MULTI-FAMILY PROFILE SHEET

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

bright MLS

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

Address*

Directions*

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

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

Ownership* ○ Condominium ○ Cooperative ○ Fee Simple ○ Fractional ○ Ground Rent ○ Land Lease ○ Timeshare ○ Other

☐ For Comp Purposes ☐ HOA ☐ New Const ☐ Water Orientated

Comparable* ○ Y ○ N **List Price***

Status* ○ Active ○ Active Under Contract ○ Cancelled ○ Closed ○ Coming Soon ○ Pending ○ Temp Off Market ○ Withdrawn

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

Short Sale* ○ Y ○ N **REO (Real Estate Owned)*** ○ Y ○ N

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

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

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

Listing Terms
☐ All Negotiation Thru Lister ☐ As Is Condition ☐ Builder - Choice/Use Own ☐ Builder Exclusive ☐ Builder - Hold Earnest ☐ Builder - Write Contract ☐ Builder Warranty ☐ Call LA-Contingent Info ☐ Home Warranty ☐ Local Association Contract ☐ No Extended Warranty ☐ No Home Sale Contract ☐ Registration Required ☐ Relo/Bank Addendum ☐ Special Addendum Required ☐ Special Contract Required ☐ Tax Free Exchange Language Required ☐ Other

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

Dual Agency* ○ Y ○ N **Home Warranty** ○ Y ○ N

Inclusions

Exclusions

Possession
☐ 0-30 Days CD ☐ 31-60 Days CD ☐ 61-90 Days CD ☐ 90-120 Days CD ☐ 120-180 Days ☐ 181-365 Days ☐ 1+Year ☐ Coin w/Sell Sett ☐ Delay Settlement ☐ Immediate ☐ Negotiable ☐ Pre-Settlement ☐ Seller Rent Back ☐ Settlement ☐ Subject to Existing Lease ☐ Subject to Home Choice ☐ Other

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* ○ Y ○ N			

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 a 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** ○ Y ○ N	**Tax Block**
Improvement Assessed Value	**Historic** ○ Y ○ N	**Tax Phase**
Land Assessed Value	**Land Use Code**	**Tax Map Number**
Tax Assessed Value	**Clean Green Assessed** ○ Y ○ N	**Tax Book Number**
Year Assessed	**Municipal Inspections** ○ Y ○ N	**Tax Page Number**
Special Assessment	**Section**	**Zoning***
Tax Other Annual Assessment	**Tax Lot**	**Zoning Description**

Taxes: Tax Bill

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

Front Foot Fee	**Front Foot Fee Payment Frequency** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually		
In City Limits† ○ Y ○ N			
City/Town Tax†	**City/Town Tax Payment Frequency** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually		
School Tax	**School Tax Payment Frequency** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually		
County Tax	**County Tax Payment Frequency** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually		
Municipal Trash ○ Y ○ N	**Refuse Fee**	**Tax Year***	
Tax Annual Amount*	**Total Taxes Payment Freq** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually		

Building & Utilities: Construction Details

New Construction* ○ Y ○ N	**Construction Completed*** ○ Y ○ N	**Year Built***
Year Built Source* ○ Assessor ○ Estimated		**Year Major Reno/Remodel**

Style*

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

Construction Materials*

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

Roof

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

Wall & Ceiling Types

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

Flooring Type

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

Property Condition

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

Building Winterized Y/N ○ Yes ○ No	**Building Units Total***	**Building Level Count**
Elevators 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	☐ Butane	☐ DSL Available	☐ Multiple Phone Lines	☐ Phone Available	☐ Sewer Available
☐ (C) Other	☐ Cable TV	☐ Electric Available	☐ Natural Gas Available	☐ Phone Connected	☐ Under Ground
☐ Above Ground	☐ Cable TV Available	☐ Fiber Optics Available	☐ Phone	☐ Phone Not Available	☐ Water Available

