

MULTI-FAMILY LISTING FORM



* Required Fields

SUPPORT@REALCOMP.COM FAX: (248) 699-0331 PHONE: (866) 553-3430

MLS # _____

AGENT/OFFICE

* LIST AGENT ID # _____ * AGENT PHONE _____
 * LIST OFFICE ID # _____
 * CONTACT NAME _____ * CONTACT PHONE _____
 CO-LISTER ID# _____ CO-LISTER PHONE _____

PRICE & OWNERSHIP

*** ACCESS**
 Maximum 1 choice
☐ APPOINTMENT
☐ APPOINTMENT/KEY
☐ APPOINTMENT/LOCKBOX
☐ KEY
☐ LOCKBOX
☐ SEE REMARKS

*** OWNERSHIP**
 Maximum 1 choice
☐ BANK OWNED
☐ CORPORATE/RELOCATION
☐ FANNIE MAE/FREDDIE MAC
☐ GOVERNMENT OWNED
☐ PRIVATE OWNED

*** LIST PRICE \$** _____

*** IS THIS A SHORT SALE?** ____ YES ____ NO

*** POSSESSION** _____

PUBLIC RECORD AND ADDRESS

* COUNTY _____ * PROPERTY ID _____ * AREA # _____

* ADDRESS _____
 * STREET # _____ ST DIR. _____ * STREET NAME _____ STREET TYPE _____ POST DIR. _____ SIDE OF STREET _____

* CITY _____
☐ VILLAGE _____
☐ TOWNSHIP _____ * MUNICIPALITY NAME _____ * MAILING CITY NAME _____ * STATE _____ * ZIP CODE _____ ZIP + 4 _____

* NORTH _____ * EAST _____
☐ SOUTH _____ ☐ WEST _____
 * NORTH/SOUTH CROSS STREET _____ * EAST/WEST CROSS STREET _____

* DIRECTIONS _____

* LEGAL DESCRIPTION _____

* TAXES _____ * IS A PERCENTAGE HOMESTEAD EXEMPT? ____ YES ____ NO
 * SUMMER TAXES _____ * WINTER TAXES _____ SPECIAL ASSESSMENT AMOUNT AND REASON _____

SUBDIVISION _____ * SCHOOL DISTRICT _____

LOT AND LAND INFORMATION

* LOT DIMENSIONS _____ ROAD FRONTAGE FEET _____ ACRES _____
 FRONT X LEFT X BACK X RIGHT X OTHER

SOIL TYPE _____

* ENCROACHMENTS? ____ YES ____ NO

CONFORMS TO ZONING? ____ YES ____ NO

* ZONING Maximum 1 choice <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> HEAVY INDUSTRIAL <input type="checkbox"/> LIGHT INDUSTRIAL <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> MULTIPLE <input type="checkbox"/> OFFICE <input type="checkbox"/> RECREATIONAL <input type="checkbox"/> RESIDENTIAL	WATER FACILITIES Maximum 3 choices <input type="checkbox"/> CANAL FRONTAGE <input type="checkbox"/> CREEK <input type="checkbox"/> LAKE FRONTAGE <input type="checkbox"/> LAKE/RIVER PRIV. <input type="checkbox"/> POND <input type="checkbox"/> RIVER FRONTAGE	WATER FEATURES No maximum <input type="checkbox"/> ALL SPORTS LAKE <input type="checkbox"/> BOAT FACILITIES <input type="checkbox"/> DOCK FACILITIES <input type="checkbox"/> SEA WALL <input type="checkbox"/> SWIM ASSOC.	* ROAD No maximum <input type="checkbox"/> GRAVEL <input type="checkbox"/> PAVED <input type="checkbox"/> PRIVATE <input type="checkbox"/> PUBLIC SIDEWALK	* WATER Maximum 2 choices <input type="checkbox"/> 3RD PARTY/ UNKNOWN <input type="checkbox"/> COMMUNITY <input type="checkbox"/> MUNICIPAL WATER <input type="checkbox"/> WATER AT STREET <input type="checkbox"/> WELL-EXISTING <input type="checkbox"/> OTHER/NONE	* SEWER Maximum 2 choices <input type="checkbox"/> 3RD PARTY/ UNKNOWN <input type="checkbox"/> COMMON SEPTIC <input type="checkbox"/> SEPARATE METERS <input type="checkbox"/> SEPTIC-EXISTING <input type="checkbox"/> SEWER AT STREET <input type="checkbox"/> SEWER-SANITARY
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BODY OF WATER NAME _____

