MULTI-FAMILY PROFILE SHEET

bright MLS

Required fields marked with (*) ○ = Choose one only ☐ = Can choose multiple

Submitted by	Entered by	MLS #
Date Received	**Date Entered**	**Tax ID***

Address*

Directions*

Property Sub Type* ○ Duplex ○ Quadruplex ○ Triplex ○ Other

Structure Type* ○ Detached ○ End of Row/Townhouse ○ Unit/Flat/Apartment ○ Manufactured ○ Garage/Parking Space ○ Twin/Semi-Detached ○ Interior Row/Townhouse ○ Penthouse Unit/Flat/Apartment ○ Mobile Pre 1976 ○ Other

Ownership* ○ Cooperative ○ Fractional ○ Land Lease ○ Other ☐ For Comp Purposes ☐ New Const
○ Condominium ○ Fee Simple ○ Ground Rent ○ Time Share ☐ HOA ☐ Water Oriented

Comparable* ○ Yes ○ No **List Price**

Status* ○ Active ○ Active Under Contract ○ Canceled ○ Closed ○ Coming Soon ○ Pending ○ Temp Off Market ○ Withdrawn

Listing Agreement Type* ○ Exclusive Agency ○ Exclusive Right **Listing Term Begins*** **Expiration Date***

Short Sale* ○ Yes ○ No **REO (Real Estate Owned)*** ○ Yes ○ No

Sale Type* ☐ Auction ☐ HUD Owned ☐ Notice of Default ☐ Standard ☐ Bankruptcy ☐ In Foreclosure ☐ Probate Listing ☐ Third Party Approval

Acceptable Financing

☐ Assumption	☐ FHA	☐ FHVA	☐ Negotiable	☐ USDA
☐ Bank Portfolio	☐ FHA 203(b)	☐ FMHA	☐ Pennsylvania Housing Finance Agency	☐ VA
☐ Cash	☐ FHA 203(k)	☐ FNMA	☐ PHFA	☐ Variable
☐ Contract	☐ FHA Energy Efficient Mortgage Qualified	☐ Industrial Dev Authority	☐ Private	☐ VHDA
☐ Conventional	☐ FHLMC	☐ Installment Sale	☐ Rural Development	☐ Wrap
☐ Exchange	☐ FHVA	☐ Joint Venture	☐ Seller Financing	☐ Other
☐ Farm Credit Service	☐ FHLMC	☐ Lease Purchase	☐ State GI Loan	

Disclosures

☐ None	☐ Geo Haz Zone	☐ Mineral Resource Zone	☐ Subject to a Potential Short Sale
☐ Agent has Financial Interest	☐ High Intensity Line	☐ Mineral Rights	☐ Subject to Agricultural Conser Easement
☐ Agent Related to Owner	☐ Historic Property	☐ Off-site Required	☐ Subject to Auction
☐ Build to Suit	☐ House Code - Current License	☐ One Unit-Owner Occupied	☐ Subject to Condo/HOA Docs
☐ Buried Fuel Tanks	☐ House Code - Inspected	☐ Other Known Enviro Hazards	☐ Subject to VA POA
☐ Conserv Area	☐ House Code - L&I Approval	☐ Owner RE Licensee	☐ Surface Lease
☐ Contract Pending Release	☐ House Code - Not Inspected	☐ Pinelands Credit	☐ Under Lease
☐ Contract Purchaser	☐ House Code - Other	☐ Pipeline	☐ Underground Storage Tank
☐ CPRA Fee	☐ Infra Fee Due at Settlement	☐ Proffers	☐ Use and Occupancy Permit
☐ Division Potential	☐ Land Preservation Easement	☐ Prop Disclaimer	☐ Utility Retirement Fee Not Paid
☐ ECRA Approval	☐ Land Trust	☐ Prop Disclosure	☐ Water Debt Fee Not Retired
☐ Encumbrances	☐ Lead Based Paint - Federal	☐ Rental Permits	☐ Winterized
☐ Exempt - Disclosure/Disclaimer	☐ Lead Based Paint - State	☐ Room Addition w/o Permit	☐ Zoning Issues
☐ Federal State Wetland	☐ Lead Inspection Cert Available	☐ Sell Entirely	☐ Other
☐ Flood Insurance Required	☐ MD Dept Nat Res	☐ Sewer Debt Fee Not Retired	
☐ Flood Zone	☐ Mineral Lease	☐ Special Permits	

Listing Service Type* ○ Entry Only ○ Full Service ○ Limited Service

Dual Agency* ○ Yes ○ No **Home Warranty** ○ Yes ○ No

Inclusions

Exclusions

Possession* ☐ 61-90 Days CD ☐ 181-365 Days ☐ Delay Settlement ☐ Pre-Settlement ☐ Subject to Existing Lease
☐ 0-30 Days CD ☐ 90-120 Days CD ☐ 1+ Year ☐ Immediate ☐ Seller Rent Back ☐ Subject to Home Choice

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☐ 31-60 Days CD ☐ 120-180 Days ☐ Coin w/Sell Sett ☐ Negotiable ☐ Settlement ☐ Other

Concessions Offered

Seller Concessions ○ Yes ○ No $ ☐ Or % ☐ Concession Amount:

Compensation

Buyer Agent Compensation Selection*	Compensation:	$ ☐ And ☐ Or % ☐ of Base ☐ of Gross
Sub-Agency Compensation Selection*	Compensation:	$ ☐ And ☐ Or % ☐ of Base ☐ of Gross
Transaction Broker Compensation Selection*	Compensation:	$ ☐ And ☐ Or % ☐ of Base ☐ of Gross
Remarks - Compensation		
Dual Variable Compensation* ○ Yes ○ No		

Transaction Participants

Listing an auction, Ground Rent, or Land Lease? Add as much detail as you can. Download and use the Auction/Ground Rent/Land Lease Addendum.

