

MLS® LISTING # _____

FOR BOARD USE ONLY FOR A NEW LISTING OR TO BE COMPLETED FOR A RE-RUN.

Mandatory Field All Property Types Optional Field All Property Types

LOCATION

ASSESSMENT ROLL NUMBER (ARN) _____

PIN # _____ AREA _____

MUNICIPALITY _____

COMMUNITY * _____

*MANDATORY IF AVAILABLE
STREET NUMBER _____ STREET NAME _____ ABBREVIATION _____ DIR _____ APT/UNIT # _____ POSTAL CODE _____

PROPERTY MANAGEMENT COMPANY _____

FRONTING ON (check 1 code) LOT FRONT _____ LOT DEPTH _____ LOT SIZE CODE _____
 East South Feet Metres Acres
 North West

LOT IRREGULARITIES _____ ACRES (check 1 code) _____
 Less than .50 Acres .50 – 1.99 Acres 2 – 4.99 Acres 5 – 9.99 Acres
 10 – 24.99 Acres 25 – 49.99 Acres 50 – 99.99 Acres 100 + Acres

DIRECTION/MAIN CROSS STREETS _____ MAP # _____ MAP COL _____ MAP ROW _____
(NUMERIC) (ALPHA)

AMOUNTS/DATES/INCLUDED

◆ One of Possession Date or Possession Remarks is Mandatory

LEASE _____ LEASE PRICE _____ CONTRACT COMMENCEMENT _____ EXPIRY DATE _____ POSSESSION DATE _____ POSSESSION REMARKS _____ HOLDOVER DAYS _____
 Lease Sub-Lease

LANDLORD NAME _____

LEASE TERM (check 1 code) PAYMENT FREQUENCY (check 1 code) PAYMENT METHOD (check 1 code) RENTAL APPLICATION REQ.
 1 Year Monthly Weekly Annually Cheque Direct Withdrawal Yes No
 2 Year Short Term Monthly Other Credit Card Other
 3 Year + Weekly

DEPOSIT REQ. _____ CREDIT CHECK _____ EMPLOYMENT LETTER _____ LEASE AGREEMENT _____ REFERENCES REQ. _____ BUY OPTION _____
 Yes No Yes No Yes No Yes No Yes No Yes No

INCLUDED IN LEASE COST

ALL INCLUSIVE * _____ CABLE TV INCLUDED _____ CAC INCLUDED _____ COM. ELEMENTS INCLUDED _____
 Yes No Yes No Yes No Yes No
HYDRO INCLUDED _____ HEAT INCLUDED _____ WATER INCLUDED _____ PARKING INCLUDED _____
 Yes No Yes No Yes No Yes No

*IF ALL INCLUSIVE = YES then rest of fields Not Mandatory

EXTERIOR

TYPE (check 1)
 Attached/Row/Street Townhouse
 Cottage
 Detached
 Duplex
 Farm
 Fourplex
 Link
 Lower Level
 Mobile/Trailer
 Multiplex
 Other
 Room
 Rural Residential
 Semi-Detached
 Shared Room
 Store with Apt/Office
 Triplex
 Upper Level
 Vacant Land
LINK*
 Yes No
* Mandatory if Detached
PARCEL OF TIED LAND (POTL)*
 Yes
* Mandatory if POTL
POTL MONTHLY FEES* _____
*Mandatory if POTL
PORTION OF PROPERTY FOR LEASE (check up to 4)
 Entire Property
 Basement
 Main
 2nd Floor
 3rd Floor
 Other
 Ancillary Structure
PORTION OF PROPERTY COMMENTS _____
STYLE (check 1)
 1 1/2 Storey
 2 Storey
 2 1/2 Storey
 3 Storey
 Apartment
 Bachelor/Studio
 Backsplit 3 Level
 Backsplit 4 Level
 Backsplit 5 Level
 Bungalow
 Bungalow
 Bungalow – Raised
 Loft
 Other
 Sidesplit 3 Level
(cont'd on page 2)

EXTERIOR (continued)

STYLE (cont) (check up to 2)

- Sidesplit 4 Level
- Sidesplit 5 Level

EXTERIOR (check up to 2)

