



Multi-Family For Sale Data Input

*** = Required Fields**

Listing Agent/Team/Office Information

***Property Subtype:** ☐ 2 Family ☐ 3 Family ☐ 4 Family ☐ 5 Family+ ☐ Rooming House ☐ Other

***List Agent MLS ID:** _____

CoList Agent MLS ID: _____

***List Office MLS ID:** _____

CoList Office MLS ID: _____

List Team MLS ID: _____

CoList Team MLS ID: _____

Photographer MLS ID: _____

Office/Studio Name: _____

Location Information

Street # _____ **Street # Ext.** _____ **Street Dir Prefix** _____ ***Street Name** _____ **Street Type** _____ **Street Dir Suffix** _____
***State:** _____ ***County:** _____ ***City:** _____ ***Zip Code:** _____ **Zip+4:** _____
***Neighborhood:** _____ **Subdivision:** _____

Listing Contract Information

Property Info: ☐ Adult Community 55 ☐ Gated Community ☐ PUD ☐ Horse Property ☐ Seasonal Property ☐ On Leased Land

***Parcel ID:** _____ ***Home Warranty Offered YN:** ☐ Yes ☐ No ***List Type:** ☐ Full Service ☐ Exclusive Right to Sell

***Listing Contract Date:** _____ ☐ No ☐ Limited Service ☐ Exclusive Agency to Sell

***Expiration Date:** _____ ☐ No ☐ Entry Only

***List Price (\$):** _____ ☐ Entry Only

***Dual/ Variable Rate Commission:** ☐ Yes ☐ No ***Property Owner has a Reserved Prospect:** ☐ Yes ☐ No

Items Excluded From Listing (Limit 150 Characters): _____

Commission/Compensation

***Buyers Agent Comp. Type:** ☐ Dollar Amount ☐ % of Sale Price ***Buyers Agent Comp. Amount:** _____

Compensation Notes: _____

***Potential Short Sale:** ☐ Yes ☐ No ☐ Undeclared **Short Sale Comments:** _____

School Information

***Elementary School:** _____ **Intermediate School:** _____

Middle School: _____ ***High School:** _____

Property Taxes

***Property Tax:** _____ ***Assessed Value:** _____ ***Mil Rate:** _____

***Tax Year:** _____ **Association District Tax (\$):** _____

Structural

***Year Built:** _____ ***Year Built Source:** ☐ Approximate ☐ Owner ☐ Public Records

New Constr. Type: ☐ No/Resale ☐ Completed/Never Occupied ☐ Model ☐ To Be Built ☐ Torn Down & Rebuilt ☐ Under Constr.

***SQFT Est. Heated Above Grade:** _____ **SQFT Est. Heated Below Grade:** _____

Explain any difference between the listing "Est. Above Grade Heated SQFT" & the Public Record's "Living Area SQFT":

Building Characteristics

*Style: (2 max)

Color: _____

- ☐ Units on different Floors ☐ 3sides - Units Are Side-by-Side ☐ 4sides - Units are Side-by-Side ☐ Other
☐ Units are Side-by-Side ☐ 3updown - Unit(s) per Floor ☐ 4updown - Unit(s) per Floor

*Construction Description: (3 max)

- ☐ Frame ☐ Stone ☐ Prefab ☐ Concrete ☐ Steel ☐ Other
☐ Brick ☐ Log ☐ Block ☐ Masonry ☐ Stucco

*Foundation Type: (2 max)

- ☐ Block ☐ Concrete ☐ Piling ☐ Stone ☐ None
☐ Brick ☐ Masonry ☐ Slab ☐ Wood

*Roof Information: (2 max)

- ☐ Asphalt Shingle ☐ Wood Shingle ☐ Shingle ☐ Flat ☐ Metal ☐ Other
☐ Fiberglass Shingle ☐ Shake ☐ Slate ☐ Gable ☐ Tile

*Exterior Siding: (3 max)

- ☐ Shingle ☐ Vinyl Siding ☐ Vertical Siding ☐ Logs ☐ Wood ☐ Cement Block ☐ Steel Siding
☐ Shake ☐ Aluminum ☐ Brick ☐ Redwood ☐ Asbestos ☐ Metal ☐ Stucco
☐ Clapboard ☐ Hardie Board ☐ Cedar ☐ Stone ☐ Block ☐ Poured Concrete ☐ Other

Exterior Features: (9 max)