WATER FRONTAGE FEET _____

MULTI-FAMILY LISTING FORM CONTINUED

ADDRESS REQUIRED _____

*YEAR BUILT _____ YEAR REMODELED _____ *APPROX. ABOVE GRADE SQ FT _____ *SOURCE BLDG SQ FT _____
No basement sq ft

*ARCHITECTURE STYLE

- No maximum
- ☐ COMMON ENTRY BUILDING
 - ☐ DUPLEX
 - ☐ QUADRUPLEX
 - ☐ TOWNHOUSE
 - ☐ TRIPLEX
 - ☐ UPPER/LOWER APARTMENT
 - ☐ OTHER

*ARCHITECTURE LEVEL

- Maximum 1 choice
- ☐ 1 STORY
 - ☐ 1-1/2 STORY
 - ☐ 2 STORY
 - ☐ 3 STORY
 - ☐ 4-10 STORY
 - ☐ 11+ STORY
 - ☐ OTHER

*EXTERIOR

- No maximum
- ☐ ALUMINUM
 - ☐ ASBESTOS
 - ☐ ASPHALT
 - ☐ BLOCK/CONCRETE/MASONRY
 - ☐ BRICK
 - ☐ BRICK SIDING
 - ☐ CEDAR
 - ☐ COMPOSITION
 - ☐ LOG/LOG FACED
 - ☐ STONE
 - ☐ STUCCO/EIFS
 - ☐ VINYL
 - ☐ WOOD
 - ☐ OTHER

EXTERIOR FEATURES

- No maximum
- ☐ AWNINGS/OVERHANGS
 - ☐ CHIMNEY CAP(S)
 - ☐ CLUB HOUSE
 - ☐ DISABLED ACCESS
 - ☐ ENERGY STAR® QUALIFIED SKYLIGHTS
 - ☐ ENERGY STAR® QUALIFIED SOLAR LIGHT TUBES
 - ☐ FENCED
 - ☐ GATE HOUSE
 - ☐ GAZEBO
 - ☐ GRAY WATER SYSTEM
 - ☐ GUTTER GUARD SYSTEM
 - ☐ OUTSIDE LIGHTS
 - ☐ PERMEABLE PAVING
 - ☐ PLAYGROUND
 - ☐ POOL-ABOVE GROUND
 - ☐ POOL-INGROUND
 - ☐ PRIVATE ENTRY
 - ☐ RAIN BARREL/CISTERN
 - ☐ SATELLITE DISH
 - ☐ SECURITY PATROL
 - ☐ SPA/HOT TUB
 - ☐ SPRINKLER(S)
 - ☐ TENNIS COURT
 - ☐ USED WATERSENSE® IRRIGATION PARTNER
 - ☐ WATER-SMART LANDSCAPING
 - ☐ WATERSENSE® LABELED IRRIGATION CONTROLLER

PORCH TYPE

- No maximum
- ☐ BALCONY
 - ☐ BREEZEWAY
 - ☐ DECK
 - ☐ PATIO
 - ☐ PORCH
 - ☐ PORCH-COVERED
 - ☐ PORCH-ENCLOSED
 - ☐ TERRACE

