



MULTI-FAMILY Input Sheet

All **red** areas with an asterisk * are required fields.

MLS # _____ *Area: _____ *Listing Price: _____

*Address: _____

*Property Subtype [Select One]

Duplex	Triplex	Four Plex	Apartment	House W/Units	Other	Auction
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*Secondary Property Subtype [Select One]

Duplex	Triplex	Four Plex	Apartment	House W/Units	Other	Auction
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Publish to IDX

Yes	Yes, Without Address	No
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*Parking

1 Space Per Unit	One + Per Unit	Carport	Garage	Open Parking	Street Parking	Varies by Unit
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Parking Type (Maximum 150 Characters)

*Stories: _____

*Lockbox: Yes/No *Lockbox Location: _____

*Showing

None	Lockbox	Listing Office	Other/See Remarks	Key in Office	Occupied
Call first/LM/Go	Appointment Only	24 Hr. Notice	Not Sunday	Sunset Fri/Sat	Call Agent
Dog Inside	Dog Outside	Alarm	Video Recording Dev	Audio Recording Dev	Restricted Hours

*Showing Instructions

Call Listing Agent	Call Listing Office
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*Pool: Yes/No

Above Ground Pool	In-Ground Pool	Fenced Pool	Heated Pool	Aggregate Pool	Fiberglass Pool
Lap Pool	Gunite Pool	Waterfall	Other		

*Solar: Yes/No

*Solar Ownership

Owned	Leased
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Payments/Comments: _____

*Solar Options

Solar Screens	Solar Tubes	Solar Panels	Solar Heating	Solar Ground	Solar Domestic Water	Solar Water Panels
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***Spa: Yes/No**

Above ground spa	Inground spa
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***Lot Size:** _____

***Lot Size Resource**

Appraiser	Assessor	Builder	Estimated	Seller	Agent
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***Gross Scheduled Income: Yes/No** **GSI Amount: \$** _____

***Office**

Office ID	Agent ID
Co-Office ID	Co-Agent ID

***Commission:** _____ ***Variable Commission: Yes/No** **Comments:** _____

***Submit Offer By Email: Yes/No**

***Offer Email Address (Maximum 60 Characters)**

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***Listing Type**

Exclusive Right	Exclusive Agency	Open
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Service Level

Limited Service	Entry Only	Full Service	N/A
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***Short Sale: Yes/No**

***Foreclosure: Yes/No**

Owner

Owner Name	Owner Phone
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Occupant

Occupant Name	Occupant Phone
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***Listing Period**

Listing Date	Expiration Date
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***On Market Date** _____

***County** _____ ***APN Number:** _____

Listing Approved Yes/No

***Zoning** _____

***Year Built**

Year Built	New	Under Construction
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***Approximate Square Foot** _____

***Square Foot Source**

Appraiser	Assessor	Builder	Estimate	Seller	Agent
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CDOM _____

***Number of Units**

One	Two	Three	Four	Five+
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	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5+
*Rented					
*# of Bedrooms					
*# of Bathrooms					
*Square Foot					
*Stove					
*Refrigerator					
*Washer/Dryer					
*Monthly Rent					
*Comments					

***Directions to Property (Maximum 500 Characters)**

Public/Internet Remarks (Maximum 3,000 Characters) Mixed case required

Agent Only Remarks (Maximum 3,000 Characters) Mixed case required

Exterior

Block	Brick	Brick Veneer	Stone Veneer	Framed	Stucco	Wood Siding
Metal Siding	Vinyl Siding	Shingle Siding	Log	Masonite	Other	

Roof

Composition	Shake	Metal	Rolled Roofing	Rock	Tile
Flat	Slate	Mansard	Tar and Gravel	Other	

Exterior Amenities

Shed	Barn	Outbuildings	Playground	RV Parking	Guest House
Tennis Court	Atrium	Courtyard	Golf Course	Pond(s)	River Frontage
Built in BBQ	Gazebo	Fire Pit	Other		

Porch/Patio

Open Porch	Enclosed Porch	Screened Porch	Covered Porch	Covered Patio	Enclosed Patio
Screened Patio	Open Patio	Open Deck	Covered Deck	Open Balcony	Covered Balcony
Breezeway	Sun Room	Other			

Landscaping

Metal Fence	Wood Fence	Block Fence	Brick Fence	Custom Concrete	Misting System
Sprinkler System	Fruit Trees	Shade Trees	Garden Area	Lighting	Other

Interior Amenities

Jetted Tub	Wet Bar	Sauna	Walk in Shower	Walk in Closets	Vaulted Ceiling(s)	Garage Door Open
Intercom	Multi Phone Line	Satellite Receiver	DSL Possible	Home Theatre	Surround Sound Wired	Butcher Block Tops
Pantry	Concrete Countertops	Tile Countertops	Formica Countertops	Quartz Countertops	Stainless Steel Tops	Solid Surface Countertop
Granite Countertops	Breakfast Nook	Breakfast Bar	Kitchen Island	Other		

