

# New York State Alliance of MLS's - Multi-Family (2-4 Units)

For Member Use Only | ® Denotes a Required Field | \* Denotes a Conditionally required Field

6/19

## LOCATION INFORMATION

<b>® VRP</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>® List Price</b> _____	<b>® County</b> _____	<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	<b>® Street #</b> _____	<b>® Street Name</b> _____
<b>® Tax Map Number</b> _____	<b>® Area</b> _____	<b>® Town or City</b> _____	<b>® Village</b> _____	<b>® Postal City</b> _____	<b>® Zip Code</b> _____
<b>® Square Footage</b> _____	<b>® # of Acres</b> _____	<b>Lot #</b> _____	<b>Unit #</b> _____	<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	<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"/> 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
<b>® Nearest Cross Street</b> _____	<b>Lot Shape</b> <input type="checkbox"/> Circular <input type="checkbox"/> Flag <input type="checkbox"/> Irregular <input type="checkbox"/> Pie <input type="checkbox"/> Rectangular	<b>® Year Built</b> _____	<b>® Lot Depth</b> _____	<b>Lot Sq. Footage</b> _____	<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
<b>Subdivision / Community</b> _____	<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	<b>® Lot Frontage</b> _____	<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)		<b>Waterfront Name</b> _____
<b>City Neighborhood</b> _____	<b>® On Waterfront</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<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		<b>Waterfront Footage</b> _____	<b>Riparian Rights</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>® School District Name</b> _____	<b>High School</b> _____	<b>Middle School</b> _____	<b>Elementary School</b> _____	<b>Island</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Island Name</b> _____

## LISTING OFFICE INFORMATION

<b>® Listing Agent ID</b> _____	<b>Co-Listing Agent ID</b> _____	<b>Lockbox Serial #</b> _____	<b>® Showing/Appt #</b> _____	<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
<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	<b>Owner 1 First Name</b> _____	<b>Middle Initial</b> _____	<b>® Owner 1 Last Name</b> _____	
<b>Seller's Attorney Name</b> _____	<b>Owner 2 First Name</b> _____	<b>Middle Initial</b> _____	<b>Owner 2 Last Name</b> _____	
<b>Property Exclusions</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>® List Date</b> _____	<b>® Expiration Date</b> _____	<b>® Listing Type</b> <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Sell	<b>Service Type</b> <input type="checkbox"/> Limited Service <input type="checkbox"/> MLS Entry Only
<b>® Broker Agent Compensation</b> _____	<b>® Buyer Agent Compensation</b> _____	<b>® Sub Agent Compensation</b> _____	<b>Negotiation With</b> <input type="checkbox"/> Listing Broker Only <input type="checkbox"/> Owner Directly	<b>Special Conditions Apply</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Private Remarks - Confidential - For Member Use Only - Enter your ad copy up to 600 characters. This will be pulled by your vendor for online or print advertising, if applicable.

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Initials \_\_\_\_\_

Form fields for Total # of Apartments, # of Electric Meters, # of Gas Meters, # of Heating Units, # of Stories, # of Garage Spaces.

Type of Residence

- Choose up to 3
1 Lot - Multi Structures
2 Lot - 2 Dwellings
2 Unit
3 Unit
4 Unit
Boston
Detached
Duplex
Mixed Use
Other - See Remarks
Rehab Needed
Row Dwelling
Semi Detached
Side by Side
Upper/Lower

Parking / Driveway

- Choose up to 5
1 Space
2 or More Spaces
Blacktop
Carport(s)
Common
Concrete
Concrete - Stamped
Dirt
Garage
No Driveway
Off Premises
Other - See Remarks
Parking Area
Shared
Stone/Gravel
Street

Exterior Construction

- Choose up to 5
Aluminum/Steel
Brick
Brick and Frame
Cedar
Composition
Concrete Block
EIFS
Frame
Log Home
Log Sided
Other - See Remarks
Shake Shingle
Stone
Stone and Frame
Stucco
Timber Frame
Vinyl
Wood

