

New York State Alliance of MLS's - Condo/Townhouse

Condo / Townhouse --- For Member Use Only

® Denotes a Required Field

Orig. 9/1/16

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"/> Area	<input type="checkbox"/> Town or City	<input type="checkbox"/> Village	<input type="checkbox"/> Postal City	<input type="checkbox"/> Zip Code	<input type="checkbox"/> Tax Map Number	
<input type="checkbox"/> Square Footage	<input type="checkbox"/> # of Acres	<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"/> Park <input type="checkbox"/> Lane <input type="checkbox"/> Parkway <input type="checkbox"/> Boulevard <input type="checkbox"/> Place <input type="checkbox"/> Circle <input type="checkbox"/> Ridge <input type="checkbox"/> Court <input type="checkbox"/> Rise <input type="checkbox"/> Cove <input type="checkbox"/> Road <input type="checkbox"/> Crescent <input type="checkbox"/> Street <input type="checkbox"/> Crest <input type="checkbox"/> Terrace <input type="checkbox"/> Crossing <input type="checkbox"/> Trail <input type="checkbox"/> Drive <input type="checkbox"/> Turnpike <input type="checkbox"/> Extension <input type="checkbox"/> Way <input type="checkbox"/> Highway	
<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"/> 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"/> 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"/> 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"/> Waterfront Name	
<input type="checkbox"/> 55+ Subdivision/Community <input type="checkbox"/> Yes <input type="checkbox"/> No	<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"/> Lake <input type="checkbox"/> Canal <input type="checkbox"/> Pond <input type="checkbox"/> Cape <input type="checkbox"/> Reservoir <input type="checkbox"/> Channel <input type="checkbox"/> River / Stream / Creek <input type="checkbox"/> Falls <input type="checkbox"/> Swamp <input type="checkbox"/> Harbor		<input type="checkbox"/> Waterfront Footage	<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"/> City Neighborhood	<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 - See Private Remarks <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"/> 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"/> 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
<input type="checkbox"/> Broker Agent Compensation	<input type="checkbox"/> Buyer Agent Compensation	<input type="checkbox"/> Sub Agent Compensation				

Private Remarks - Confidential - For Member Use Only (600 Spaces)

Initials

GENERAL INFORMATION

Room Type	Room Level/Floor	Room Length	Room Width
<input type="checkbox"/> Bedroom 1	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Bedroom 2	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Bedroom 3	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Bedroom 4	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Bedroom 5	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Bedroom 6	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Basement	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Dining Room	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Family Room	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Living Room	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Other 1	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Other 2	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Other 3	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____
<input type="checkbox"/> Other 4	<input type="checkbox"/> Basement <input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor <input type="checkbox"/> 3rd Floor <input type="checkbox"/> 4th Floor <input type="checkbox"/> Greater than 4th Floor	_____ x _____	_____

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**

Total # Bedrooms **Total # Full Baths** **Total # Half Baths** **# Bedrooms Approved for Septic** **Total Rooms** **Total Stories**

