

New York State Alliance of MLS's - Multi-Family (2-4 Units)

Multi-Family (2-4 Units) --- For Member Use Only

® Denotes a Required Field

Orig. 9/1/16

LOCATION INFORMATION

® VRP <input type="checkbox"/> Yes <input type="checkbox"/> No	® List Price _____	® County _____	® 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	® Street # _____	® Street Name _____
® Tax Map Number _____	® Area _____	® Town or City _____	® Village _____	® Postal City _____	® Zip Code _____
® Square Footage _____	® # of Acres _____	Lot # _____	Unit # _____	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	® 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"/> 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
® Nearest Cross Street _____	Subdivision / Community _____	City Neighborhood _____	® Year Built _____	® Lot Depth _____	Lot Sq. Footage _____
® School District Name _____	High School _____	Middle School _____	Elementary School _____	® Lot Frontage _____	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)
® 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	® On Waterfront <input type="checkbox"/> Yes <input type="checkbox"/> No	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	Waterfront Name _____	Waterfront Footage _____	Riparian Rights <input type="checkbox"/> Yes <input type="checkbox"/> No
				Island <input type="checkbox"/> Yes <input type="checkbox"/> No	Island Name _____

LISTING OFFICE INFORMATION

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

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

Initials _____

Total # of Apartments
 # Total # of Rooms
 # 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
 - 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 13
- 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

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 - (800 Spaces)

Directions to Property (234 Spaces)

APARTMENT INFORMATION

Apartment 1

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

Living Room **Dining Room** **Kitchen**

Length Width
 Length Width
 Length Width

Bedroom 1 **Bedroom 2** **Bedroom 3**

Length Width
 Length Width
 Length Width

Features **Appliances**

Choose up to 4 Choose up to 5

- Den/Family Room
- Dining Area With Kitchen
- Dining Area With Living Room
- Eat-In Kitchen
- Formal Dining Room
- Living Room
- Other - See Remarks
- Porch
- Dishwasher
- Dryer
- Oven/ Range
- Refrigerator
- Washer

Apartment 2

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

Living Room **Dining Room** **Kitchen**

Length Width
 Length Width
 Length Width

Bedroom 1 **Bedroom 2** **Bedroom 3**

Length Width
 Length Width
 Length Width

Features **Appliances**

Choose up to 4 Choose up to 5

- Den/Family Room
- Dining Area With Kitchen
- Dining Area With Living Room
- Eat-In Kitchen
- Formal Dining Room
- Living Room
- Other - See Remarks
- Porch
- Dishwasher
- Dryer
- Oven/ Range
- Refrigerator
- Washer

Initials

APARTMENT INFORMATION CONT.

Apartment 3

Studio
 Yes No
 Total # Bedrooms
 Total # Full Baths
 Total # Half Baths
 Rent
 Yes No
 Owner Occupied
 Features
 Choose up to 4
 Den/Family Room
 Dishwasher
 Dining Area With Kitchen
 Dryer
 Dining Area With Living Room
 Oven/ Range
 Eat-In Kitchen
 Refrigerator
 Formal Dining Room
 Washer
 Living Room
 Other - See Remarks
 Porch

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

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

Apartment 4

Studio
 Yes No
 Total # Bedrooms
 Total # Full Baths
 Total # Half Baths
 Rent
 Yes No
 Owner Occupied
 Features
 Choose up to 4
 Den/Family Room
 Dishwasher
 Dining Area With Kitchen
 Dryer
 Dining Area With Living Room
 Oven/ Range
 Eat-In Kitchen
 Refrigerator
 Formal Dining Room
 Washer
 Living Room
 Other - See Remarks
 Porch

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

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

INTERIOR AND EXTERIOR INFORMATION

Additional Exterior Features
 Choose up to 14
 Awning Permits Available
 Balcony Playset / Swingset
 Barbecue Pool-Above Ground
 Cable TV Available Pool-In Ground
 Deck Pool-Neighborhood/
 Dock- see Remarks Community
 Electric Pet Fence Post -Type Gas Grill
 Fire Escape 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 Wood Screens/Storms-some
 Patio

Additional Interior Features
 Choose up to 24
 Atrium Door Natural Woodwork - some
 Attic Fan Other - See Remarks
 Cathedral Ceiling Pex Plumbing- Some
 Cedar Closets Sauna
 Ceiling Fan Security System - Leased
 Central Vacuum System Security System - Owned
 Circuit Breakers - Some Skylight
 Copper Plumbing - Some Sliding Glass Door
 Drapes - Some Stained Glass - Some
 Dry Bar Storage
 Electrical Fuses - some Sump Pump
 Freestanding/Window AC Two Story Foyer
 Hot Tub Water Purification System
 Indoor Pool Water Softener - Leased
 Intercom Water Softener - Owned
 Laundry - Separate Hook-ups Wet Bar
 Laundry-Common Whirlpool Tub
 Leaded Glass - some

Kitchen Equipment/Appliances
 Choose up to 14
 Convection Other - See Remarks
 Cook Top-Electric Oven/Range Built-In
 Cooktop - Gas Oven/Range Electric
 Dishwasher Oven/Range Freestanding
 Disposal Oven/Range Gas
 Dryer Range Hood-Exhaust Fan
 Dual Fuel Range Refrigerator
 Freezer Refrigerator-Built In
 Freezer in all Apartments Surface Grill
 Microwave Trash Compactor
 Negotiable Washer
 None Wine Chiller(s)

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

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
 Block
 Other - See Remarks
 Poured
 Stone

FIREPLACES

Artificial
 # Gas
 # Pellet
 # Wood Burning
 # Wood Stove
 # Coal
 # Other
 # Freestanding
 # Not Represented to Code

Initials

UTILITIES INFORMATION

HVAC Type, Sewer Description, Heating Fuel Description, Separate Utilities, Water Heater/Fuel, Water Resources, ENERGY STAR® Qualified, Type of Well, Well Location

FINANCIAL INFORMATION

Possible Financing, Gross Annual Income, Annual Operating Expense, Operating Expenses Include, Tax Information, Terms Assumption, Type of Tenancy, Certificate of Occupancy, 1st Mortgage Balance, 2nd Mortgage/Home Equity Balance, Escrow Bank, Escrow Agent, Town/County Tax, City/Village Tax, School Tax, Assessed Value, Annual Special Assessment

DISPLAY AND OCCUPANCY INFORMATION

Possession, Internet, Internet Street Address, Third Party Commentary/Blog, AVM, 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 _____