

# MULTI-FAMILY

Required data fields are **BOLD\***

General
  Units
  Features
  Directions/Remarks/Legal
  Financial Information
  Agent Information

**LIST PRICE\***: \$ \_\_\_\_\_ **LIST DATE\***: \_\_\_\_\_ **EXPIRATION DATE\***: \_\_\_\_\_

**SA COMM\***: \_\_\_\_\_ **BA COMM\***: \_\_\_\_\_ **VARIABLE\***: Y N **EXCEPTION\***: Y N **AUCTION**: Y N

**REO\***: Y N **SHORT SALE\***: Y N **LIMITED SERVICE\***: Y N **ELECTRONIC CONSENT\***: Y N

**LISTING CONTRACT TYPE\***: Excl Right-to-Sell  Excl Agency

**OWNER\***: \_\_\_\_\_

**STREET #\***: \_\_\_\_\_ **Street Direction**: \_\_\_\_\_ **STREET NAME**: \_\_\_\_\_

**Street Type**: \_\_\_\_\_ (Ave, Blvd, Hwy, Rd, Etc.) **Unit #**: \_\_\_\_\_ **Subdivision**: \_\_\_\_\_

**CITY\***: \_\_\_\_\_ **Twp**: \_\_\_\_\_ **COUNTY\***: \_\_\_\_\_

**STATE\***: \_\_\_\_\_ **ZIP CODE\***: \_\_\_\_\_

**TAX ID\***: \_\_\_\_\_ **Additional Tax Id#s**: \_\_\_\_\_

**TAXES\***: \$ \_\_\_\_\_ **TAX YR\***: \_\_\_\_\_ **AREA\***: \_\_\_\_\_

**SCHOOL DISTRICT\***: \_\_\_\_\_ **CITY\***: \_\_\_\_\_

**MULTI-FAMILY PROPERTY TYPE\***:  Apartment Complex  Duplex  Four Plex  Multi-Plex

TriPlex  Student Rental **APX YR BUILT\***: \_\_\_\_\_ **Age Restricted**: Y  N

**Home Dimensions**: L1 \_\_\_ +W1 \_\_\_ +L2 \_\_\_ +W2 \_\_\_ **Lot Size**: L1 \_\_\_ +W1 \_\_\_ +L2 \_\_\_ +W2 \_\_\_

**ACERAGE\***: \_\_\_\_\_ **Coin Laundry**: Y N **Owned/Leased**:  Machines Leased  Machines Owned

**COMMON\***: Y N **WATERFRONT\***: Y N **ROAD BETWEEN WATERFRONT\***: Y N

**Water View**:  Lake View  River View  Waterfront View

**SEASONS\***:  3  4 **Water Front Ftg**: \_\_\_\_\_ **Lake Size**: \_\_\_\_\_

**Lake Depth**: \_\_\_\_\_ **LAKE/RIVER NAME\***: \_\_\_\_\_ **LAKE ASSN\***: Y N

**Waterfront Type**:  Lake  River  Flowage  Pond  Creek  Other **Slope**:  Gradual  Level  Steep

**WATERFRONT ACCESS\***: Y N **WATERFRONT ACCESS TYPE\***:  Covenants  Shared  Exclusive

Easement  Owned  Frontage **CONDITION REPORT\***: Y N **Restrictive Covenants**: Y N

**APX FIN ABOVE GRADE\***: \_\_\_\_\_ **APX FIN BELOW GRADE\***: \_\_\_\_\_ **APX UNFIN ABOVE GRADE\***: \_\_\_\_\_

**APX UNFIN BELOW GRADE\***: \_\_\_\_\_ **Seller Financing**: Y N

**Seller Financing Remarks**: \_\_\_\_\_

**VOW\***: Y N **VOW AVM\***: Y N **VOW BLOG\***: Y N **DISPLAY ADDRESS\***: Y N

**REALTOR.COM\***: Y N **SYNDICATION\***:  Homes.com  Zillow  None **IDX\***: Y N

**IDX PUBLIC COMMENT\***: Y N **VIRTUAL TOUR\***: Y N **Virtual Tour URL**: \_\_\_\_\_  
(unbranded only)

**UNIT NO:** \_\_\_\_\_

Bdms: \_\_\_\_\_ Full Bths: \_\_\_\_\_ Half Bths: \_\_\_\_\_ Mo/Yr: \_\_\_\_\_ Lease Contract \_\_\_\_\_ #Garage \_\_\_\_\_ ApxSqFt: \_\_\_\_\_