PARKING

- No maximum
- ☐ ASSIGNED SPACES
 - ☐ CARPORTS
 - ☐ GARAGES
 - ☐ LIGHTED
 - ☐ OFF SITE
 - ☐ ON STREET
 - ☐ PAVED
 - ☐ PERMIT REQUIRED
 - ☐ UNASSIGNED/GENERAL
 - ☐ OTHER

ROOF MATERIAL

- No maximum
- ☐ ASPHALT
 - ☐ BUILT-UP
 - ☐ CEDAR/WOOD
 - ☐ COMPOSITION
 - ☐ ENERGY STAR® QUALIFIED ROOF SHINGLES
 - ☐ GREEN ROOF
 - ☐ METAL
 - ☐ RUBBER
 - ☐ SLATE
 - ☐ TILE
 - ☐ WHITE ROOF
 - ☐ OTHER

NUMBER OF PARKING SPACES _____

*FOUNDATION MATERIAL

- No maximum
- ☐ BLOCK
 - ☐ BRICK
 - ☐ POURED
 - ☐ STONE
 - ☐ WOOD
 - ☐ OTHER

*FOUNDATION

- Maximum 2 choices
- ☐ BASEMENT
 - ☐ CRAWL
 - ☐ HEAVY DUTY FOOTINGS
 - ☐ MICHIGAN BASEMENT
 - ☐ PILINGS
 - ☐ POST AND PIERS
 - ☐ SLAB

BASEMENT DESCRIPTION

- Maximum 3 choices
- ☐ COMMON
 - ☐ COMMON STORAGE LOCKER
 - ☐ DAYLIGHT
 - ☐ FINISHED
 - ☐ INTERIOR ACCESS ONLY
 - ☐ PARTIALLY FINISHED
 - ☐ PRIVATE
 - ☐ PRIVATE STORAGE LOCKERS
 - ☐ UNFINISHED
 - ☐ WALKOUT ACCESS
 - ☐ WALK-UP ACCESS

EST. BASEMENT SQUARE FEET

Required if basement is selected _____

EST. FINISHED BASEMENT SQ FT

Required if the basement is finished or partially finished _____

BUILDING AND EXTERIOR

FOUNDATION

MULTI-FAMILY LISTING FORM CONTINUED

ADDRESS REQUIRED _____

INTERIOR

INTERIOR FEATURES

No maximum

- ☐ AIR CLEANER
- ☐ CABLE AVAILABLE
- ☐ CARBON MONOXIDE ALARM(S)
- ☐ CENTRAL VACUUM
- ☐ DE-HUMIDIFIER
- ☐ DISABLED FAC.
- ☐ DUAL-FLUSH TOILET(S)
- ☐ ELEVATOR/LIFT
- ☐ ENERGY STAR® QUALIFIED DOOR(S)
- ☐ ENERGY STAR® QUALIFIED EXHAUST FAN(S)
- ☐ ENERGY STAR® QUALIFIED LIGHT FIXTURE(S)
- ☐ ENERGY STAR® QUALIFIED WINDOW(S)
- ☐ FIRE SPRINKLER
- ☐ FURNISHED
- ☐ HIGH SPEED INTERNET AVAILABLE
- ☐ HOME ENERGY MANAGEMENT SYSTEM
- ☐ HUMIDIFIER
- ☐ INTERCOM
- ☐ JETTED TUB
- ☐ LAUNDRY FACILITIES
- ☐ PETS ALLOWED
- ☐ PROGRAMMABLE THERMOSTAT
- ☐ SECURITY ALARM (OWNED)
- ☐ SECURITY ALARM (RENTED)
- ☐ SOUND SYSTEM
- ☐ SPA/HOT TUB
- ☐ UTILITY SMART METER
- ☐ WATER SOFTENER (OWNED)
- ☐ WATER SOFTENER (RENTED)
- ☐ WATERSENSE® LABELED FAUCET(S)
- ☐ WATERSENSE® LABELED SHOWERHEAD(S)
- ☐ WATERSENSE® LABELED TOILET(S)
- ☐ OTHER

