

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

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

® Denotes a Required Field

2/23

## LOCATION INFORMATION

<input type="checkbox"/> 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	® Postal City	® Zip Code	Pre Direction East North Northeast Northwest South Southeast Southwest West	® Street Type Avenue Lane Boulevard Circle Course Court Cove Crescent Crest Crossing Drive Extension Highway Hollow Meadow													
® Town or City	® Village	® Postal City	® Zip Code	Post Direction East North Northeast Northwest South Southeast Southwest West	Body of Water Name													
® Square Footage	® # of Acres	Lot #	Unit #	® Square Footage	® Lot Frontage	® Lot Depth	Lot Sq. Footage	® Type of Sale Choose up to 4 Auction Bank Owned / REO Co-Op Estate HUD or Govt Owned Normal Relocation Short Sale Trust	® On Waterfront <input type="checkbox"/> Yes <input type="checkbox"/> No	Body of Water Bay Canal Cape Channel Falls Harbor	Lake Pond Reservoir River / Stream / Creek Swamp	Water Related Features Beach/Water Access Boat Access Only Deeded Water Rights	Water View Other-See Remarks	Waterfront Footage	® Riparian Rights <input type="checkbox"/> Yes <input type="checkbox"/> No	Island <input type="checkbox"/> Yes <input type="checkbox"/> No	Island Name	
® Nearest Cross Street	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)	Lot Shape Circular Flag Irregular Pie Rectangular	® 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									
Subdivision / Community	City Neighborhood	® School District Name	High School	Middle School	Elementary School	Listing Office Information	Showing/Appt Description Agent Co-List Agent Appointment Service Office Other Remarks Owner	Owner 1 First Name	Middle Initial	® Owner 1 Last Name	Owner 2 First Name	Middle Initial	Owner 2 Last Name	Owner Street Address	Owner Town or City/ State	Owner Zip	Seller's Attorney Name	Seller's Attorney Email

## LISTING OFFICE INFORMATION

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	Negotiation With <input type="checkbox"/> Listing Broker Only <input type="checkbox"/> Owner Directly	® Broker Agent Compensation	® Buyer Agent Compensation	® Sub Agent Compensation	® Special Conditions Apply <input type="checkbox"/> Yes <input type="checkbox"/> No
Compensation Comments - up to 255 Characters									

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

Initials

**GENERAL INFORMATION**

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

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

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

**INTERIOR AND EXTERIOR INFORMATION**

<b>® Exterior Construction</b> 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	<b>® Roof Description</b> Asphalt Built-Up/Tar Composition Flat Metal Other - See Remarks Rubber Membrane Shingles Slate/Tile Sloped	<b>® Driveway Description</b> Choose up to 5 Blacktop Common Concrete Dirt None Off Premises Other - See Remarks Parking Area Shared Stone/Gravel Street	<b>® Lot Information</b> Choose up to 7 Ajacent 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
<b>® Amenities Include</b> Choose up to 7 Basketball Club Room Coin Laundry Dock(s) Elevator Exercise Room Golf No Amenities Other - See Remarks Pool Recreation Facilities Sauna Security Storage Tennis Court(s)	<b>® Basement Description</b> Choose up to 3 Crawl Space Egress Window Exterior Walkout Exterior Walkup/ Bulkhead Doors Finished Full None Partial Partially Finished	<b>Additional Exterior Features</b> 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	<b>Additional Structures</b> Barn / Outbuilding Greenhouse	

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**FINANCIAL INFORMATION, CONT.**

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

**DISPLAY AND OCCUPANCY INFORMATION**

<b>® Possession</b> Choose up to 3 After Closing At Closing Before Closing Immediate Leases Negotiable Other - See Remarks Tenants Rights	<b>® Internet</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>® Internet Street Address</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>® Third Party Commentary/Blog</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>® AVM</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Virtual Tour Link (Unbranded)</b> - This field most often shown on websites.			
	<b>Virtual Tour Link (Branded)</b>			
	<b>3-D Virtual Tour Link (Unbranded) Inside Home</b>			
	<b>Aerial Drone Video Link (Unbranded)</b>			

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

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