

# New York State Alliance of MLS's – Single Family (RES)

Single Family Residential --- 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>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	Parkway Place Point Ridge Rise Road Run Street Terrace Trail Turnpike Way					
<b>® Area</b> _____	<b>® Town or City</b> _____	<b>® Zip Code</b> _____	<b>® Tax Map Number</b> _____	<b>® Square Footage</b> _____	<b>® # of Acres</b> _____	<b>Lot #</b> _____	<b>Unit #</b> _____	<b>Post Direction</b> East North Northeast Northwest South Southeast Southwest West	<b>Body of Water Name</b> _____				
<b>® Nearest Cross Street</b> _____	<b>® Square Footage</b> _____	<b>® Lot Frontage</b> _____	<b>® Lot Depth</b> _____	<b>Lot Sq. Footage</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>Body of Water</b> Bay Canal Cape Channel Falls Harbor	<b>Water Related Features</b> Beach/Water Access Boat Access Only Deeded Water Rights	<b>Waterfront Footage</b> _____	<b>Riparian Rights</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Island</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Subdivision / Community</b> _____	<b>55+ Subdivision/Community</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>City Neighborhood</b> _____	<b>® School District Name</b> _____	<b>High School</b> _____	<b>Middle School</b> _____	<b>Elementary School</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>® On Waterfront</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Waterfront Footage</b> _____	<b>Island Name</b> _____	<b>Waterfront Footage</b> _____	<b>Riparian Rights</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Island</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

## LISTING OFFICE INFORMATION

<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	
<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>Seller's Attorney Name</b> _____	<b>Owner 2 First Name</b> _____	<b>Middle Initial</b> _____	<b>Owner 2 Last Name</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>Service Type</b> Limited Service MLS Entry Only	<b>Negotiation With</b> Listing Broker Only Owner Directly
<b>® Broker Agent Compensation</b> _____	<b>® Buyer Agent Compensation</b> _____	<b>® Sub Agent Compensation</b> _____	<b>® Special Conditions Apply</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Compensation Comments - up to 255 Characters</b> _____					

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

Initials

GENERAL INFORMATION

Table with columns: Room Type, Room Level/Floor, 1st Floor, 2nd Floor, 3rd Floor, 4th Floor, Greater than 4th floor, Room Length, Room Width. Lists various rooms like Bedroom 1-6, Basement, Dining Room, etc.

# 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, Builder Model

Style of Residence, Exterior Construction, Driveway Description, # Garage Spaces, Kitchen Dining Description, Lot Information

Basement Description, Floor Description

Garage Amenities, Attic Description

GOM Rights Reserved, Timber Rights Reserved

Public Remarks - Enter up to 1200 characters.

Initials

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

**INTERIOR AND EXTERIOR INFORMATION**

**® Additional Rooms**

Choose up to 14

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

**Additional Interior Features**

Choose up to 14

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	

**® Kitchen Equipment/Appliances**

Choose up to 14

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

**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

**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	

**® Foundation Description**

Choose up to 14

Block
Other - See Remarks
Pier and Beam
Poured
Stone
Wood

**Additional Structures**

Choose up to 6

ADU-Accessory Dwelling Unit
Barn / Outbuilding
Chicken Coop
Gazebo
Greenhouse
OutHouse
Pool House
Shed
Shed-Leased
Other

**Roof Description**

Choose up to 5

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

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

**Lot Rent**

**® 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

**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**

**Mobile Home Serial #**

**Manufacturer**

**Manufacture Date**

**® 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)** - 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