



Fresno MLS Multi-Family Listing Input Form

Required fields are denoted with red asterisk(*)

*Agent Name				Suffix	
*County				Post Direction (N, E, S, W)	
*APN					
*Street #		*Street Name		Unit #	
*City		*Zip code			

*Listing Period			*Expiration Date	
*On Market Date				
*Office ID			*Agent ID	
Co-Office ID			Co-Agent ID	

*Property Subtypes	Primary		Secondary		Other	
		Duplex		Duplex		Duplex
		Triplex		Triplex		Triplex
		Quadruplex		Quadruplex		Quadruplex
		5 to 15 Units		5 to 15 Units		Retail
		16 Units & More		16 Units & More		16 Units & More

*Total Units				Lease (Monthly)							
*Transaction Type		Sale		Lease	Sub-Lease			Yes		No	
*Short Sale		Yes		No	Lease Type			Gross		Net	Other
*REO/Bank Owned		Yes		No	Available Date			Sub-Lease Expiration			

Is listing contingent on the seller finding a replacement property	Yes	No
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Additional APN's	Yes		No	*Agreement Type			Scope Service		
APN #2				Excl. Right to Sell			Entry Only		
APN #3				Excl. Agency			Limited Service		
APN #4				Open					
APN #5				Dual Agency			Yes		No

*Cross Street				*Listing Price			
Public Viewable		Yes	No	*Commission (% or \$)			
*Show Addr to Public		Yes	No	*Variable Rate			
*Show AVM on VOW		Yes	No		Yes		No
*Show Comments on VOW		Yes	No	*Email Offer			
					Yes		No
				*Email Address			

*Bedrooms					*Sq Ft Source		*Lot Size Source	
*Bathrooms						Seller		Seller
						Appraiser		Appraiser
*Approx Sq Ft						Tax Records		Tax Records
*Lot Size			SqFt	Acres		Other		Other

*Year Built		Or		New Construction		Under Construction		Unknown
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Owner Name					Owner Phone			
Occupant Name					Phone to Show			

*Occupant Type		Owner		Vacant		Tenant		Caretaker
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Marketing Remarks

Agent Remarks

*Directions to Property

*School District		*Junior High School	
*High School		*Grade School	
Schools Comment			

Census Tract								
*Region		Urban		Rural		Foothill		Mountain
*Area	Area refers to the last 3 digits of the property zip code. EX: 93711 Area=711							
*# Of Stories		One		Two		Three Or More		Multi/Split

*Roofing			
	Shake		Tar & Gravel
	Wood		Concrete
	Composition		Metal
	Rolled Comp		Fiberglass
	Tile		Other

*Exterior			
	Stucco		Stone
	Wood		Metal
	Brick		Shingle
	Block		Log
	Other		

Front of House Faces	
	North
	South
	East
	West

*Sewer/Water			
	Public Water		Community Well
	Domestic Water		Public Sewer
	Private Water		Septic Tank
	Shared Well		

*Gas & Electric	
	Public Utilities
	Natural Gas
	Propane
	No Gas

Special Disclosures			
	Special Studies Zone		Trust Fund Excluded
	Flood Zone		Home Owner Exemption
	Toxic Waste Area		Call Agent
	Smoke Detectors Req.		Agent/Owner Related
	Building Restrictions		Death on Property
	Deed Restrictions		Flight Path
	Easements		Other
	City Transfer Tax		See Remarks/Attachments
	Assessments		

Documents Available			
	Roof Inspection		Public Restrictions
	Pest		Leases
	Septic		Appraisal
	Well Report		Profit & Loss
	Association Bylaws		Income Tax Return
	Demographics		Cash Flow Analysis
	Floor Plan		Inventory List
	Legal Description		Fixtures & Equipment
	Zoning Description		

*Supra Lockbox		Yes		No
Lockbox Location				

*Showing Instructions			
Lockbox			24 Hour Notice
Call Listing Office			Not on Sunday
Call Tenants			No Sunset Fri/Sat
Call On-Site Managers			Seasonal Access
Call Owner			4 Wheel Drive
Confirmed Appt Only			CBS Code Required
Do Not Disturb			Vacant Go Show
Alarm or Security			
Alarm code may only be entered in MLS with Seller's written consent.			