COOLING

Maximum 4 choices

- ☐ ATTIC FAN
- ☐ CEILING FAN
- ☐ CEILING FANS 2+
- ☐ CENTRAL AIR
- ☐ CHILLER COOLING SYSTEM
- ☐ ENERGY STAR® QUALIFIED A/C EQUIPMENT
- ☐ ENERGY STAR® QUALIFIED CEILING FAN(S)
- ☐ ENERGY STAR®/ACCA® RSI INSTALLATION
- ☐ EVAPORATIVE COOLING
- ☐ HEAT PUMP
- ☐ SEPARATE METERS
- ☐ WALL UNIT
- ☐ WALL UNITS 2+
- ☐ WINDOW UNIT
- ☐ WINDOW UNITS 2+

*HEATING FUEL TYPE

Maximum 2 choices

- ☐ COAL
- ☐ ELECTRIC
- ☐ GEO-THERMAL
- ☐ HEAT PUMP
- ☐ LP GAS
- ☐ NATURAL GAS
- ☐ OIL
- ☐ PROPANE
- ☐ SOLAR
- ☐ WOOD

*HEATING

Maximum 4 choices

- ☐ BASEBOARD
- ☐ ENERGY STAR® QUALIFIED FURNACE EQUIPMENT
- ☐ ENERGY STAR®/ACCA® RSI INSTALLATION
- ☐ FORCED AIR
- ☐ GRAVITY
- ☐ HEAT PUMP
- ☐ HIGH EFFICIENCY SEALED COMBUSTION
- ☐ HOT WATER
- ☐ RADIANT
- ☐ SEPARATE METERS
- ☐ SPACE HEATER
- ☐ STEAM
- ☐ WALL/FLOOR FURNACE
- ☐ ZONED
- ☐ OTHER

WATER HEATER

Maximum 2 choices

- ☐ COMMON
- ☐ ELECTRIC
- ☐ ENERGY STAR® QUALIFIED WATER HEATER
- ☐ GEO-THERMAL
- ☐ HEAT PUMP
- ☐ HIGH EFFICIENCY SEALED WATER HEATER
- ☐ LP GAS/
- ☐ NATURAL GAS
- ☐ OIL
- ☐ PROPANE
- ☐ SEPARATE METERS
- ☐ SOLAR
- ☐ TANKLESS

ARE THERE EXCLUSIONS? ____YES ____NO

MULTI-FAMILY LISTING FORM CONTINUED

ADDRESS REQUIRED _____

TOTAL UNITS

*TOTAL FULL BATHS _____

*TOTAL LAVS _____

*TOTAL NO. OF UNITS _____
(Must equal the unit totals below)

*NUMBER OF UNITS CURRENTLY LEASED _____

*HOW MANY (# OF) LOFT UNITS? _____

*HOW MANY (# OF) 1 BEDROOM UNITS? _____

*HOW MANY (# OF) STUDIOS/EFFICIENCIES? _____

*HOW MANY (# OF) 2 BEDROOM UNITS? _____

*HOW MANY (# OF) 3 BEDROOM UNITS? _____

*Complete at least one unit description for each unique type of unit available.

UNIT TYPE OPTIONS: 1 Bedroom, 2 Bedroom, 3 Bedroom, Studio/Efficiency, Loft

FURNISHED OPTIONS: Furnished, Partially Furnished, Unfurnished

*UNIT TYPE	*# FULL BATHS	*# LAVS	*SQUARE FEET	FURNISHED OPTIONS	QTY OF THIS UNIT TYPE	RENT
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