List Agent*	Co List Agent	Owner Name	Owner Phone

Locations

MLS Area*	**Municipality***
Subdivision/Neighborhood	**School District Name***
Cross Street	**High School**
Building Name*	**Middle/Junior School**
Election District	**Elementary School**

Taxes: Assessment

Listing an HOA/Condo/Coop Association? Add as much detail as you can. Download and use the HOA /Condo/Coop Association addendum.

Tax ID Number*	**Agricultural Tax Due** ○ Yes ○ No	**Tax Block**
Improvement Assessed Value	**Historic** ○ Yes ○ No	**Tax Phase**
Land Assessed Value	**Land Use Code**	**Tax Map Number**
Tax Assessed Value	**Clean Green Assessed** ○ Yes ○ No	**Tax Book Number**
Year Assessed	**Municipal Inspections** ○ Yes ○ No	**Tax Page Number**
Special Assessment	**Section**	**Zoning***
Tax Other Annual Assessment	**Tax Lot**	**Zoning Description**

Taxes: Tax Bill

† In City Limits and City/Town Tax is Required if not PA and NJ.

Front Foot Fee	**Front Foot Fee Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time	
In City Limits † ○ Yes ○ No		
City/Town Tax †	**City/Town Tax Payment Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time	
School Tax	**School Tax Payment Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time	
County Tax	**County Tax Payment Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time	
Municipal Trash ○ Yes ○ No	**Refuse Fee**	**Tax Year***
Tax Annual Amt*	**Total Tax Payment Frequency** ○ Unknown ○ Annually ○ Semi-Annually ○ Quarterly ○ Monthly ○ One Time	

Building & Utilities: Construction Details

†Where Construction Completed Yes/No, Year Built is Not Required

New Construction*	Construction Completed*	Year Built†	Year Built Source*	Year Major Reno/Remodel
○ Yes ○ No	○ Yes ○ No		○ Assessor ○ Estimated	

Style

☐ A-Frame	☐ Chalet	☐ Dutch	☐ Mediterranean	☐ Salt Box	☐ Unit/Flat
☐ AirLite	☐ Class C	☐ Dwelling w/Separate Living	☐ Mid-Century Modern	☐ Side-by-Side	☐ Victorian
☐ Art Deco	☐ Coastal	☐ Farmhouse/National Folk	☐ Modular/Pre-Fabricated	☐ Spanish	☐ Villa
☐ Back-to-Back	☐ Colonial	☐ Federal	☐ Normandy	☐ Split Foyer	☐ Other
☐ Beaux Arts	☐ Contemporary	☐ French	☐ Post & Beam	☐ Split Level	
☐ Bi-level	☐ Converted Barn	☐ Georgian	☐ Prairie	☐ Straight Thru	
☐ Bungalow	☐ Converted Dwelling	☐ Loft	☐ Raised Ranch/Rambler	☐ Traditional	
☐ Cabin/Lodge	☐ Cottage	☐ Loft with Bedrooms	☐ Ranch/Rambler	☐ Transitional	
☐ Cape Cod	☐ Craftsman	☐ Log Home	☐ Recreational Camp	☐ Trinity	
☐ Carriage House	☐ Dome	☐ Manor	☐ Reverse	☐ Tudor	

Construction Materials*

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- ☐ Advanced Framing
- ☐ Aluminium Siding
- ☐ Asbestos
- ☐ Asphalt
- ☐ Batts Insulation
- ☐ Block
- ☐ Blown-In Insulation
- ☐ Brick
- ☐ Brick Front
- ☐ Brick Veneer
- ☐ Cast Iron Plumbing
- ☐ Cedar
- ☐ Cement Siding
- ☐ Combination
- ☐ Composition
- ☐ Concrete
- ☐ Copper Plumbing
- ☐ Corrugated Siding
- ☐ CPVC/PVC
- ☐ Dryvit
- ☐ Fiber Cement
- ☐ Fiberglass Siding
- ☐ Frame
- ☐ Galvanized Plumbing
- ☐ Glass
- ☐ HardiPlank Type
- ☐ Lead Plumbing
- ☐ Log
- ☐ Log Siding
- ☐ Low VOC Insulation
- ☐ Low VOC Products/Finishes
- ☐ Masonite
- ☐ Masonry
- ☐ Metal Siding
- ☐ Mixed
- ☐ Mixed Plumbing
- ☐ Modular/Manufactured
- ☐ Rigid Insulation
- ☐ Rock
- ☐ Rough-In Plumbing
- ☐ Shake Siding
- ☐ Shingle Siding
- ☐ Spray Foam Insulation
- ☐ Steel Siding
- ☐ Stick Built
- ☐ Stone
- ☐ Structural Insulated Panel System (SIPS)
- ☐ Stucco
- ☐ Synthetic Stucco
- ☐ T-1-11
- ☐ Tile
- ☐ Trombe Wall
- ☐ Vinyl Siding
- ☐ Wood Siding
- ☐ Other

Roof

- ☐ Unknown
- ☐ Architectural Shingle
- ☐ Asbestos Shingle
- ☐ Asphalt
- ☐ Built-Up
- ☐ Composite
- ☐ Concrete
- ☐ Cool/White
- ☐ Copper
- ☐ Fiberglass
- ☐ Flat
- ☐ Foam
- ☐ Hip
- ☐ Metal
- ☐ Pitched
- ☐ Rubber
- ☐ Shake
- ☐ Shingle
- ☐ Slate
- ☐ Tar/Gravel
- ☐ Tile
- ☐ Vegetated
- ☐ Wood
- ☐ Other