Floors

Hardwood Floors	Vinyl Floors	Linoleum Floors	Tile Floors	Laminate Floors	Stone Floors	Pebble Flooring
Pergo	Carpet	Bamboo	Varies By Unit	LVT	Other	

Laundry Facilities

Laundry Room	Each Unit	Coin Operated	Leased	Owned	Shared
In Kitchen	In Garage	Area	Room	Closet	Other

Kitchen Features

Gas Range	Electric Range	Cooktop	Built in Oven	Microwave	Dishwasher
Refrigerator	Garbage Disposal	Trash Compactor	Plumbed for Icemaker	Varies By Unit	Other

Fireplace

One	Two	Three or More	Circulating	Insert	Gas Log	Free Standing
In Living Room	In Family Room	In Master Bedroom	Heat-O-Later/Blower	Masonry	Prefab	Ventless Gas Heater
Pellet Stove	Gas Starter	Dual Sided	Remote	None		

Heating

Natural Gas	Electric	Propane	Wood	Solar	Central
Baseboards	Heat Pump	Floor Furnace	Pellet Stove	Space Heater	Hydronic
Dual	Wall Heater	Multi-Zoned	Multi Unit	Varies By Unit	Other

Cooling

Central	Wall/Window Unit	Dual	Gas	Electric	Evaporative Cooler	Multi-Zoned
Multi Unit	Ceiling Fans	Forced Air Fans	Varies By Unit	Attic Fan	None	Other

Basement Foundation

Full Basement	Partial Basement	Crawl Space	Slab	Other
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Water Heater Types

Gas	Propane	Electric	Solar	Tankless	Other
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Water Supply

Shared Well	Well	Public	Metered	None	Other
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Site Description

On Golf Course	Ranch	Gated Community	Pond Seasonal	Cul-de-Sac	Corner Lot
Irregular	Level	Lot Grade	Varies	Sloped	Possible Spilt

Sewer

Public Sewer	Public Available	Septic Tank	Septic Needed	RV Septic Disposal	Other	None
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Common Gas

Separate Meters	Master Meter	Other
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Common Electric

Separate Meters	Master Meter	Other
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Energy

Attic Fan	Whole House Fan	Plumbed For Solar	Smart Vent	Varies By Unit
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Layout

Side By Side	Up and Down	Front and Back	One Building	Two Buildings
Three Buildings	Four Buildings	Multiple Buildings	Other	

ADA Features

Handicap Accessible	Access Elev Installed	Accessible Doors	Ext. Wheelchair Lift	Parking	Kitchen Cabinets
Stair Lift	Ramp	Bathroom Fixtures	Roll in Shower	Hand Rails	Other

Possession

Negotiable	At Closing	Immediate	Seller Rent Back	Sub to Tenant Rights	Other
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Transmit to Internet: Yes/No**Transmit to Realtor.com: Yes/No****Expenses**

Accounting	Advertising	Capital Improvements	Equipment Rental	Insurance
Legal	Licenses	Maintenance	Management Fee	Manager
Parking	Rent/Lease	Repairs	Security	Trash
Utilities	Vacancy Factor	None	Other	

Income Includes

Coin Operated Equip	Laundry	Managers Unit	Owners Unit	Rent Monthly	Other
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Source of Rental Information

Accountant	Owner	Property Manager	Other
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Tenant Pays

Cable TV	Common Area Maintenance	Dues/Fees	Electricity	Garbage
Water	Gardener	HVAC Maintenance	Gas	Propane
Exterior Maintenance	Pool Maintenance	Rent Only	Sewer	Other

Documents on File

Appraisal	Existing Rental Lease	Energy Audit Available	Agreements Available	Home Protection Plan	Landscape Maint
Management	Pest Control Report	Pool Service	CLUE Report	TDS	

Terms

Cash	Assumption	Conventional	FHA	VA Loan	Owner Carry
Lease Purchase	Lease Option	TAS	1031 Exchange	Life Estate	Other

Miscellaneous

Cable Television	Satellite	Public Transportation	Fire Alarm	Gated	Security Syst Leased
Security Syst Owned	Security Syst Prewired	Smoke Detectors	Window Security Bars	Window Sec Bar Qk RL	Other

***Photos Provided By**

Agent	Waiver @ KCBOR
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Publish to VOW: Yes/No**Show Address on VOW: Yes/No*****Show AVM on VOW: Yes/No*****Show Comments on VOW: Yes/No****Notes:**