



MULTI-FAMILY LISTING INPUT SHEET

All red areas with an asterisk * are REQUIRED fields.

► Please make your selections *red indicates required field), then select place pin on Maps.

•Property Type ☐ Residential ☐ Manufactured/Mobile ☐ Multi-Family ☐ Farm Business
☐ Land ☐ Commercial/Indust ☐ Opportunity

*County _____

APN Number _____

*Street# - Modifier Direction _____

☐ North ☐ South ☐ East ☐ West

• Street Name _____

*City _____ Zip Code _____

Listing Information (* indicates required field)

Listing Approved Yes No

Staff Note (maximum 300 characters)

Property Information

Amenity Name _____

*Status Active Inactive

*Office _____

* Agent ID _____

Comp Listing

Co-Office ID _____ Co-Agent ID _____

*State _____

*Area _____

*County _____ *APN # _____

Address *Street # - Modifier _____ Direction _____ *Street Name _____
*City _____ Zip Code _____

*Additional APNs Yes No

*APN#2 _____

* APN#3 _____

*APN#4 _____

*APN#5 _____

*Listing Period:

*Listing Date

Expiration Date

*Market Date

CDOM

Clear the CDOM field to recalculate CDOM when the form is submitted

*Listing Price

*Original Price

*Property Subtypes

ApartmentFour PlexTriplex

Primary

AuctionHouse w/Units

DuplexOther

Secondary

ApartmentFour PlexTriplex

AuctionHouse w/Units

DuplexOther

*Lot Size

SqftAcres

*Lot Size Source

AgentAppraiserAssessorBuilderEstimatedSeller

*Approx Sqft

*Sq Ft Source

AgentAppraiserAssessorBuilderEstimatedSeller

*Year Built

ORNew Construction

* Front of House faces

EastSouth

NorthSoutheast

NortheastSouthwest

NorthwestWest

*Stories

*Zoning

Rental/Income Property

YesNo

Interior

Interior Amenities

Comment

Garage Door Opener

Home Theatre

Intercom

Jetted Tub

Multi-Phone Line

Other

Sauna

Surround Sound Wire

Vaulted Ceiling(s)

Walk-in Closets

Walk-in Shower

Wet Bar

Kitchen Features		Comment
Breakfast Bar	Kitchen Island	
Breakfast Nook	Microwave	
Built In Oven	Other	
Butcher Block Tops	Pantry	
Concrete Countertops	Plumbed for Ice Make	
Cooktop	Quartz Countertops	
Dishwasher	Refrigerator	
Electric Range	Solid Surface Countertops	
Formica Countertops	Stainless Steel Tops	
Garbage Disposal	Tile Countertops	
Gas Range	Trash Compactor	
Granite Countertops	Varies By Unit	
Ice Maker	Water Purifier	

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

*Fireplace	Yes	No	
*Fireplace Features	Comment		

Circulating	Masonry	
Dual Sided	None	
Free Standing	One	
Gas Log	Pellet Stove	
Gas Starter	Prefab	
Heat-0-Lator/Blower	Remote	
In Family Room	Three or more	
In Living Room	Two	
In Master Bedroom	Ventless Gas Healer	
Insert		

Heating		Comment
Baseboards	Natural Gas	
Central	Other	
Dual	Pellet Stove	
Electric	Propane	
Floor Furnace	Solar	
Heat Pump	Space Heater	
Hydronic	Varies By Unit	
Multi Unit	Wall Heater	
Multi-Zoned	Wood	
Cooling		Comment
13+ Seer	Gas	
Attic Fan	Multi Unit	
Ceiling Fans	Multi-Zoned	
Central	None	
Dual	Other	
Ductless or Split	SmartVent	
Electric	Varies By Unit	
Evaporative Cooler	Wall/Window Unit	
Forced Air Fan	Whole Houe Fan	
Water Heater Type		Comment
Electric	Propane	
Gas	Solar	
Other	Tankless	
Laundry Facilities		Comment
Area	Laundry Room	
Closet	Leased	
Coin Operated	Other	
Each Unit	Owned	
In Garage	Room	
In Kitchen	Shared	

Basement			Comment		
Crawl Space	Other				
Finished	Partial Basement				
Full Basement	Slab				
None	Unfinished				
Miscellaneous			Comment		
Cable Television	Security Sys Prewired				
Fire Alarm	Security System Lease				
Gated	Security System Owned				
Other	Smoke Detectors				
Public Transportation	Window Security Bars				
Satellite	Window Security Bars with QK Release				
Accessibility Features			Comment		
Accessible Doors	Other				
Accessible Elevator	Parking				
Bathroom Fixtures	Ramp				
Exterior Wheelchair Lift	Stairlift				
Hand Rails	Wheelchair Accessible				
Kitchen Cabinets	Wheelchair Accessible Shower				
Ramp Width	Yes	No			
Ramp Rise	Yes	No			
Ramp Slope Ratio	Yes	No			
Ramp Landings	Yes	No			
Ramp Handrails	Yes	No			
Ramp Firm Surface	Yes	No			
Ramp Slip Resistant Surface	Yes	No			
Utilities					
Amenity					
Solar	Yes	No			
Solar Power kW	Yes	No			
Solar Ownership	Owned	Leased	PPA	Financed	
Total Amount Owed	Yes	No			
# of Payments Remaining	_____				

