

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 ☐ AGRICULTURAL ☐ COMMERCIAL ☐ HEAVY INDUSTRIAL ☐ LIGHT INDUSTRIAL ☐ MULTI-FAMILY ☐ MULTIPLE ☐ OFFICE ☐ RECREATIONAL ☐ RESIDENTIAL	WATER FACILITIES Maximum 3 choices ☐ CANAL FRONTAGE ☐ CREEK ☐ LAKE FRONTAGE ☐ LAKE/RIVER PRIV. ☐ POND ☐ RIVER FRONTAGE	WATER FEATURES No maximum ☐ ALL SPORTS LAKE ☐ BOAT FACILITIES ☐ DOCK FACILITIES ☐ SEA WALL ☐ SWIM ASSOC.	* ROAD No maximum ☐ GRAVEL ☐ PAVED ☐ PRIVATE ☐ PUBLIC SIDEWALK	* WATER Maximum 2 choices ☐ 3RD PARTY/ UNKNOWN ☐ COMMUNITY ☐ MUNICIPAL WATER ☐ WATER AT STREET ☐ WELL-EXISTING ☐ OTHER/NONE	* SEWER Maximum 2 choices ☐ 3RD PARTY/ UNKNOWN ☐ COMMON SEPTIC ☐ SEPARATE METERS ☐ SEPTIC-EXISTING ☐ SEWER AT STREET ☐ 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

- ☐ ASSUMP-LENDER APP. ☐ LAND CONTRACT
- ☐ AUCTION ☐ PUR. MONEY MORTGAGE
- ☐ CASH ☐ QUIT CLAIM DEED
- ☐ CONV BLEND RT ☐ RURAL DEVELOPMENT
- ☐ CONVENTIONAL ☐ SIMPLE ASSUMPTION
- ☐ COVENANT DEED ☐ TRADE/EXCHANGE
- ☐ FHA ☐ VA
- ☐ FHA 203K ☐ WARRANTY DEED

LAND CONTRACT**DOWN PAYMENT** \$ _____**INTEREST** _____ %**MONTHLY PAYMENT** \$ _____**TERM** (# of months) _____**PUBLIC REMARKS:**

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