

# New York State Alliance of MLS's - Multi-Family (Apt 5+ Units)

Multi-Family 5+ Units) --- For Member Use Only

® Denotes a Required Field

6/09

## LOCATION INFORMATION

<input type="checkbox"/> <b>VRP</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>List Price</b>	<input type="checkbox"/> <b>County</b>	<input type="checkbox"/> <b>State</b> <input type="checkbox"/> NY - New York <input type="checkbox"/> OO - Other, Non NYS, Non McKean PA <input type="checkbox"/> OT - Other, International <input type="checkbox"/> PA - Pennsylvania	<input type="checkbox"/> <b>Street #</b>	<input type="checkbox"/> <b>Street Name</b>
<input type="checkbox"/> <b>Tax Map Number</b>	<input type="checkbox"/> <b>Area</b>	<input type="checkbox"/> <b>Town or City</b>	<input type="checkbox"/> <b>Village</b>	<input type="checkbox"/> <b>Postal City</b>	<input type="checkbox"/> <b>Zip Code</b>
<input type="checkbox"/> <b>Square Footage</b>	<input type="checkbox"/> <b># of Acres</b>	<input type="checkbox"/> <b>Lot #</b>	<input type="checkbox"/> <b>Unit #</b>	<input type="checkbox"/> <b>Pre Direction</b> <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West	<input type="checkbox"/> <b>Street Type</b> <input type="checkbox"/> Avenue <input type="checkbox"/> Lane <input type="checkbox"/> Boulevard <input type="checkbox"/> Circle <input type="checkbox"/> Court <input type="checkbox"/> Cove <input type="checkbox"/> Crescent <input type="checkbox"/> Crest <input type="checkbox"/> Crossing <input type="checkbox"/> Drive <input type="checkbox"/> Extension <input type="checkbox"/> Highway <input type="checkbox"/> Park <input type="checkbox"/> Parkway <input type="checkbox"/> Place <input type="checkbox"/> Ridge <input type="checkbox"/> Rise <input type="checkbox"/> Road <input type="checkbox"/> Street <input type="checkbox"/> Terrace <input type="checkbox"/> Trail <input type="checkbox"/> Turnpike <input type="checkbox"/> Way
<input type="checkbox"/> <b>Nearest Cross Street</b>	<input type="checkbox"/> <b>Lot Shape</b> <input type="checkbox"/> Circular <input type="checkbox"/> Flag <input type="checkbox"/> Irregular <input type="checkbox"/> Pie <input type="checkbox"/> Rectangular	<input type="checkbox"/> <b>Year Built</b>	<input type="checkbox"/> <b>Lot Depth</b>	<input type="checkbox"/> <b>Lot Sq. Footage</b>	<input type="checkbox"/> <b>Post Direction</b> <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West
<input type="checkbox"/> <b>Subdivision / Community</b>	<input type="checkbox"/> <b>Type of Sale</b> Choose up to 4 <input type="checkbox"/> Auction <input type="checkbox"/> Bank Owned / REO <input type="checkbox"/> Co-Op <input type="checkbox"/> Estate <input type="checkbox"/> HUD or Govt Owned <input type="checkbox"/> Normal <input type="checkbox"/> Relocation <input type="checkbox"/> Short Sale <input type="checkbox"/> Trust	<input type="checkbox"/> <b>Lot Frontage</b>	<input type="checkbox"/> <b>Year Built Description</b> <input type="checkbox"/> Existing <input type="checkbox"/> Existing Unknown <input type="checkbox"/> New Build <input type="checkbox"/> To Be Built <input type="checkbox"/> Under Construction (60-90 Days)	<input type="checkbox"/> <b>Waterfront Name</b>	<input type="checkbox"/> <b>Waterfront Footage</b>
<input type="checkbox"/> <b>City Neighborhood</b>	<input type="checkbox"/> <b>On Waterfront</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>Waterfront Description</b> <input type="checkbox"/> Bay <input type="checkbox"/> Canal <input type="checkbox"/> Cape <input type="checkbox"/> Channel <input type="checkbox"/> Falls <input type="checkbox"/> Harbor	<input type="checkbox"/> Lake <input type="checkbox"/> Pond <input type="checkbox"/> Reservoir <input type="checkbox"/> River / Stream / Creek <input type="checkbox"/> Swamp	<input type="checkbox"/> <b>Riparian Rights</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>Island</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>School District Name</b>	<input type="checkbox"/> <b>High School</b>	<input type="checkbox"/> <b>Middle School</b>	<input type="checkbox"/> <b>Elementary School</b>	<input type="checkbox"/> <b>Island Name</b>	

