



**MF** MULTI FAMILY LISTING INPUT FORM

\* Denotes Required Fields

Listing Number \_\_\_\_\_

Revised 01/11/2007

List Office Name \_\_\_\_\_ List Agent Name \_\_\_\_\_

\*List Office ID

\*List Agent ID

\*List Price

\*List Date  /  /

\*Expiration Date  /  /

**\*Type of Listing Agreement**

- A-Exclusive Right To Sell
- B-Exclusive Right To Sell With Named Exclusion
- D-Exclusive Agency
- E-Exclusive Right To Sell With Variable Rate of Commission
- F-Exclusive Right To Sell With Dual Rate of Commission
- G-Facilitation/Exclusive Right To Sell
- H-Facilitation/Exclusive Right To Sell With Named Exclusion
- I-Facilitation/Exclusive
- J-Facilitation/Exclusive Right To Sell With Variable Rate of Commission
- K-Facilitation/Exclusive Right To Sell With Dual Rate of Commission

**\*Entry Only**

Yes  No

If entering YES in the Entry Only field you are hereby indicating that this listing is an Entry Only Listing and as such you will be providing no other services to the seller other than the entering of this listing into the MLS system. Please refer to Sec. 1.0 (b) Note 2 and the Definitions section of the Rules & Regulations for more information.

\*House #  \*Street Name  Parcel ID Number / PIN (Max. 36 characters)

\*Town  \*State  \*Zip Code  -  Zip 4  Area

**\*Type of MF** (choose only one)

- A-2 Family
- B-3 Family
- C-4 Family
- D-Duplex
- E-5-9 Family

Grade School (Max. 15 characters)  Middle School (Max. 15 characters)  High School (Max. 15 characters)

\*Directions (Max. 100 characters)

\*Sub-Agency Relationship Offered  Yes  No

**Sub-Agent Showing**

- A-Call List Office
- B-Owner
- C-Call List Agent
- D-Call Tenant
- E-Lock Box
- F-Key in Office
- G-Go Direct
- H-Accompanied Showings
- I-Appointment Required
- J-Sign
- K-Call MA-Pass at 508-389-1780
- L-Other (See Rmk)
- M-Call Centralized Showing Service at 888-866-8388

**Buyer's Agent Showing**

- A-Call List Office
- B-Owner
- C-Call List Agent
- D-Call Tenant
- E-Lock Box
- F-Key in Office
- G-Go Direct
- H-Accompanied Showings
- I-Appointment Required
- J-Sign
- K-Call MA-Pass at 508-389-1780
- L-Other (See Rmk)
- M-Call Centralized Showing Service at 888-866-8388

**Facilitator Showing**

- A-Call List Office
- B-Owner
- C-Call List Agent
- D-Call Tenant
- E-Lock Box
- F-Key in Office
- G-Go Direct
- H-Accompanied Showings
- I-Appointment Required
- J-Sign
- K-Call MA-Pass at 508-389-1780
- L-Other (See Rmk)
- M-Call Centralized Showing Service at 888-866-8388

Special Showing Instructions (Max. 100 characters)

<b>*# Units</b> <input style="width: 100%;" type="text"/>	<b>*Total # of Rooms</b> <input style="width: 100%;" type="text"/>	<b>*Total # of Bedrooms</b> <input style="width: 100%;" type="text"/>	<b>*Total # of Full Baths</b> <input style="width: 100%;" type="text"/>	<b>*Total # of Half Baths</b> <input style="width: 100%;" type="text"/>
<b>*# Garage Stalls</b> <input style="width: 100%;" type="text"/>	<b>*# Parking Spaces</b> <input style="width: 100%;" type="text"/>	<b>*# of Fireplaces</b> <input style="width: 100%;" type="text"/>	<b>*Total Monthly Rent</b> <input style="width: 100%;" type="text"/>	<b>*# of Floors</b> <input style="width: 100%;" type="text"/>
<b># Heat Units</b> <input style="width: 100%;" type="text"/>	<b># Heat Zones</b> <input style="width: 100%;" type="text"/>	<b># Cooling Units</b> <input style="width: 100%;" type="text"/>	<b># Cooling Zones</b> <input style="width: 100%;" type="text"/>	

**Unit Descriptions** (NOTE: All fields for Unit 1 and Unit 2 are REQUIRED. All fields for Unit 3 and Unit 4 are OPTIONAL.)

