

# New York State Alliance of MLS's - RES

Single Family Residential --- 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>Area</b>	<input type="checkbox"/> <b>Town or City</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>Village</b>	<input type="checkbox"/> <b>Postal City</b>	<input type="checkbox"/> <b>Zip Code</b>	<input type="checkbox"/> <b>Tax Map Number</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>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>Lot Frontage</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>Year Built</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>55+ Subdivision/Community</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<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>Waterfront Footage</b>
<input type="checkbox"/> <b>City Neighborhood</b>					<input type="checkbox"/> <b>Riparian Rights</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>School District Name</b>					<input type="checkbox"/> <b>Island</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>High School</b>					<input type="checkbox"/> <b>Island Name</b>
<input type="checkbox"/> <b>Middle School</b>					
<input type="checkbox"/> <b>Elementary School</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

Room Type

- Bedroom 1
Bedroom 2
Bedroom 3
Bedroom 4
Bedroom 5
Bedroom 6
Basement
Dining Room
Family Room
Kitchen
Living Room
Other 1
Other 2
Other 3
Other 4

Room Level/Floor

- Basement
1st Floor
2nd Floor
3rd Floor
4th Floor
Greater than 4th Floor

Room Length

Form with 'x' markers for room length input

Room Width

Form with 'x' markers for room width input

# Bedrooms 1st Floor/Level # Bedrooms 2nd Floor/Level # Bedrooms 3rd Floor/Level # Bedrooms 4th Floor/Level # # Bedrooms Basement/Level

# Full Baths 1st Floor/Level # Full Baths 2nd Floor/Level # Full Baths 3rd Floor/Level # Full Baths 4th Floor/Level # # Full Baths Basement/Level

# Half Baths 1st Floor/Level # Half Baths 2nd Floor/Level # Half Baths 3rd Floor/Level # Half Baths 4th Floor/Level # # Half Baths Basement/Level

# Bedrooms Approved for Septic # Total Rooms # Total Stories

# Style of Residence Choose up to 2

- 2 Story
A-Frame
Bungalow
Cabin
Cape Cod
Carriage House
Chalet
Colonial
Contemporary
Cottage
Farmhouse
Foursquare
Greek Revival
Hillside
Historic
Log Home
Mediterranean/Spanish
Mobile Manu Home Park
Mobile Manu Home with Land
Mobile Manu - Double Wide
Mobile Manu - Single Wide
Modular
Old Style
Other - See Remarks
Patio
Raised Ranch
Ranch
Rehab Needed
Seasonal
Split Level
Traditional
Transitional
Tudor
Victorian
Working Farm

# 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

# Driveway Description Choose up to 5

- Blacktop
Circular
Common
Concrete
Concrete - Stamped
Dirt
Double Wide
Heated Driveway
None
Other - See Remarks
Parking Area
Pavers
Shared
Stone/Gravel
Turnaround

# Garage Spaces

Form for garage spaces

# Garage Description Choose up to 2

- 2nd Garage
Attached
Carport
Detached
No Garage
Under House

# Kitchen Dining Description Choose up to 8

- 2nd Kitchen
Breakfast Bar
Breakfast Room
Country Kitchen
Dining L
Eat-In
Formal Dining Room
Granite Counter
Island
Kitchen/Family Room Combo
Living/Dining Combo
Other - See Remarks
Pantry
Solid Surface Counter
Walk-In Pantry

# Lot Information Choose up to 7

- Agricultural District
Beach Access
Commercial Zoning
Corner Lot
Cul De Sac
Deed Restriction
Elevation Survey Available
Flood Zone
Green Area
Home Office Zoning
Horses Permitted
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
Secluded
Secondary Road
Ski in and out
Slope View
Uncapped Nat Gas Well
Water View
Wooded Lot

# Basement Description Choose up to 3

- Crawl Space
Exterior Walkout
Exterior Walk-up/Bulkhead Doors
Finished
Full
None
Partial
Partially Finished
Slab

# Floor Description Choose up to 7

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

# Attic Description Choose up to 3

- Crawl Space
Finished
Full
None
Partial
Partially Finished
Pull Down Stairs
Scuttle Access
Stair Access
Unfinished