Wall & Ceiling Types

- ☐ 2 Story Ceilings
- ☐ 9'+ Ceilings
- ☐ Beamed Ceilings
- ☐ Block Walls
- ☐ Brick
- ☐ Cathedral Ceilings
- ☐ Dry Wall
- ☐ High
- ☐ Log Walls
- ☐ Low
- ☐ Masonry
- ☐ Metal Walls
- ☐ Mod Walls
- ☐ Paneled Walls
- ☐ Plaster Walls
- ☐ Tray Ceilings
- ☐ Unfinished Walls
- ☐ Vaulted Ceilings
- ☐ Vinyl
- ☐ Wood Ceilings
- ☐ Wood Walls
- ☐ Other

Flooring Type

- ☐ 3000+ PSI
- ☐ Bamboo
- ☐ Carpet
- ☐ Ceramic Tile
- ☐ Concrete
- ☐ Dirt
- ☐ Engineered Wood
- ☐ Fully Carpeted
- ☐ Hardwood
- ☐ Heated
- ☐ Heavy Duty
- ☐ Laminated Plank
- ☐ Laminated
- ☐ Load Restrictions
- ☐ Luxury Vinyl Plank
- ☐ Luxury Vinyl Tile
- ☐ Marble
- ☐ Partially Carpeted
- ☐ Raised
- ☐ Rough-In
- ☐ Slate
- ☐ Solid Hardwood
- ☐ Stone
- ☐ Terrazzo
- ☐ Tile/Brick
- ☐ Vinyl
- ☐ Wood
- ☐ Other

Property Condition

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Average
- ☐ Below Average
- ☐ Major Rehab Needed

Building Winterized Y/N ○ Yes ○ No

Building Units Total*

Building Level Count

Elevator Count

Building & Utilities: Utilities

Listing a Manufactured or Mobile home? Add as much detail as you can. Download and use the Manufactured/Mobile Home Addendum.

Utilities

- ☐ None
- ☐ (C) Other
- ☐ Above Ground
- ☐ Butane
- ☐ Cable TV
- ☐ Cable TV Available
- ☐ DSL Available
- ☐ Electric Available
- ☐ Fiber Optics Available
- ☐ Multiple Phone Lines
- ☐ Natural Gas Available
- ☐ Phone
- ☐ Phone Available
- ☐ Phone Connected
- ☐ Phone Not Available
- ☐ Propane
- ☐ Propane-Community
- ☐ Sewer Available
- ☐ Under Ground
- ☐ Water Available

Internet Services

- ☐ Broadband
- ☐ Cable
- ☐ DSL
- ☐ Fiber Optic
- ☐ Fixed Wireless
- ☐ Satellite
- ☐ LTE
- ☐ Other

Water Source*

- ☐ None
- ☐ Cistern
- ☐ Community
- ☐ Conditioner
- ☐ Filter
- ☐ Grey Water
- ☐ Holding Tank
- ☐ Lateral Not Installed/Must Tap Off Main
- ☐ Private
- ☐ Private/Community Water
- ☐ Public
- ☐ Public Hook-up Available
- ☐ Rainwater Harvesting
- ☐ Shared Spring
- ☐ Spring
- ☐ Tap Fee
- ☐ Well
- ☐ Well Permit Applied For
- ☐ Well Permit Not Applied For
- ☐ Well Permit on File
- ☐ Well Required
- ☐ Well-Shared
- ☐ Within 50 FT
- ☐ Other

Sewer Septic*

- ☐ Aerobic Septic
- ☐ Applied for Permit
- ☐ Approved System
- ☐ Capping Fill
- ☐ Cess Pool
- ☐ Mound System
- ☐ Nitrogen Removal System
- ☐ No Septic Approved
- ☐ No Septic System
- ☐ No Sewer System
- ☐ Not Applied for Permit
- ☐ Public Septic
- ☐ Public Sewer
- ☐ Sand Filter Approved
- ☐ Sand Lime Trench Beds Approved
- ☐ Seepage Bed Approved
- ☐ Septic < # of BR
- ☐ Sewer Tap Fee
- ☐ Shallow Place Areas Approved
- ☐ Shared Septic
- ☐ Shared Sewer
- ☐ Site Evaluation on File
- ☐ Spray Irrigation

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☐ Gravity Sept Fld	☐ On Site Septic	☐ Septic = # of BR	☐ Standard Trench Approved
☐ Grinder Pump	☐ Perc Approved Septic	☐ Septic > # of BR	☐ Sub-Surface
☐ Holding Tank	☐ Pressure Dose	☐ Septic Exists	☐ Within 50 FT
☐ Lateral/Tap Off Main	☐ Private Sewer	☐ Septic Permit Issued	☐ Other
☐ Lateral/Tap on Site	☐ Public/Community Septic Tank	☐ Septic Pump	
☐ Low Pressure Pipe (LPP)	☐ Public Hook/Up Available	☐ Serial District Approved	

Electric Service	☐ 150 Amps	☐ 440 Volts	☐ Generator	☐ Photovoltaics Third-Party Owned	☐ Other
☐ 100 Amp Service	☐ 200+ Amp Service	☐ 60 Amp Service	☐ Knob and Tube	☐ Single Phase	
☐ 110 Volts	☐ 220 Volts	☐ Circuit Breakers	☐ Less than 60 Amp Service	☐ Transformer	
☐ 120/240V	☐ 3 Phases	☐ Fuses	☐ Photovoltaics Seller Owned	☐ Underground	

Hot Water* ☐ 60+ Gallon Tank	☐ Coal	☐ Instant Hot Water	☐ Natural Gas	☐ Propane	☐ Solar	☐ Wood	
☐ None	☐ Bottled Gas	☐ Electric	☐ Multi-tank	☐ Oil	☐ S/W Changeover	☐ Tankless	☐ Other

