

# New York State Alliance of MLS's - Condo/Townhouse

Condo / Townhouse --- For Member Use Only ® Denotes a Required Field

2/23

## LOCATION INFORMATION

<b>® VRP</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>® List Price</b> _____	<b>® County</b> _____	<b>State</b> NY - New York OO - Other, Non NYS, Non McKean PA OT - Other, International PA - Pennsylvania	<b>® Street #</b> _____	<b>® Street Name</b> _____	
<b>® Area</b> _____	<b>® Town or City</b> _____	<b>® Village</b> _____	<b>® Postal City</b> _____	<b>® Zip Code</b> _____	<b>® Tax Map Number</b> _____	
<b>® Square Footage</b> _____	<b>® # of Acres</b> _____	<b>Unit #</b> _____	<b>® Square Footage</b> _____	<b>® Lot Frontage</b> _____	<b>® Lot Depth</b> _____	<b>Lot Sq. Footage</b> _____
<b>® Nearest Cross Street</b> _____	<b>Source</b> Agent Appraiser Assessor Builder Other-See Remarks Plans Public Records	<b>® Year Built</b> _____	<b>Year Built Description</b> Existing Existing Unknown New Build To Be Built Under Construction (60-90 Days)	<b>Lot Shape</b> Circular Flag Irregular Pie Rectangular	<b>® On Waterfront</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Body of Water</b> Bay Canal Cape Channel Falls Harbor
<b>Subdivision / Community</b> _____	<b>® Type of Sale</b> Choose up to 4 Auction Bank Owned / REO Co-Op Estate HUD or Govt Owned Normal Relocation Short Sale Trust	<b>® Type of Sale</b> Choose up to 4 Auction Bank Owned / REO Co-Op Estate HUD or Govt Owned Normal Relocation Short Sale Trust	<b>Body of Water</b> Lake Pond Reservoir River / Stream / Creek Swamp	<b>Pre Direction</b> East North Northeast Northwest South Southeast Southwest West	<b>® Street Type</b> Avenue Lane Boulevard Circle Course Court Cove Crescent Crest Crossing Drive Extension Highway Hollow Meadow	<b>Post Direction</b> East North Northeast Northwest South Southeast Southwest West
<b>55+ Subdivision/Community</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>City Neighborhood</b> _____	<b>® School District Name</b> _____	<b>High School</b> _____	<b>Middle School</b> _____	<b>Elementary School</b> _____	<b>Body of Water Name</b> _____
<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 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		

## LISTING OFFICE INFORMATION

<b>Showing/Appt Description</b> Agent Co-List Agent Appointment Service Office Other Remarks Owner	<b>Owner 1 First Name</b> _____	<b>Middle Initial</b> _____	<b>® Owner 1 Last Name</b> _____
<b>Owner 2 First Name</b> _____	<b>Middle Initial</b> _____	<b>Owner 2 Last Name</b> _____	
<b>Owner Street Address</b> _____	<b>Owner Town or City/ State</b> _____	<b>Owner Zip</b> _____	
<b>Seller's Attorney Name</b> _____	<b>Seller's Attorney Email</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> Exclusive Agency Exclusive Right to Sell
<b>® Broker Agent Compensation</b> _____	<b>® Buyer Agent Compensation</b> _____	<b>® Sub Agent Compensation</b> _____	<b>Service Type</b> Limited Service MLS Entry Only
<b>® Special Conditions Apply</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Negotiation With</b> Listing Broker Only Owner Directly		
<b>Compensation Comments - up to 255 Characters</b> _____			

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

Initials

**GENERAL INFORMATION**

Room Type	Room Level/Floor							Room Length	Room Width
Bedroom 1	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Bedroom 2	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Bedroom 3	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Bedroom 4	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Bedroom 5	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Bedroom 6	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Basement	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Dining Room	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Family Room	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Kitchen	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Living Room	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Other 1	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Other 2	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Other 3	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____
Other 4	Basement	Lower	1st Floor	2nd Floor	3rd Floor	4th Floor	Greater than 4th floor	_____	x _____

**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**

**Total # Bedrooms**   
  **Total # Full Baths**   
  **Total # Half Baths**   
  **# Bedrooms Approved for Septic**   
  **Total Rooms**   
  **Total Stories**

Type	Exterior Construction					# Garage Spaces	Garage Description
Choose up to 2	Choose up to 5					<input type="text"/>	2nd Garage
Condo-Apartment Style	Other - See Remarks	Aluminum/Steel	Concrete Block	Log Sided	Stone and Frame		Attached
Condo-Townhouse	Patio Home Attached	Brick	EIFS	Other - See	Stucco		Carport
Co-op	Patio Home Detached	Brick and Frame	Fiber Cement	Remarks	Timber Frame		Detached
Fractional	Townhouse	Cedar	Frame	Shake Shingle	Vinyl		No Garage
		Composition	Log Home	Stone	Wood		Under House