	*Total Rooms	*# Bed-rooms	*# Full Baths	*# Half Baths	*# Fire-places	*# Levels in Unit	*Floor #	*Monthly Rent	*Lease
<b>*Unit 1</b>	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>*Unit 2</b>	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Unit 3</b>	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Unit 4</b>	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Unit & Common Area Features** (Use the letter codes below.)

	Rooms	Appliances	Interior Features	Heat	Cooling	Rent Includes
<b>Unit 1</b>	_____	_____	_____	_____	_____	_____
<b>Unit 2</b>	_____	_____	_____	_____	_____	_____
<b>Unit 3</b>	_____	_____	_____	_____	_____	_____
<b>Unit 4</b>	_____	_____	_____	_____	_____	_____
<b>Common Areas</b>	_____	_____	_____	_____	_____	_____

- |  |  |   |   |   |   |
|--|--|---|---|---|---|
| <p><b>Rooms</b></p> <ul style="list-style-type: none"> <li>A -Living Room</li> <li>B -Dining Room</li> <li>C -Kitchen</li> <li>D -Family Room</li> <li>E -Laundry</li> <li>F -Other (See Rmk)</li> </ul> | <p><b>Appliances</b></p> <ul style="list-style-type: none"> <li>A -Range</li> <li>B -Wall Oven</li> <li>C -Dishwasher</li> <li>D -Disposal</li> <li>E -Compactor</li> <li>F -Microwave</li> <li>G -Indoor Grill</li> <li>H -Countertop Range</li> <li>I -Refrigerator</li> <li>J -Freezer</li> <li>K -Washer</li> <li>L -Dryer</li> <li>M -Water Treatment</li> <li>N -Other (See Rmk)</li> <li>O -None</li> </ul> | <p><b>Interior Features</b></p> <ul style="list-style-type: none"> <li>A -Ceiling Fans</li> <li>B -Security System</li> <li>C -Floored Attic</li> <li>D -Walk-Up Attic</li> <li>E -Heated Attic</li> <li>F -Cable TV Available</li> <li>G -Handicapped Equip.</li> <li>H -Pantry</li> <li>I -Cath/Vault Ceilings</li> <li>J -Lead Cert. Avail.</li> <li>K -Storage</li> <li>L -Rabbit Run</li> <li>M -Square</li> <li>N -Studio</li> <li>O -Philadelphia</li> <li>P -Other (See Rmk)</li> </ul> | <p><b>Heat</b></p> <ul style="list-style-type: none"> <li>A -Central Heat</li> <li>B -Forced Air</li> <li>C -HW Baseboard</li> <li>D -Elec. Baseboard</li> <li>E -HW Radiators</li> <li>F -Steam</li> <li>G -Heat Pump</li> <li>H -Oil</li> <li>I -Gas</li> <li>J -Electric</li> <li>K -Wood</li> <li>L -Common</li> <li>M -Individual</li> <li>N -Unit Control</li> <li>O -Wall Unit</li> <li>P -Fan Coil</li> <li>Q -Extra Flue</li> <li>R -Other (See Rmk)</li> <li>S -None</li> <li>U -Hydro Air</li> </ul> | <p><b>Cooling</b></p> <ul style="list-style-type: none"> <li>A -Central Air</li> <li>B -Window AC</li> <li>C -Wall AC</li> <li>D -Heat Pump</li> <li>E -2 Units</li> <li>F -3 or More</li> <li>G -Common</li> <li>H -Individual</li> <li>I -Unit Control</li> <li>J -Fan Coil</li> <li>K -Other (See Rmk)</li> <li>L -None</li> </ul> | <p><b>Rent Includes</b></p> <ul style="list-style-type: none"> <li>A -Heat</li> <li>B -Electric</li> <li>C -Gas</li> <li>D -Water</li> <li>E -Hot Water</li> <li>F -Other (See Rmk)</li> <li>G -None</li> </ul> |
|--|--|---|---|---|---|

