

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

Multi-Family (5+ Units) --- For Member Use Only ® Denotes a Required Field

8/24

LOCATION INFORMATION

® VRP <input type="checkbox"/> Yes <input type="checkbox"/> No	® List Price <input type="text"/>	® County <input type="text"/>	® State <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	® Street # <input type="text"/>	® Street Name <input type="text"/>
® Tax Map Number <input type="text"/>	® Area <input type="text"/>	® Town or City <input type="text"/>	® Village <input type="text"/>	® Postal City <input type="text"/>	® Zip Code <input type="text"/>
® Square Footage <input type="text"/>	® # of Acres <input type="text"/>	Lot # <input type="text"/>	Unit # <input type="text"/>	Pre Direction East North Northeast Northwest South Southeast Southwest West	® Street Type Avenue Lane Boulevard Circle Course Court Cove Crescent Crest Crossing Drive Extension Highway Hollow Meadow Parkway Place Point Ridge Rise Road Run Street Terrace Trail Turnpike Way
® Nearest Cross Street <input type="text"/>	® Square Footage Source Agent Appraiser Assessor Builder Other-See Remarks Plans Public Records	® Lot Frontage <input type="text"/>	® Lot Depth <input type="text"/>	Lot Sq. Footage <input type="text"/>	Post Direction East North Northeast Northwest South Southeast Southwest West
Subdivision / Community <input type="text"/>	® Year Built <input type="text"/>	Year Built Description Existing Existing Unknown New Build To Be Built Under Construction (60-90 Days)		Body of Water Name <input type="text"/>	
City Neighborhood <input type="text"/>	® Type of Sale Choose up to 4 Auction Bank Owned / REO Co-Op Estate HUD or Govt Owned Normal Relocation Short Sale Trust	Lot Shape Circular Flag Irregular Pie Rectangular	® On Waterfront <input type="checkbox"/> Yes <input type="checkbox"/> No	Water Related Features Beach/Water Access Boat Access Only Deeded Water Rights Water View Other-See Remarks	
® School District Name <input type="text"/>		Body of Water Bay Canal Cape Channel Falls Harbor	Lake Pond Reservoir River / Stream / Creek Swamp	Waterfront Footage <input type="text"/>	Riparian Rights <input type="checkbox"/> Yes <input type="checkbox"/> No
High School <input type="text"/>				Island <input type="checkbox"/> Yes <input type="checkbox"/> No	
Middle School <input type="text"/>				Island Name <input type="text"/>	
Elementary School <input type="text"/>					

LISTING OFFICE INFORMATION

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

Private Remarks - Confidential - For Member Use Only - Enter up to 1000 characters.

Initials

Public Remarks - Enter up to 1200 characters.

Directions to Property - Enter up to 234 characters.

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
Vinyl Luxury-Some
Wall To Wall Carpet-Some
Wood-Some

® Kitchen Equipment/Appliances

Choose up to 14

Convection
Cooktop - Electric
Cooktop - Gas
Dishwasher
Disposal
Dryer
Dual Fuel Range
Freezer
In All Apartments
Microwave
Negotiable
None
Other - See Remarks
Oven - Double
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
Furnished
Furnished - Partially
Hot Tub
Indoor Pool
Intercom
Laundry Separated
Laundry Common
Leaded Glass - some
Natural Woodwork - some
Other - See Remarks
Pex Plumbing- Some
Radon Mitigation System
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**

Choose up to 9

AC-Central
AC-Multi Zone
Baseboard
Electronic Air Filter
Forced Air
Gravity
Heat Gas on Gas Stove
Heat Pump
Hot Water
Humidifier
Multi-Zone

Municipal Electric
Other - See Remarks
Programmable Thermostat
Radiant
REA
Space Heater
Steam
Stove
Wall AC Unit
Wall Furnace
Wood Auxiliary Unit

® Heating Fuel Description

Choose up to 4

Coal
Electric
Gas
Geothermal
Oil
Other - See Remarks
Propane
Solar
Wood

® Sewer Description

Choose up to 2

Chemical
Holding Tank
Other - See Remarks
Septic
Sewer Available
Sewer Connected
Sewer Shared

Separate Utilities

Choose up to 4

Air Conditioning
Electricity
Gas
Heat
Water

® Water Heater/Fuel

Choose up to 2

Common
Electric
Gas
Individual Unit Control
None
Oil
Other - See Remarks
Propane
Solar
Tankless

ENERGY Equipment

Oil Tank-Above Ground
Oil Tank-Below Ground
Oil Tank-In Basement
Propane Tank-Owned
Propane Tank-Leased
Solar-Owned
Solar-Leased
Wind Turbine-Owned
Wind Turbine-Leased
Other
None

® Water Resources

Choose up to 2

Lake / River
Other - See Remarks
Public Available
Public Connected
Spring
Well

ENERGY STAR® Qualified

Appliances
Cooling
Heating
Lighting
Windows

Type of Well

Drilled
Driven Point
Dug
None
Other
Pipe to Lake / River
Shared
Shore Well
Spring

Well Location**FINANCIAL INFORMATION****® Possible Financing**

Choose up to 7

Assumable
Assumable with Lender Approval
Cash
Cash Only
Commercial
Conventional
FHA
Land Contract
Lease Option
Other - See Remarks
Owner 1st
Owner 2nd
Private
Rehab Loan
USDA
USDA-FSA Loan
VA
Wrap

Gross Annual Income**Annual Operating Expense****® Certificate of Occupancy ® Income/Expense Info**

Choose up to 2
Negotiable
Not Required
Not Supplied
Supplied

Estimated
May Show Books
None
Projected
Provided By Accountants
Provided By Owner
Tax Return

Terms Assumption

Choose up to 2

Assumable- Escalating
Assumable- Non-Escalating
Credit Check
No Credit Check

Tax Information

Choose up to 2

Taxes include Special Assessments
Taxes include Special Tax Dist

® Operating Expenses Include

Choose up to 14

Accounting/Legal
Advertising
Electric
Exterior Maintenance
Gas/Oil
Insurance
Lease / Rental
Licenses/Permits
Management
Other - See Remarks
Payroll
Property Management
Pure Water
Refuse
Repairs/Maintenance
Reserves For Replacement
Resident Management
Snow Plow
Supplies
Utilities
Water / Sewer
Workers Compensation

Net Operating Income

Calculated field NOI = GI – OE

Initials

FINANCIAL INFORMATION, CONT.

® Town/County Tax	® City/Village Tax	® School Tax	1st Mortgage Balance	2nd Mortgage/Home Equity Balance
® Escrow Bank	® Escrow Agent	® Assessed Value	® Annual Special Assessment	

DISPLAY AND OCCUPANCY INFORMATION

® Possession Choose up to 3 After Closing At Closing Before Closing Immediate Leases Negotiable Other - See Remarks Tenants Rights	® Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	® Internet Street Address <input type="checkbox"/> Yes <input type="checkbox"/> No	® Third Party Commentary/Blog <input type="checkbox"/> Yes <input type="checkbox"/> No	® AVM <input type="checkbox"/> Yes <input type="checkbox"/> No
Virtual Tour Link (Unbranded) - This field most often shown on websites.				
Virtual Tour Link (Branded)				
3-D Virtual Tour Link (Unbranded) Inside Home				
Aerial Drone Video Link (Unbranded)				

Ad Header - Enter your ad headline up to 25 characters. This will be pulled by your vendor for online or print advertising, if applicable.

Ad Copy - Enter your ad copy up to 255 characters. This will be pulled by your vendor for online or print advertising, if applicable.

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