Lot Information

- Choose up to 7
Agricultural District
Beach / Water Access
Commercial Zoning
Corner Lot
Cul De Sac
Deed Restriction
Deeded Water Rights
Elevation Survey Available
Flood Zone
Green Area
Home Office Zoning
Horses Permitted
In Adirondack Park
Land Lease
Land Locked
Near Bus Line
Neighborhood Street
On Golf Course
On Reservation
Other - See Remarks
Preservation District
Primary Road
Private Road
Right of Way
Rural Road
Seasonal Road
Secluded
Secondary Road
Ski in and out
Slope View
Uncapped Nat Gas Well
Water View
Wooded Lot

Rent Includes

- Choose up to 10
All Utilities
Cable TV
Cooking Gas
Electric
Furnished
Garage
Ground Maintenance
Heat
Hot Water
Lawn Maintenance
No Utilities
Other - See Remarks
Refuse Removal
Snow Removal
Water/Sewer

Attic Description

- Choose up to 3
Crawl Space
Finished
Full
None
Partial
Partially Finished
Pull Down Stairs
Scuttle Access
Stair Access
Unfinished

Basement Description

- Choose up to 3
Crawl Space
Exterior Walkout
Exterior Walk-up/Bulkhead
Finished
Full
None
Partial
Partially Finished
Slab

Zoning

- Agricultural
Business
Commercial
Heavy Industrial
Home Office Zoning
Industrial
Light Industrial
Other - See Remarks
Planned Unit Development
Residential 1 unit
Residential 2 unit
Residential Multi Use
Restricted Business
Suburban Agricultural

Public Remarks - Enter your ad copy up to 800 characters. This will be pulled by your vendor for online or print advertising, if applicable.

Multiple horizontal lines for public remarks input.

Directions to Property - Enter your ad copy up to 234 characters. This will be pulled by your vendor for online or print advertising, if applicable.

Horizontal line for directions to property input.

APARTMENT INFORMATION

Apartment 1

Form fields for Apartment 1: Studio, Bedrooms, Baths, Rent, Owner Occupied, Features, Appliances, Living Room, Dining Room, Kitchen, Bedroom 1, Bedroom 2, Bedroom 3.

Form fields for Apartment 1: Other, # of Rooms, Type of Tenancy, Lease Expires.

Initials [ ]

Apartment 2

Studio  Yes  No  \* Total # Bedrooms   Total # Full Baths   Total # Half Baths   Rent   Owner Occupied  Yes  No

**Living Room** Length  Width  **Dining Room** Length  Width  **Kitchen** Length  Width

**Bedroom 1** Length  Width  **Bedroom 2** Length  Width  **Bedroom 3** Length  Width

**Other** Length  Width   # of Rooms  **Type of Tenancy**  
 Leased  
 Month to Month  
 Other - See Remarks  
 Owner Occupied **Lease Expires**

**Features**  
 Choose up to 4  
 Den/Family Room  
 Dining Area With Kitchen  
 Dining Area With Living Room  
 Eat-In Kitchen  
 Formal Dining Room  
 Living Room  
 Other - See Remarks  
 Porch

**Appliances**  
 Choose up to 6  
 Dishwasher  
 Dryer  
 Microwave  
 Oven/ Range  
 Refrigerator  
 Washer

Apartment 3

Studio  Yes  No  \* Total # Bedrooms   Total # Full Baths   Total # Half Baths   Rent   Owner Occupied  Yes  No

**Living Room** Length  Width  **Dining Room** Length  Width  **Kitchen** Length  Width

**Bedroom 1** Length  Width  **Bedroom 2** Length  Width  **Bedroom 3** Length  Width

**Other** Length  Width   # of Rooms  **Type of Tenancy**  
 Leased  
 Month to Month  
 Other - See Remarks  
 Owner Occupied **Lease Expires**