- ☐ Awnings ☐ Cabana ☐ Fruit Trees ☐ Guest House ☐ Lighting ☐ Shed ☐ Tennis Court ☐ Wrap Around Deck
☐ Balcony ☐ Covered Deck ☐ Garden Area ☐ Gutters ☐ Paddock ☐ Sidewalk ☐ Terrace
☐ Barn ☐ Deck ☐ Gazebo ☐ Hot Tub ☐ Patio ☐ Stable ☐ Underground Sprinkler
☐ Breezeway ☐ French Doors ☐ Grill ☐ Kennel ☐ Porch ☐ Stone Wall ☐ Underground Utilities

*(If "Porch" Selected) Details: ☐ Enclosed Porch ☐ Heated Porch ☐ Screened Porch ☐ Wrap Around Porch

*Attic YN: ☐ Yes ☐ No

*(If "Yes" Selected) Attic Access: ☐ Walk-up ☐ Access Via Hatch ☐ Pull-Down Stairs

*(If Applicable) Attic Details: (3 max)

- ☐ Finished ☐ Unfinished ☐ Storage Space ☐ Floored
☐ Partially Finished ☐ Crawl Space ☐ Heated

*Basement Type: ☐ Full ☐ Partial ☐ Crawl Space ☐ None

*(If "Full" "Partial" or "Crawl Space" Selected) Basement Details: (6 max)

- ☐ Full With Hatchway ☐ Shared Basement ☐ Heated ☐ Interior Access ☐ Apartment
☐ Full With Walk-Out ☐ Fully Finished ☐ Cooled ☐ Garage Access ☐ Liveable Space
☐ Partial With Hatchway ☐ Partially Finished ☐ Concrete Floor ☐ Hatchway Access ☐ Storage
☐ Partial With Walk-Out ☐ Unfinished ☐ Dirt Floor ☐ Walk-out ☐ Sump Pump

*Garage: # of Garage Spaces: _____

*(If Garage Space is Greater Than "0") Garage Type: (3 max)

- ☐ Attached Garage ☐ Under House Garage ☐ Covered Garage ☐ Carport
☐ Detached Garage ☐ Barn ☐ Tandem

*Parking: Parking Spaces Total: _____

*(If Parking Space is Greater Than "0") Parking Space Detail: (3 max)

- ☐ Driveway ☐ Unpaved ☐ On Street Parking ☐ Assigned Parking ☐ RV/Boat Pad ☐ Other
☐ Paved ☐ Off Street Parking ☐ Parking Lot ☐ Unassigned Parking ☐ Security

*(If "Driveway" Selected) Type: (4 max)

- ☐ Private ☐ Circular ☐ Unpaved ☐ Cement ☐ Dirt ☐ Heated
☐ Shared ☐ Paved ☐ Asphalt ☐ Crushed Stone ☐ Gravel ☐ Other

Units

*Total Number of Units: _____ Fireplaces Total: _____

Laundry Room Info: (3 max)

☐ All Units Have Hook-Ups ☐ Coin Op Laundry ☐ Hook-Up In Unit 1 ☐ Hook-Up In Unit 3 ☐ Washer/Dryer All Units ☐ None
☐ Basement Hook-Up(s) ☐ Common Laundry Area ☐ Hook-Up In Unit 2 ☐ Hook-Up In Unit 4 ☐ Washer/Dryer Some Units

Laundry Room Location (Limit 40 Characters): _____

Unit Details:

Unit 1: Unit Average SQFT: _____

Unit Num Rooms: _____ Unit Num Bedrms: _____ Unit Full Baths: _____ Unit Half Bath: _____ Unit Monthly Rent: _____

Lease: ☐ Leased ☐ Monthly Lease Expires: _____ Unit Occupied By: ☐ Owner ☐ Tenant ☐ Vacant

Unit Appliances (12 Max): _____

Unit 2: Unit Average SQFT: _____

Unit Num Rooms: _____ Unit Num Bedrms: _____ Unit Full Baths: _____ Unit Half Bath: _____ Unit Monthly Rent: _____

Lease: ☐ Leased ☐ Monthly Lease Expires: _____ Unit Occupied By: ☐ Owner ☐ Tenant ☐ Vacant

Unit Appliances (12 Max): _____

Unit 3: Unit Average SQFT: _____

Unit Num Rooms: _____ Unit Num Bedrms: _____ Unit Full Baths: _____ Unit Half Bath: _____ Unit Monthly Rent: _____

