

# New York State Alliance of MLS's- MUL

2-4 Family Residential --- For Member Use Only

® Denotes a Required Field

Rev. 2/21/2012

MLS #  VRP  y/n \$  Value Range Low Price  \$  List Price  **Year Built Description**

Existing  
 Existing- Unknown  
 New Build  
 To Be Built  
 Under Construction (60-90 Days)  
 (Choose 1) **Year Built**

® **County**  ® **Town or City Name**

® **Area (NYS SWIS Code)**  **Village**

® **Address**  (Street number)  (Pre Direction)  (Street name)  (Post Direction)

® **Tax Map Number**  (Auto populate- complete tax map number is required for proper mapping) ® **Zip Code**  **Lot Number**  **Unit Number**

® **Nearest Cross Street**  **Subdivision / Community / Complex**

® **School District Name**  **Neighborhood**

**High School Name**  **Middle School Name**  **Lot Shape**  Irregular  Pie  Rectangular (Choose 1) **Lot Dimension**  X (Frontage)  (Depth)

**Elementary School Name**  ® **Square Footage**  **# of Acres**

**Listing Office Information**

® **Listing Agent ID**  **Listing Agent 2 ID**  ® **Showing / Appt #**  -  -

**Listing Agent Name**  (Last Name, First Name) **Owner Address Same as Property**  y / n

® **Showing/ Appt # Description**  
 Agent  
 Appt. Service  
 Office  
 Owner  
 (Choose 1)

® **Showing Instructions**  
 Call List Agent for Showing Instructions  
 Call Owner / Tenant  
 HUD Master Key  
 Key at Listing Office  
 Lockbox- 24 Hour Access  
 Lockbox- Call First  
 Lockbox- Must Make Appointment  
 Lockbox- Timed Access  
 Lockbox- Vacant  
 Owner Occupied  
 Tenant Occupied  
 Other  
 (Choose up to 4)

® **Owner 1 Last Name**  ® **Owner 1 First Name**

® **Owner 2 Last Name**  ® **Owner 2 First Name**

**Owner Address**  /  (Street name-as per tax record)

(Street number) (City) (State) (Zip)

® **Compensation**  (Broker Agent)  
 ® **Compensation**  (Buyer Agent)  
 ® **Compensation**  (Sub-Agent)

® **Negotiation With**  
 Listing Broker Only  
 Owner Directly  
 (Choose 1)

® **List Date**  /  /  ® **Expiration Date**  /  /  **Special Conditions Apply / Call Listing Broker**  y / n

® **Listing Type**  
 Exclusive Right to sell  
 Exclusive Agency  
 (Choose 1) **Service Type**  
 MLS Entry Only  
 Limited Service  
 (Choose 1)

**Property Exclusions**  y / n (See private remarks)

**Private Remarks (600 spaces)** (Confidential- For Member Use Only) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**General Information**

®  Total # of Apartments  Total # of Rooms  
 ®  # of Electric Meters  # of Gas Meters  
 ®  # of Heating Units  # of Stories  
 ®  # of Garage Spaces

® **Type of Residence**  
 1 Lot- Multi Structures  
 2 Lot- 2 Dwellings  
 3 Unit  
 4 Unit  
 (Choose up to 3)

Boston  Detached  Duplex  Mixed Use  Rehab Needed  
 Row Dwelling  Side by Side  Semi-Detached  Other

® **Parking / Driveway**  
 1 Space  2 + Spaces  
 Blacktop  Carport  Common  
 Concrete  Dirt  No Driveway  Off Premises  Parking Area  
 (Choose up to 5)

