

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

<input type="checkbox"/> VRP <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> List Price	<input type="checkbox"/> County	<input type="checkbox"/> 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	<input type="checkbox"/> Street #	<input type="checkbox"/> Street Name
<input type="checkbox"/> Tax Map Number	<input type="checkbox"/> Area	<input type="checkbox"/> Town or City	<input type="checkbox"/> Village	<input type="checkbox"/> Postal City	<input type="checkbox"/> Zip Code
<input type="checkbox"/> Square Footage	<input type="checkbox"/> # of Acres	<input type="checkbox"/> Lot #	<input type="checkbox"/> Unit #	<input type="checkbox"/> Pre Direction <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"/> Street Type <input type="checkbox"/> Avenue <input type="checkbox"/> Lane <input type="checkbox"/> Boulevard <input type="checkbox"/> Circle <input type="checkbox"/> Course <input type="checkbox"/> Court <input type="checkbox"/> Cove <input type="checkbox"/> Crescent <input type="checkbox"/> Crossing <input type="checkbox"/> Drive <input type="checkbox"/> Extension <input type="checkbox"/> Highway <input type="checkbox"/> Hollow <input type="checkbox"/> Meadow <input type="checkbox"/> Parkway <input type="checkbox"/> Place <input type="checkbox"/> Point <input type="checkbox"/> Ridge <input type="checkbox"/> Rise <input type="checkbox"/> Road <input type="checkbox"/> Run <input type="checkbox"/> Street <input type="checkbox"/> Terrace <input type="checkbox"/> Trail <input type="checkbox"/> Turnpike <input type="checkbox"/> Way
<input type="checkbox"/> Nearest Cross Street	<input type="checkbox"/> Square Footage	<input type="checkbox"/> Lot Frontage	<input type="checkbox"/> Lot Depth	<input type="checkbox"/> Lot Sq. Footage	<input type="checkbox"/> Post Direction <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"/> Subdivision / Community	<input type="checkbox"/> Source <input type="checkbox"/> Agent <input type="checkbox"/> Appraiser <input type="checkbox"/> Assessor <input type="checkbox"/> Builder <input type="checkbox"/> Other-See Remarks <input type="checkbox"/> Plans <input type="checkbox"/> Public Records	<input type="checkbox"/> Year Built	<input type="checkbox"/> Year Built Description <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"/> Body of Water Name	<input type="checkbox"/> Water Related Features <input type="checkbox"/> Beach/Water Access <input type="checkbox"/> Boat Access Only <input type="checkbox"/> Deeded Water Rights <input type="checkbox"/> Water View <input type="checkbox"/> Other-See Remarks
<input type="checkbox"/> City Neighborhood	<input type="checkbox"/> Type of Sale 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"/> Lot Shape <input type="checkbox"/> Circular <input type="checkbox"/> Flag <input type="checkbox"/> Irregular <input type="checkbox"/> Pie <input type="checkbox"/> Rectangular	<input type="checkbox"/> On Waterfront <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Waterfront Footage	<input type="checkbox"/> Riparian Rights <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> School District Name	<input type="checkbox"/> High School	<input type="checkbox"/> Middle School	<input type="checkbox"/> Elementary School	<input type="checkbox"/> Island <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Island Name

LISTING OFFICE INFORMATION

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

Apartment 2

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional Interior Features

- Choose up to 24
- 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

Roof Description

- Choose up to 5
- Asphalt
 - Built-up / Tar
 - Composition
 - Flat
 - Metal
 - Other - See Remarks
 - Rubber Membrane
 - Sawtooth
 - Shingles
 - Skylight
 - Slate / Tile
 - Sloped

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

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

- Choose up to 9
- Block
 - Other - See Remarks
 - Pier and Beam
 - Poured
 - Stone
 - Wood

FIREPLACES

Artificial
 # Gas
 # Pellet
 # Wood Burning
 # Wood Stove

Coal
 # Other
 # Freestanding
 # Not Represented to Code

UTILITIES INFORMATION

- HVAC Type**

Choose up to 9

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

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

® Certificate of Occupancy

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

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

® Town/County Tax

® City/Village Tax

® School Tax

® Assessed Value

® 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** _____