Builder Model

Form for builder model

Public Remarks - (800 Spaces)

Public remarks input area with horizontal lines

Initials

Form for initials

INTERIOR AND EXTERIOR INFORMATION

® Additional Rooms

- Choose up to 14
1st Floor Bedroom
1st Floor Master Bedroom
1st Floor Master Suite
Basement / Rec Room
Bonus Room
Den/Study
Family Room
Florida/Sun Room- Heated
Florida/Sun Room- Unheated
Foyer/Entry Hall
Garage Apartment
Great Room
Guest Suite
In-Law - see Remarks
Laundry-1st Floor
Laundry-2nd Floor
Laundry-Basement
Library
Living Room
Loft
Master Bedroom Bath
Morning Room
Office
Other - See Remarks
Porch - Enclosed
Porch -Open
Porch - Screened
Possible Additional Bedroom
Roughed In Bath
Studio
Workshop

® Additional Interior Features

- Choose up to 14
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
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
Sump Pump
Two Story Foyer
Water Purification System
Water Softener - Leased
Water Softener - Owned
Wet Bar
Whirlpool Tub

® Kitchen Equipment/Appliances

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

® Additional Exterior Features

- Choose up to 10
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
Wood Screens/Storms-some

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

® Foundation Description

- Block
Other - See Remarks
Poured
Stone

Additional Structures

- Choose up to 6
Barn / Outbuilding
Chicken Coop
Gazebo
Pool House
Shed
Other

FIREPLACES

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

UTILITIES INFORMATION

® HVAC Type

- Choose up to 9
AC Unit-Wall
AC Unit-Window
AC-Central
Baseboard
Electronic Air Filter
Forced Air
Gravity
Heat Gas on Gas Stove
Heat Pump
Heated Floors
Hot Water
Humidifier
Multi-Zone
Municipal Electric
No Heat
Other - See Remarks
Programmable Thermostat
Radiant
Solar
Space Heater
Steam
Stove
Wall Furnace
Wood Auxiliary Unit

Emergency Backup

- Generator - Panel Connection
Generator - Permanent
Sump Pump - Battery Power
Sump Pump - Water Power

ENERGY STAR® Qualified

- Appliances
Cooling
Heating
Lighting
Windows

® Sewer Description

- Choose up to 2
Chemical
Other - See Remarks
Septic
Sewer Available
Sewer Connected
Sewer Shared

Type of Well

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

® Water Heater/Fuel

- Choose up to 2
Electric
Gas
None
Oil
Other - See Remarks
Propane
Solar
Tankless

® Heating Fuel Description

- Choose up to 4
3 Phase
Coal
Electric
Gas
Oil
Other - See Remarks
Propane
Solar
Wood

® Water Resources

- Choose up to 2
Lake
Other - See Remarks
Public Available
Public Connected
Spring
Well

Well Location

[Empty box for Well Location]

Initials [Empty box]

**FINANCIAL INFORMATION**

**® Possible Financing**

- Choose up to 7
- Assumable
- Assumable with Lender Approval
- Cash
- Cash Only
- Conventional
- FHA
- Land Contract
- Lease Option
- Other - See Remarks
- Owner 1st
- Owner 2nd
- Rehab Loan
- USDA
- USDA-FSA Loan
- VA
- Wrap

**Lot Rent**

**® HOA Payment**

- Annually
- Monthly
- None
- Quarterly
- Semi-Annually

**HOA Fee**

**HOA Amenities**

- Choose up to 7
- Basketball
- Clubhouse
- Dock(s)
- Exercise
- Golf
- Kitchen
- No Amenities
- Other - See Remarks
- Pool
- Sauna
- Security
- Storage
- Tennis
- Tot Lot

**Tax Information**

- Choose up to 3
- Taxes include Special Assessments
- Taxes include Special Tax Dist
- To be subdivided, taxes based on larger parcel

**® Assessed Value**

**® Town/County Tax**

**® School Tax**

**® City/Village Tax**

**® 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)**

**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