Remarks: \_\_\_\_\_

**UNIT APPLIANCES**

- Dishwasher  
 Dryer  
 Oven/Range  
 Refrigerator  
 Washer

**OWNER RESPONSIBLE**

- Electric  
 Garbage  
 Gas  
 Lawn Care  
 Snow  
 Water/Sewer

**TENANT RESPONSIBLE**

- Electric  
 Garbage  
 Gas  
 Lawn Care  
 Snow  
 Water/Sewer

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Remarks: \_\_\_\_\_

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Remarks: \_\_\_\_\_

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 Snow  
 Water/Sewer

**BASEMENT\* (Max 3)**

- Cellar
- Crawlspace
- Full
- Fully Finished
- Lookout
- Partial
- Partially Finished
- Silo
- Slab
- Walkout
- None
- Other- See Remarks

**ELECTRIC (Max 3)**

- Circuit Breaker
- Combo
- Fuses
- Underground
- None
- Other- See Remarks

**Fireplace (Max 3)**

- Electric
- Free-Standing
- Gas Log
- Insert
- One
- Two
- Three
- Wood Stove
- Wood-burning
- None
- Other- See Remarks

**FOUNDATION\* (Max 3)**

- Block
- Poured
- Stone
- Wood
- None
- Other- See Remarks

**COOLING\* (Max 3)**

- Central
- Geothermal
- Wall Unit
- Window
- None
- Other- See Remarks

**EXCLUDED\* (Max 12)**

- AC Wall Unit
- Accessibility Features
- Air Exchanger
- Boat Lift
- Ceiling Fans
- Central Vac
- Dishwasher
- Dock
- Dryer
- Equipment- See Remarks
- Freezer
- Garage Opener
- Garage Disposal
- Hot Tub
- Landscaping- New Cons.
- Lawn- New Cons.
- Microwave
- Oven/Range
- Playset
- Pool- Above Ground
- Range Hood
- Refrigerator
- Sauna
- Sellers Personal
- Sprinkler System
- Tenants Personal
- Trash Compactor
- Washer
- Water Conditioner
- Water Softener
- Window Coverings
- None
- Other- See Remarks

**Driveway (Max 3)**

- Asphalt
- Concrete
- Gravel
- Rock- Crushed
- Shared
- Stone
- None
- Other- See Remarks

**EXTERIOR\* (Max 4)**

- Aluminum
- Asbestos
- Asphalt
- Brick
- Cedar
- Cement
- Composite
- Hardboard
- Log
- Metal
- Permastone
- Slate
- Steel
- Stone
- Stucco
- Vinyl
- Wood
- None
- Other- See Remarks

**FUEL SOURCE\* (Max 4)**

- Electric
- Hot Water
- LP Gas
- Natural Gas
- Oil
- Radiant
- Solar
- Solar- Active
- Solar- Passive
- Steam
- Wood
- None
- Other- See Remarks

**HEATING\* (Max 3)**

- Baseboard
- Common
- Forced Air
- Gravity
- Geothermal
- Heat Pump
- Hot Water
- In-Floor
- Radiant
- Space Heater
- Wall Furnace
- None
- Other- See Remarks

**Occupancy (Max 4)**

- At Closing
- Negotiable
- Tenants Rights
- Other- See Remarks

**Patio/Deck (Max 4)**

- 3 Season Room
- 4 Season Room
- Deck- Composite Vinyl
- Deck- Covered
- Deck- Wood
- Patio- Brick
- Patio- Concrete
- Patio- Enclosed
- Patio- Screened
- Patio- Stone
- Porch- Enclosed
- Porch- Open
- Porch- Screened
- None
- Other- See Remarks