Cooling Type*	☐ Dehumidifier	☐ Multi Units	☐ Wall Unit
☐ None	☐ Ductless/Mini-Split	☐ Programmable Thermostat	☐ Whole House Exhaust Ventilation
☐ Air Purification System	☐ Energy Star Cooling System	☐ Roof Mounted	☐ Whole House Fan
☐ Attic Fan	☐ Fresh Air Recovery System	☐ Solar Attic Fan	☐ Whole House Supply Ventilation
☐ Ceiling Fan(s)	☐ Geothermal	☐ Solar Off Grid	☐ Window Unit(s)
☐ Central A/C	☐ Heat Pump(s)	☐ Solar On Grid	☐ Zoned
☐ Convector	☐ HRV/ERV	☐ Solar Rough-In	☐ Other

Cooling Fuel*	☐ Bottled Gas	☐ Geothermal	☐ Renewable	☐ Wind Turbine Power	
☐ None	☐ Electric	☐ Natural Gas	☐ Solar Photovoltaic	☐ Other	

Heating Type*	☐ Convector	☐ Hot Water	☐ Solar - Passive	☐ Wall Unit
☐ None	☐ Energy Star Heating System	☐ Hot Water & Baseboard-Electric	☐ Solar Off Grid	☐ Wood Burn Stove
☐ 90% Forced Air	☐ Forced Air	☐ Humidifier	☐ Solar On Grid	☐ Zoned
☐ Baseboard-Electric	☐ Heat Pump - Electric BackUp	☐ Programmable Thermostat	☐ Solar Rough-In	☐ Other
☐ Baseboard-Hot Water	☐ Heat Pump - Gas BackUp	☐ Radiant	☐ Space Heater	
☐ Ceiling	☐ Heat Pump - Oil BackUp	☐ Radiator	☐ Steam	
☐ Central	☐ Heat Pump(s)	☐ Solar - Active	☐ Summer/Winter Changeover	

Heating Fuel*	☐ Central	☐ Geo-Thermal	☐ Oil	☐ Renewable	☐ Wood
☐ None	☐ Coal	☐ Natural Gas	☐ Propane-Leased	☐ Solar	☐ Other
☐ Bio Fuel	☐ Electric	☐ Natural Gas Available	☐ Propane-Owned	☐ Wind Turbine/Power	☐

Water Avg/Month	**Water Previous 12 Months**
Electric Avg/Month	**Electric Previous 12 Months**
Gas Avg/Month	**Gas Previous 12 Months**
Heating Oil Avg/Month	**Heating Oil Previous 12 Months**

Building & Utilities: Basement & Foundation

Basement* ○ Yes ○ No

Basement Type	☐ Daylight, Partial	☐ Full	☐ Outside Entrance	☐ Shelving	☐ Walkout Level
☐ None	☐ Dirt Floor	☐ Fully Finished	☐ Partial	☐ Side Entrance	☐ Walkout Stairs
☐ Combination	☐ Drain	☐ Garage Access	☐ Partially Finished	☐ Slab	☐ Water Proofing System
☐ Connecting Stairway	☐ Drainage System	☐ Heated	☐ Poured Concrete	☐ Space For Rooms	☐ Windows
☐ Crawl Space	☐ English	☐ Improved	☐ Rear Entrance	☐ Sump Pump	☐ Workshop
☐ Daylight, Full	☐ Front Entrance	☐ Interior Access	☐ Rough Bath Plumb	☐ Unfinished	☐ Other

Foundation Details					
☐ None	☐ Brick/Mortar	☐ Flood Vent	☐ Pilings	☐ Stone	
☐ Active Radon Mitigation	☐ Concrete Perimeter	☐ Passive Radon Mitigation	☐ Pillar/Post/Pier	☐ Wood	
☐ Block	☐ Crawl Space	☐ Permanent	☐ Slab	☐ Other	

Building & Utilities: Measurements

Above Grade Fin SQFT*	**Below Grade Fin SQFT**
Above Grade Unfin SQFT	**Below Grade Unfin SQFT**

Features & Rooms: Levels & Room Details

Room Count

Features & Rooms: Interior Features

Interior Features

☐ 2nd Kitchen	☐ Combination Dining/Living	☐ Floor Plan - Traditional	☐ Primary Bedroom-Ocean Front	☐ Stove - Wood

Features & Rooms: Interior Features

Interior Features

- ☐ Additional Stair-way
- ☐ Air Filter System
- ☐ Attic
- ☐ Attic/House Fan
- ☐ Bar
- ☐ Breakfast Area
- ☐ Built-Ins
- ☐ Butlers Pantry
- ☐ Carpet
- ☐ Cedar Closet(s)
- ☐ Ceiling Fan(s)
- ☐ Central Vacuum
- ☐ Chair Railings
- ☐ Combination Kitchen/Dining
- ☐ Combination Kitchen/Living
- ☐ Crown Moldings
- ☐ Curved Staircase
- ☐ Dining Area
- ☐ Double/Dual Staircase
- ☐ Efficiency
- ☐ Elevator
- ☐ Entry Level Bedroom
- ☐ Exposed Beams
- ☐ Family Room Off Kitchen
- ☐ Flat
- ☐ Floor Plan - Open
- ☐ Formal/Separate Dining Room
- ☐ Intercom
- ☐ Kitchen - Country
- ☐ Kitchen - Eat-In
- ☐ Kitchen - Efficiency
- ☐ Kitchen - Galley
- ☐ Kitchen - Gourmet
- ☐ Kitchen - Island
- ☐ Kitchen - Table Space
- ☐ Kitchenette
- ☐ Laundry Chute
- ☐ Primary Bath(s)
- ☐ Primary Bedroom-Bay Front
- ☐ Recessed Lighting
- ☐ Sauna
- ☐ Skylight(s)
- ☐ Solar Tube(s)
- ☐ Soaking Tub
- ☐ Sound System
- ☐ Spiral Staircase
- ☐ Sprinkler System
- ☐ Stain/Lead Glass
- ☐ Stall Shower
- ☐ Store/Office
- ☐ Stove - Coal
- ☐ Stove - Pellet
- ☐ Studio
- ☐ Tub Shower
- ☐ Upgraded Countertops
- ☐ Wainscotting
- ☐ Walk-in Closet(s)
- ☐ Water Treat System
- ☐ Wet/Dry Bar
- ☐ WhirlPool/HotTub
- ☐ Window Treatments
- ☐ Wine Storage
- ☐ Wood Floors
- ☐ Other