Internet Services

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

Water Source*

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

Sewer Septic*

☐ Aerobic Septic	☐ Mound System	☐ Public Septic	☐ Sewer Tap Fee
☐ Applied for Permit	☐ Nitrogen Removal System	☐ Public Sewer	☐ Shallow Place Areas Approved
☐ Approved System	☐ No Septic Approved	☐ Sand Filter Approved	☐ Shared Septic
☐ Capping Fill	☐ No Septic System	☐ Sand Lime Trench Beds Approved	☐ Shared Sewer
☐ Cess Pool	☐ No Sewer System	☐ Seepage Bed Approved	☐ Site Evaluation on File
☐ Gravity Sept Fld	☐ Not Applied for Permit	☐ Septic < # of BR	☐ Spray Irrigation
☐ Grinder Pump	☐ On Site Septic	☐ Septic = # of BR	☐ Standard Trench Approved
☐ Holding Tank	☐ Perc Approved Septic	☐ Septic > # of BR	☐ Sub-Surface
☐ Lateral/Tap Off Main	☐ Pressure Dose	☐ Septic Exists	☐ Within 50 FT
☐ Lateral/Tap on Site	☐ Private Sewer	☐ Septic Permit Issued	☐ Other
☐ Low Pressure Pipe (LPP)	☐ Private/Community Septic Tank	☐ Septic Pump	
	☐ Public Hook/Up Available	☐ Serial District Approved	

Electric Service*

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

Hot Water*

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

Cooling Type*

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

Cooling Fuel*

- ☐ None
- ☐ Bottled Gas
- ☐ Electric
- ☐ Geothermal
- ☐ Natural Gas
- ☐ Renewable
- ☐ Solar Photovoltaic
- ☐ Wind Turbine Power
- ☐ Other

Heating Type*

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

Heating Fuel*

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

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* ○ Y ○ N

Basement Type

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

Foundation Details

- ☐ None
- ☐ Active Radon Mitigation
- ☐ Block
- ☐ Brick/Mortar
- ☐ Concrete Perimeter
- ☐ Crawl Space
- ☐ Flood Vent
- ☐ Passive Radon Mitigation
- ☐ Permanent
- ☐ Pilings
- ☐ Pillar/Post/Pier
- ☐ Slab
- ☐ Stone
- ☐ Wood
- ☐ 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
- ☐ Additional Stairway
- ☐ 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 Dining/Living
- ☐ 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
- ☐ Floor Plan - Traditional
- ☐ 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
- ☐ Primary Bedroom-Ocean Front
- ☐ Recessed Lighting
- ☐ Sauna
- ☐ Skylight(s)
- ☐ Solar Tube(s)
- ☐ Soaking Tub
- ☐ Spiral Staircase
- ☐ Sprinkler System
- ☐ Stain/Lead Glass
- ☐ Stall Shower
- ☐ Store/Office
- ☐ Studio
- ☐ Tub Shower
- ☐ Upgraded Countertops
- ☐ Wainscotting
- ☐ Walk-in Closet(s)
- ☐ Water Treat System
- ☐ Wet/Dry Bar
- ☐ WhirlPool/HotTub
- ☐ Window Treatments
- ☐ Wine Storage
- ☐ Wood Floors
- ☐ Wood Stove
- ☐ 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 ○ Y ○ N | **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
- ☐ Yes-Personal
- ☐ Yes-Community

Community Pool Features

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

Personal Pool Features

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

Other Structures

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

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

Lot & Parking: Lot Description

Views

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

Location Type

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

Soil Type

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

Road Frontage Length

Road Surface Type

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

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

Lot & Parking: Parking

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

Type of Parking*

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

Attached Garage - # of Spaces*	Detached Carport - # of Spaces*	Parking Lot - # of Spaces
Attached Carport - # of Spaces*	Parking Garage - # of Spaces*	Off Site - # of Spaces
Detached Garage - # of Spaces*	Driveway - # of Spaces	Off Street - # of Spaces

Total Parking Spaces *(Autocalculated)*

Garage Features*

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

Parking Features

☐ Asphalt Driveway ☐ Assigned ☐ Attendant ☐ Brick Driveway ☐ Circular Driveway ☐ Concrete Driveway ☐ Crushed Stone ☐ Dirt Driveway ☐ Electric Vehicle Charging Station(s) ☐ Fenced ☐ Free ☐ General Common Elements ☐ Gravel Driveway ☐ Handicap Parking ☐ Heated ☐ Lighted Parking ☐ Limited Common Elements ☐ On-site - Rent ☐ On-site - Sale ☐ Parking Fee ☐ Parking Space Conveys ☐ Paved Driveway ☐ Paved Parking ☐ Permit Included ☐ Prepaid ☐ Private ☐ Public ☐ Rented/Permit Required ☐ Secure Parking ☐ Shared Driveway ☐ Stone Driveway ☐ Surface ☐ Unassigned ☐ Under Home Parking ☐ 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* ○ Y ○ N	**Seller Authorizes AVM*** ○ Y ○ N
Seller Authorizes Address on the Internet* ○ Y ○ N	**Seller Authorizes Consumer Comments*** ○ Y ○ N

