RMLS ALLIANCE
CAPITAL AREA REALTORS®
EGYPTIAN BOARD OF REALTORS®
PEORIA AREA ASSOCIATION OF REALTORS®
QUAD CITY AREA REALTORS®

MULTI-FAMILY PROPERTY FORM 2 OR MORE UNITS

*** Area/Tract**: _____

MLS # _____

*All fields marked with an asterisk (*) and **Bold Text** are required.

STANDARD INFO

1 *** County**: _____ *** Subdivision**: _____

2 *** Listing Price** $: _____

3 *** Address**: _____ _____ _____ _____
Street # | St. Dir. | * Street Name | * Street Type

4 Additional Street #: _____ Unit #: _____ Unit Entry Level #: _____

5 *** City**: _____ *** State**: _____ *** ZIP**: _____

6 Lockbox Serial Number: _____

***STATUS**

- ❑ Active
- ❑ Auction
- ❑ FNOE
- ❑ Coming Soon
  Activation Date: _____
- ❑ Pending (No Showings)
- ❑ Pending Continue to Show
- ❑ Sold

GENERAL INFORMATION

7 *** Directions to Property**: _____

8 *** Parcel#/Tax ID**: _____ Add'l Parcel ID's: _____

9 *** Abbrev. Parcel Description**: _____

10 *** Year Built**: _____ Year Built Source: ❑ County Records ❑ Owner of Record ❑ Unable To Verify Actual Age

11 *** Repossessed:** ❑ Yes ❑ No *** Disclosed Short Sale:** ❑ Yes ❑ No ❑ Possible RELO: ❑ Yes ❑ No

12 ***Incentive:** ❑ Yes ❑ No Incentive Type: ❑ Agent Bonus ❑ Buyer Incentive ❑ Home Purchase Program

13 *** Style**: ❑ 1 Story ❑ 2+ Story ❑ Apt. Bldg. ❑ Conversion ❑ Duplex/Side By Side ❑ Tri-Plex ❑ Four-Plex ❑ Other Style *** New Construction**: ❑ Yes ❑ No

14 Construction Status: ❑ Construction Complete ❑ To Be Built ❑ Under Construction Zoning: _____ Zoning Cert: ❑ Yes ❑ No

15 *** 100 Year Flood Plain**: ❑ Yes ❑ No ❑ Unknown *** Age 55+ Development**: ❑ Yes ❑ No Development Name: _____

16 Lake: _____ Elementary School: _____

17 Middle School: _____ *** High School/School District**: _____

18 Owner Name: _____ Owner Phone: _____

19 Owner Name 2: _____ Owner Phone 2: _____

20 *** Agent Owned**: ❑ Yes ❑ No *** Agent Related To Owner**: ❑ Yes ❑ No *** Agent Is Designated Managing Broker**: ❑ Yes ❑ No

21 *** Approx. Lot Dimensions**: _____ Approx. # of Acres: _____

22 *** List Agent**: _____ List Team: _____ Appt. Phone: _____

23 Co-List Agent: _____ Other List Agent: _____

24 *** Listing Type**: ❑ Exclusive Agency ❑ Exclusive Right to Sell ❑ Exclusive Right to Sell With Exemption(s) ❑ Comp Only

25 *** Include on Internet**: ❑ Yes ❑ No *** IDX Include**: ❑ Yes ❑ No ❑ Yes-Without Address *** Include Internet Address**: ❑ Yes ❑ No

26 *** Include Internet AVM**: ❑ Yes ❑ No *** Include Internet Comments**: ❑ Yes ❑ No *** Include REALTOR.com**: ❑ Yes ❑ No

27 *** Co-Op Compensation**: _____ *** Dual/Variable Commission**: ❑ Yes ❑ No Virtually Staged: ❑ Yes ❑ No

28 *** Seller is displaying a "For Sale By Owner" or other sign or notice indicating the Seller is soliciting direct contact from Buyers**: ❑ Yes ❑ No

29 Home Subject To Sale Contingency: ❑ Yes ❑ No

30 *** List Date**: _____ *** Expire Date**: _____ *** Seller Operating Recording Devices:** ❑ Audio ❑ Video ❑ None