Shared  Stone / Gravel  Street  Other

Apt. #	Studio (y/n)	# Bed	# Bath (full/half)	# Rooms	Rent \$	Owner Occupied (y/n)	Apartment Features (Choose up to 4)	Appliances (Choose up to 5)
1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Den/Family Room <input type="checkbox"/> Dining/Kitchen <input type="checkbox"/> Dining/Living <input type="checkbox"/> Eat-in Kitchen	<input type="checkbox"/> Formal Dining <input type="checkbox"/> Living Room <input type="checkbox"/> Porch <input type="checkbox"/> Other <input type="checkbox"/> Dishwasher <input type="checkbox"/> Dryer <input type="checkbox"/> Oven / Range <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer
2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Den/Family Room <input type="checkbox"/> Dining/Kitchen <input type="checkbox"/> Dining/Living <input type="checkbox"/> Eat-in Kitchen	<input type="checkbox"/> Formal Dining <input type="checkbox"/> Living Room <input type="checkbox"/> Porch <input type="checkbox"/> Other <input type="checkbox"/> Dishwasher <input type="checkbox"/> Dryer <input type="checkbox"/> Oven / Range <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer
3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Den/Family Room <input type="checkbox"/> Dining/Kitchen <input type="checkbox"/> Dining/Living <input type="checkbox"/> Eat-in Kitchen	<input type="checkbox"/> Formal Dining <input type="checkbox"/> Living Room <input type="checkbox"/> Porch <input type="checkbox"/> Other <input type="checkbox"/> Dishwasher <input type="checkbox"/> Dryer <input type="checkbox"/> Oven / Range <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer
4	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Den/Family Room <input type="checkbox"/> Dining/Kitchen <input type="checkbox"/> Dining/Living <input type="checkbox"/> Eat-in Kitchen	<input type="checkbox"/> Formal Dining <input type="checkbox"/> Living Room <input type="checkbox"/> Porch <input type="checkbox"/> Other <input type="checkbox"/> Dishwasher <input type="checkbox"/> Dryer <input type="checkbox"/> Oven / Range <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer

Initials

**MUL (2 - 4 Family Residential)**  
**General Information (continued)**

**Ⓢ Exterior Construction**

- Aluminum / Steel
- Brick
- Brick & Frame
- Cedar
- Composition
- Concrete Block
- Frame
- Log Home

(Choose up to 5)

- Log Sided
- Shake Shingle
- Stone
- Stone & Frame
- Stucco
- Vinyl
- Wood
- Other

**Ⓢ Lot Information**

- Agricultural District
- Beach Access
- Commercial Zoning
- Corner Lot
- Cul de Sac
- Deed Restriction
- Flood Insurance
- Green Area
- Home Office Zoning

(Choose up to 13)

- Horses Permitted
- Land Lease- see Rmks
- Land Locked
- Near Bus Line
- Neighborhood Street
- On Golf Course
- On Reservation
- Preservation District
- Primary Road

- Private Road
- Rural Road
- Secondary Road
- Ski In / Out
- Slope View
- Uncapped Nat Gas Well
- Water View
- Wooded Lot
- Other

**Ⓢ Rent Includes**

- All Utilities
- Cable TV
- Cooking Gas
- Electric
- Furnished
- Garage
- Grounds Maint.
- Heat

(Choose up to 11)

- Hot Water
- Lawn Maint
- No Utilities
- Refuse Removal
- Snow Removal
- Water
- Other

**Ⓢ Zoning**

- Agricultural
- Business
- Commercial
- Heavy Industrial
- Home Office Zoning
- Industrial
- Light Industrial
- Residential Multi Use
- Planned Unit Dvlpmnt
- Residential 1 Unit
- Residential 2 Unit
- Restricted Business
- Other

(Choose 1)

**Ⓢ On Waterfront? / Description**

- y/n /  Bay  Channel  Pond
- Canal  Falls  Reservoir
- Cape  Harbor  River/Stream/Creek
- Lake  Swamp

(Choose 1)

**Waterfront Name**

\_\_\_\_\_

**Waterfront Footage**

\_\_\_\_\_

**Island**

\_\_\_\_\_

**Riparian Rights**

y / n

**Ⓢ Attic Description**

- Crawl Space
- Finished
- Full
- None
- Partial
- Partially Finished
- Scuttle Access
- Stair Access
- Unfinished

(Choose up to 3)

**Ⓢ Basement Description**

- Crawl Space
- Finished
- Full
- None
- Partial
- Partially Finished
- Slab
- Walkout

(Choose up to 3)

