owner Will Carry          | <input type="checkbox"/> Subordinate       |  |
| <input type="checkbox"/> Cal Vet                        | <input type="checkbox"/> Fractional Interest | <input type="checkbox"/> Relocation                | <input type="checkbox"/> Tenants in Common |  |
| <input type="checkbox"/> Cash                           | <input type="checkbox"/> Freddie Mac         | <input type="checkbox"/> Seller Pays Closing Costs | <input type="checkbox"/> Trade             |  |
| <input type="checkbox"/> Cash To Existing Loan          | <input type="checkbox"/> Joint Venture       | <input type="checkbox"/> Shared Equity             | <input type="checkbox"/> Trust Conveyance  |  |
| <input type="checkbox"/> Cash To New Loan               | <input type="checkbox"/> Land Contract       | <input type="checkbox"/> Subject to Estate Ruling  | <input type="checkbox"/> VA Loan           |  |

**Bond Assessment** (1)

- |  |  |
|--|--|
| <input type="checkbox"/> Buyer to Assume           | <input type="checkbox"/> Mello Roos    |
| <input type="checkbox"/> Buy to Verify             | <input type="checkbox"/> Seller to Pay |
| <input type="checkbox"/> Government Action Pending |  |

**Private Transfer Taxes**  Y  N

**Showing Instructions**

**Showing Instructions** (12)

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

**Show Phone**

Owner Name \_\_\_\_\_ Owner Phone \_\_\_\_\_

S/O Comp \_\_\_\_\_ S/O Comp  \$  % Dual/Variable Rate Comm  Yes  No

**Lockbox Location** (1)

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

**Lockbox Type** (2)

- |  |  |
|--|--|
| <input type="checkbox"/> Supra – SoCal MLS   | <input type="checkbox"/> Supra – GSBMLS  |
| <input type="checkbox"/> Supra – SRAR/BAOR   | <input type="checkbox"/> Supra – MRMLS   |
| <input type="checkbox"/> Call List Office    | <input type="checkbox"/> Supra – Newport |
| <input type="checkbox"/> Combo – See Remarks | <input type="checkbox"/> Supra Key       |
| <input type="checkbox"/> No Key Safe         | <input type="checkbox"/> Multacc         |
| <input type="checkbox"/> Other – See Remarks |  |
| <input type="checkbox"/> Supra – DAMLS       |  |

Gate Code \_\_\_\_\_

**List Office/Agent Information**

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

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

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 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 \_\_\_\_\_

Sell Office/Agent Information

Sell Office Name\* \_\_\_\_\_ Sell Office ID\* \_\_\_\_\_
Sell Office Phone\* \_\_\_\_\_ Sell Office Fax\* \_\_\_\_\_
Sell Agent Full Name\* \_\_\_\_\_ Sell Agent First Name\* \_\_\_\_\_
List 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 \_\_\_\_\_

Agent Remarks

Agent Remarks (500 Character Limit) \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Internet Information

Address on Internet?  Y  N IDX  Y  N

Listing Activity

List Date \_\_\_ / \_\_\_ / \_\_\_ Expiration Date \_\_\_ / \_\_\_ / \_\_\_

Change to Pending/Backup Offers

Pending (Projected Sale) Price \$ \_\_\_\_\_ Projected Close Date \_\_\_ / \_\_\_ / \_\_\_
(Listing will Auto-Sell 14 days after the Projected Close Date)
Pending Date \_\_\_ / \_\_\_ / \_\_\_ Sell Agent (Agent ID) \_\_\_\_\_ Co Sell Agent (Agent ID) \_\_\_\_\_

Financing (1)

- All Inclusive Trust Deed  FHA Loan  Trust Conveyance
 Assumed  Land Contract  VA Loan
 Cal Vet  Other - See Remarks - Call Listing Office
 Cash  Owner Carried
 Conventional  Private

Sold Terms (1)

- Auction  Lease Option
 Buyer Concessions  Real Estate Owned
 Contract Of Sale  Seller Concessions
 Exchange/Trade  Short Payoff
 In Foreclosure  Standard Sale

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

Sell Agent (Agent ID) \_\_\_\_\_ Pending Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Co Sell Agent (Agent ID) \_\_\_\_\_

Closed Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sales Price \_\_\_\_\_

Financing (1)

- All Inclusive Trust Deed
- Assumed
- Cal Vet
- Cash
- Conventional
- FHA Loan
- Land Contract
- Other – See Remarks – Call Listing Office
- Owner Carried
- Private
- Trust Conveyance
- VA Loan

Sold Terms (1)

- Auction
- Buyer Concessions
- Contract Of Sale
- Exchange/Trade
- In Foreclosure
- Lease Option
- Real Estate Owned
- Seller Concessions
- Short Payoff
- Standard Sale

*"The accuracy of all information, including square footage and lot sizes is deemed reliable but not guaranteed and should be independently Verified through personal inspection with the appropriate professionals."*

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

Revised May 16, 2008