

CFMLS MULTI-FAMILY (MF) INPUT SHEET

Type^RMF

Property Address _____

Listing Number _____

City _____ State _____ Zip _____

List Date/Expire Date _____

Office Name _____

Agent Name _____

Office Name (2) _____

Agent Name (2) _____

Location

Country^R _____

Area^R _____

Street Number^R _____ Street Name^R _____

Quadrant _____
(NE,NW,SE,SW)

Unit/Lot Number _____

City^R _____

Zip^R _____ - _____
(Zip 4)

Subdivision^R _____

Subdivision or complex name. If no subdivision enter NONE

Terms

Listing Agreement Type^R

- Exclusive Agency
- Exclusive Right to Sell

ListDate^R ___/___/___
(mm/dd/yyyy)

Expire Date^R ___/___/___
(mm/dd/yyyy)

List Price^R \$ _____

List Broker^R _____
Listing broker code

List Agent ID^R _____

Owner Name _____
Owner of record

ListAgent 2ID _____
Co-listing Agent. Must be valid Georgia MLS agent ID

Owner Phone _____ - _____ - _____

Commission^R

Commission to selling broker must be expressed as a percentage of sales price OR whole dollar amount.
(Choose one)

ComPercent ___ . ___ % **-OR-** ComDollar \$ _____

Variable Rate Commission^R _____
Is the commission variable? (Y/N)

Tax/Legal

Tax ID^R _____
Tax ID number assigned by county. Also known as Parcel ID or PIN

Taxes^R _____
Total taxes (County & City)

Tax Year^R _____
Year of taxes shown

Land Lot _____ District _____ Section _____ Block _____ Lot _____ Unit _____

PlatBook _____ PlatPage _____ DeedBook _____ Deed Page _____

Year Built^R _____
Actual year built - see seller's statement

New Construction^R _____
Is this property new construction? (Y/N)

Acreage _____
Estimated total acres

Acreage_Source^R

- Acreage not entered
- Agent
- Appraiser
- Other (see remarks)
- Owner / Seller
- Public Record

Lot Dimensions _____
Start with street frontage and move clockwise separating dimensions with an 'X'

Schools

ES^R _____

MS^R _____

HS^R _____

ES Bus _____
Is property on ES bus route? (Y/N)

MS Bus _____
Is property on MS bus route? (Y/N)

HS Bus _____
Is property on HS bus route? (Y/N)

^R denotes required field

Units

- Multi Type^R**
 Apartments (5+ Units)
 - Duplex
 - Other (See Remarks)
 - Quadruplex
 - Triplex

Total Units^R _____

Unit 1

Unit 2

Unit 3

Unit 4

Unit Number _____

Unit Number _____

Unit Number _____

Unit Number _____

Total Bedrooms ___

Total Bedrooms ___

Total Bedrooms ___

Total Bedrooms ___

Total Full Baths ___

Total Full Baths ___

Total Full Baths ___

Total Full Baths ___

Total Half Baths ___

Total Half Baths ___

Total Half Baths ___

Total Half Baths ___

Total Finished Area
 _____ SQ FT

Total Finished Area
 _____ SQ FT

Total Finished Area
 _____ SQ FT

Total Finished Area
 _____ SQ FT

Estimated total finished area

Estimated total finished area

Estimated total finished area

Estimated total finished area

Monthly Rent _____

Monthly Rent _____

Monthly Rent _____

Monthly Rent _____

Rent Includes

- Cable TV
- Electricity
- Garbage
- Gas
- Other (See Remarks)
- Water / Sewer

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- Electricity
- Garbage
- Gas
- Other (See Remarks)
- Water / Sewer

Equipment

- Dishwasher
- Disposal
- Fire Sprinkler
- Other (See Remarks)
- Range / Oven
- Refrigerator
- Smoke / Fire Alarm
- Washer / Dryer

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Lease Term

- Month to Month
- None
- Other (See Remarks)
- Six months
- Years

Lease Term

- Month to Month
- None
- Other (See Remarks)
- Six months
- Years

Lease Term

- Month to Month
- None
- Other (See Remarks)
- Six months
- Years

Lease Term

- Month to Month
- None
- Other (See Remarks)
- Six months
- Years

Rooms

- Den
- Dining Room
- Living Room
- Other (See Remarks)

