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

® VRP
☐ Yes ☐ 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

Pre Direction
☐ East
☐ North
☐ Northeast
☐ Northwest
☐ South
☐ Southeast
☐ Southwest
☐ West

® Street Type
☐ Avenue   ☐ Parkway
☐ Lane   ☐ Place
☐ Boulevard   ☐ Point
☐ Circle   ☐ Ridge
☐ Course   ☐ Rise
☐ Court   ☐ Road
☐ Cove   ☐ Run
☐ Crescent   ☐ Street
☐ Crest   ☐ Terrace
☐ Crossing   ☐ Trail
☐ Drive   ☐ Turnpike
☐ Extension   ☐ Way
☐ Highway
☐ Hollow
☐ Meadow

® Town or City

® Village

® Postal City

® Zip Code

® Square Footage

® # of Acres

Lot #

Unit #

® Nearest Cross Street

® Square Footage Source
☐ Agent
☐ Appraiser
☐ Assessor
☐ Builder
☐ Other-See Remarks
☐ Plans
☐ Public Records

® Lot Frontage

® Lot Depth

Lot Sq. Footage

Subdivision / Community

® Year Built

Year Built Description
☐ Existing
☐ Existing Unknown
☐ New Build
☐ To Be Built
☐ Under Construction (60-90 Days)

Post Direction
☐ East
☐ North
☐ Northeast
☐ Northwest
☐ South
☐ Southeast
☐ Southwest
☐ West

City Neighborhood

Lot Shape
☐ Circular
☐ Flag
☐ Irregular
☐ Pie
☐ Rectangular

® School District Name

High School

® 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
☐ Yes ☐ No

Body of Water
☐ Bay   ☐ Lake
☐ Canal   ☐ Pond
☐ Cape   ☐ Reservoir
☐ Channel   ☐ River / Stream / Creek
☐ Falls   ☐ Swamp
☐ Harbor

Body of Water Name

Water Related Features
☐ Beach/Water Access   ☐ Water View
☐ Boat Access Only   ☐ Other-See Remarks
☐ Deeded Water Rights

Middle School

Elementary School

Waterfront Footage

Riparian Rights
☐ Yes ☐ No

Island
☐ Yes ☐ No

Island Name

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

Owner 2 First Name

Middle Initial

Owner 2 Last Name

Seller's Attorney Name

Owner Street Address

Owner Town or City/ State

Owner Zip

Seller's Attorney Email

Property Exclusions
☐ Yes ☐ No

® List Date

® Expiration Date

® Listing Type
☐ Exclusive Agency
☐ Exclusive Right to Sell

Service Type
☐ Limited Service
☐ MLS Entry Only

Negotiation With
☐ Listing Broker Only
☐ Owner Directly

® Broker Agent Compensation

® Buyer Agent Compensation

® Sub Agent Compensation

® Special Conditions Apply
☐ Yes ☐ No

Compensation Comments - up to 255 Characters

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

Initials

GENERAL INFORMATION

® Total # of Apartments

® # of Heating Units

® # of Stories

® # of Electric Meters

® # of Gas Meters

® Garage Spaces/Apt
- ☐ 1 Space
- ☐ Less Than 1 Space
- ☐ More Than 1 Space
- ☐ No Garage Spaces

® # of Studios

Studios Avg. Monthly Rent

® #1 Bedroom

#1 Bdrm Avg. Monthly Rent

® #2 Bedroom

#2 Bdrm Avg. Monthly Rent

® #3 Bedroom

#3 Bdrm Avg. Monthly Rent

® **Type of Residence**
Choose up to 3
- ☐ Commercial Included
- ☐ Other - See Remarks
- ☐ Rehab Needed
- ☐ Rooming House

® **Rent Includes**
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
- ☐ Refuse Removal
- ☐ Snow Removal
- ☐ Water/Sewer

® **Parking Spaces/Apt**
- ☐ 1 Space
- ☐ 1.5 Spaces
- ☐ 2 Spaces
- ☐ 3 Or More spaces
- ☐ Less Than 1 Space
- ☐ No Parking Spaces

Public Remarks - Enter up to 1200 characters.

Directions to Property - Enter up to 234 characters.