Lease: ☐ Leased ☐ Monthly Lease Expires: _____ Unit Occupied By: ☐ Owner ☐ Tenant ☐ Vacant

Unit Appliances (12 Max): _____

Unit 4: Unit Average SQFT: _____

Unit Num Rooms: _____ Unit Num Bedrms: _____ Unit Full Baths: _____ Unit Half Bath: _____ Unit Monthly Rent: _____

Lease: ☐ Leased ☐ Monthly Lease Expires: _____ Unit Occupied By: ☐ Owner ☐ Tenant ☐ Vacant

Unit Appliances (12 Max): _____

Unit 5: Unit Average SQFT: _____

Unit Num Rooms: _____ Unit Num Bedrms: _____ Unit Full Baths: _____ Unit Half Bath: _____ Unit Monthly Rent: _____

Lease: ☐ Leased ☐ Monthly Lease Expires: _____ Unit Occupied By: ☐ Owner ☐ Tenant ☐ Vacant

Unit Appliances (12 Max): _____

Unit 6: Unit Average SQFT: _____

Unit Num Rooms: _____ Unit Num Bedrms: _____ Unit Full Baths: _____ Unit Half Bath: _____ Unit Monthly Rent: _____

Lease: ☐ Leased ☐ Monthly Lease Expires: _____ Unit Occupied By: ☐ Owner ☐ Tenant ☐ Vacant

Unit Appliances (12 Max): _____

Unit Appliances Selection:

Allowance - Electric Cooktop - Gas Cooktop - Cook Top - Electric Range - Convection Range - Gas Range - Oven/Range - Counter Grill - Wall Oven -
Convection Oven - Microwave - Range Hood - Refrigerator - Freezer - Subzero - Icemaker - Dishwasher - Disposal - Compactor - Instant Hot Water Tap
Washer - Electric Dryer - Gas Dryer - Dryer - Wine Chiller - None

Interior

Home Automation: (6 Max)

☐ Appliances ☐ Electric Outlet(s) ☐ Lighting ☐ Security System ☐ Wired For Audio
☐ Built In Audio ☐ Entertainment System ☐ Lock(s) ☐ Thermostat(s)

Handicap Features:

☐ Exterior Curb Cuts ☐ Handicap ☐ Multiple Entries/Exits ☐ Ramps ☐ Special Needs Transport

Lot & Location

*Acres: _____ *Acres Source: ☐ Approximate ☐ Owner ☐ Public Records *Zoning: _____

In Flood Zone: ☐ Yes ☐ No * (If "Yes" for Flood Zone) Elevation Certificate YN: ☐ Yes ☐ No

Encumbrances Restrictions: (15 max)

☐ Renting ☐ Boats ☐ Truck(s) ☐ Conservation Restrictions ☐ Subject to Probate
☐ Alterations ☐ Trailer(s) ☐ Regulated Historic District ☐ Flood Plain Restrictions

*Lot Description: (6 max)

☐ On Cul-De-Sac ☐ Secluded ☐ Corner Lot ☐ Level Lot ☐ Sloping Lot
☐ Historic District ☐ City Views ☐ Golf Course Frontage ☐ Lightly Wooded ☐ Treed
☐ Some Wetland ☐ Water View ☐ Golf Course View ☐ Rolling ☐ N/A

*Direct Waterfront YN: ☐ Yes ☐ No

*(If "Yes" Selected) Waterfront Description/Location: (4 max)

☐ L.I. Sound Frontage ☐ Ocean Frontage ☐ Lake ☐ River ☐ Pond ☐ Beach ☐ Brook ☐ Harbor

*(If Applicable) Waterfront Features:

☐ Beach Rights ☐ Access ☐ Dock or Mooring ☐ Association Optional ☐ N/A
☐ View ☐ Walk To Water ☐ Water Community ☐ Association Required

*Swimming Pool YN: ☐ Yes ☐ No

*(If "Yes" Selected) Pool Type: ☐ In Ground Pool ☐ Above Ground Pool ☐ Lap Pool ☐ Indoor Pool

*(If Applicable) Pool Details: (7 max)

☐ Pool House ☐ Infinity Edge ☐ Power Lift ☐ Slide ☐ Safety Fence ☐ Auto Cleaner ☐ Fiberglass ☐ Tile ☐ Solar Cover
☐ Spa ☐ Heated ☐ Ramp Entrance ☐ Salt Water ☐ Alarm ☐ Concrete ☐ Gunite ☐ Vinyl