Appliances

- ☐ Air Cleaner
- ☐ Built-In Microwave
- ☐ Built-In Range
- ☐ Central Vacuum
- ☐ Commercial Range
- ☐ Compactor
- ☐ Cooktop
- ☐ Cooktop - Down Draft
- ☐ Dishwasher
- ☐ Disposal
- ☐ Dryer
- ☐ Dryer - Electric
- ☐ Dryer - Front Loading
- ☐ Dryer - Gas
- ☐ Dual Flush Toilets
- ☐ Energy Efficient Appliances
- ☐ ENERGY STAR Clothes Washer
- ☐ ENERGY STAR Dishwasher
- ☐ ENERGY STAR Freezer
- ☐ ENERGY STAR Refrigerator
- ☐ Exhaust Fan
- ☐ Extra Refrigerator/Freezer
- ☐ Freezer
- ☐ Humidifier
- ☐ Icemaker
- ☐ Indoor Grill
- ☐ Instant Hot Water
- ☐ Intercom
- ☐ Microwave
- ☐ Oven - Double
- ☐ Oven - Self Cleaning
- ☐ Oven - Single
- ☐ Oven - Wall
- ☐ Oven/Range - Electric
- ☐ Oven/Range - Gas
- ☐ Range Hood
- ☐ Refrigerator
- ☐ Six Burner Stove
- ☐ Stainless Steel Appliances
- ☐ Stove
- ☐ Surface Unit
- ☐ Trash Compactor
- ☐ Washer
- ☐ Washer - Front Loading
- ☐ Washer/Dryer Hookups Only
- ☐ Washer/Dryer Stacked
- ☐ Water Conditioner - Owned
- ☐ Water Conditioner - Rented
- ☐ Water Dispenser
- ☐ Water Heater
- ☐ Water Heater - High-Efficiency
- ☐ Water Heater - Solar
- ☐ Water Heater - Tankless

Window Features

- ☐ Atrium
- ☐ Bay/Bow
- ☐ Casement
- ☐ Double Pane
- ☐ Double Hung
- ☐ Energy Efficient
- ☐ ENERGY STAR Qualified
- ☐ Green House
- ☐ Insulated
- ☐ Low-E
- ☐ Palladian
- ☐ Replacement
- ☐ Screens
- ☐ Skylights
- ☐ Sliding
- ☐ Transom
- ☐ Triple Pane
- ☐ Vinyl Clad
- ☐ Wood Frame

Door Features

- ☐ Atrium
- ☐ Double Entry
- ☐ French
- ☐ Insulated
- ☐ Six Panel
- ☐ Sliding Glass
- ☐ Storm
- ☐ ENERGY STAR Qualified Door(s)

Accessibility Features* *A list of the accessibility features included in the sale/lease.*

- ☐ None
- ☐ 2+ Access Exits
- ☐ 32\"+ Wide Doors
- ☐ 36\"+ Wide Halls
- ☐ 48\"+ Halls
- ☐ >84\" Garage Door
- ☐ Accessible Switches/Outlets
- ☐ Chairlift
- ☐ Doors - Lever Handle(s)
- ☐ Doors - Recede
- ☐ Doors - Swing In
- ☐ Elevator
- ☐ Entry Slope<1'
- ☐ Flooring Mod
- ☐ Grab Bars Mod
- ☐ Hearing Mod
- ☐ Kitchen Mod
- ☐ Level Entry - Main
- ☐ Low Bathroom Mirrors
- ☐ Low Closet Rods
- ☐ Low Pile Carpeting
- ☐ Mobility Improvements
- ☐ No Stairs
- ☐ Other Bath Mod
- ☐ Ramp - Main Level
- ☐ Roll-in Shower
- ☐ Roll-under Vanity
- ☐ Thresholds <5/8\"
- ☐ Vehicle Transfer Area
- ☐ Visual Mod
- ☐ Wheelchair Height Mailbox
- ☐ Wheelchair Height Shelves
- ☐ Wheelchair Mod
- ☐ Other

Fireplace ○ Yes ○ No | **Fireplace Count** | **Spa** ○ Yes ○ No

Security Features

- ☐ 24 Hour Security
- ☐ Carbon Monoxide Detector(s)
- ☐ Desk in Lobby
- ☐ Doorman
- ☐ Electric Alarm
- ☐ Exterior Cameras
- ☐ Fire Detection System
- ☐ Intercom
- ☐ Main Entrance Lock
- ☐ Monitored
- ☐ Motion Detectors
- ☐ Non-Monitored
- ☐ Resident Manager
- ☐ Security Gate
- ☐ Security System
- ☐ Smoke Detector
- ☐ Sprinkler System - Indoor
- ☐ Surveillance System
- ☐ Window Grills

Features & Rooms: Exterior Features

Exterior Features

- ☐ Awning(s)
- ☐ BBQ Grill
- ☐ Boat Storage
- ☐ Bump-outs
- ☐ Exterior Lighting
- ☐ Fire Escape
- ☐ Flood Lights
- ☐ Hot Tub
- ☐ Kennels
- ☐ Lawn Sprinkler
- ☐ Outbuilding(s)
- ☐ Outside Shower
- ☐ Play Area
- ☐ Play Equipment
- ☐ Private Beach
- ☐ Satellite Dish
- ☐ Secure Storage
- ☐ Sidewalks
- ☐ Sport Court
- ☐ Stone Retaining Walls
- ☐ Street Lights
- ☐ Tennis Court(s)
- ☐ Underground Lawn Sprinkler
- ☐ Water Fountains
- ☐ Other