31 Unbranded Virtual Tour (URL): http:// _____

32 Unbranded Virtual Tour #2 (URL): http:// _____

33 Branded Virtual Tour (URL): http:// _____

34 Branded Virtual Tour #2 (URL): http:// _____

35 Also Reference MLS #: _____ ***Total # Units**: _____ *** Total # Parking**: _____

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ANNUAL EXPENSES

36 ***Total SQFT**: _____ ***Total # Wtr Htrs**: _____ ***Total # Heat Units**:_____ ***Total # CA Units**:_____

37 * **Total # Gas Meters**: _____ * **Total # Elec Meters**:_____ * **Total # Wtr Meters**:_____

38 * **Mgr On Site:** ❑ Yes ❑ No ***Mgr Unit Number**: _____

39

# Ranges	# Refrigerators	# Dishwashers	# Washers	# Dryers	# Window Units

40 ***Annual Taxes**: _____ * **Tax Year**: _____

System will calculate Gross & Net Operating Income and Total Operating Expenses. (Gross Annual - Total Operating Exp. = Net Operating Income):

Gross Annual Rent Inc:_____ (*Calculated by totaling '$ Rent Monthly')

Gross Annual Inc: _____ (*Calculated by adding 'Gross annual Rent Inc.' and 'Misc. Annual Inc.')

41 ***Misc Annual Inc**: _____ Annual Vacancy Factor:_____

42 ***Advertising Exp**: _____ ***Insurance Exp**: _____ ***Management Exp**: _____

43 ***Maintenance Exp**: _____ ***Garbage Collection Exp**: _____ ***Electric Exp**: _____

44 ***Gas Exp**: _____ ***Water / Sewer Exp**: _____ Lawn & Snow Removal Annual Exp.:_____

45 Other Exp 1: $ _____ Other Exp 1 Description: _____

47 Other Exp 2: $ _____ Other Exp 2 Description: _____

UNIT INFO

48

	# Bedrooms	# Full Baths	# ½ Baths	# Parking	# Parking Covered	# Parking Uncovered	* Fireplace	* $ Rent Monthly
***Unit 1**							❑ Yes ❑ No	
***Unit 2**							❑ Yes ❑ No	
Unit 3							❑ Yes ❑ No	
Unit 4							❑ Yes ❑ No	

REMARKS

49 Public Remarks (1000): _____

50 Agent Remarks (400): _____

51 Office Remarks (400, Visible To Listing Firm Only): _____

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FEATURES: Select All That Apply.

A. EXTERIOR (R)
1. Aluminum Siding
2. Asbestos Siding
3. Brick
4. Brick / Partial
5. Cedar
6. Cement
7. Composition Siding
8. Concrete
9. EIFS
10. Fiber
11. Log
12. Steel Siding
13. Stone
14. Stucco
15. Vinyl Siding
16. Wood Siding
17. Other Exterior

B. ROOFING (R)
1. Cement
2. Composition Rolled
3. Metal
4. Rubber
5. Shake
6. Shingles
7. Slate
8. Tar & Gravel
9. Tile
10. Other Roofing

C. GARAGE/PARKING (R)
1. Alley
2. Assigned
3. Attached
4. Carport
5. Detached
6. Guest Parking
7. On-Street Parking
8. Oversized
9. Parking Garage
10. Parking Slab
11. Shared Garage
12. Tandem
13. Under
14. Other Garage / Parking

D. BASEMENT (R)
1. Block
2. Brick
3. Cellar
4. Concrete
5. Crawl Space
6. Daylight
7. Egress Window
8. Finished
9. Full
10. Partial
11. Partially Finished
12. Piers
13. Poured
14. Slab
15. Stone
16. Unfinished
17. Walk Out
18. None

E. HEATING / COOLING (R)

Fuel
1. Electric
2. Gas
3. Geo Thermal
4. Oil
5. Propane
6. Solar
7. Wood
8. Other Fuel

Cooling
9. 2+ Cool System
10. Central Air
11. Electronic Air Cleaner
12. Wall Units
13. Whole House Fan
14. Window Units
15. No Cooling
16. Other