Documents

Documents Available

- ☐ 12 Month Utility History
- ☐ Aerial Photo
- ☐ AI Green & EE Addendum
- ☐ Appraisal
- ☐ Blower Door Test Results on File
- ☐ Boundary Line Survey
- ☐ Building Plan
- ☐ CAFRA
- ☐ Certificate of Occupancy
- ☐ Combustion Safety Test on File
- ☐ Conditions
- ☐ Construction Drawings
- ☐ Contracts on Services
- ☐ Covenants
- ☐ Deed
- ☐ Demographic Study
- ☐ Easements
- ☐ Electrical Information
- ☐ Elevation Letter
- ☐ ENERGY STAR - ACCA Installation
- ☐ Energy Star Certification
- ☐ Engineer
- ☐ Environmental Test
- ☐ Feasibility Study
- ☐ Financial Statements
- ☐ Fixture List
- ☐ Furnishings List
- ☐ Government Approved
- ☐ HERS Insulation Grading
- ☐ HOA-Condo Docs in Broker Office
- ☐ House Plans Available
- ☐ Inspection Result Available
- ☐ Insulation Above DOE Levels
- ☐ Inventory List
- ☐ Investment Analysis
- ☐ L&I Drawings
- ☐ Leases
- ☐ Leases
- ☐ Legal Description
- ☐ Licenses
- ☐ NFRC Window Rating
- ☐ Perc Report
- ☐ Permits
- ☐ Pinelands
- ☐ Plans Available
- ☐ Plat
- ☐ Plot Plan
- ☐ Public Offering
- ☐ Public Works Agreement
- ☐ Radon Test Result
- ☐ Rent Roll
- ☐ Resale Package Available
- ☐ Restrictions
- ☐ Rights of Way
- ☐ Rural Residential Agreement
- ☐ Section 8 Approved
- ☐ Seller's Property Disclosure
- ☐ Site Plan
- ☐ Soil Ground Report
- ☐ Soil Survey
- ☐ Survey - Stake
- ☐ Survey - Tree
- ☐ Survey House Location
- ☐ Tax Return
- ☐ Third-Party Eco-friendly Certification
- ☐ Timber Cruise
- ☐ Topographic Maps
- ☐ Traffic Counts
- ☐ Water Agreement
- ☐ Well Test
- ☐ Wetlands
- ☐ Other

Showing Details

Showing Requirements*

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

Showing: Showing Contact

Showing Method* ○ In-Person Only ○ In-Person and Live Video ○ Live Video Only	
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***

Showing: Lockbox

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

Multi-Family Details

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

Rent Control ○ Y ○ N	**Annual Rental Income**	**Vacancy Allowance Rate**
Gross Scheduled Income	**Gross Income**	**Net Operating Income**

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

Owner Pays ☐ None ☐ Accounting/Legal ☐ Advertising/Licenses/Permits ☐ Air Conditioning ☐ All Utilities ☐ Association Fees	☐ Cable TV ☐ Common Area Maintenance ☐ Electricity ☐ Gas ☐ Heat ☐ Heater Maintenance Contract ☐ Insurance	☐ Lawn/Shrub Care ☐ Management ☐ Miscellaneous ☐ Parking Fee ☐ Payroll ☐ Pest Control ☐ Repairs	☐ Reserves For Replacement ☐ Services (All) ☐ Sewer ☐ Sewer Maintenance ☐ Snow Removal ☐ Staff Apartment ☐ Supplies	☐ Taxes - Personal Property ☐ Taxes - Real Estate ☐ Trash Collection ☐ Water ☐ Other

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

Listing additional units? Add as much detail as you can. Download and use the Commercial Units addendum.

Single Room Units Count	**One Bedroom Units Count**	**Two Bedrooms Units 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 of each unit.

Type*	Level	Finished SQFT	Occupied Y/N	Contiguous Space Y/N	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

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