Annual Expenses for Year Ending

[ ] / [ ] (MM/YY)

Annual Expenses Source

- A-Tax Return, B-Estimated, C-Accountant Provided, D-Owner Provided, E-Projected, F-Limited Information, G-Pro. Forma Available, H-Not Available, I-Other (See Rmk)

Heat \$

[ ]

Repairs & Maint. \$

[ ]

Miscellaneous \$

[ ]

Gas \$

[ ]

Refuse Removal \$

[ ]

Management Fee \$

[ ]

Electricity \$

[ ]

Sewer \$

[ ]

Water \$

[ ]

Insurance \$

[ ]

\*Annual Property Operating Data

[ ] Yes [ ] No

Gross Income \$

[ ]

Gross Expenses \$

[ ]

Net Operating Income \$

[ ]

\*Foundation Size

[ ]

\*Year Built

[ ]

\*Assessed Value

[ ]

\*Taxes

[ ]

\*Foundation Description

- A-Poured Concrete, B-Concrete Block, C-Fieldstone, D-Brick, E-Granite, F-Slab, G-Other (See Rmk)

\*Year Built Source

- AP-Appraiser, BU-Builder, OW-Owner, PR-Public Record

Map

[ ]

\*Fiscal Year

[ ]

Block

[ ]

\*Book

[ ]

\*Page

[ ]

Lot

[ ]

Cert. # or Deed Date

[ ]

\*Specific Zoning Code

[ ]

Year Round

[ ] Yes [ ] No

\*Approx. Lot Size (Sq. Ft.)

[ ]

\*Basement

[ ] Yes [ ] No

Approx. Acres

[ ]

Basement Description

- A-Full, B-Partial, C-Crawl, D-Finished, E-Partially Finished, F-Walk Out, G-Interior Access, H-Garage Access, I-Bulkhead, J-Sump Pump, K-Radon Remediation System, L-Dirt Floor, M-Concrete Floor

\*Lot Description

- A-Corner, B-Wooded, C-Paved Drive, D-Easements, E-Underground Storage Tank, F-Stream, G-Golf Course Frontage, H-Additional Land Available, I-Zero Lot Line, J-Flood Plain, K-Other (See Rmk), L-Shared Drive

Approx. Street Frontage

[ ]

\*Approximate Living Area

[ ] (Sq. Ft.)

\*Living Area Source

(choose only one)

- AP-Appraiser, MS-Measured, OT-Other, OW-Owner, PR-Public Record

[ ] Includes Finished Basement

Living Area Disclosures

[ ]

**Area Amenities**

- A-Public Transportation
- B-Shopping
- C-Swimming Pool
- D-Tennis Court
- E-Park
- F-Walk/Jog Trails
- G-Stables
- H-Golf Course
- I-Medical Facility
- J-Laundromat
- K-Other (See Rmk)

**\*Waterfront**

- Yes  No

**Waterfront Description**

- A-Ocean
- B-Sound
- C-Lake
- D-River
- E-Pond
- F-Bay
- G-Harbor
- H-Dock/Mooring
- I-Frontage
- J-Walk to
- K-Waterview Only
- L-Access
- M-Other (See Rmk)

**\*Beach**

- Yes  No

**Beach Approx. Miles to**

- (choose only one)
- A-0 to 1/10 Mile
  - B-1/10 to 3/10 Mile
  - C-3/10 to 1/2 Mile
  - D-1/2 to 1 Mile
  - E-1 to 2 Miles

**Beach Description**

- A-Bay
- B-Creek
- C-Harbor
- D-Lake/Pond
- E-Ocean
- F-River
- G-Other (See Rmk)

**Beach Ownership**

- A-Private
- B-Public
- C-Association
- D-Deeded Rights
- E-Other (See Rmk)

**Construction**

- A-Frame
- B-Brick
- C-Stone/Concrete
- D-Block
- E-Log
- F-Modular
- G-Post & Beam
- H-Other (See Rmk)

**Roof Material**

- A-Asphalt/Fiberglass Shingles
- B-Wood Shingles
- C-Tile
- D-Slate
- E-Tar & Gravel
- F-Shake
- G-Rubber
- H-Other (See Rmk)
- I-Metal