Showing Instructions

*Under Surveillance		Yes		No
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*Garage Spaces	
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Additional Parking			
Garage		Uncovered	
Carport		One Space per Unit	
Covered		More than One Space	

*Foundation	
	Concrete Perimeter
	Wood Subfloor
	Both

Facilities			
Pool		Tennis Court	Play Yard
Jacuzzi		Basketball Court	Putting Green
Cabana		Exercise Room	Utility Room

Special Features	
Private Patios	
Private Balconies	
Extra Storage	
On-Site Manager	
Laundry in Each Unit	
Security Gate	
Security Patrol	
Furnished	

Site Amenities	
Corner	
Cul De Sac	
Bluff View	
Lake View	
Water Front	
Golf Course View	
Park View	

Leased Equipment	
Washer/Dryer(s)	
Propane	
Water Softener	
Security System	
Solar Panels	

Yard	
Sprinklers- Front	
Sprinklers- Back	
Sprinklers- Auto	
Sprinklers- Manual	
Fenced	
Mature Landscape	

Total Buildings				
Rentals Allowed		Yes		No

*Heat/Cool	Central Heat/Cool	Central Heating	Central Cooling	
	Evaporative	Floor or Wall Heat	Window or Wall A/C	None
*Fireplace	None	One Unit	More Than One Unit	All Units
Stove	None	One Unit	More Than One Unit	All Units
Refrigerator	None	One Unit	More Than One Unit	All Units
Dishwasher	None	One Unit	More Than One Unit	All Units
Disposal	None	One Unit	More Than One Unit	All Units

Disabled Features

Wheel Chair Access	Wide Doors	Bathroom Fixtures	One Level Floor
Ramp	Hand Rails	Access in Shower	

*Annual Income	
*Annual Expense	
*Net Income	

*Tenant Pays			
None	Gas	Sewer	
All Utilities	Propane	Trash Collection	
Electricity	Water	Cable TV	

***Income Includes**

Unit Rent	Laundry	Lease	Both
Garage Rent	Month to Month	Other	All

***Expenses Include**

All	Insurance	Propane	Pool
Management	Accounting/Legal	Electric	Taxes
Gardener	License/Ads	Water	Vacancy Factor
Maintenance/Repair	Gas	Sewer	None

***Sources of Income/Expenses**

Tax Return	Owner	Limited	None
Accountant	Projected	Property Manager	

1st Loan Type	
<input type="checkbox"/>	Assumable
<input type="checkbox"/>	Non-Assumable
<input type="checkbox"/>	Private
<input type="checkbox"/>	Free & Clear

2nd Loan Type	
<input type="checkbox"/>	Assumable
<input type="checkbox"/>	Private
<input type="checkbox"/>	Non-Assumable

Seller Will Consider	
<input type="checkbox"/>	Government
<input type="checkbox"/>	Conventional
<input type="checkbox"/>	Cash
<input type="checkbox"/>	Submit
<input type="checkbox"/>	Owner Carry
<input type="checkbox"/>	Limited Financing

Hardship Submitted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1st Trust Deed Amt. \$		
2nd Trust Deed Amt \$		
Notes		
Additional Debt \$		

Sale/Options	
<input type="checkbox"/>	Total Parcel Only
<input type="checkbox"/>	Divided
<input type="checkbox"/>	Adjacent Available

Unique Conditions			
<input type="checkbox"/>	Probate	<input type="checkbox"/>	Court Approval Required
<input type="checkbox"/>	Estate Sale	<input type="checkbox"/>	Short Sale
<input type="checkbox"/>		<input type="checkbox"/>	1031 Exchange

*Unit Description	
Unit Number	
Identical Units	
Square Feet	
Occupied	
Rent	
*Bedrooms	
*Bathrooms	

Comments:

*Signature:		*Date:	
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