- Aluminum Siding
- Board & Batten
- Brick
- Brick Front
- Concrete
- Insulbrick
- Log
- Metal/Steel Siding
- Other
- Shingle
- Stone
- Stucco (Plaster)
- Vinyl Siding
- Wood

GARAGE TYPE (check 1)

- Attached
- Built-In
- Carport
- Detached
- None
- Other

GARAGE PARKING SPACES

DRIVE (check 1)

- Available
- Circular
- Front Yard (Legal)
- Lane
- Mutual
- None
- Other
- Private
- Private Double
- Right-of-Way

DRIVE PARKING SPACES

TOTAL PARKING SPACES

PRKG COST/MONTH

POOL (check 1)

- Above Ground
- Indoor
- Inground
- None

WATER (check 1)

- Both
- Municipal
- None
- Other
- Well

SEWERS (check 1)

- Holding Tank
- None
- Other
- Septic
- Sewer

RETIREMENT COMMUNITY

- Yes No

PHYSICALLY HANDICAPPED-EQUIPPED

- Yes No

PRIVATE ENTRANCE

- Yes No

LAUNDRY ACCESS (check 1)

- Coin Operated
- Ensuite
- In Area
- None
- Set Usage
- Shared

SPECIAL DESIGNATION

(check up to 6)

- Accessibility
- Expropriation
- Heritage
- Landlease

- Other
- Unknown

APPROXIMATE AGE

(check 1)

- New
- 0 - 5 Years
- 6 - 15 Years
- 16 - 30 Years
- 31 - 50 Years
- 51 - 99 Years
- 100 + Years

APPROX SQUARE FOOTAGE

(check 1)

- Less than 700
- 700 - 1100
- 1100 - 1500
- 1500 - 2000
- 2000 - 2500
- 2500 - 3000
- 3000 - 3500
- 3500 - 5000
- 5000 +

PROPERTY FEATURES/ AREA INFLUENCES

(check up to 6)

- Arts Centre
- Beach
- Campground
- Clear View
- Cul de Sac/Dead End
- Electric Car Charger
- Fenced Yard
- Golf
- Greenbelt/Conservation
- Hospital
- Island
- Lake Access
- Lake Backlot
- Lake/Pond
- Level
- Library
- Marina
- Other

- Park
- Part Cleared
- Place of Worship
- Public Transit
- Ravine
- Rec./Commun.Centre
- River/Stream
- Rolling
- School
- School Bus Route
- Skiing
- Sloping
- Terraced
- Tiled/Drainage
- Waterfront
- Wooded/Treed

For additional waterfront options, please use Form 295 - Cottage/Rural/Waterfront MLS® Data Information Form.

OTHER STRUCTURES

(check up to 2)

- Auxiliary Residences
- Barn
- Box Stall
- Drive Shed
- Garden Shed
- Greenhouse
- Indoor Arena
- Kennel
- Paddocks
- Workshop

WATER SUPPLY TYPES

(check 1)

- Artesian Well
- Bored Well
- Cistern
- Community Well
- Drilled Well
- Dug Well
- Lake/River
- Sand Point Well
- Shared Well
- Unknown

FARM/AGRICULTURE

(check 1)

- Dairy
- Fish
- Hobby
- Horse
- Horticulture
- Land & Buildings
- Livestock
- Mixed Use Farm
- Other
- Poultry
- Produce
- Tree

WATERFRONT* (check 1)

- Direct Indirect None

*MANDATORY: FARM, RURAL, RURAL RESIDENTIAL, VACANT LAND, PROPERTY TYPES
OPTIONAL: FOR ALL OTHERS

UTILITIES

CABLE T.V.* (check 1)

- Yes No
- Available

HYDRO* (check 1)

- Yes No
- Available

SEWERS* (check 1)

- Yes No
- Available

GAS (Natural)* (check 1)

- Yes No
- Available

MUNICIPAL WATER* (check 1)

- Yes No
- Available

TELEPHONE* (check 1)