Outdoor Living Structures

- ☐ Balconies- Multiple
- ☐ Balcony
- ☐ Breezeway
- ☐ Brick
- ☐ Deck(s)
- ☐ Enclosed
- ☐ Patio(s)
- ☐ Porch(es)
- ☐ Roof
- ☐ Screened
- ☐ Terrace
- ☐ Wrap Around

Pool*

- ☐ No Pool

Community Pool Features

- ☐ Above Ground
- ☐ Domestic Water
- ☐ Fenced
- ☐ Heated
- ☐ In Ground
- ☐ Negative Edge/Infinity
- ☐ No Permits
- ☐ Saltwater
- ☐ Solar Heated
- ☐ Other

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☐ Yes-Personal	☐ Black Bottom	☐ Filtered	☐ Indoor	☐ Pool/Spa Combo	☐ SpaceHeat Passive	
☐ Yes-Community	☐ Concrete	☐ Gunite	☐ Lap/Exercise	☐ Permits	☐ Vinyl	
	Personal Pool Features	☐ Domestic Water	☐ Heated	☐ Negative Edge/Infinity	☐ Saltwater	☐ Other
	☐ Above Ground	☐ Fenced	☐ In Ground	☐ No Permits	☐ Solar Heated	
	☐ Black Bottom	☐ Filtered	☐ Indoor	☐ Pool/Spa Combo	☐ SpaceHeat Passive	
	☐ Concrete	☐ Gunite	☐ Lap/Exercise	☐ Permits	☐ Vinyl	

Other Structures					
☐ None	☐ Belmont	☐ Farm Stand/Store	☐ Indoor Arena	☐ Riding Ring	☐ Swine Parlor
☐ 2nd Garage	☐ Boat House	☐ Feed Barn	☐ Loafing Shed	☐ Run-in Shed	☐ Tenant House
☐ 2nd House	☐ Cabana/Pool House	☐ Garage(s)	☐ Machine Shed	☐ Shed	☐ Tobacco Barn
☐ Bank Barn	☐ Carriage House	☐ Gazebo	☐ Office/Studio	☐ Shed Row	☐ Turn Out Shed
☐ Barn/Farm Building	☐ Cattle/Dairy Barn	☐ Greenhouse	☐ Pack House	☐ Shed Shop	☐ Utility Building
☐ Barn/Stable	☐ Center Aisle	☐ Guest House	☐ Pole Barn	☐ Silo(s)	☐ Wood/Metal Shed
☐ Beef Barn	☐ Corn Barn	☐ Hay Barn	☐ Pool Equipment Shed	☐ Spring House	☐ Other
	☐ Dairy Barn	☐ Horse Stable	☐ Poultry House	☐ Storage Barn/Shed	

Lot & Parking: Lot Measurements

Listing Green Features? Add as much detail as you can. Download and use the Green Features addendum.

Lot Size SQFT*	**Lot Size Acres***	**Lot Size Dimensions**
Lot Size Source*	○ Assessor ○ Estimated	**Lot Dimensions Source** ○ Assessor ○ Estimated

Lot Features					
☐ Additional Lot(s)	☐ Corner	☐ Irregular	☐ Open	☐ Rented Lot	☐ Subdivision Possible
☐ Adjoins - Game Land	☐ Crops Reserved	☐ Landlocked	☐ Partly Wooded	☐ Rip-Rapped	☐ Tidal Wetland
☐ Adjoins - Open Space	☐ Cul-de-sac	☐ Landscaping	☐ Pipe Stem	☐ Road Frontage	☐ Trees/Wooded
☐ Adjoins - Public Land	☐ Fishing Available	☐ Level	☐ Pond	☐ Rural	☐ Unrestricted
☐ Backs - Open Common Area	☐ Flag	☐ Marshy	☐ Poolside	☐ Secluded	☐ Vegetation Planting
☐ Backs - Parkland	☐ Flood Plain	☐ Mountainous	☐ Premium	☐ Side Yard(s)	☐ Year Round Access
☐ Backs to Trees	☐ Front Yard	☐ No Through Street	☐ Private	☐ Ski in/Ski out	☐ Zero Lot Line
☐ Bulkheaded	☐ Hunting Available	☐ Non-Tidal Wetland	☐ PUD	☐ Sloping	☐ Other
☐ Cleared	☐ Interior	☐ Not In Development	☐ Rear Yard	☐ Stream/Creek	

Lot & Parking: Lot Description

Views						
☐ Bay	☐ Courtyard	☐ Harbor	☐ Mountain	☐ Pasture	☐ Street	☐ Other
☐ Canal	☐ Creek/Stream	☐ Lake	☐ Ocean	☐ Pond	☐ Trees/Woods	
☐ City	☐ Garden/Lawn	☐ Limited	☐ Panoramic	☐ River	☐ Valley	
	☐ Golf Course	☐ Marina	☐ Park/Greenbelt	☐ Scenic Vista	☐ Water	

Location Type			
☐ Adjoins Golf Course	☐ Canal	☐ Mountain	☐ River
☐ Adjoins National Forest	☐ Corner Lot/Unit	☐ Near National Forest	☐ Rural
☐ Adjoins National Park	☐ Creek/Stream	☐ Near National Park	☐ Slope Side
☐ Bayblock	☐ Downtown	☐ Oceanblock	☐ Spring
☐ Bayfront	☐ Lagoon	☐ Oceanfront	☐ Suburban
☐ Bayside	☐ Lake	☐ Oceanside	☐ Urban
	☐ Middle Of Block	☐ Pond	☐ Other

