

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
☐ North ☐ West

☐ Feet ☐ Metres ☐ Acres

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

AMOUNTS/DATES/INCLUDED

LEASE PRICE

CONTRACT COMMENCEMENT

EXPIRY DATE

POSSESSION DATE

HOLDOVER DAYS

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
☐ 2 Year ☐ Short Term ☐ Monthly ☐ Other
☐ 3 Year + ☐ Weekly

☐ Cheque ☐ Direct Withdrawal
☐ Credit Card ☐ Other

☐ Yes ☐ No

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

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 – Raised
☐ Loft
☐ Other
☐ Sidesplit 3 Level
☐ 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

(cont'd on page 2)

FORM 296



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LANDLORD INITIALS

EXTERIOR (continued)

EXTERIOR

(check up to 2)

- ☐ 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				

FORM 296



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LANDLORD INITIALS



Page 2 of 3

REV. JANUARY 2019

WEBForms® Dec/2018

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.

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.

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.

OTHER

LISTING BROKERAGE

OFFICE PHONE

BROKER 1/SALESPERSON 1

BROKER 1/SALESPERSON 1 PHONE

BROKER 2/SALESPERSON 2

BROKER 2/SALESPERSON 2 PHONE

COMMISSION TO CO-OPERATING BROKERAGE

OPEN HOUSE DATE

SPIS

ENERGY CERTIFICATION

CERTIFICATION LEVEL

☐ Yes ☐ No ☐ Yes ☐ No

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
Master Bedroom
Media/Entertainment
Mudroom
Nursery
Office
Other
Pantry
Playroom
Powder Room
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

Fridge
Microwave
Oven
Range
Shelves
Stove
Vanity

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
Master Bedroom
Nursery
Office
Playroom
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

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 <input type="text"/>	APPOINTMENTS <input type="text"/>		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

REALTOR.ca - REALTOR® Website

IDX - Internet Data Exchange

DDF™ - Data Distribution Facility

DLA - Data License Agreement

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.