**Public Remarks (600 spaces)**

(No contact information of any kind, restricted to property information only as per MLS policy)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ⓢ Directions to Property (234 spaces)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Interior and Exterior Features (some apts. may include)**

**Additional Exterior Features**

- Awning
- Barbecue
- Balcony
- Barn/Out Building
- Cable Available
- Deck
- Electric Pet Fence
- Fully Fenced Yard
- Garage Door Opener

(Choose up to 14)

- High Speed Internet
- Hot Tub
- Lawn Sprinkler System
- Patio
- Partially Fenced Yard
- Permits Available
- Pool- Above Ground
- Pool- In-Ground
- Pool- Neighborhood/Comm
- Playset / Swingset

- Post-Type Gas Grill
- Private Yard- see Rmks
- Satellite Dish
- Shed
- Storage
- Tennis Court
- Thermal Windows- sm
- TV Antenna
- Wood Screens/Storms- sm
- Other

**Additional Interior Features**

- Atrium Door
- Attic Fan
- Cathedral Ceilings
- Cedar Closets
- Ceiling Fan
- Central Vacuum System
- Circuit Breakers- some
- Copper Plumbing- some
- Drapes- some
- Drybar

(Choose up to 24)

- Electrical Fuses- some
- Freestanding/Window AC
- Hot Tub
- Intercom
- Laundry- Common
- Laundry- Separate
- Leaded Glass- some
- Natural Woodwork- some
- Pex Plumbing
- Pool
- 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
- Wetbar
- Whirlpool Tub
- Other

**Ⓢ Kitchen Equipment / Appliances Included**

- Convection- some
- Cooktop-Electric- some
- Cooktop-Gas- some
- Dishwasher- some
- Disposal- some
- Dryer- some

(Choose up to 14)

- Freezer- some
- Microwave- some
- Negotiable
- None
- Oven/Range-Built-In- sm
- Oven/Range-Electric- sm
- Oven/Range-Freestanding-

- Oven / Range- Gas- some
- Range / Exhaust Fan- some
- Refrigerator- some
- Surface Grill- some
- Trash Compactor- some
- Washer- some
- Wine Chiller(s)- some
- Other

**Accessibility**

- 32" Doors- some
- Accessible / ANSI- some
- Adaptable Home- some
- Bath- Removable Cabinets
- Built to ANSI standards
- Chairlift- see Remarks

(Choose up to 14)

- 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+
- Wheelchair Kitchen

**Ⓢ Floors Description**

- Ceramic- some
- Hardwood- some
- Laminate- some

(Choose up to 9)

- Marble- some
- Resilient- some
- Tile- some

- Vinyl- some
- Wall to Wall Carpet- sm
- Wood- some
- Other

**Foundation Description**

- Block
- Poured
- Stone
- Other

(Choose 1)

**# Fireplaces**

- Artificial
- Freestanding
- Gas
- Not Represented to Code
- Pellet

(Enter a # in box)

- Wood Burning
- Wood Stove
- Other

**Utilities Information**

**Ⓢ HVAC Type**

- Baseboard
- Central Air
- Electronic Filter
- Forced Air
- Gravity Air
- Heat Pump
- Heat-Gas on Gas Stove
- Hot Water
- Humidifier
- Multi Zone

(Choose up to 9)

- Municipal Electric
- Programmable Thermostat
- Radiant Heat
- Space Heater
- Steam
- Stove
- Wall AC Unit
- Wall Furnace
- Wood Auxillary Unit
- Other

**Ⓢ Sewer Description**

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

(Choose up to 2)

**Ⓢ Water Heater / Fuel**

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

(Choose up to 2)

**Ⓢ Heating Fuel Description**

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

(Choose up to 4)

**Ⓢ Water Resources**

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

(Choose up to 2)

**Separate Utilities**

- Air Conditioning
- Electric
- Gas
- Heat
- Water

(Choose up to 4)

**Energy Star Qualified**

- Appliances
- Heating / Cooling
- Lighting
- Windows

(Choose up to 4)