Water Source		Comment
Domestic Water	Public	
Metered	Shared Well	
None	Well	
Other		

*Well Type		Comment
Community Well	Public	
Private Well	Shared	
Well Level _____		
*Well Depth _____		
*Well G.P.M _____		
*Well HP _____		

Sewer		Comment
Engineered System	Public Sewer	
None	RV Septic Disposal	
Other	Septic Needed	
Public Available	Septic Tank	

Common Gas		Comment
Master Meter	Separate Meters	
Other		

Unit Information	
*# of Units _____	

*Unit 1 Rented	Yes	No		
*U1 # of Bedrooms _____			*U1 Stove	Yes No
*U1 # of Bathrooms _____			*U1 Refrigerator	Yes No
*U1 SQFT _____			*U1 Washer/Dryer	Yes No
			*U1 Monthly Rent _____	

***Unit 2 Rented** **Yes** **No**

***U2 # of Bedrooms** _____

***U2 Stove** **Yes** **No**

***U2 # of Bathrooms** _____

***U2 Refrigerator** **Yes** **No**

***U2SQFT** _____

***U2 Washer/Dryer** **Yes** **No**

***U2 Monthly Rent** _____

***Unit 3 Rented** **Yes** **No**

***U3# of Bedrooms** _____

***U3 Stove** **Yes** **No**

***U3 # of Bathrooms** _____

***U3 Refrigerator** **Yes** **No**

***U1 SQFT** _____

***U3Washer/Dryer** **Yes** **No**

***U3 Monthly Rent** _____

***Unit 4 Rented** **Yes** **No**

***U4 # of Bedrooms** _____

***U4 Stov** **Yes** **No**

***U4 # of Bathrooms** _____

***U4 Refrigerator** **Yes** **No**

***U1 SQFT** _____

***U4 Washer/Dryer** **Yes** **No**

***U4 Monthly Rent** _____

***Unit 5 Rented** **Yes** **No**

***U5 # of Bedrooms** _____

***U5 Stove** **Yes** **No**

***U5 # of Bathrooms** _____

***U5 Refrigerator** **Yes** **No**

***U5 SQFT** _____

***U5 Washer/Dryer** **Yes** **No**

***U5 Monthly Rent** _____

***Gross Scheduled Income** **Yes** **No**

***Gross Schd Inc (G SI) \$**_____

Expenses		Comment
Accounting	None	
Advertising	Other	
Capital Improvements	Parking	
Equipment Rental	Rent/Lease	
Insurance	Repairs	
Legal	Security	
Licenses	Trash	
Maintenance	Utilities	
Management Fee	Vacancy Factor	
Manager		
Tenant Pays		Comment
Cable TV	HVAC Maintenance	
Common Area Maint	Other	
Dues/Fees	Pool Maintenance	
Electricity	Propane	
Exterior Maintenance	Rent Only	
Garbage	Sewer	
Gardener	Water	
Gas		
Income Includes		Comment
Coin Operated Equip	Other	
Laundry	Owners Unit	
Managers Unit	Rent Monthly	
Source of Rental Info		Comment
Accountant	Owner	
Other	Property Manager	

Exterior

Exterior		Comment
Alcan	Metal Siding	
Aluminum	Other	
Block	Shingle Siding	
Brick	Steel	
Brick Veneer	Stone Veneer	
Cement Board	Stucco	
Concrete	Synthetic	
Fiberglass	Unknown	
Framed	Vinyl Siding	
Log	Wood Siding	
Masonite		

Exterior Amenities

Exterior Amenities		Comment
Atrium	Other	
Built In BBQ	Playground	
Courtyard	Pond(s)	
Fire Pit	River Frontage	
Gazebo	RV Parking	
Golf Course	Tennis Court	

Other Structures

Other Structures		Comment
2 Homes on Lot	Kennel	
Bar	Outbuildings	
Barn	Shed	
Green House	Shop	
Guest House		