Nearby Amenities: (8 max)

☐ Basketball Court ☐ Health Club ☐ Paddle Tennis ☐ Public Pool ☐ Shopping/Mall
☐ Bocci Court ☐ Lake ☐ Park ☐ Public Rec Facilities ☐ Stables/Riding
☐ Commuter Bus ☐ Library ☐ Playground/Tot Lot ☐ Public Transportation ☐ Tennis Courts
☐ Golf Course ☐ Medical Facilities ☐ Private School(s) ☐ Putting Green ☐ Walk to Bus Lines

Utilities

*Heat Type: (4 max)

☐ Baseboard ☐ Hot Air ☐ Hydro Air ☐ Solar ☐ Wall Unit ☐ Other
☐ Gas on Gas ☐ Gravity Warm Air ☐ Radiant ☐ Space Heater ☐ Wood/Coal Stove ☐ None
☐ Heat Pump ☐ Hot Water ☐ Radiator ☐ Steam ☐ Zoned

*Heat Fuel Type: (4 max)

☐ Bottle Gas ☐ Electric ☐ Geothermal ☐ Natural Gas ☐ Propane ☐ Passive Solar ☐ Other
☐ Coal ☐ Gas In Street ☐ Kerosene ☐ Oil ☐ Solar ☐ Wood ☐ None

*(If Applicable) Fuel Tank Location: ☐ Above Ground ☐ In Basement ☐ In Garage ☐ In Ground

Estimated Annual Heat Cost (\$): _____

Utilities (continued)

*Hot Water Description Details: (4 max)

- ☐ Domestic ☐ 30 Gallon Tank ☐ 50 Gallon Tank ☐ 80 Gallon Tank ☐ Other
☐ Tankless Water Heater ☐ 40 Gallon Tank ☐ 65 Gallon Tank ☐ 100 Gallon Tank ☐ None

*(If Applicable) Hot Water Fuel Type: (2 Max) ☐ Electric ☐ Natural Gas ☐ Oil ☐ Propane ☐ Solar Assisted ☐ Other

*Cooling System: (4 max)

- ☐ Attic Fan ☐ Central Air ☐ Heat Pump ☐ Wall Unit ☐ Window Unit ☐ None
☐ Ceiling Fans ☐ Ductless ☐ Split System ☐ Whole House Fan ☐ Zoned

Energy Features: (5 Max)

- ☐ Built Green Certification ☐ Passive Solar ☐ Generator Ready ☐ Programmable Thermostat ☐ Thermopane Windows
☐ Energy Star Rated ☐ Extra Insulation ☐ Geothermal Heat ☐ Ridge Vents
☐ Home Energy Rating ☐ Fireplace Insert ☐ Heat Recovery Unit ☐ Storm Doors
☐ Active Solar ☐ Generator ☐ Humidistat ☐ Storm Windows

*(If "Solar" Option Selected) Details (Limit 250 Characters): _____

Public Utilities:

Power Production Type: _____ Power Production Size: _____ Power Production Annual Status: _____
 Power Production Install Year: _____ Power Production Key: _____ Power Prod. Electric Type: _____
 Power Production Owner: _____

Radon Mitigation Air YNU: ☐ Yes ☐ No ☐ Unknown

Radon Mitigation Water YNU: ☐ Yes ☐ No ☐ Unknown

*Water Source: (2 max)

- ☐ Public Water Connected ☐ Private Water System ☐ Shared Well ☐ Other
☐ Public Water In Street ☐ Private Well ☐ Well Required ☐ None

*Sewage System: (3 max)

- ☐ Public Sewer Connected ☐ Septic ☐ Shared Septic ☐ Other
☐ Public Sewer In Street ☐ Septic Required ☐ Cesspool ☐ None

*(If "Sewer" Option Selected):

Annual Sewer Usage Fee (\$): _____

Sewer Asmt Descript: _____

Association Info

*HOA YN: ☐ Yes ☐ No

*(If "Yes") HOA Fee \$: _____

*HOA Fee Frequency: ☐ Monthly ☐ Quarterly ☐ Annually ☐ Other

*Special Association Assessment YN: ☐ Yes ☐ No

*(If "Yes") Details (Limit 40 Characters): _____

*(If Applicable) Association Fee Includes: (9 Max)