**INCLUDED\* (Max 12)**

- 1st Floor Laundry
- AC Wall Unit
- Accessibility Features
- Air Exchanger
- Boat Lift
- Ceiling Fans
- Central Vac
- Dishwasher
- Dock
- Dryer
- Equipment- See Remarks
- Fenced Yard
- Freezer
- Garage Opener
- Garage Disposal
- Hot Tub
- Microwave
- Oven/Range
- Playset
- Pool- Above Ground
- Range Hood
- Refrigerator
- Sauna
- Sprinkler System
- Trash Compactor
- Washer
- Water Conditioner
- Water Softener
- Window Coverings
- None
- Other- See Remarks

**New Construction (Max 4)**

- Complete except floors
- Foundation
- Framed/Enclosed
- Plan Only
- Ready for Occupancy
- Sheetrocked
- None
- Other- See Remarks

**Outbuildings (Max 4)**

- Barn
- Boat House
- Bunkhouse
- Gazebo
- Greenhouse
- Guest House
- Lean-to
- Playhouse
- Pole Building
- Shed-Garden
- Shed- Machine
- Shed- Storage
- Silo
- Workshop
- None
- Other- See Remarks

**SEWER\* (Max 4)**

- City Sewer
- Privy
- Septic
- Septic- Conventional
- Septic- Holding Tank
- Septic- Mound
- None
- Other- See Remarks

**SHOWING INSTRUCTIONS\*  
(Max 4)**

- 24 Hour Notice
- Key- At Listing Office
- Lockbox- Combination
- Lockbox- Electronic
- Lockbox- None
- Lockbox- Push Button
- Pets
- Sign- None
- Sign-On Property
- Special- See Agent  
Remarks
- Use ShowingTime

**WATER\* (Max 4)**

- Cistern
- City Water
- Municipal
- Private Well
- Shared Well
- Well
- Well- Common
- Well- Drilled
- Well- Driven
- Well- Sandpoint
- None
- Other
- Other- See Remarks

**Water Heater (Max 4)**

- Common
- Electric
- LP Gas
- Natural Gas
- Oil
- Solar
- None
- Other- See Remarks

**ZONING\* (Max 3)**

- Agricultural
- Commercial
- Forestry
- Industrial
- PUD
- Recreational
- Residential
- Residential- Duplex
- Residential- Limited MF
- Residential- Multi Family
- Shoreline
- Unzoned
- Wetlands
- Other- See Remarks

**Waterfront Elevation Steps**

- Elevation Low 0-15
- Elevation Medium 16-35
- Elevation High 35+

**DIRECTIONS\*:** (250 max characters allowed)

Agent Remarks- NOT for Public Use: (250 max characters allowed)

General

Room Information

Features

Directions/Remarks/Legal

Agent Information

Secure Showing Instructions- appears only in ShowingTime (500 max characters allowed)

Public Remarks- Will appear on IDX, MLS approved public sites (1000 max characters allowed)

Legal Description (150 max characters allowed)

Listing in Other MLSs:  Y  N

Other MLS Listing #s: \_\_\_\_\_  
(separate multiple numbers by commas)

General

Units

Features

Directions/Remarks/Legal

Financial Information

Agent Information

Annual Electric Expense: \_\_\_\_\_ Annual Fuel Expense: \_\_\_\_\_ Annual Trash Expense: \_\_\_\_\_

Annual Insurance Expense: \_\_\_\_\_ Annual Maintenance Expense: \_\_\_\_\_

Annual Water/Sewer Expense: \_\_\_\_\_

ML # (auto-assigned): \_\_\_\_\_

LIST AGENT\*: \_\_\_\_\_

LIST OFFICE\*: \_\_\_\_\_

**NOTE:**

**Status:** all listings entered into Matrix are entered as Active listings; any other status must be changed in maintenance.

**ML#:** Matrix auto-assigns an ML# to complete and incomplete listing data. Images and attachments can be uploaded to incomplete listings.