Kitchen Dining Description	Lot Information	Basement Description	Floor Description	Attic Description
Choose up to 8	Choose up to 7	Choose up to 3	Choose up to 9	Choose up to 3
2nd Kitchen	Adjacent to State Land	Crawl Space	Ceramic-Some	Crawl Space
Breakfast Bar	Agricultural District	Egress Window	Hardwood-Some	Finished
Breakfast Room	Commercial Zoning	Exterior Walkout	Laminate-Some	Full
Country Kitchen	Corner Lot	Exterior Walk-up/	Marble-Some	None
Dining L	Cul De Sac	Bulkhead Doors	Other - See Remarks	Partial
Eat-In	Deeded Restriction	Finished	Resilient-Some	Partially Finished
Formal Dining Room	Elevation Survey Available	Full	Tile-Some	Pull Down Stairs
Granite Counter	Flood Zone	None	Vinyl-Some	Scuttle Access
Island	Green Area	Partial	Vinyl Luxury-Some	Stair Access
Kitchen/Family Room Combo	Home Office Zoning	Partially Finished	Wall To Wall Carpet-Some	Unfinished
Living/Dining Combo	Horses Permitted	Slab	Wood-Some	Walk-in
Other - See Remarks	Land Lease	<b>Unit Floor Plan</b>	<b>Parking</b>	
Pantry	Land Locked	Choose up to 2	Choose up to 3	
Quartz Counter	Near Bus Line	Freestanding	1 Assigned Space	None
Solid Surface Counter	Neighborhood Street	One Level	2 Assigned Spaces	Other - See Remarks
Walk-In Pantry	On Golf Course	Two Levels	Covered	
		Three Or More Levels	Open	

**Unit Location**   
 Choose up to 2   
 1st Floor   
 6th Floors +   
 Front   
 Rear   
 2nd Floor   
 Center   
 Ground Floor   
 Top Floor   
 3rd-5th Floors   
 End   
 Other- See Remarks   
  **Builder Model**

**Public Remarks - Enter up to 1200 characters.**

**Directions to Property - Enter up to 234 characters.**

Initials

**INTERIOR AND EXTERIOR**

**® Additional Rooms**

Choose up to 14

- 1st Floor Bedroom
- 1st Floor Primary Bedroom
- 1st Floor Primary Suite
- Bar Room
- 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
- Gym
- In-Law - see Remarks
- In-Law Suite
- Laundry-1st Floor
- Laundry-2nd Floor
- Laundry-Basement
- Library
- Living Room
- Loft
- Morning Room
- Office
- Other - See Remarks
- Panic/Secure Room
- Porch - Enclosed
- Porch -Open
- Porch - Screened
- Possible Additional Bedroom
- Primary Bedroom Bath
- Roughed In Bath
- Storage Room
- 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
- 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

**® Kitchen Equipment/Appliances**

Choose up to 14

- Convection
- Cooktop - Electric
- Cooktop - Gas
- Dishwasher
- Disposal
- Dryer
- Dual Fuel Range
- Freezer
- 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
- Refrigerator-Built In
- Surface Grill
- Trash Compactor
- Washer
- Wine Chiller(s)

**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

**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

**Roof Description**

Choose up to 5

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

**® Management**

Choose up to 3

- Builder
- HOA
- Other - See Remarks
- Professional
- Resident Manager
- Self Management

**® Pets Allowed**

Choose up to 6

- Breed Restrictions
- Cats OK
- Dogs OK
- Must Apply
- No
- Number Limit
- Size Limit
- With Permission
- Yes

**Max Pet Weight**

**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
- AC-Multi-Zone
- 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
- REA
- Solar
- Space Heater
- Steam
- Stove
- Wall Furnace
- Wood Auxiliary Unit

**ENERGY STAR® Qualified**

- Appliances
- Cooling
- Heating
- Lighting
- Windows

**® 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 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
- Geothermal

**Well Location**

**® Sewer Description**

Choose up to 2

- Chemical
- Holding Tank
- 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 Resources**

Choose up to 2

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

**Emergency Backup**

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

**Initials**

**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

**® HOA Payment**

- Annually
- Monthly
- None
- Quarterly
- Semi-Annually
- Special Assessment-See Remarks

**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

**Association Fee Includes**

- Choose up to 12
- Common Area Maintenance
  - Common Area Taxes And Insurance
  - Common Heating/Cooling
  - Electric
  - Exterior Building Maintenance
  - Heat
  - Master Insurance
  - Other - See Remarks
  - Reserve Fund
  - Snow Removal
  - Trash/Garbage Collection
  - Water/Sewer Fee

**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**

**Management Company Name**

**Management Company Phone**

**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** \_\_\_\_\_

Initials