## LISTING OFFICE INFORMATION

<input type="checkbox"/> <b>Listing Agent ID</b>	<input type="checkbox"/> <b>Co-Listing Agent ID</b>	<input type="checkbox"/> <b>Lockbox Serial #</b>	<input type="checkbox"/> <b>Showing/Appt #</b>	<input type="checkbox"/> <b>Showing Instructions</b> Choose up to 4 <input type="checkbox"/> Call Agent to Register <input type="checkbox"/> Call List Agent for Showing Instructions <input type="checkbox"/> Call Owner/Tenant <input type="checkbox"/> Contingent Upon Sale of Property <input type="checkbox"/> Email List Agent <input type="checkbox"/> HUD Master Key <input type="checkbox"/> Key at Listing Office <input type="checkbox"/> Lockbox - 24 hour Access <input type="checkbox"/> Lockbox - Call First <input type="checkbox"/> Lockbox - Must Make Appt <input type="checkbox"/> Lockbox - Timed Access <input type="checkbox"/> Lockbox - Vacant <input type="checkbox"/> Online Showing Service <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Text List Agent
<input type="checkbox"/> <b>Showing/Appt Description</b> <input type="checkbox"/> Agent <input type="checkbox"/> Co-List Agent <input type="checkbox"/> Appointment Service <input type="checkbox"/> Office <input type="checkbox"/> Other Remarks <input type="checkbox"/> Owner	<input type="checkbox"/> <b>Owner 1 First Name</b>	<input type="checkbox"/> <b>Middle Initial</b>	<input type="checkbox"/> <b>Owner 1 Last Name</b>	
	<input type="checkbox"/> <b>Owner 2 First Name</b>	<input type="checkbox"/> <b>Middle Initial</b>	<input type="checkbox"/> <b>Owner 2 Last Name</b>	
	<input type="checkbox"/> <b>Owner Street Address</b>	<input type="checkbox"/> <b>Owner Town or City/ State</b>	<input type="checkbox"/> <b>Owner Zip</b>	
<input type="checkbox"/> <b>Property Exclusions</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>List Date</b>	<input type="checkbox"/> <b>Expiration Date</b>	<input type="checkbox"/> <b>Listing Type</b> <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Sell	<input type="checkbox"/> <b>Service Type</b> <input type="checkbox"/> Limited Service <input type="checkbox"/> MLS Entry Only
<input type="checkbox"/> <b>Broker Agent Compensation</b>	<input type="checkbox"/> <b>Buyer Agent Compensation</b>	<input type="checkbox"/> <b>Sub Agent Compensation</b>	<input type="checkbox"/> <b>Special Conditions Apply</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Private Remarks - Confidential - For Member Use Only (600 Spaces)

---

---

---

---

---

---

---

---

---

---

Initials

GENERAL INFORMATION

Form fields for General Information including Total # of Apartments, # of Heating Units, # of Stories, # of Electric Meters, # of Gas Meters, # of Studios, Studios Avg. Monthly Rent, #1 Bedroom, #1 Bdrm Avg. Monthly Rent, #2 Bedroom, #2 Bdrm Avg. Monthly Rent, #3 Bedroom, #3 Bdrm Avg. Monthly Rent, Type of Residence, Rent Includes, Garage Spaces/Apt, and Parking Spaces/Apt.

Public Remarks - (800 Spaces)

Horizontal lines for entering Public Remarks.