**Exterior**

- A-Clapboard
- B-Shingles
- C-Wood
- D-Aluminum
- E-Vinyl
- F-Asbestos
- G-Masonite
- H-Log
- I-Brick
- J-Stone
- K-Shake
- L-Stucco
- M-Varies per Unit
- N-Other (See Rmk)

**Exterior Features**

- A-Porch
- B-Enclosed Porch
- C-Deck
- D-Patio
- E-Enclosed Patio
- F-Covered Patio/Deck
- G-Balcony
- H-Inground Pool
- I-Above Ground Pool
- J-Cabana
- K-Tennis Court
- L-Handicap Access
- M-Gutters
- N-Hot Tub/Spa
- O-Storage Shed
- P-Barn/Stable
- Q-Paddock
- R-Greenhouse
- S-Prof. Landscape
- T-Sprinkler System
- U-Decor. Lighting
- V-Screens
- W-Fenced Yard
- X-Satellite Dish
- Y-Varies per Unit
- Z-Other (See Rmk)
- 1-Gazebo
- 2-Roof Deck

**Exterior Color**

**Flooring**

- A-Wood
- B-Plywood
- C-Tile
- D-Vinyl
- E-Wall/Wall Carpet
- F-Concrete
- G-Varies per Unit
- H-Other (See Rmk)
- I-Laminate
- J-Marble

**Parking Description**

- A-Off-Street
- B-Rented
- C-Tandem
- D-On Street Permit
- E-Assigned
- F-Other (See Rmk)

**Energy Features**

- A-Insulated Windows
- B-Storm Windows
- C-Insulated Doors
- D-Storm Doors
- E-Attic Vent Elec.
- F-Solar Features
- G-Partial
- H-Prog. Thermostat
- I-Varies per Unit
- J-Other (See Rmk)

**Hot Water**

- A-Oil
- B-Natural Gas
- C-Electric
- D-Propane
- E-Solar
- F-Tank
- G-Tankless
- H-Separate Booster
- I-Leased Heater
- J-Varies per Unit
- K-Other (See Rmk)

**Road Type**

- A-Public
- B-Private
- C-Paved
- D-Unpaved
- E-Publicly Maint.
- F-Privately Maint.
- G-Cul-De-Sac
- H-Dead End
- I-Sidewalk
- J-Paper Road

**Electric**

- A-110 Volts
- B-220 Volts
- C-Fuses
- D-Circuit Breakers
- E-60 Amps/Less
- F-100 Amps
- G-150 Amps
- H-200 Amps
- I-Common
- J-Individually Metered
- K-Varies per Unit
- L-Other (See Rmk)

**\*Sewer & Water**

- A-City/Town Water
- B-Private Water
- C-Shared Well
- D-Community Well
- E-City/Town Sewer
- F-Private Sewerage
- G-Inspection Required for Sale
- H-Individual Meter
- I-Other (See Rmk)

**Sewage District**

**Utility Connections**

- A-for Gas Range
- B-for Electric Range
- C-for Gas Oven
- D-for Electric Oven
- E-for Gas Dryer
- F-for Electric Dryer
- G-Washer Hookup
- H-Icemaker Connection
- I-Varies per Unit

**Terms**

- A-Seller W/Participate
- B-Assumable
- C-Lease Option
- D-Lease Back
- E-Contract for Deed
- F-Delayed Occupancy
- G-Other (See Rmk)

**\*Sub-Agent Compensation**

**\*Buyer's Agent Compensation**

**\*Facilitator Compensation**

**\*Lead Paint** (Max. of 2)  A-Yes  B-No  C-Certified Treated  D-Unknown

**Adult Community**

Yes  No

**UFFI**

Yes  No  Unknown

**Warranty Available**

Yes  No

**\*Seller Disclosure Declaration**

Yes  No

**Disclosures**

(Max. 100 characters)

**Exclusions**

(Max. 100 characters)

**Remarks**

(Max. 500 characters)



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**Firm Remarks**

(Max. 100 characters)

**Team Member ID**

\*Tip\* - Enter your team member's AGENT ID in the TEAM MEMBER ID field and H3MLS will show their full contact information in any reports.