Soil Type			
☐ Alluvial	☐ Loam	☐ Soil Study Available	☐ Urban Land-Galestown-Rumford
☐ Chillum-Urban Land Complex	☐ Luka-Lindside-Cordorus	☐ TopSoilOvrOt	☐ Urban Land-Manor-GLENELG
☐ Clay	☐ Manor-GLENELG	☐ Udorthents	☐ Urban Land Not Rated
☐ Gravel	☐ Mixed	☐ Unknown	☐ Urban Land-Sassafras-Chillum
☐ LandFill	☐ Neshaminy-Urban Land	☐ Urban Land-Beltsville-Chillum	
☐ Limestone/Shale	☐ Rocky	☐ Urban Land-Brandywine	
	☐ Sandy	☐ Urban Land-Cristiana-Sunnysider	

Road Frontage Length

Road Surface Type				
☐ None	☐ Access - On Grade	☐ Concrete	☐ Paved	☐ Tar and Chip
☐ Access - Above Grade	☐ Alley	☐ Dirt	☐ Process for Approval	☐ Unimproved
☐ Access - Below Grade	☐ Approved	☐ Gravel	☐ Railroad	☐ US highway/Interstate
	☐ Black Top	☐ Oiled	☐ Stone	☐ Other

Road Responsibility			
☐ Boro/Township	☐ City/County	☐ Private	☐ Road Maintenance Agreement
	☐ Easement/Right of Way	☐ Public	☐ State

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Lot & Parking: Parking

Listing Green Features? Add as much detail as you can. Download and use the Green Features addendum

Type of Parking*

☐ None	☐ Attached Garage	☐ Driveway	☐ On Street	☐ Other
☐ Alley	☐ Detached Carport	☐ Off Site	☐ Parking Garage	
☐ Attached Carport	☐ Detached Garage	☐ Off Street	☐ Parking Lot	

Attached Garage - # of Spaces*	Detached Garage - # of Spaces*	Attached Carport - # of Spaces*	Detached Carport - # of Spaces*
Parking Garage - # of Spaces*	**Driveway - # of Spaces**	**Off Site - # of Spaces**	**Off Street - # of Spaces**
Parking Lot - # of Spaces	**Total Parking Spaces** *(Autocalculated)*	**Garage SQFT**	

Garage Features*

☐ Additional Storage Area	☐ Built In	☐ Garage - Front Entry	☐ Garage - Side Entry	☐ Inside Access	☐ Underground
☐ Basement Garage	☐ Covered Parking	☐ Garage - Rear Entry	☐ Garage Door Opener	☐ Oversized	☐ Other

Parking Features

☐ Asphalt Driveway	☐ Electric Vehicle Charging Station(s)	☐ On-site - Rent	☐ Public
☐ Assigned	☐ Fenced	☐ On-site - Sale	☐ Rented/Permit Required
☐ Attendant	☐ Free	☐ Parking Fee	☐ Secure Parking
☐ Brick Driveway	☐ General Common Elements	☐ Parking Space Conveys	☐ Shared Driveway
☐ Circular Driveway	☐ Gravel Driveway	☐ Paved Driveway	☐ Stone Driveway
☐ Concrete Driveway	☐ Handicap Parking	☐ Paved Parking	☐ Surface
☐ Crushed Stone	☐ Heated	☐ Permit Included	☐ Unassigned
☐ Dirt Driveway	☐ Lighted Parking	☐ Prepaid	☐ Under Home Parking
	☐ Limited Common Elements	☐ Private	☐ Unpaved

Photos & Tours

Photo Option* ○ Lister Will Upload All ○ No Photo per Seller	TIP: Click Manage Photos to upload pictures of your listing, and click the Manage Virtual Tours to add URLs of your virtual tours.

Remarks & Internet Settings

Remarks - Public (4000 characters)

Remarks - Agent Private

Remarks - Office Private

Seller Authorizes The Listing on the Internet* ○ Yes ○ No	**Seller Authorizes AVM*** ○ Yes ○ No
Seller Authorizes Address on the Internet* ○ Yes ○ No	**Seller Authorizes Consumer Comments*** ○ Yes ○ No

Documents

Documents Available ☐ Elevation Letter ☐ Leases ☐ Section 8 Approved

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☐ 12 Month Utility History	☐ ENERGY STAR - ACCA Installation	☐ Leases	☐ Seller's Property Disclosure
☐ Aerial Photo	☐ Energy Star Certification	☐ Legal Description	☐ Site Plan
☐ AI Green & EE Addendum	☐ Engineer	☐ Licenses	☐ Soil Ground Report
☐ Appraisal	☐ Environmental Test	☐ NFRC Window Rating	☐ Soil Survey
☐ Blower Door Test Results on File	☐ Feasibility Study	☐ Perc Report	☐ Survey - Stake
☐ Boundary Line Survey	☐ Financial Statements	☐ Permits	☐ Survey - Tree
☐ Building Plan	☐ Fixture List	☐ Pinelands	☐ Survey House Location
☐ CAFRA	☐ Furnishings List	☐ Plans Available	☐ Tax Return
☐ Certificate of Occupancy	☐ Government Approved	☐ Plat	☐ Third-Party Eco-friendly Certification
☐ Combustion Safety Test on File	☐ HERS Insulation Grading	☐ Plot Plan	☐ Timber Cruise
☐ Conditions	☐ HOA-Condo Docs in Broker Office	☐ Public Offering	☐ Topographic Maps
☐ Construction Drawings	☐ House Plans Available	☐ Public Works Agreement	☐ Traffic Counts
☐ Contracts on Services	☐ Inspection Result Available	☐ Radon Test Result	☐ Water Agreement
☐ Covenants	☐ Insulation Above DOE Levels	☐ Rent Roll	☐ Well Test
☐ Deed	☐ Inventory List	☐ Resale Package Available	☐ Wetlands
☐ Demographic Study	☐ Investment Analysis	☐ Restrictions	☐ Other
☐ Easements	☐ L&I Drawings	☐ Rights of Way	
☐ Electrical Information	☐ Lead Paint Disclosure	☐ Rural Residential Agreement	