- ☐ Club House ☐ Security Services ☐ Heat ☐ Sewer ☐ Road Maintenance
☐ Front Desk Receptionist ☐ Grounds Maintenance ☐ Air Conditioning ☐ Property Management ☐ Insurance
☐ Tennis ☐ Trash Pickup ☐ Hot Water ☐ Pest Control ☐ Flood Insurance
☐ Lake/Beach Access ☐ Snow Removal ☐ Water ☐ Pool Service ☐ Taxes

Association Amenities: (8 Max)

- ☐ Basketball Court ☐ Exercise Room/Health Club ☐ Health Club ☐ Playground/Tot Lot ☐ Security Services
☐ Bocci Court ☐ Gardening Area ☐ Medical Facilities ☐ Private Rec Facilities ☐ Shuttle Service
☐ Club House ☐ Golf Course ☐ Paddle Tennis ☐ Pool ☐ Tennis Courts
☐ Elevator ☐ Guest Parking ☐ Park ☐ Putting Green

Association Info (continued)

Property Management Type: ☐ Professional-Off Site ☐ Professional On-Site ☐ Unit Owners Association

*Property Mgt Company Name: _____

Management Co. Phone: (____) ____ - ____

Property Manager Name: _____

Property Manager Phone: (____) ____ - ____

Property Manager Email: _____

Financial

Gross Ann. Income (\$): _____ Gross Ann. Expense (\$): _____ Net Operating Income (\$): _____

Additional Info/ ShowingTime

Acceptable Financing (5 Max): ☐ Assumable ☐ FHA ☐ VA ☐ CHFA ☐ Owner Financing

*Web Distribution Authorizations (2 Max): ☐ IDX Sites ☐ Realtor.com ☐ None

*Internet Address Display YN: ☐ Yes ☐ No

*Display AVMs with this listing YN: ☐ Yes ☐ No

*Internet Consumer Comments Allowed YN: ☐ Yes ☐ No

Showing Information: Live Streaming Options Available YN: ☐ Yes ☐ No

*Showing Instructions (Limit 300 Characters):

ShowingTime Showing Instructions (Limit 300 Characters):

*Directions (Limit 255 Characters):

*LockBox Description (3 max):

☐ SmartMLS Compatible Elec. ☐ Non Compatible Elec. ☐ ECAR-SentriLock ☐ Combo ☐ Call List Office ☐ None

* (If Applicable) LockBox Location: _____

*Sign YN: ☐ Yes ☐ No

Occupied By: ☐ Owner ☐ Tenant ☐ Vacant

*Possession/Occupancy: _____

*Owner Name: _____

Owner Phone: (____) ____ - ____

*An Agent is an Owner YN: ☐ Yes ☐ No

*Bank Owned or Controlled (REO) YN: ☐ Yes ☐ No

Related MLS #: _____

Remarks

***Public Remarks** (Limit 1500 Characters):

Public Remarks Addendum (Limit 2400 Characters):

Confidential Agent Only Remarks (Limit 500 Characters):

Agreement/Disclosure

VALID LISTING AGREEMENT STATEMENT

I, the undersigned Broker or Authorized Agent, represent to the SmartMLS Inc., its members and cooperating agents, that I have a valid and legally enforceable: (1) "Exclusive Right to Sell" listing agreement; or (2) "Exclusive Agency" listing agreement; or (3) "Exclusive Right to Lease" agreement, with the owners of the above entitled property. The information contained in the data information sheet is, to the best of my knowledge and belief, true and accurate.

Listing Broker or Authorized Agent Signature: _____ **Date:** _____

AUTHORIZATION TO USE THE MULTIPLE LISTING SERVICE AND DISCLAIMER

The Undersigned Owner(s) authorize and instruct(s) the Broker to submit the information contained herein to the SmartMLS Inc., for the purpose of offering the property for sale or lease through its participants during the period specified. This information has been furnished by the Seller and/or other sources and is not guaranteed by the Broker. Owner(s) agree that the information herein is true and correct to his/her/their knowledge. It is understood that there is no contractual relationship between the Owner(s) and the SmartMLS Inc. Receipt of a copy of this Property Data Form is Acknowledged by Owner(s).

Listing Broker or Authorized Agent Signature: _____ **Date:** _____

Seller's Signature: _____ **Date:** _____

Seller's Signature: _____ **Date:** _____