Directions to Property (234 Spaces)

Horizontal lines for entering Directions to Property.

INTERIOR AND EXTERIOR INFORMATION

Form fields for Interior and Exterior Information including Exterior Construction, Roof Description, Driveway Description, Lot Information, Amenities Include, Basement Description, and Additional Exterior Features.

Initials [ ]

INTERIOR AND EXTERIOR INFORMATION CONT.

Floor Description

- Choose up to 9
Ceramic-Some
Hardwood-Some
Laminate-Some
Marble-Some
Other - See Remarks
Resilient-Some
Tile-Some
Vinyl-Some
Wall To Wall Carpet-Some
Wood-Some

Kitchen Equipment/Appliances

- Choose up to 14
Convection
Cook Top-Electric
Cooktop - Gas
Dishwasher
Disposal
Dryer
Dual Fuel Range
Freezer
In All Apartments
Microwave
Negotiable
None
Other - See Remarks
Oven/Range Built-In
Oven/Range Electric
Oven/Range Freestanding
Oven/Range Gas
Range Hood-Exhaust Fan
Refrigerator
Surface Grill
Trash Compactor
Washer

Additional Interior Features

- Choose up to 24
Atrium Door
Attic Fan
Cathedral Ceiling
Cedar Closets
Ceiling Fan
Central Vacuum System
Circuit Breakers - Some
Copper Plumbing - Some
Drapes - Some
Dry Bar
Electrical Fuses - some
Freestanding/Window AC
Hot Tub
Indoor Pool
Intercom
Laundry Separate
Laundry Common
Leaded Glass - some
Natural Woodwork - some
Other - See Remarks
Pex Plumbing - Some
Sauna
Security System - Leased
Security System - Owned
Skylight
Sliding Glass Door
Stained Glass - Some
Storage
Sump Pump
Two Story Foyer
Water Softener - Leased
Water Softener - Owned
Wet Bar
Whirlpool Tub

Accessibility

- Choose up to 14
32 Inch Doors - some
Accessible/ANSI - some
Adaptable Home - some
Bath - Removable Cabinets
Built to ANSI standards
Chairlift - see Remarks
Elevator - ANSI standard
Entry Level Bedroom
Handicap Doors - Some
Kitchen - Adj Cabinets
No Interior Steps
No Step Entry
No Step Laundry
No Step Shower
Ramp
Visual Alert System
Wheelchair Bathroom
Wheelchair Hall - 4 ft plus
Wheelchair Kitchen

FIREPLACES

# Artificial, # Gas, # Pellet, # Wood Burning, # Wood Stove, # Coal, # Other, # Freestanding, # Not Represented to Code

UTILITIES INFORMATION

HVAC Type, Heating Fuel Description, Sewer Description, Separate Utilities, Water Heater/Fuel, Water Resources, ENERGY STAR Qualified, Type of Well, Well Location

FINANCIAL INFORMATION

Possible Financing, Gross Annual Income, Annual Operating Expense, Operating Expenses Include, Certificate of Occupancy, Income/Expense Info, Terms Assumption, Tax Information, 1st Mortgage Balance, 2nd Mortgage/Home Equity Balance, Escrow Bank, Escrow Agent, Town/County Tax, City/Village Tax, School Tax, Assessed Value, Annual Special Assessment, Initials

**® Possession**

Choose up to 3

- After Closing
- At Closing
- Before Closing
- Immediate
- Leases
- Negotiable
- Other - See Remarks
- Tenants Rights

**® Internet**

Yes  No

**® Internet Street Address**

Yes  No

**® Third Party Commentary/Blog**

Yes  No

**® AVM**

Yes  No

**Virtual Tour Link (Unbranded)**

**Virtual Tour Link (Branded)**

**MLS #** \_\_\_\_\_

Owner(s) has verified the above information and warrants that it is accurate to the best of his/her knowledge. The Listing Agent assumes no responsibility to anyone for the accuracy of owner's information, except as otherwise provided by law.

**Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Listing Agent** \_\_\_\_\_ **Firm** \_\_\_\_\_

Initials