UNIT DESCRIPTION

MULTI-FAMILY LISTING FORM CONTINUED

ADDRESS REQUIRED

INVESTMENT

RENTAL CERTIFIED? ____ YES ____ NO

*MONTHLY RENT INCOME \$ _____

RESTRICTIONS? ____ YES ____ NO

*ANNUAL GROSS INCOME \$ _____

*NET ANNUAL INCOME \$ _____

INVENTORY LIST AVAIL? ____ YES ____ NO

*IS INCOME ACTUAL OR PROJECTED? ☐ ACTUAL ☐ PROJECTED

RENT INCLUDES

No Maximum

- ☐ ASSOCIATION FEE
- ☐ CABLE TV
- ☐ ELECTRICITY
- ☐ GARBAGE PICK UP
- ☐ HEAT
- ☐ INTERIOR MAINT. W/ DEDUCT.
- ☐ INTERNET
- ☐ SNOW REMOVAL
- ☐ WATER/SEWER
- ☐ YARD MAINTENANCE
- ☐ OTHER

TERMS AND COMPENSATION

*LIST DATE ____ / ____ / ____

*EXPIRATION DATE ____ / ____ / ____

*PROTECTION PERIOD _____

*SUB AGENCY

☐ YES
☐ NO *AMOUNT (\$/%) _____

*BUYER AGENCY

☐ YES
☐ NO *AMOUNT (\$/%) _____

*TRANSACTION COORDINATOR

☐ YES
☐ NO *AMOUNT (\$/%) _____

COMPENSATION ARRANGEMENT

Maximum 3 choices

- ☐ BONUS
- ☐ DUAL
- ☐ EXCLUDED PARTIES
- ☐ VARIABLE

*LISTING TYPE

Maximum 1 choice

- ☐ EXCLUSIVE RIGHT TO SELL
- ☐ EXCLUSIVE AGENCY

*LEVEL OF SERVICE

Maximum 1 choice

- ☐ FULL SERVICE
- ☐ LIMITED SERVICE
- ☐ MLS ENTRY ONLY

*SERVICES OFFERED

If Limited Service, check at least one

- ☐ ARRANGE APPOINTMENTS
- ☐ ACCEPT/PRESENT OFFERS
- ☐ ADVISE ON OFFERS
- ☐ ASSIST W/COUNTEROFFERS
- ☐ NEGOTIATE FOR SELLER

*TERMS OFFERED

No maximum

- | | |
|---|--|
| <input type="checkbox"/> ASSUMP-LENDER APP. | <input type="checkbox"/> LAND CONTRACT |
| <input type="checkbox"/> AUCTION | <input type="checkbox"/> PUR. MONEY MORTGAGE |
| <input type="checkbox"/> CASH | <input type="checkbox"/> QUIT CLAIM DEED |
| <input type="checkbox"/> CONV BLEND RT | <input type="checkbox"/> RURAL DEVELOPMENT |
| <input type="checkbox"/> CONVENTIONAL | <input type="checkbox"/> SIMPLE ASSUMPTION |
| <input type="checkbox"/> COVENANT DEED | <input type="checkbox"/> TRADE/EXCHANGE |
| <input type="checkbox"/> FHA | <input type="checkbox"/> VA |
| <input type="checkbox"/> FHA 203K | <input type="checkbox"/> WARRANTY DEED |

LAND CONTRACT

DOWN PAYMENT \$ _____

INTEREST _____ %

MONTHLY PAYMENT \$ _____

TERM (# of months) _____

REMARKS

PUBLIC REMARKS:

AGENT ONLY REMARKS:

"THE PROFILE SHEET IS AN INTEGRAL PART OF A LEGAL CONTRACT. BY SIGNING BELOW, I CERTIFY THAT A CONTRACT HAS BEEN EXECUTED ON THE SUBJECT PROPERTY AUTHORIZING DISSEMINATION TO AUTHORIZED MLS PARTICIPANTS."

☐ *SIGNATURES ON FILE

LISTING OFFICE NAME

X _____ / ____ / ____
*OWNER'S SIGNATURE DATE

X _____ / ____ / ____
*AGENT'S SIGNATURE

X _____ / ____ / ____
OWNER'S SIGNATURE DATE