


| | | |
|---|-----------------------|-----------------|
|  Multi-Unit Listing Sheet | Listing Agent 1 | |
| | Listing Agent 2 | |
| | Listing Agent 3 | |
| TYPE, STATUS, & PRICING | | |
| Property Type | | |
| Sale/Rental? | Sale / Rent / Auction | |
| Listing Price | \$ | |
| LOCATION | | |
| State | | |
| County | | |
| Street Info | Street # | Street Name |
| Unit # | | |
| Display Address | | |
| City | | |
| Zip Code | | |
| Hamlet | | |
| Township | | |
| School District | | |
| Neighborhood | | |
| Zone | | |
| Property Class | | |
| Tax/Parcel ID | | |
| LISTING INFORMATION | | |
| Listing Type | | |
| Listing Date (mm/dd/yyyy) | | |
| Expiration Date (mm/dd/yyyy) | | |
| LISTING VISIBILITY | | |
| Listing Syndication | ListHub (60+ Sites) | Realtor.com |
| | Zillow | Trulia |
| | Homes.com | HomeFinder.com |
| | International | Juwai |
| | IDX | |
| SHOWING INFORMATION | | |
| Showing Instructions | | |
| Showing Sign Posted? | | |
| Additional Showing Sign Notes | | |
| Showing Key Combo | | |
| Showing Key Location | | |
| Showing Alarm Code | | |
| Showing Alarm Location | | |
| Showing Phone # on Prem | | |
| COMMISSION INFORMATION | | |
| Total Commission | | |
| You must enter at least one of the commission fields below | | |
| Broker's Agent Commission | | |
| Buyer's Agent Commission | | |
| Sub Agent's Commission | | |
| Bonus Amount | | |
| OWNER INFORMATION | | |
| Owner Name 1 | | |
| Owner Name 2 | | |
| Company | | |
| Address 1 | | |
| Address 2 | | |
| City | | |
| State | | |
| Postal Code | | |
| Country | | |
| Primary Phone | | |
| Business Phone | | |
| International Phone | | |
| Alternate Phone | | |
| Fax | | |
| Mobile Phone 1 | | |
| Mobile Phone 2 | | |
| Email | | |
| Owner Notes | | |
| TYPE OF SALE | | |
| Type of Sale | Typical | Bank Owned |
| | Foreclosure | Pre-Foreclosure |
| | Short Sale | Relocating |
| | Willing to Hold Paper | Estate |
| | Handyman | 1031 Exchange |
| | Auction | |
| INCOME & EXPENSES | | |
| Capitalization Rate | | |

| | | |
|---------------------------|--------------------|--------------------|
| Gross Income | | |
| Net Income | | |
| Operating Expense | | |
| Management Expense | | |
| Maintenance Expense | | |
| Legal Expense | | |
| Insurance Expense | | |
| Heat Expense | | |
| Electric Expense | | |
| Water / Sewer Expense | | |
| Parking Expense | | |
| Misc. Expense | | |
| Total Expenses | | |
| Utilities Paid by Landord | Electric | Heat |
| | Gas | Water |
| | HVAC | Cleaning |
| | Insurance | Parking |
| | Ord. Maintenance | Struct. Maitenance |
| | Ground Maintenance | |

| BASIC INFORMATION | | |
|---------------------------------|---|--------------------|
| Date Available (mm/dd/yyyy) | | |
| Residential Style | | |
| Year Built | | |
| Renovation Year (yyyy) | | |
| Renovation Comments | | |
| Lot Size | ACRES | or SQ FT |
| Total # Bedrooms | | |
| # Full Bathrooms (above ground) | | |
| # Half Bathrooms (above ground) | | |
| # Stories | | |
| Total Finished Above | Sq.Ft. | |
| INTERIOR FEATURES | | |
| Furnished? | Yes / No | |
| # Rooms | | |
| Rooms | Entry Foyer | Living Room |
| | Dining Room | Family Room |
| | Formal Room | Den/Office |
| | Study | Master Bedroom |
| | en Suite Bathroom | Walk-in Closet |
| | Media Room | Bonus Room |
| | Great Room | Gym |
| | Library | Kitchen |
| | Breakfast | Laundry |
| | Loft | Art Studio |
| | Private Guestroom | First Floor Master |
| | First Floor Bathroom | |
| Kitchen Type | Open / Galley / Eat-In / Pass-Through / Pullman / Separate | |
| Kitchen Countertop Surface | Granite / Laminate / Marble / Tile / Stainless Steele / Wood / Other: | |
| Appliances | Oven/Range | Refrigerator |
| | Dishwasher | Microwave |
| | Garbage Disposal | Washer |
| | Dryer | Stainless Steel |
| Flooring Type | Hardwood | Carpet |
| | Vinyl | Linoleum |
| | Laminate | Ceramic Tile |
| | Marble | Granite |
| | Stone | |
| Heat Type | Baseboard | Hot Water |
| | Forced Air | Geo-Thermal |
| | Heat Pump | Hydro Forced Air |
| | Radiant | Steam Radiators |
| No Heat | | |
| # Heat/AC Zones | | |
| Heat Fuel | Coal | Electric |
| | Kerosene | Natural Gas |
| | Gas | Oil |
| | Propane | Solar |
| | Wood | |
| # Fireplaces | | |
| Stove Type | Pellet Stove / Wood Stove / Propane Stove | |
| Natural Gas Available? | Yes / No | |
| Central AC? | Yes / No | |
| Wall/Window AC? | Yes / No | |
| Sprinklers? | Yes / No | |
| Basement / Foundation | Full / Partial / Crawl / Slab | |
| Basement Area (Sq. Ft.) | | |
| Basement Beds | | |
| Basement Baths | | |
| Basement Features | Unfinished | Finished |
| | Partly Finished | Garage Access |
| | Walk Out | Bilco Doors |
| | No Access | Kitchen |