- Yes No
- Available

*MANDATORY: FARM, RURAL, RURAL RESIDENTIAL, VACANT LAND, PROPERTY TYPES
OPTIONAL: FOR ALL OTHERS

INTERIOR

ROOMS

BEDROOMS

KITCHENS

WASHROOMS See Level Codes

X X

X X

X

FAMILY ROOM above grade

- Yes No

BASEMENT

(check up to 2)

- Apartment
- Crawl Space
- Finished
- Finished with Walk-Out
- Full
- Half
- None
- Other
- Partial Basement
- Partially Finished
- Separate Entrance
- Unfinished
- Walk-Out
- Walk-Up

FIREPLACE/STOVE (Operational)

- Yes No

HEAT SOURCE (check 1)

- Electric
- Gas
- Ground Source
- Oil
- Other
- Propane
- Solar
- Wood

HEAT TYPE (check 1)

- Baseboard
- Fan Coil
- Forced Air
- Heat Pump
- Other
- Radiant
- Water

AIR CONDITIONING (check 1)

- Central Air
- None
- Other
- Wall Unit
- Window Unit

UFFI (check 1)

- No
- Partially Removed
- Removed
- Yes

CENTRAL VACUUM

- Yes No

LAUNDRY LEVEL (check 1)

- Lower Main Upper

ELEVATOR/LIFT

- Yes No

FURNISHED (check 1)

- Yes No Partial

ROOMS/DETAILS

LEVEL	ROOM	LENGTH metres	WIDTH metres	DESCRIPTION (up to 3 per room as per table)
Rm 1				
Rm 2				
Rm 3				
Rm 4				
Rm 5				
Rm 6				
Rm 7				
Rm 8				
Rm 9				
Rm 10				
Rm 11				
Rm 12				



COMMENTS

IS COTTAGE/RURAL/WATERFRONT - MLS® DATA INFORMATION FORM (FORM 295) PART OF THIS AGREEMENT? Yes No

REMARKS FOR CLIENTS (use up to 463 characters)

- 1. Appear in the Brokerage Full, Client Full and Flyer Reports in TorontoMLS and are published on the Internet.
- 2. REMARKS MUST RELATE DIRECTLY TO PROPERTY.
- 3. DISCLOSE POTL DETAILS & POTL MONTHLY FEES IN THIS FIELD.

Grid area for Remarks for Clients.

EXTRAS (use up to 240 characters)

- 1. Appear in the Brokerage Full, Client Full and Flyer Reports in TorontoMLS and are published on the Internet.
- 2. REMARKS MUST RELATE DIRECTLY TO PROPERTY.

Grid area for Extras.

REMARKS FOR BROKERAGES (use up to 280 characters)

- 1. Appear in the Brokerage Full Report in TorontoMLS and not on the Client Reports and are not published on the Internet.
- 2. LIST ALL EQUIPMENT THAT IS RENTED, LEASED, OR LEASED TO OWN FOR THE PROPERTY INCLUDING THE DETAILS AND TERMS. REFER TO RESIDENTIAL INFORMATION CHECKLIST - RENTAL OR LEASE - FIXTURE(S)/CHATTEL(S) INCLUDED - FORM 823.
- 3. ADDITIONAL CONTACT INFORMATION IS ALLOWED ONLY IN THIS FIELD.

Grid area for Remarks for Brokerages.

OTHER

LISTING BROKERAGE

BROKER 1/SALESPERSON 1

BROKER 2/SALESPERSON 2

COMMISSION TO CO-OPERATING BROKERAGE

SPIS

ENERGY CERTIFICATION

CERTIFICATION LEVEL

Yes No Yes No

Grid area for Certification Level.

OPEN HOUSE DATE

M M / D D / Y Y Y Y

FROM TO

HR : MIN HR : MIN

GREEN PROPERTY INFORMATION STATEMENT

Yes No

DISTRIBUTE TO DDF™/IDX

Yes No

DISTRIBUTE TO INTERNET

Yes No

DISPLAY ADDRESS ON INTERNET

Yes No

OPEN HOUSE NOTES

APPOINTMENTS

PERMISSION TO CONTACT LB TO ADVERTISE

Yes No

OCCUPANCY (check 1) Owner/Tenant Owner Partial Tenant Vacant

CONTACT AFTER EXPIRED Yes No

VIRTUAL TOUR URL (100 characters)

PHOTO OPTIONS

Use photo from photo library Upload your own photo(s) No photo for this listing

LANDLORD HEREBY ACKNOWLEDGES HAVING RECEIVED A COPY OF PART 2 OF 2 OF THE LISTING AGREEMENT.

