

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

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

® Denotes a Required Field

6/19

LOCATION INFORMATION

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

LISTING OFFICE INFORMATION

® Listing Agent ID _____	Co-Listing Agent ID _____	Lockbox Serial # _____	® Showing/Appt # _____	® Showing Instructions 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
Showing/Appt Description <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	Owner 1 First Name _____	Middle Initial _____	® Owner 1 Last Name _____	
Owner 2 First Name _____	Middle Initial _____	Owner 2 Last Name _____		
Seller's Attorney Name _____	Owner Street Address _____	Owner Town or City/ State _____	Owner Zip _____	
Property Exclusions <input type="checkbox"/> Yes <input type="checkbox"/> No	® List Date _____	® Expiration Date _____	® 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
® Broker Agent Compensation _____	® Buyer Agent Compensation _____	® Sub Agent Compensation _____	® Special Conditions Apply <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.

Initials _____

<input type="text"/> ® Total # of Apartments	<input type="text"/> ® # of Heating Units	<input type="text"/> ® # of Stories	<input type="text"/> ® # of Electric Meters	<input type="text"/> ® # of Gas Meters	® Garage Spaces/Apt <input type="checkbox"/> 1 Space <input type="checkbox"/> Less Than 1 Space <input type="checkbox"/> More Than 1 Space <input type="checkbox"/> No Garage Spaces
<input type="text"/> ® # of Studios	<input type="text"/> Studios Avg. Monthly Rent	® Type of Residence Choose up to 3 <input type="checkbox"/> Commercial Included <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Rehab Needed <input type="checkbox"/> Rooming House	® Rent Includes Choose up to 11 <input type="checkbox"/> All Utilities <input type="checkbox"/> Apt. Furnished <input type="checkbox"/> Apt. Unfurnished <input type="checkbox"/> Cable TV <input type="checkbox"/> Cooking Gas <input type="checkbox"/> Electric <input type="checkbox"/> Garage <input type="checkbox"/> Grounds Maintenance	<input type="checkbox"/> Heat <input type="checkbox"/> Hot Water <input type="checkbox"/> No Utilities <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Refuse Removal <input type="checkbox"/> Snow Removal <input type="checkbox"/> Water/Sewer	® Parking Spaces/Apt <input type="checkbox"/> 1 Space <input type="checkbox"/> 1.5 Spaces <input type="checkbox"/> 2 Spaces <input type="checkbox"/> 3 Or More spaces <input type="checkbox"/> Less Than 1 Space <input type="checkbox"/> No Parking Spaces
<input type="text"/> ® #1 Bedroom	<input type="text"/> #1 Bdrm Avg. Monthly Rent				
<input type="text"/> ® #2 Bedroom	<input type="text"/> #2 Bdrm Avg. Monthly Rent				
<input type="text"/> ® #3 Bedroom	<input type="text"/> #3 Bdrm Avg. Monthly Rent				

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

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.