**Features**  
 Choose up to 4  
 Den/Family Room  
 Dining Area With Kitchen  
 Dining Area With Living Room  
 Eat-In Kitchen  
 Formal Dining Room  
 Living Room  
 Other - See Remarks  
 Porch

**Appliances**  
 Choose up to 6  
 Dishwasher  
 Dryer  
 Microwave  
 Oven/ Range  
 Refrigerator  
 Washer

Apartment 4

Studio  Yes  No  \* Total # Bedrooms   Total # Full Baths   Total # Half Baths   Rent   Owner Occupied  Yes  No

**Living Room** Length  Width  **Dining Room** Length  Width  **Kitchen** Length  Width

**Bedroom 1** Length  Width  **Bedroom 2** Length  Width  **Bedroom 3** Length  Width

**Other** Length  Width   # of Rooms  **Type of Tenancy**  
 Leased  
 Month to Month  
 Other - See Remarks  
 Owner Occupied **Lease Expires**

**Features**  
 Choose up to 4  
 Den/Family Room  
 Dining Area With Kitchen  
 Dining Area With Living Room  
 Eat-In Kitchen  
 Formal Dining Room  
 Living Room  
 Other - See Remarks  
 Porch

**Appliances**  
 Choose up to 6  
 Dishwasher  
 Dryer  
 Microwave  
 Oven/ Range  
 Refrigerator  
 Washer

**Additional Exterior Features**

- Choose up to 14
- Awning
  - Balcony
  - Barbecue
  - Cable TV Available
  - Deck
  - Dock- see Remarks
  - Electric Pet Fence
  - Fully Fenced Yard
  - Garage Door Opener
  - High Speed Internet
  - Hot Tub
  - Lawn Sprinkler System
  - Other - See Remarks
  - Partially Fenced Yard
  - Patio
  - Permits Available
  - Playset / Swingset
  - Pool-Above Ground
  - Pool-In Ground
  - Pool-Neighborhood/Community
  - Post -Type Gas Grill
  - Private Yard - see Remarks
  - Propane Tank - Leased
  - Propane Tank - Owned
  - Satellite Dish
  - Tennis Court
  - Thermal Windows - Some
  - TV Antenna
  - Vineyard
  - Windmill
  - Wood Screens/Storms-some

**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
  - 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
  - Sump Pump
  - Two Story Foyer
  - Water Purification System
  - Water Softener - Leased
  - Water Softener - Owned
  - Wet Bar
  - Whirlpool Tub

**Roof Description**

- Choose up to 5
- Asphalt
  - Built-up / Tar
  - Composition
  - Flat
  - Metal
  - Other - See Remarks
  - Rubber Membrane
  - Sawtooth
  - Shingles
  - Skylight
  - Slate / Tile
  - Sloped

**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

**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

**Foundation Description**

- Choose up to 9
- Block
  - Other - See Remarks
  - Pier and Beam
  - Poured
  - Stone
  - Wood

**FIREPLACES**

<b># Artificial</b>	<b># Gas</b>	<b># Pellet</b>	<b># Wood Burning</b>	<b># Wood Stove</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b># Coal</b>	<b># Other</b>	<b># Freestanding</b>	<b># Not Represented to Code</b>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