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

FORM 296



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ROOMS/DETAILS/DESCRIPTIONS - ALL RESIDENTIAL PROPERTY TYPES (Searchable)

LEVELS

Basement
Flat (use with apartments)
2nd
3rd
Ground
In Between (1/2 level)
Lower level
(use with splits)
Main (use with splits)
Sub-basement
(use with splits)
Upper level
(use with splits)

ROOMS

Bathroom
Bedroom
2nd Bedroom
3rd Bedroom
4th Bedroom
5th Bedroom
Breakfast
Cold Room/Cantina
Common Room
Den
Dining
Exercise
Family
Foyer
Furnace
Games
Great Room
Kitchen
Laundry
Library
Living
Locker
Loft
Media/Entertainment
Mudroom
Nursery
Office
Other
Pantry
Playroom
Powder Room
Primary Bedroom
Recreation Room
Sitting
Solarium
Study
Sun Room
Tandem Room
Utility
Workshop

BARS

Dry Bar
Wet Bar

BATHS

2 piece
2 piece ensuite
3 piece
3 piece ensuite
4 piece
4 piece ensuite
5 piece
5 piece ensuite
6 piece
6 piece ensuite
7 piece
7 piece ensuite
Bidet
Ensuite
Semi-ensuite (walk-thru)
Separate Shower
Soaker
Step-Up
Sunken
Walk-in Bath
Whirlpool

BUILT-INS

Appliances
Bar
Bookcase
Built-in Speakers
Closet
Counter-top Stove
Desk
Dishwasher
Fish Tank

CODES

B
F
2
3
G
I
L

M
S
U

CEILINGS

Acoustic
Beamed
Cathedral
Coffered
Dropped
Illuminated
Mirrored
Moulded
Plaster
Skylight
Stucco
Tiled
Vaulted

CLOSETS

Built-in
Cedar
Closet
Closet Organizer
Double
His & Hers
Large
Linen
Mirrored
Walk-in
Walk Through
Wall-to-Wall

COUNTERS

Concrete Counter
Corian Counter
Custom Counter
Glass Counter
Granite Counter
Marble Counter
Moulded Counter
Quartz Counter
Stainless Steel Counter
Stone Counter

DOORS

Automatic Doors
Colonial
Double
Dutch
Folding
French
Glass Doors
Louvered
Pocket
Saloon
Side
Sliding Doors
Swing

FIREPLACE/STOVE

2 Way
Acorn Stove
Brick
Closed
Electric
Fireplace
Floor to Ceiling
Franklin Stove
Gas
Imitation
Insert
Marble
Pellet
Roughed-in
Stone
Wall-to-Wall
Wood Stove
Zero Clearance

FLOORING

Bamboo Floor
Broadloom
Ceramic
Concrete
Cork Floor
Cushion
Granite
Hardwood
Heated Floor
Laminate
Limestone Flooring
Linoleum

Marble
Parquet
Pegged
Plank Floor
Porcelain
Raised
Slate Flooring
Stone Floor
Tile
Tumbled Marble
Wood

KITCHENS

Backsplash
Breakfast Area
Breakfast Bar
Centre Island
Country
Custom Backsplash
Eat-In
Family Size
Galley
Greenhouse
Hollywood
Modern
Pantry
Renovated
Stainless Steel Appliances
Up-dated

LIGHTING

Fluorescent
Halogen
Hidden
Indirect
Pot
Recessed
Track
Wall Sconce

OVERLOOKS

Backyard
Dining room
Family room
Frontyard
Garden
Golf Course
Greenbelt
Living room
Park
Patio
Pool
Ravine
Water

ROOM COMBINED WITH

Bedroom
Den
Dining Room
Family Room
Games Room
Great Room
Kitchen
Laundry
Library
Living Room
Nursery
Office
Playroom
Primary Bedroom
Recreation Room
Sitting Room
Solarium
Sun Room
Workshop