Initials

**MUL (2 - 4 Family Residential)  
Financial Information**

**® Possible Financing**

<input type="checkbox"/> Assumable	<input type="checkbox"/> Lease Option
<input type="checkbox"/> Assumable w/Lender Appr	<input type="checkbox"/> Owner 1st
<input type="checkbox"/> Cash Only	<input type="checkbox"/> Owner 2nd
<input type="checkbox"/> Conventional	<input type="checkbox"/> VA
<input type="checkbox"/> FHA	<input type="checkbox"/> Wrap
<input type="checkbox"/> Land Contract	<input type="checkbox"/> Other

(Choose up to 7)

**1st Mortgage Balance**  
\$

**2nd Mortgage / Home Equity Loan Bal.**  
\$

**® Escrow Agent**

**® Escrow Bank**

**Type of Sale**

<input type="checkbox"/> Auction	<input type="checkbox"/> HUD / Gov't Owned
<input type="checkbox"/> Bank Owned /	<input type="checkbox"/> Normal
<input type="checkbox"/> Co-op	<input type="checkbox"/> Relocation
(Choose up to 4)	
<input type="checkbox"/> Short Sale	

**Tax Information**

<input type="checkbox"/> New Build
<input type="checkbox"/> Special Assessments
<input type="checkbox"/> Special Tax District
<input type="checkbox"/> Tax Exempt
<input type="checkbox"/> Under Construction

(Choose up to 3)

**® Gross Annual Income**  
\$

**® Annual Operating Expense**  
\$

**® Operating Expenses Include**

<input type="checkbox"/> Accounting / Legal	<input type="checkbox"/> Leasing / Rental	<input type="checkbox"/> Refuse
<input type="checkbox"/> Advertising	<input type="checkbox"/> Licenses / Permits	<input type="checkbox"/> Repairs / Maintenance
<input type="checkbox"/> Electricity	<input type="checkbox"/> Resident Management	<input type="checkbox"/> Reserves
<input type="checkbox"/> Exterior Maintenance	<input type="checkbox"/> Payroll	<input type="checkbox"/> Water / Sewer
<input type="checkbox"/> Gas / Oil	<input type="checkbox"/> Pure Water	<input type="checkbox"/> Workers Comp
<input type="checkbox"/> Insurance	<input type="checkbox"/> Property Management	<input type="checkbox"/> Other

(Choose up to 14)

**Terms Assumption**

<input type="checkbox"/> Assumable- Escalating
<input type="checkbox"/> Assumable- Non-Escalating
<input type="checkbox"/> Credit Check
<input type="checkbox"/> No Credit Check

(Choose up to 2)

**Type of Tenancy**

<input type="checkbox"/> Leased
<input type="checkbox"/> Month to Month
<input type="checkbox"/> Owner Occupied
<input type="checkbox"/> Other

(Choose up to 2)

**® Certificate of Occupancy**

<input type="checkbox"/> Negotiable
<input type="checkbox"/> Not Required
<input type="checkbox"/> Not Supplied
<input type="checkbox"/> Supplied

(Choose up to 2)

**® Town / County Tax**  
\$

**® City / Village Tax**  
\$

**® School Tax**  
\$

**® Assessed Value**  
\$

**Annual Special Assessment**  
\$

**Common Area Fee**  
\$

**Display and Occupancy Information**

<b>® Possession</b>	<input type="checkbox"/> Immediate	<b>® Internet</b>	<input type="checkbox"/> Street Address	<b>® IDX</b>	<input type="checkbox"/> AVM	<b>® Third Party</b>	<input type="checkbox"/> Lockbox Serial #
<input type="checkbox"/> After Closing	<input type="checkbox"/> Leases	<input type="checkbox"/> y / n	<input type="checkbox"/> y / n	<input type="checkbox"/> y / n	<input type="checkbox"/> y / n	<input type="checkbox"/> Commentary	<input type="text"/>
<input type="checkbox"/> At Closing	<input type="checkbox"/> Tenant's Rights						
<input type="checkbox"/> Before Closing	<input type="checkbox"/> Other						

(Choose up to 3)

**Virtual Tour Link- Unbranded**

**Virtual Tour Link- Branded**

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

\_\_\_\_\_  
Listing Agent

\_\_\_\_\_  
Date Signed