

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

6/19

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"/> Court <input type="checkbox"/> Cove <input type="checkbox"/> Crescent <input type="checkbox"/> Crest <input type="checkbox"/> Crossing <input type="checkbox"/> Drive <input type="checkbox"/> Extension <input type="checkbox"/> Highway <input type="checkbox"/> Park <input type="checkbox"/> Parkway <input type="checkbox"/> Place <input type="checkbox"/> Ridge <input type="checkbox"/> Rise <input type="checkbox"/> Road <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"/> 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"/> Year Built	<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"/> 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 Frontage	<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"/> Waterfront Name	<input type="checkbox"/> Waterfront Footage
<input type="checkbox"/> City Neighborhood	<input type="checkbox"/> On Waterfront <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Waterfront Description <input type="checkbox"/> Bay <input type="checkbox"/> Canal <input type="checkbox"/> Cape <input type="checkbox"/> Channel <input type="checkbox"/> Falls <input type="checkbox"/> Harbor	<input type="checkbox"/> Lake <input type="checkbox"/> Pond <input type="checkbox"/> Reservoir <input type="checkbox"/> River / Stream / Creek <input type="checkbox"/> Swamp	<input type="checkbox"/> Riparian Rights <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Island <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 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"/> 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"/> Broker Agent Compensation	<input type="checkbox"/> Buyer Agent Compensation	<input type="checkbox"/> Sub Agent Compensation	<input type="checkbox"/> Negotiation With <input type="checkbox"/> Listing Broker Only <input type="checkbox"/> Owner Directly	<input type="checkbox"/> Special Conditions Apply <input type="checkbox"/> Yes <input type="checkbox"/> No

Private Remarks - Confidential - For Member Use Only - Enter your ad copy up to 600 characters. This will be pulled by your vendor for online or print advertising, if applicable.

Initials

Form fields for: 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
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
Agricultural District
Beach / Water Access
Commercial Zoning
Corner Lot
Cul De Sac
Deed Restriction
Deeded Water Rights
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
Water View
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

Basement Description

- Choose up to 3
Crawl Space
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 your ad copy up to 800 characters. This will be pulled by your vendor for online or print advertising, if applicable.

Multiple horizontal lines for public remarks input.

Directions to Property - Enter your ad copy up to 234 characters. This will be pulled by your vendor for online or print advertising, if applicable.

Horizontal lines for directions to property input.

APARTMENT INFORMATION

Apartment 1

Form fields for Apartment 1: Studio, Bedrooms, Baths, Rent, Occupied, Features, Appliances, Living Room, Dining Room, Kitchen, Bedroom 1-3, Other, Rooms, Tenancy, Lease Expires

Initials []

Apartment 2

Studio, Total # Bedrooms, Total # Full Baths, Total # Half Baths, Rent, Owner Occupied

Living Room, Dining Room, Kitchen (Length, Width)

Bedroom 1, Bedroom 2, Bedroom 3 (Length, Width)

Other, # of Rooms, Type of Tenancy, Lease Expires

Features: 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: Dishwasher, Dryer, Microwave, Oven/ Range, Refrigerator, Washer

Apartment 3

Studio, Total # Bedrooms, Total # Full Baths, Total # Half Baths, Rent, Owner Occupied

Living Room, Dining Room, Kitchen (Length, Width)

Bedroom 1, Bedroom 2, Bedroom 3 (Length, Width)

Other, # of Rooms, Type of Tenancy, Lease Expires

Features: 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: Dishwasher, Dryer, Microwave, Oven/ Range, Refrigerator, Washer

Apartment 4

Studio, Total # Bedrooms, Total # Full Baths, Total # Half Baths, Rent, Owner Occupied

Living Room, Dining Room, Kitchen (Length, Width)

Bedroom 1, Bedroom 2, Bedroom 3 (Length, Width)

Other, # of Rooms, Type of Tenancy, Lease Expires

Features: 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: Dishwasher, Dryer, Microwave, Oven/ Range, Refrigerator, Washer

Initials

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
 - 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
- 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
- Space Heater
- Steam
- Stove
- AC Unit-Wall
- Wall Furnace
- Wood Auxiliary Unit

Sewer Description (Choose up to 2):

- Chemical
- Other - See Remarks
- Septic
- Sewer Available
- Sewer Connected
- Sewer Shared

Heating Fuel Description (Choose up to 4):

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

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

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:

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
Rehab Loan
USDA
USDA-FSA Loan
VA
Wrap

Gross Annual Income

[Input field]

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

[Input field]

Net Operating Income

\$ [Input field]

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

1st Mortgage Balance

[Input field]

2nd Mortgage/Home Equity Balance

[Input field]

® Escrow Bank

[Input field]

® Escrow Agent

[Input field]

® Town/County Tax

[Input field]

® City/Village Tax

[Input field]

® School Tax

[Input field]

® Assessed Value

[Input field]

® Annual Special Assessment

[Input field]

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 _____