Showing Details

Showing Requirements*				
☐ 1 Hour Notice	☐ Call First	☐ Day Sleeper	☐ Lockbox-Sentrilock	☐ See On-Site Manager
☐ 2 Hours Notice	☐ Call First - Alarm Code	☐ Do Not Contact Occupant	☐ Lockbox-Supra	☐ See Remarks
☐ 3 Hours Notice	☐ Call First - Contact	☐ Do Not Show Without Appt	☐ Major Rehab-Cannot Be Occupied	☐ Show Anytime
☐ 4 Hours Notice	☐ Call First - Listing Agent	☐ Drive By	☐ Manager/Recep Desk	☐ Sign on Property
☐ 6 Hours Notice	☐ Call First - Listing Agent 2	☐ Email First-Lister	☐ No Boundary Mark	☐ Smart Home Device Present
☐ 8 Hours Notice	☐ Call First - Listing Agent 3	☐ Gate Pass	☐ No Phone	☐ Subject to Inspection
☐ 12 Hours Notice	☐ Call First - Occupant	☐ Gate/Entr Ctrl	☐ No Sign on Property	☐ Tenant Occupied
☐ 24 Hours Notice	☐ Call First - Office	☐ Key Available	☐ Off-Site Sales	☐ Under Construction
☐ 48 Hours Notice	☐ Call First - Owner	☐ Key at Broker Office	☐ On-Site Sales	☐ Vacant
☐ 60 Hours Notice	☐ Call First - Owner Deaf	☐ Key at Desk	☐ Pet(s) on Premises	☐ Video Monitoring On Premise
☐ Accepted Offer	☐ Call First - Showing Contact	☐ Lister Must Accompany	☐ Plan Avail/No Model	☐ Other
☐ Agent or Owner to be Present	☐ Call First - Showing Service	☐ Lockbox-Combo	☐ Registration Required	
☐ Alarm on Property	☐ Call First - Key	☐ Lockbox-Electronic	☐ Restricted Times	
☐ Appointment Only	☐ Concierge	☐ Lockbox-Front Door	☐ Schedule Online	
☐ Beware of Dog	☐ Confidential	☐ Lockbox-None	☐ Security System	
	☐ Credit Report Required	☐ Lockbox-Other	☐ See Models	

Showing: Showing Contact

Showing Method*	○ In-Person Only	○ In-Person and Live Video				
Showing Contact Type*	○ Go and Show-No Showing Contact	○ Showing Contact 1	○ Showing Contact 2	○ Owner	○ Agent	○ Occupant
○ Property Manager	○ Service					
Showing Contact Name*			**Showing Contact Phone***			
Occupant Type	○ Owner	○ Tenant	○ Vacant	**Occupant Name**	**Occupant Phone**	

Showing: Lockbox

Lockbox Type*	☐ None	☐ Call Listing Office	☐ Combo	☐ See Remarks	☐ SentriLock	☐ Supra
Lockbox Location						

Multi-Family Details

Units Leased Count					
Existing Lease Type	☐ Double Net	☐ Gross With Expense Stop	☐ Modified Gross	☐ Owner Occupied	☐ Yearly
☐ None	☐ Escalate Clause	☐ Ground Lease	☐ Month to Month	☐ Triple Net	
☐ Absolute Net	☐ Gross	☐ Long Term	☐ Net	☐ Weekly	

Rent Control ○ Yes ○ No	**Annual Rental Income**	**Vacancy Allowance Rate**
Gross Scheduled Income	**Gross Income**	**Net Operating Income**
Cap Rate		

Income Includes	☐ Apartment Rentals	☐ Concessions	☐ Laundry	☐ Parking	☐ Professional Services	☐ Shop Rentals	☐ Other
Operating Expense Includes	☐ Advertising	☐ Cable TV	☐ Insurance	☐ Parking	☐ Snow Removal	☐ Trash	

Owner Pays	☐ Cable TV	☐ Lawn/Shrub Care	☐ Reserves For Replacement	☐ Taxes - Personal Property
☐ None	☐ Common Area Maintenance	☐ Management	☐ Services (All)	☐ Taxes - Real Estate

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☐ Accounting/Legal	☐ Electricity	☐ Miscellaneous	☐ Sewer	☐ Trash Collection
☐ Advertising/Licenses/Permits	☐ Gas	☐ Parking Fee	☐ Sewer Maintenance	☐ Water
☐ Air Conditioning	☐ Heat	☐ Payroll	☐ Snow Removal	☐ Other
☐ All Utilities	☐ Heater Maintenance Contract	☐ Pest Control	☐ Staff Apartment	
☐ Association Fees	☐ Insurance	☐ Repairs	☐ Supplies	

Operating Expense	**Maintenance Expense**	**Furniture Replacement Expense**
Insurance Expense	**Licenses Expense**	**Trash Expense**
Pool Expense	**Professional Mgmt Expense**	**Pest Control Expense**
Other Expense	**Financial Data Source** ☐ Account ☐ Owner ☐ Property Manager	

Units

Single Rooms Unit Count	**One Bedroom Unit Count**	**Two Bedrooms Count**
Three Bedrooms Units Count	**Units Furnished** ☐ None ☐ All ☐ Some	
Number of Units Vacant	**Number of Units Month to Month**	

Use the space provided to write in the details for each unit.

Type*	Level	Finished SqFt	Occupied Yes/No	Contiguous Space Yes/ No	Features	Lease Type	Lease Exp Date	Security Deposit	Actual Monthly Rent	Projected Monthly Rent

Type
Unit 1 Unit 2 Unit 3 Unit 4 Unit 5 Unit 6 Unit 7 Unit 8 Unit 9 Unit 10 Unit 11 Unit 12

Lease Type
None Double Net Gross Ground Lease Month to Month Owner Occupied Weekly
Absolute Net Escalate Clause Gross with Expense Stop Long Term Net Triple Net Yearly

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