INTERIOR AND EXTERIOR INFORMATION

® Exterior Construction Choose up to 5 <input type="checkbox"/> Aluminum/Steel <input type="checkbox"/> Brick <input type="checkbox"/> Brick and Frame <input type="checkbox"/> Cedar <input type="checkbox"/> Composition <input type="checkbox"/> Concrete Block <input type="checkbox"/> EIFS <input type="checkbox"/> Frame <input type="checkbox"/> Log Home	<input type="checkbox"/> Log Sided <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Shake Shingle <input type="checkbox"/> Stone <input type="checkbox"/> Stone and Frame <input type="checkbox"/> Stucco <input type="checkbox"/> Timber Frame <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood	® Roof Description <input type="checkbox"/> Asphalt <input type="checkbox"/> Built-Up/Tar <input type="checkbox"/> Composition <input type="checkbox"/> Flat <input type="checkbox"/> Metal <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Rubber Membrane <input type="checkbox"/> Shingles <input type="checkbox"/> Slate/Tile <input type="checkbox"/> Sloped	® Driveway Description Choose up to 5 <input type="checkbox"/> Blacktop <input type="checkbox"/> Common <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt <input type="checkbox"/> None <input type="checkbox"/> Off Premises <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Parking Area <input type="checkbox"/> Shared <input type="checkbox"/> Stone/Gravel <input type="checkbox"/> Street	® Lot Information Choose up to 7 <input type="checkbox"/> Agricultural District <input type="checkbox"/> Beach / Water Access <input type="checkbox"/> Commercial Zoning <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul De Sac <input type="checkbox"/> Deed Restriction <input type="checkbox"/> Deeded Water Rights <input type="checkbox"/> Elevation Survey Available <input type="checkbox"/> Flood Zone <input type="checkbox"/> Green Area <input type="checkbox"/> Home Office Zoning <input type="checkbox"/> Horses Permitted <input type="checkbox"/> In Adirondack Park <input type="checkbox"/> Land Lease <input type="checkbox"/> Land Locked <input type="checkbox"/> Near Bus Line <input type="checkbox"/> Neighborhood Street	<input type="checkbox"/> On Golf Course <input type="checkbox"/> On Reservation <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Preservation District <input type="checkbox"/> Primary Road <input type="checkbox"/> Private Road <input type="checkbox"/> Right of Way <input type="checkbox"/> Rural Road <input type="checkbox"/> Seasonal Road <input type="checkbox"/> Secluded <input type="checkbox"/> Secondary Road <input type="checkbox"/> Ski in and out <input type="checkbox"/> Slope View <input type="checkbox"/> Uncapped Nat Gas Well <input type="checkbox"/> Water View <input type="checkbox"/> Wooded Lot
® Amenities Include Choose up to 7 <input type="checkbox"/> Basketball <input type="checkbox"/> Club Room <input type="checkbox"/> Coin Laundry <input type="checkbox"/> Dock(s) <input type="checkbox"/> Elevator <input type="checkbox"/> Exercise Room <input type="checkbox"/> Golf <input type="checkbox"/> No Amenities <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Pool <input type="checkbox"/> Recreation Facilities <input type="checkbox"/> Sauna <input type="checkbox"/> Security <input type="checkbox"/> Storage <input type="checkbox"/> Tennis Court(s)	® Basement Description Choose up to 3 <input type="checkbox"/> Crawl Space <input type="checkbox"/> Exterior Walkout <input type="checkbox"/> Exterior Walkup/ Bulkhead Doors <input type="checkbox"/> Finished <input type="checkbox"/> Full <input type="checkbox"/> None <input type="checkbox"/> Partial <input type="checkbox"/> Partially Finished <input type="checkbox"/> Slab	Additional Exterior Features Choose up to 14 <input type="checkbox"/> Awning <input type="checkbox"/> Balcony <input type="checkbox"/> Barbecue <input type="checkbox"/> Cable TV Available <input type="checkbox"/> Deck <input type="checkbox"/> Dock- see Remarks <input type="checkbox"/> Electric Pet Fence <input type="checkbox"/> Fully Fenced Yard <input type="checkbox"/> Garage Door Opener <input type="checkbox"/> High Speed Internet <input type="checkbox"/> Hot Tub <input type="checkbox"/> Lawn Sprinkler System <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Partially Fenced Yard <input type="checkbox"/> Patio <input type="checkbox"/> Permits Available	<input type="checkbox"/> Playset / Swingset <input type="checkbox"/> Pool-Above Ground <input type="checkbox"/> Pool-In Ground <input type="checkbox"/> Pool-Neighborhood/ Community <input type="checkbox"/> Post -Type Gas Grill <input type="checkbox"/> Private Yard - see Remarks <input type="checkbox"/> Propane Tank - Leased <input type="checkbox"/> Propane Tank - Owned <input type="checkbox"/> Satellite Dish <input type="checkbox"/> Tennis Court <input type="checkbox"/> Thermal Windows - Some <input type="checkbox"/> TV Antenna <input type="checkbox"/> Vineyard <input type="checkbox"/> Windmill <input type="checkbox"/> Wood Screens/Storms-some	Additional Structures <input type="checkbox"/> Barn / Outbuilding <input type="checkbox"/> Greenhouse	

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
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 - Owned
Security System - Leased
Skylight
Sliding Glass Door
Stained Glass - Some
Storage
Sump Pump
Two Story Foyer
Water Softener - Leased
Water Softener - Owned
Wet Bar
Whirlpool Tub
No Step Laundry
No Step Shower
Ramp
Visual Alert System
Wheelchair Bathroom
Wheelchair Hall - 4 ft plus
Wheelchair Kitchen

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

FIREPLACES

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

UTILITIES INFORMATION

- HVAC Type: AC-Central, Baseboard, Electronic Air Filter, Forced Air, Gravity, Heat Gas on Gas Stove, Heat Pump, Hot Water, Humidifier, Multi-Zone
Heating Fuel Description: Coal, Electric, Gas, Oil, Other - See Remarks, Propane, Solar, Wood
Sewer Description: Chemical, Other - See Remarks, Septic, Sewer Available, Sewer Connected, Sewer Shared
Separate Utilities: Air Conditioning, Electricity, Gas, Heat, Water
Water Heater/Fuel: Common, Electric, Gas, Individual Unit Control, None, Oil, Other - See Remarks, Propane, Solar, Tankless
Municipal Electric
Other - See Remarks
Programmable Thermostat
Radiant
Space Heater
Steam
Stove
Wall AC Unit
Wall Furnace
Wood Auxiliary Unit
Pipe to Lake / River
Shared
Shore Well
Spring

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

[Empty box for 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
Rehab Loan
USDA
USDA-FSA Loan
VA
Wrap

Gross Annual Income

[Empty box for Gross Annual Income]

Annual Operating Expense

[Empty box for Annual Operating Expense]

Certificate of Occupancy

- Choose up to 2
Negotiable
Not Required
Not Supplied
Supplied
Terms Assumption
Choose up to 2
Assumable- Escalating
Assumable- Non-Escalating
Credit Check
No Credit Check

Income/Expense Info

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

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

\$xx,xxx

Calculated field NOI = GI - OE

Initials

[Empty box for Initials]

FINANCIAL INFORMATION, CONT.

® Town/County Tax	® City/Village Tax	® School Tax	1st Mortgage Balance	2nd Mortgage/Home Equity Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
® Escrow Bank	® Escrow Agent	® Assessed Value	® Annual Special Assessment	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

DISPLAY AND OCCUPANCY INFORMATION

® Possession Choose up to 3 <input type="checkbox"/> After Closing <input type="checkbox"/> At Closing <input type="checkbox"/> Before Closing <input type="checkbox"/> Immediate <input type="checkbox"/> Leases <input type="checkbox"/> Negotiable <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> 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
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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