| EXTERIOR FEATURES | | |
|-----------------------------|---|---|
| Construction Type | | |
| Water Source | | |
| Sewer Type | | |
| Garage Type | | |
| # Garage Spaces | | |
| Subdivision | | |
| Handicap Features? | Yes / No | |
| New Construction? | Yes / No | |
| Near Bus? | Yes / No | |
| Near Train? | Yes / No | |
| Siding Type | Brick | Vinyl |
| | Wood | T1-11 |
| | Aluminum | Cement Board |
| | Asbestos | Hardi-Board |
| | Stucco | Masonry |
| | Stone | Log |
| | Cedar Clapboard | Cedar Shake |
| Roof Surface Type | Asphalt Shingles | Slate |
| | Tile | Cedar |
| | Metal | Rubber |
| | Tar | Flat |
| Pool | Yes/No | |
| Pool | In Ground | Above Ground |
| | Gunite | Vinyl |
| | Heated | Infinity |
| | Solar | Salt Water |
| | Spa | Sauna |
| | Child Proof Fencing | |
| Pool Size | | |
| Exterior Amenities | Deck | Patio |
| | Fence | Open Porch |
| | Screened Porch | Enclosed Porch |
| | Covered Porch | Outdoor Shower |
| | Sprinkler System | Room for Pool |
| | Golf | Tennis |
| | Cul de Sac | Driveway |
| | Corner | Equestrian |
| | Survey | Trees |
| | Utilities | Permits |
| Tennis Court Surface | | |
| Outbuilding | Barn | Cabana |
| | Guest House | Pool House |
| | Riding Ring | Stable |
| | Studio | Workshop |
| | Office | Carport |
| | Gym | Outbuilding |
| Waterfront | Yes / No | |
| Waterfront Type | Stream | Pond |
| | Kill | Creek |
| | Lake | Bay |
| | River | Ocean |
| | Harbor | Sound |
| | Inlet | Canal |
| | Access | Beach Rights |
| | Dock Rights | Dock |
| Deep Water Dock | | |
| Body of Water Name | | |
| Water Frontage | | |
| Dock Depth | | |
| View | Street | Water |
| | Pond | Lake |
| | Ocean | Bay |
| | Creek | Inlet |
| | Canal | Mountain |
| | Private | Scenic |
| | City | Stream |
| | Sound | River |
| | Wooded | Harbor |
| | Park | |
| UNIT INFORMATION | | |
| Unit | Unit 1 | Unit 2 |
| Unit Type | Res./Office/Retail/Industrial/Warehouse/Other | Res./Office/Retail/Industrial/Warehouse/Other |
| # of Units | | |
| Gross Area (Sq. Ft.) | | |
| Net Leasable Area (Sq. Ft.) | | |
| Monthly Rent Price | | |
| # Bedrooms | | |
| # Full Baths | | |

| | | |
|-----------------------------|---|---|
| # Half Baths | | |
| Is Occupied? | Yes / No | Yes / No |
| Unit | Unit 3 | Unit 4 |
| Unit Type | Res./Office/Retail/Industrial/Warehouse/Other | Res./Office/Retail/Industrial/Warehouse/Other |
| # of Units | | |
| Gross Area (Sq. Ft.) | | |
| Net Leasable Area (Sq. Ft.) | | |
| Monthly Rent Price | | |
| # Bedrooms | | |
| # Full Baths | | |
| # Half Baths | | |
| Is Occupied? | Yes / No | Yes / No |

| COMMUNITY/BUILDING FEATURES | | |
|-----------------------------|---------------------|-------------------|
| Building Style | | |
| Building Features | Laundry in Building | Gym |
| | Rec Room | Pool |
| | Tennis Court | Attended Lobby |
| | Pets Allowed | Smoking Allowed |
| | Parking Garage | Elevator |
| | Rooftop Access | Screening Room |
| | Basement Access | Storage Available |
| | Bike Storage | Pre War Building |
| | Post War Building | Concierge |
| | Golf | Security |
| | Gated | Clubhouse |
| | Unit Features | Corner Unit |
| Terrace | | Garden |
| Central Vac | | Fire Escape |
| Intercom | | Laundry in Unit |
| Ground Floor | | |
| Is HOA? | Yes / No | |
| Monthly Fee | \$ | |
| HOA Name | | |
| HOA Contact Phone # | | |
| HOA Development Name | | |
| Tax & Fee Information | | |
| School Tax | | |
| Town / County Tax | | |
| City Tax | | |
| Village Tax | | |
| Exemptions Included? | Yes / No | |
| Tax Year | | |
| Tax Total | | |