

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
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 Gas
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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)

- 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

ZONING* (Max 3)

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

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

Waterfront Elevation Steps

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

Internet Options

- Cable
- DSL
- Satellite
- Fiber Optic

ADA Compliant

- Bath Modification
- Door Levers
- Elevator
- Emergency Intercom
- Entry
- Handicap Access
- Handicap Convertible
- Kitchen Modification
- Level
- Other Bath Modification
- Ramped Main Level
- Roll-In Shower
- Wheelchair
- Wide Doorways
- Wide Hallways

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.