

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

2/23

LOCATION INFORMATION

| | | | | | |
|--|---|--|--|--|--|
| ® VRP <input type="checkbox"/> Yes <input type="checkbox"/> No | ® List Price [] | ® County [] | ® State NY - New York OO - Other, Non NYS, Non McKean PA OT - Other, International 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 East North Northeast Northwest South Southeast Southwest West | ® Street Type Avenue Parkway Lane Place Boulevard Point Ridge Circle Rise Course Rise Court Road Cove Run Crescent Street Crest Terrace Crossing Trail Drive Turnpike Extension Way Highway Hollow Meadow |
| ® Nearest Cross Street [] | ® Square Footage [] | ® Lot Frontage [] | ® Lot Depth [] | Lot Sq. Footage [] | Post Direction East North Northeast Northwest South Southeast Southwest West |
| Subdivision / Community [] | Source Agent Appraiser Assessor Builder Other-See Remarks Plans Public Records | ® Year Built [] | Year Built Description Existing Existing Unknown New Build To Be Built Under Construction (60-90 Days) | Body of Water Name [] | Water Related Features Beach/Water Access Water View Boat Access Only Other-See Remarks Deeded Water Rights |
| City Neighborhood [] | ® 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 | Waterfront Footage [] | Riparian Rights <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ® School District Name [] | | Body of Water Bay Canal Cape Channel Falls Harbor | Lake Pond Reservoir River / Stream / Creek Swamp | Island <input type="checkbox"/> Yes <input type="checkbox"/> No | Island Name [] |
| High School [] | | | | | |
| Middle School [] | | | | | |
| Elementary School [] | | | | | |

LISTING OFFICE INFORMATION

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

Compensation Comments - up to 255 Characters

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

Initials

| | | | | | |
|--------------------------------|-------------------------------|--------------------------|-----------------------------|-----------------------|-----------------------------|
| ® 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
 - Fiber Cement
 - 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
- Adjacent to State Land
 - Agricultural District
 - Commercial Zoning
 - Corner Lot
 - Cul De Sac
 - Deed Restriction
 - 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
 - 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
 - Walk-in

® Basement Description

- Choose up to 3
- Crawl Space
 - Egress Window
 - 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 up to 1200 characters.

® Directions to Property - Enter up to 234 characters.

APARTMENT INFORMATION

Apartment 1

| | | | | | | | |
|--------------------|---------------------------|-----------------------------|-----------------------------|----------------------|-------------------------|------------------------------|-------------------|
| ® Studio | * Total # Bedrooms | ® Total # Full Baths | ® Total # Half Baths | ® Rent | ® Owner Occupied | ® Features | Appliances |
| Yes No | | | | | Yes No | Choose up to 4 | Choose up to 6 |
| Living Room | | Dining Room | | Kitchen | | Den/Family Room | Dishwasher |
| Length | Width | Length | Width | Length | Width | Dining Area With Kitchen | Dryer |
| Bedroom 1 | | Bedroom 2 | | Bedroom 3 | | Dining Area With Living Room | Microwave |
| Length | Width | Length | Width | Length | Width | Eat-In Kitchen | Oven/ Range |
| Other | | ® # of Rooms | Type of Tenancy | Lease Expires | | Formal Dining Room | Refrigerator |
| Length | Width | | Leased | | | Living Room | Washer |
| | | | Month to Month | | | Other - See Remarks | |
| | | | Other - See Remarks | | | Porch | |
| | | | Owner Occupied | | | | |

Initials

Apartment 2

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

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

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

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

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

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

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

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

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

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

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

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

- 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

Initials

Additional Exterior Features

Choose up to 14

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

Additional Interior Features

Choose up to 24

| | |
|-------------------------|---------------------------|
| Atrium Door | Natural Woodwork - some |
| Attic Fan | Other - See Remarks |
| Cathedral Ceiling | Pex Plumbing- Some |
| Cedar Closets | Radon Mitigation System |
| Ceiling Fan | Sauna |
| Central Vacuum System | Security System - Leased |
| Circuit Breakers - Some | Security System - Owned |
| Copper Plumbing - Some | Skylight |
| Drapes - Some | Sliding Glass Door |
| Dry Bar | Stained Glass - Some |
| Electrical Fuses - some | Sump Pump |
| Freestanding/Window AC | Two Story Foyer |
| Furnished | Water Purification System |
| Furnished - Partially | Water Softener - Leased |
| Hot Tub | Water Softener - Owned |
| Indoor Pool | Wet Bar |
| Intercom | Whirlpool Tub |
| Leaded Glass - some | |

Roof Description

Choose up to 5

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

Accessibility

Choose up to 14

| | |
|---------------------------|-----------------------------|
| 32 Inch Doors - some | No Interior Steps |
| Accessible/ANSI - some | No Step Entry |
| Adaptable Home - some | No Step Laundry |
| Bath - Removable Cabinets | No Step Shower |
| Built to ANSI standards | Ramp |
| Chairlift - see Remarks | Visual Alert System |
| Elevator - ANSI standard | Wheelchair Bathroom |
| Entry Level Bedroom | Wheelchair Hall - 4 ft plus |
| Handicap Doors - Some | Wheelchair Kitchen |
| Kitchen - Adj Cabinets | |

® 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 |

Foundation Description

Block

Other - See Remarks

Pier and Beam

Poured

Stone

Wood

FIREPLACES

| | | | | |
|-----------------------|----------------------|-------------------------|------------------------------------|-----------------------|
| ® # Artificial | ® # Gas | ® # Pellet | ® # Wood Burning | ® # Wood Stove |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ® # Coal | ® # Other | ® # Freestanding | ® # Not Represented to Code | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

UTILITIES INFORMATION

® HVAC Type

Choose up to 9

| | |
|-----------------------|-------------------------|
| AC-Central | Multi-Zone |
| AC-Multi Zone | Municipal Electric |
| AC Unit-Wall | Other - See Remarks |
| Baseboard | Programmable Thermostat |
| Electronic Air Filter | Radiant |
| Forced Air | REA |
| Gravity | Space Heater |
| Heat Gas on Gas Stove | Steam |
| Heat Pump | Stove |
| Hot Water | Wall Furnace |
| Humidifier | Wood Auxiliary Unit |

® Sewer Description

Choose up to 2

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

ENERGY STAR® Qualified

Appliances

Cooling

Heating

Lighting

Windows

Separate Utilities

Choose up to 4

| |
|------------------|
| Air Conditioning |
| Electricity |
| Gas |
| Heat |
| Water |

® Water Heater/Fuel

Choose up to 2

| |
|---------------------|
| Electric |
| Gas |
| None |
| Oil |
| Other - See Remarks |
| Propane |
| Solar |
| Tankless |

® Heating Fuel Description

Choose up to 4

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

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 |

Type of Well

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

Well Location

® Water Resources

Choose up to 2

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

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

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

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

® Certificate of Occupancy

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

1st Mortgage Balance

2nd Mortgage/Home Equity Balance

® Escrow Bank

® Escrow Agent

® Town/County Tax

® City/Village Tax

® School Tax

® 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

- 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** _____