Mechanics
17. 2+ Heat System
18. Baseboard
19. Forced Air
20. Generator
21. Gravity
22. Heat Pump
23. Hot Water
24. Humidifier
25. Propane Tank/Leased
26. Propane Tank/Owned
27. Radiant
28. Space Heater / Gas Blower
29. Tankless Water Heater
30. Water Heater Electric
31. Water Heater Gas
32. Zoned
33. Other Mechanics

F. WATER / SEWER (R)
1. Aerator/Aerobic
2. Cistern
3. Community Sewer System
4. Community Water System
5. Ejector Pump
6. Lagoon
7. No Sewer
8. No Water
9. Private Well
10. Public Sewer
11. Public Water
12. Septic System
13. Sewer Not Connected
14. Shared Well
15. Sump Pump
16. Sump Pump Hole
17. Water Not Connected
18. Other Water/Sewer

G. LAUNDRY FACILITIES
1. Common
2. Leased Equipment
3. No Laundry Equipment
4. Owned Equipment
5. Private
6. Unit Hookups
7. Other Laundry Facilities

H. INTERIOR AMENITIES
1. Additional Storage
2. Cable TV Available
3. Elevator
4. Furnished
5. Garage Door Openers
6. Handicap Facility
7. High Speed Internet Available
8. Rec Room
9. Security System Available

I. ADA FEATURES
1. Doors
2. Elevator
3. Emergency Intercom
4. Handicap Access
5. Handicap Convertible
6. Kitchen Modification
7. Level
8. Other Bath Modifications
9. Ramped Main Level
10. Roll-In Shower
11. Smart Technology
12. Wheelchair
13. Wide Doorways
14. Wide Hallways
15. Zero Step Entry

J. EXTERIOR AMENITIES
1. Fenced
2. Rec Area
3. Swimming Pool

K. LOT DESCRIPTION (R)
1. Agricultural
2. Corner
3. Creek
4. Cul-de Sac
5. Extra Lot
6. Fruit Trees
7. Golf Course Frontage
8. Golf Course View
9. Lake/Pond
10. Lake View
11. Level
12. Pasture
13. Ravine
14. River View
15. Sea Wall
16. Sloping
17. Terraced
18. Water Frontage
19. Wooded
20. Other Lot Description

L. ROAD / ACCESS
1. Alley
2. Curbs & Gutters
3. Easement
4. Gravel
5. Paved
6. Private Road
7. Shared Access
8. Other Road / Access

M. POSSIBLE FINANCING
1. Assumption
2. Cash
3. Contract For Deed
4. Conventional
5. FHA
6. Rural Dev./USDA
7. Trade / Exchange
8. VA
9. Other Financing

N. LEASE INFORMATION
1. 1 Year
2. Month to Month
3. Other Lease Info
4. Various Terms

O. TENANT PAYS
1. All Utilities
2. Electric Only
3. Garbage Collection
4. Gas & Electric
5. Gas Only
6. Lawn Care
7. No Utilities
8. Sewer
9. Snow Removal
10. Tenant Pays Other
11. Water

P. INFO ON FILE (R)
1. Aerial View
2. Assoc. Articles & Bylaws
3. Historic Information
4. Home Warranty
5. Legal Description
6. Party Wall Agreement
7. Plat In Office
8. Pre-Inspection Report
9. Private Road Agreement
10. Restrictions / Covenants
11. Roof Agreement
12. Survey
13. Tenant Lease(s)
14. TOPO Map
15. Well Agreement
16. None
17. Other Info on File

Q. SHOWING INSTR (R)
1. 24-Hour Notice
2. Alarm
3. Appointment Required
4. Call Listing Office
5. Call Owner
6. Combination Box
7. Electronic Keybox/Keysafe
8. Key in Office
9. List Agent Must Be Present
10. No Sign On Property
11. Pets
12. Showing Time
13. Tenant Occupied
14. Text Listing Agent
15. Other Showing Instructions

R. TAX EXEMPTIONS (R)
1. Disability
2. Homestead Improvement
3. Homestead/Owner Occupied
4. Natural Disaster
5. Senior Freeze
6. Senior Homestead
7. Veterans Disability
8. None
9. Other Tax Exemption

S. OWNER INFORMATION
1. Estate
2. Investor Owned
3. Owner Occupied
4. Tenants Rights
5. Trust
6. Vacant

Owner's Signature	Owner's Signature	Date

The information contained herein is deemed reliable but not guaranteed.