

\* An asterisk denotes Required Features. Double click the green highlights for help and instructions. Revised: 10/19/07

\*County: Tax ID #: (name)  
 \*Listing Off ID #: \*List Agent ID #: (name)  
 Co-Listing Off ID #: Co-List Agent ID #: (name)  
 (Co-Listing Office / Agent must be a member of MLS)  
 \*Property Sub-Type (☑ one): Multi Family 2-4 Units Apartment 5+ Units \*Area: \*SIC Code:  
 \*St #: - Dir: \*Street Name Suffix: Post Dir: Unit:  
 (A, B, etc) (N E S W) (Rd Ave St, etc) (N E S W) (or Lot #)  
 (or other St #)

\*City/Municipality: \*Zip: (Physical Property Address as verified by the Auditor)  
 Cross Street (nearest intersection):  
 \* Showing Instruction (☑ only one) ↓ \* Optional Showing Instructions (☑ up to Two) ↓  
 Call Listing Office/Appointment Center Under Contract; Accepting Back-up Offers Combination Lock Box  
 Call Listing Agent Electronic Lock Box Keys at Office  
 Call Seller/Tenant Vacant, Lock Box Agent Must be Present for Showing

Showing Instructions:

Public Transportation:

\*Price: \$ \*Auction: Yes No ← If Yes, Enter Price = 0  
 \* Agreement Type (☑ only one) ↓ \* Limited Service Listing ↓  
 ER: Exclusive Right EA: Exclusive Agency BE: Buyers Exclusion Yes No  
 ERV: ER Variable Rate EAV: EA Variable Rate BEV: BE Variable Rate (\* If Yes, use Agent Remarks to disclose services.)  
 \*Internet: Yes No \*Primary Photo: Photo Supplied Sketch/Plat Supplied Under Construction Logo  
 (The primary, exterior photo or sketch must be supplied within 10 business days of the list date on the listing contract.  
 MLS excludes the contract's list date, weekend days and holidays.)

\*SubAgency-Coop: (% or \$ Sign Required & Amount) \*BuyerAgency-Coop: (% or \$ Sign Required & Amount)  
 Acreage (Lot Size): (# of Acres) \*Age: \*Enter 0 & ☑ one if: To Be Built New  
 Under Construction Unknown  
 \*List Date: \*Expiration Date:  
 \*District (School) : \*Note: District Phone is required and must be selected from list during listing entry.

\*Name of Occupant or Owner: Property Ownership :  
 \*Property Description (☑ one): ↓ Multi-Fam 2-4 Units ↓ ↓ Apartment 5+ Units ↓  
 Duplex Quad Apartment 5 + High Rise  
 Triplex Side-By-Side Garden Rooming House  
 \*New Construction: Yes No \*Degree Complete: Existing Structure ↓ For New Construction Only ↓  
 (☑ one) Renovation Drywall Complete Under Roof  
 Foundation To Be Built

Township: Subdivision:  
 Other Tax ID#(s) : \*Assessment Amt: (Annual)  
 \*Semi-Annual-Taxes: \*Tax Rate:

Marketing Remarks:

(approximately 240 characters; use Picture Descriptions for extended Marketing Remarks - additional 1,000 characters per picture)

Agent Remarks:

(approximately 240 characters)

\*Directions:

(approximately 105 characters)

\*Total Units (# of): Total Buildings (# of): Cars (# of): (garage spaces)

Total Parking Spaces (# of): Fireplaces (# of):

EQD: (Environmental Quality District) \*Lot Dimensions: (40X100 or Description)

\* Required Information for all Multi-Family Property \*

Efficiency 1 Bedroom 2 Bedroom 3+ Bedroom

# of Units:
Average Rent/Unit\$
Estimated Square Feet/Unit:
Appliances Included in the Sale:

Lease Information: (Other than rent amounts - Example: Length of current leases, etc.)

Heat Paid by (one): Owner Tenant Water Paid by (one): Owner Tenant Separate Gas & Electric (one): Yes No

Separate Air Conditioner (one): Yes No Separate Furnace (one): Yes No

Table with columns for Annual and Current Amounts Only. Rows include Gross Income, Vacancy, Taxes, Insurance, Gas and Electric, Water and Sewer, Waste Removal, Maintenance, Other Expense, and Net Operating Income.

Required Features

Grid of required features including Levels, BSMT, Foundation, Roof, Gas, Water Source, Sewer, Windows, Occupancy, Construction, Fireplace, Garage, Heating, and Cooling.

Optional Features- Use "Listing Comment Addendum" to add Comments

Grid of optional features including Common Facilities, Inside Feat, Outside Feat, Other Feat, Miscellaneous, Extras, View, and Documents Available.

Zoning (up to 2): Residential Multi Family Unzoned Nonconforming See Remarks Comments

\*Special Financing: Yes No

Financing Remarks:

\* Detailed Apartment Information Required for 2-4 Unit Buildings Only \*

# of Rooms # of Bedrooms # of Full Bath # of Partial Baths Rent\$

- \* Unit #1
\* Unit #2
\* Unit #3
\* Unit #4