**UTILITIES INFORMATION**

<p><b># HVAC Type</b></p> <p>Choose up to 9</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AC-Central</li> <li><input type="checkbox"/> Baseboard</li> <li><input type="checkbox"/> Electronic Air Filter</li> <li><input type="checkbox"/> Forced Air</li> <li><input type="checkbox"/> Gravity</li> <li><input type="checkbox"/> Heat Gas on Gas Stove</li> <li><input type="checkbox"/> Heat Pump</li> <li><input type="checkbox"/> Hot Water</li> <li><input type="checkbox"/> Humidifier</li> <li><input type="checkbox"/> Multi-Zone</li> <li><input type="checkbox"/> Municipal Electric</li> <li><input type="checkbox"/> Other - See Remarks</li> <li><input type="checkbox"/> Programmable Thermostat</li> <li><input type="checkbox"/> Radiant</li> <li><input type="checkbox"/> Space Heater</li> <li><input type="checkbox"/> Steam</li> <li><input type="checkbox"/> Stove</li> <li><input type="checkbox"/> AC Unit-Wall</li> <li><input type="checkbox"/> Wall Furnace</li> <li><input type="checkbox"/> Wood Auxiliary Unit</li> </ul>	<p><b># Sewer Description</b></p> <p>Choose up to 2</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chemical</li> <li><input type="checkbox"/> Other - See Remarks</li> <li><input type="checkbox"/> Septic</li> <li><input type="checkbox"/> Sewer Available</li> <li><input type="checkbox"/> Sewer Connected</li> <li><input type="checkbox"/> Sewer Shared</li> </ul> <p><b># Water Resources</b></p> <p>Choose up to 2</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lake / River</li> <li><input type="checkbox"/> Other - See Remarks</li> <li><input type="checkbox"/> Public Available</li> <li><input type="checkbox"/> Public Connected</li> <li><input type="checkbox"/> Spring</li> <li><input type="checkbox"/> Well</li> </ul>	<p><b># Heating Fuel Description</b></p> <p>Choose up to 4</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coal</li> <li><input type="checkbox"/> Electric</li> <li><input type="checkbox"/> Gas</li> <li><input type="checkbox"/> Oil</li> <li><input type="checkbox"/> Other - See Remarks</li> <li><input type="checkbox"/> Propane</li> <li><input type="checkbox"/> Solar</li> <li><input type="checkbox"/> Wood</li> </ul> <p><b>ENERGY STAR® Qualified</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appliances</li> <li><input type="checkbox"/> Cooling</li> <li><input type="checkbox"/> Heating</li> <li><input type="checkbox"/> Lighting</li> <li><input type="checkbox"/> Windows</li> </ul>	<p><b>Separate Utilities</b></p> <p>Choose up to 4</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Air Conditioning</li> <li><input type="checkbox"/> Electricity</li> <li><input type="checkbox"/> Gas</li> <li><input type="checkbox"/> Heat</li> <li><input type="checkbox"/> Water</li> </ul> <p><b>Type of Well</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drilled</li> <li><input type="checkbox"/> Driven Point</li> <li><input type="checkbox"/> Dug</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Pipe to Lake / River</li> <li><input type="checkbox"/> Shared</li> <li><input type="checkbox"/> Shore Well</li> <li><input type="checkbox"/> Spring</li> </ul>	<p><b># Water Heater/Fuel</b></p> <p>Choose up to 2</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electric</li> <li><input type="checkbox"/> Gas</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Oil</li> <li><input type="checkbox"/> Other - See Remarks</li> <li><input type="checkbox"/> Propane</li> <li><input type="checkbox"/> Solar</li> <li><input type="checkbox"/> Tankless</li> </ul> <p><b>Well Location</b></p> <input style="width: 95%; height: 20px;" type="text"/>
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**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
  - Rehab Loan
  - USDA
  - USDA-FSA Loan
  - VA
  - Wrap

**Gross Annual Income**

**Tax Information**

- Choose up to 2
- Taxes include Special Assessments
  - Taxes include Special Tax Dist

**Terms Assumption**

- Choose up to 2
- Assumable- Escalating
  - Assumable- Non-Escalating
  - Credit Check
  - No Credit Check

**® Certificate of Occupancy**

- Choose up to 2
- Negotiable
  - Not Required
  - Not Supplied
  - Supplied

**Annual Operating Expense**

**Net Operating Income**

Calculated field NOI = GI - OE

**® 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

**® Town/County Tax**

**® City/Village Tax**

**® School Tax**

**® Assessed Value**

**® Annual Special Assessment**

**1st Mortgage Balance**

**2nd Mortgage/Home Equity Balance**

**® Escrow Bank**

**® Escrow Agent**

**DISPLAY AND OCCUPANCY INFORMATION**

**® 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)** - 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** \_\_\_\_\_