INTERIOR AND EXTERIOR INFORMATION

® **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

® **Roof Description**
- ☐ Asphalt
- ☐ Built-Up/Tar
- ☐ Composition
- ☐ Flat
- ☐ Metal
- ☐ Other - See Remarks
- ☐ Rubber Membrane
- ☐ Shingles
- ☐ Slate/Tile
- ☐ Sloped

® **Driveway Description**
Choose up to 5
- ☐ Blacktop
- ☐ Common
- ☐ Concrete
- ☐ Dirt
- ☐ None
- ☐ Off Premises
- ☐ Other - See Remarks
- ☐ Parking Area
- ☐ Shared
- ☐ Stone/Gravel
- ☐ Street

® **Lot Information**
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

® **Amenities Include**
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)

® **Basement Description**
Choose up to 3
- ☐ Crawl Space
- ☐ Egress Window
- ☐ Exterior Walkout
- Exterior Walkup/
- ☐ Bulkhead Doors
- ☐ Finished
- ☐ Full
- ☐ None
- ☐ Partial
- ☐ Partially Finished

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 Structures
- ☐ Barn / Outbuilding
- ☐ Greenhouse

Initials

INTERIOR AND EXTERIOR INFORMATION CONT.

® 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

® Kitchen Equipment/Appliances
Choose up to 14
- [ ] Convection
- [ ] Cooktop - Electric
- [ ] Cooktop - Gas
- [ ] Dishwasher
- [ ] Disposal
- [ ] Dryer
- [ ] Dual Fuel Range
- [ ] Freezer
- [ ] In All Apartments
- [ ] 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
- [ ] Surface Grill
- [ ] Trash Compactor
- [ ] Washer

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
- [ ] Laundry Seperated
- [ ] Laundry Common
- [ ] 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
- [ ] Storage
- [ ] Sump Pump
- [ ] Two Story Foyer
- [ ] Water Softener - Leased
- [ ] Water Softener - Owned
- [ ] Wet Bar
- [ ] Whirlpool Tub

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

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
- [ ] 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 AC Unit
- [ ] Wall Furnace
- [ ] Wood Auxiliary Unit

® Heating Fuel Description
Choose up to 4
- [ ] Coal
- [ ] Electric
- [ ] Gas
- [ ] Geothermal
- [ ] Oil
- [ ] Other - See Remarks
- [ ] Propane
- [ ] Solar
- [ ] Wood

® Sewer Description
Choose up to 2
- [ ] Chemical
- [ ] Holding Tank
- [ ] Other - See Remarks
- [ ] Septic
- [ ] Sewer Available
- [ ] Sewer Connected
- [ ] Sewer Shared

Separate Utilities
Choose up to 4
- [ ] Air Conditioning
- [ ] Electricity
- [ ] Gas
- [ ] Heat
- [ ] Water

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
- [ ] Common
- [ ] Electric
- [ ] Gas
- [ ] Individual Unit Control
- [ ] None
- [ ] Oil
- [ ] Other - See Remarks
- [ ] Propane
- [ ] Solar
- [ ] Tankless

® Water Resources
Choose up to 2
- [ ] Lake / River
- [ ] Other - See Remarks
- [ ] Public Available
- [ ] Public Connected
- [ ] Spring
- [ ] Well

ENERGY STAR® Qualified
- [ ] Appliances
- [ ] Cooling
- [ ] Heating
- [ ] Lighting
- [ ] Windows

Type of Well
- [ ] Drilled
- [ ] Driven Point
- [ ] Dug
- [ ] None
- [ ] Other
- [ ] Pipe to Lake / River
- [ ] Shared
- [ ] Shore Well
- [ ] Spring

Well Location

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

Annual Operating Expense

® Certificate of Occupancy
Choose up to 2
- [ ] Negotiable
- [ ] Not Required
- [ ] Not Supplied
- [ ] Supplied

Terms Assumption
Choose up to 2
- [ ] Assumable- Escalating
- [ ] Assumable- Non-Escalating
- [ ] Credit Check
- [ ] No Credit Check

Tax Information
Choose up to 2
- [ ] Taxes include Special Assessments
- [ ] Taxes include Special Tax Dist

® Income/Expense Info
- [ ] Estimated
- [ ] May Show Books
- [ ] None
- [ ] Projected
- [ ] Provided By Accountants
- [ ] Provided By Owner
- [ ] Tax Return

® 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

Net Operating Income
$xx,xxx

Calculated field NOI = GI – OE

Initials

FINANCIAL INFORMATION, CONT.

® Town/County Tax	® City/Village Tax	® School Tax	1st Mortgage Balance	2nd Mortgage/Home Equity Balance

® Escrow Bank	® Escrow Agent	® 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** _____

Initials _____