ROOM STYLES

Circular
Formal
Irregular
L-shaped
Open Concept
Raised
Separate
Sunken

SINKS

Bar
Ceramic
Concrete Sink
Double
Enamel
Glass Sink
Granite
Laundry
Marble

Moulded
Pedestal
Porcelain
Stainless Steel
Undermount

STAIRS

Circular
Circular Oak
Curved
Double
Floating
Metal Railing
Oak Banister
Open
Scarlett O'Hara
Spiral
Staircase
Stair Assist
Suspended

VIEWS

North
North East
North West
North South
East
East West
South
South East
South West
West

WALK-OUTS

Walk-Out
to Balcony
to Deck
to Garage
to Garden
to Greenbelt
to Patio
to Pool
to Porch
to Ravine
to Roof
to Sundeck
to Sunroom
to Terrace
to Water
to Yard

WINDOWS

Above Grade
Bay
Bow
Casement
Clerestory
Floor to Ceiling
Glass Block
Greenhouse
Large Window
Leaded Glass
Picture
Stained Glass
Window

MISCELLANEOUS

Access to Garage
Balcony
Breezeway
California Shutters
Ceiling Fan
Chair Rail
Crown Moulding
Elevator
Enclosed
Finished
Hot Tub
Intercom
Juliette Balcony
Mirrored Walls
Murphy Bed
Natural Finish
Networked
Panelled
Partly Finished
Pass Through
Plate Rail
Sauna
Sump Pump
Unfinished
Wainscoting
Walk-thru
Walk-up
Wood Trim

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Breakfast Bar
Centre Island
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Circular Oak
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Elevator
Enclosed
Finished
Hot Tub
Intercom
Juliette Balcony
Mirrored Walls
Murphy Bed
Natural Finish
Networked
Panelled
Partly Finished
Pass Through
Plate Rail
Sauna
Sump Pump
Unfinished
Wainscoting
Walk-thru
Walk-up
Wood Trim

LEASE/SUB-LEASE

FREEHOLD

MLS® DATA INFORMATION FORM

Form 296



DS000862

Listing Data Electronic Permission Fields

GREEN PROPERTY INFORMATION STATEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No	DISTRIBUTE TO DDF™/IDX <input type="checkbox"/> Yes <input type="checkbox"/> No	DISTRIBUTE TO INTERNET <input type="checkbox"/> Yes <input type="checkbox"/> No	DISPLAY ADDRESS ON INTERNET <input type="checkbox"/> Yes <input type="checkbox"/> No
OPEN HOUSE NOTES _____	APPOINTMENTS _____		PERMISSION TO CONTACT LB TO ADVERTISE <input type="checkbox"/> Yes <input type="checkbox"/> No

The following chart is designed to explain how these two fields work in combination if a Brokerage subscribed to these Internet sites:

VOW - Virtual Office Website
 IDX - Internet Data Exchange
 DLA - Data License Agreement

REALTOR.ca - REALTOR® Website
 DDF™ - Data Distribution Facility

Combination Check		Your Listing
Distribute to Internet	Yes	Goes to: VOW, IDX, DLA, REALTOR.ca, DDF™
Distribute to DDF™/IDX	Yes	
Distribute to Internet	Yes	Goes to: VOW, DLA, REALTOR.ca
Distribute to DDF™/IDX	No	Will not go to: IDX, DDF™
Distribute to Internet	No	Will not go to: IDX, DLA, REALTOR.ca, DDF™
Distribute to DDF™/IDX	Yes or No	

PERMISSION TO CONTACT LB TO ADVERTISE Yes No

Important to note: With the exception of the circumstances in the chart above, if a Brokerage wishes to advertise another Brokerage's listing, it must have a separate written permission from the Listing Brokerage's Broker of Record. If Permission to Contact LB to Advertise field says YES, you may contact the Listing Brokerage's Broker of Record to obtain permission to advertise their listing. If Permission to Contact LB to Advertise field says NO, that means that they will not be allowing other Brokerages to advertise their listing at all. If a written permission is not granted, the Brokerage advertising may be in violation of MLS® Rule R-430.