Type Choose up to 2

Condo-Apartment Style Other - See Remarks

Condo-Townhouse Patio Home Attached

Condominium Patio Home Detached

Coop Townhouse

Exterior Construction Choose up to 5

Aluminum/Steel Concrete Block Other - See Remarks Stucco

Brick EIFS Remarks Timber Frame

Brick and Frame Frame Shake Shingle Vinyl

Cedar Log Home Stone Wood

Composition Log Sided Stone and Frame

Garage Spaces _____

Garage Description

2nd Garage

Attached

Carport

Detached

No Garage

Under House

Kitchen Dining Description Choose up to 8

2nd Kitchen

Breakfast Bar

Breakfast Room

Country Kitchen

Dining L

Eat-In

Formal Dining Room

Granite Counter

Island

Kitchen/Family Room Combo

Living/Dining Combo

Other - See Remarks

Pantry

Solid Surface Counter

Walk-In Pantry

Lot Information Choose up to 7

Agricultural District

Beach Access

Commercial Zoning

Corner Lot

Cul De Sac

Deed Restriction

Elevation Survey Available

Flood Zone

Green Area

Home Office Zoning

Horses Permitted

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

Secluded

Secondary Road

Ski in and out

Slope View

Uncapped Nat Gas Well

Water View

Wooded Lot

Basement Description Choose up to 3

Crawl Space

Exterior Walkout

Exterior Walk-up/
Bulkhead Doors

Finished

Full

None

Partial

Partially Finished

Slab

Unit Floor Plan Choose up to 2

Freestanding

One Level

Two Levels

Three Or More Levels

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

Attic Description Choose up to 3

Crawl Space

Finished

Full

None

Partial

Partially Finished

Pull Down Stairs

Scuttle Access

Stair Access

Unfinished

Parking Choose up to 3

1 Assigned Space

2 Assigned Spaces

Covered

Open

None

Other - See Remarks

Unit Location Choose up to 2

1st Floor Front

2nd Floor Ground Floor

3rd-5th Floors Other - See Remarks

6th Floors + Rear

Center Top Floor

End

Builder Model

Public Remarks - (800 Spaces)

Directions to Property (234 Spaces)

Initials _____

INTERIOR AND EXTERIOR

® Additional Rooms

Choose up to 14

- 1st Floor Bedroom
- 1st Floor Master Bedroom
- 1st Floor Master Suite
- Basement / Rec Room
- Bonus Room
- Den/Study
- Family Room
- Florida/Sun Room- Heated
- Florida/Sun Room- Unheated
- Foyer/Entry Hall
- Garage Apartment
- Great Room
- Guest Suite
- In-Law - see Remarks
- Laundry-1st Floor
- Laundry-2nd Floor
- Laundry-Basement
- Laundry-Common
- Laundry-None
- Library
- Living Room
- Loft
- Master Bedroom Bath
- Morning Room
- Office
- Other - See Remarks
- Porch - Enclosed
- Porch -Open
- Porch - Screened
- Possible Additional Bedroom
- Roughed In Bath
- Studio
- Workshop

Additional Interior Features

Choose up to 14

- 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
- Hot Tub
- Indoor Pool
- Intercom
- Leaded Glass - some
- Natural Woodwork - some
- Other - See Remarks
- Pex Plumbing- Some
- 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

® Kitchen Equipment/Appliances

Choose up to 14

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

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
- Wood Screens/Storms-some

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

® Management

Choose up to 3

- Builder
- HOA
- Other - See Remarks
- Professional
- Resident Manager
- Self Management

® Pets Allowed

Choose up to 6

- Breed Restrictions
- Cats OK
- Dogs OK
- No
- Number Limit
- Size Limit
- Yes

Max Pet Weight

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

Emergency Backup

- Generator - Panel Connection
- Generator - Permanent
- Sump Pump - Battery Power
- Sump Pump - Water Power

® Heating Fuel Description

Choose up to 2

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

ENERGY STAR® Qualified

Choose up to 4

- Appliances
- Cooling
- Heating
- Lighting
- Windows

® Water Resources

Choose up to 2

- Lake
- Other - See Remarks
- Public Available
- Public Connected
- Spring
- Well

® Sewer Description

Choose up to 2

- Chemical
- 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 Heater/Fuel

Choose up to 4

- Electric
- Gas
- None
- Oil
- Other - See Remarks
- Propane
- Solar
- Tankless

Well Location

Initials

FINANCIAL INFORMATION

Ⓜ Possible Financing

- Choose up to 7
- Assumable
- Assumable with Lender Approval
- Cash
- Cash Only
- Conventional
- FHA
- Land Contract
- Lease Option
- Other - See Remarks
- Owner 1st
- Owner 2nd
- Rehab Loan
- USDA
- USDA-FSA Loan
- VA
- Wrap

Ⓜ HOA Payment Description

- Annually
- Monthly
- None
- Quarterly
- Semi-Annually

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

Association Fee Includes

- Choose up to 12
- Common Area Maintenance
- Common Area Taxes And Insurance
- Common Heating/Cooling
- Electric
- Exterior Building Maintenance
- Heat
- Master Insurance
- Other - See Remarks
- Reserve Fund
- Snow Removal
- Trash/Garbage Collection
- Water/Sewer Fee

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

Ⓜ Town/County Tax

Ⓜ School Tax

Ⓜ City/Village Tax

Ⓜ Annual Special Assessment

1st Mortgage Balance

2nd Mortgage/Home Equity Balance

Ⓜ Escrow Bank

Ⓜ Escrow Agent

Management Company Name

Management Company Phone

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)

Virtual Tour Link (Branded)

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 _____ **Firm** _____

Owner _____ **Firm** _____

Listing Agent _____ **Date Signed** _____

Initials _____