Layout

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

*Parking			Comment
1 Space Per Unit		Open Parking	
Carport		Street Parking	
Garage		Varies By Unit	
One+ Per Unit			
*Pool	Yes	No	
*Pool Features			
Above Ground Pool		In-Ground Pool	
Aggregate Pool		Lap Pool	
Community		Other	
Fenced Pool		Pebble	
Fiber Optic Lighting		Solar Heated	
Fiberglass Pool		Vinyl	
Gunitite Pool		Water Feature	
Heated Pool		Waterfall	
*Spa	Yes	No	
*Spa Features			Comment
Above ground Spa		In-Ground Spa	
*Porch/Patio	Yes	No	
*Porch/Patio Features			Comment
Breezeway		Open Deck	
Covered Balcony		Open Patio	
Covered Deck		Open Porch	
Covered Patio		Other	
Covered Porch		Screened Patio	
Enclosed Patio		Screened Porch	
Enclosed Porch		Sun Room	
Open Balcony		Wrap Around	

Landscaping		Comment
Custom Concrete	Misting System	
Fruit Trees	Other	
Garden Area	Shade Trees	
Lighting	Sprinkler System	
Mature Landscape	Synthetic Lawn	
Fencing		Comment
Block Fence	None	
Brick fence	Other	
Cross Fenced	Perimeter	
Fenced	Some Fencing	
Metal Fence	Wood Fence	
Roof		Comment
Asphalt	Shake	
Composition	Shingle	
Fiberglass	Slate	
Flat	Stone	
Mansard	Synthetic	
Metal	Tar and Gravel	
Other	Tile	
Rock	Wood	
Rolled/Hot Mop		
Site Description		Comment
Corner Lot	On Golf Course	
Cul-de-Sac	Park View	
Gated Community	Pond Seasonal	
Irregular	Possible Split	
Lake View	Sloped	
Level	Waterfront	
Lot Grade Varies		

<div>*Submit offer by email</div> <div>* Offer email address _____</div>		Yes	No	
Seller will consider concessions		Yes	No	
<div>*Listing Type _____</div> <div>Service Level _____</div>				
<div>*Probate</div> <div>*Court Confirmation</div> <div>*Short Sale</div> <div>*Foreclosure</div> <div>*HUD</div>		Yes	No	Undecided
Owner Name _____				Owner Phone _____
Occupant Type _____				
Occupant Name _____				Occupant Phone _____
Terms				Comment
1031 Exchange		Lease Purchase		
Assumption		Life Estate		
Cash		Other		
Conventional		Owner Carry		
FHA		TAS		
Lease Option		VA Loan		
Possession				Comment
At Closing		Other		
Immediate		Seller Rent Back		
Negotiable		Sub to Tenant Rights		
Special Disclosures				Comment
Up to 19 entries allowed				
Access Seasonal		Leases	Variance	
Agent/Owner Related		Other	Wetlands	
Contaminated Site		Rental Deed Restrict		
Existing Mines		Reports Available		
Flight Path		See Remarks/Attachments		
Flood Zone		Special Review		
Food Plain		Underground Tanks		

Documents on File		Comment
Agreements Available	Other	
Appraisal	Pest Control Report	
Budget	Pool Service	
Bylaws	Prelim Title Report	
CLUE Report	Roof	
Energy Audit Avail	Roof Certifications	
Existing Rental Lease	Rules & Regulations	
Financial Statement	Seller Disclosure	
HOA Documents	Solar	
Home Protection Plan	Solar Contract	
Landscape Maint	TDS	
Management	Water Potability	
Natural Hazard Disc.		

Restrictions		Comment
Age Restrictions	Pets	
Exterior Alterations	Poultry House(s)	
Guests	Residential	
House Size	R Vs	
Junk Yards	Signs	
Livestock	Single Family	
Mobile Home	Williamson Act	
None	Yes	
Other		

***Showing Information**

***Lock Box** Yes No

* Lockbox Type		Comment
Call Listing Office	Other	
Call Seller Direct	See Remarks	
Combo	SentriLock	
None	Supra	

***Lockbox Location**

***Showing Instructions**

Comment

Up to 9 entries allowed

24 Hr. notice

Lock Box

Alarm

None

Appointment only

Not Sunday

Audio Recording Dev

Occupied

Call Agent

Other/See Remarks

Call first/LM/Go Dog

Restricted Hours

Inside

Sunset Fri./Sat.

Dog Outside

Text Listing Agent

Key in Office

Video Recording Dev

Listing Office

Remarks***Directions to Property**

4 characters

(maximum 500)

Agent Only Remarks

4 characters

(Maximum 3000)

Mixed case required

Public/Internet

4 characters

(Maximum 3000)

Mixed case required

*Photos Provided By	Agent	Waiver@KCBOR	
*Transmit to Internet	Yes	No	
*Publish to IDX	Yes	Yes, without address	No
*Send to Zillow	Yes	No	
*Publish to VOW	Yes	No	
*Show Address on VOW	Yes	No	
*Show AVM on VOW	Yes	No	
*Show Comments on AVM	Yes	No	
*Listing Agent grants permission to share on Social Media	Yes	No	