Rooms

- Den
- Dining Room
- Living Room
- Other (See Remarks)

Rooms

- Den
- Dining Room
- Living Room
- Other (See Remarks)

Rooms

- Den
- Dining Room
- Living Room
- Other (See Remarks)

Annual

Electricity \$ _____
Estimated annual expenses for electricity

Gross Expense \$ _____
Estimated annual gross expenses

Insurance \$ _____
Estimated annual expenses for insurance

Water \$ _____
Estimated annual expenses for water and sewer

Gas \$ _____
Estimated annual expenses for gas

Gross Income \$ _____
Estimated annual gross rental income

Maintenance \$ _____
Estimated annual expenses for general maintenance

Interior/Exterior

Basement

- Bath Finished
- Bath Stubbed
- Block
- Boat Door
- Concrete
- Crawlspc
- Daylight
- Earthen
- Entrance - Inside
- Entrance - Outside
- Finished Rooms
- Full
- Partial
- Pier
- Slab / None

Construction^R

- Aluminum / Vinyl
- Brick / Frame
- Brick 3 Sided
- Brick 4 Sided
- Brick Front
- Concrete Siding
- Log
- Other (See Remarks)
- Press Board Siding
- Rough - Sawn Siding
- Steel Frame
- Stone
- Stone / Frame
- Stucco EIFS
- Stucco Real
- Stucco Unspecified
- Tabby
- Wood Siding

Cooling Source^R

- Electric
- Gas
- Other (See Remarks)
- Solar

Cooling Type^R

- Ceiling Fan
- Central
- Common
- Heat Pump
- No Cooling
- Other (See Remarks)
- Whole House Fan
- Window Units
- Zoned / Dual

Energy Related

- Certified Earthcraft
- Certified Energy Wise
- Certified Energy Star
- Certified Good Cents
- Double Pane / Thermo
- Geothermal
- Insulation - Ceiling
- Insulation - Floors
- LEED Certified
- None
- Programmable Thermostat
- Roof Vent Fans
- Storm Doors
- Storm Windows
- Tankless Water Heater
- Water Heater - Electric
- Water Heater - Gas
- Water Heater - Solar

Heating Source^R

- Electric
- Gas
- Oil
- Other (See Remarks)
- Propane
- Solar
- Wood

Heating Type^R

- Baseboard
- Ceiling Electric
- Central
- Floor Furnace
- Floor Radiant
- Forced Air
- Heat Pump
- No Heating
- Other (See Remarks)
- Space Heater
- Steam / Hot Water
- Zoned / Dual

Laundry MF

- Coin Laundry
- Hookup in Unit
- No Laundry
- Other (See Remarks)

Parking

- Assigned Space
- Attached
- Carport
- Garage
- None
- Off Street
- Over 1 Space per Unit

Stories^R

- 1 Story
- 1.5 Stories
- 2 Stories
- Over 2 Stories
- Multi-Level
- Split Foyer
- Split Level

Utility Billing

- Electricity Ind. Meters
- Electricity Prorated
- Gas Individual Meters
- Gas Prorated
- Other (See Remarks)
- Water Individual Meters
- Water Prorated

Water/Sewer^R

- Community Well
- Low Flow Fixtures
- Private Water
- Public Water
- Septic Tank
- Sewer Connected
- Sewer in Street
- Well

Owner Initials _____

Fireplaces^R ___

Other

Date of Possession

- 3 - 7 Days after Closing
- At Closing
- Negotiable
- Other (See Remarks)

Neighborhood Amenities

- Airstrip
- Boat / Camper / Van Prkg
- Clubhouse
- Gated Community
- Golf Course
- Guest Lodging
- Lake
- Marina
- Neighborhood Association
- None
- Park
- Physical Fit Facilities
- Playground
- Pool
- Racquetball
- Retirement Community
- Security
- Sidewalks
- Stables
- Street Lights
- Swim Team
- Tennis Courts
- Tennis Team
- Underground Utilities
- Walk to Marta
- Walk to Schools
- Walk to Shopping

Photo^R

- Broker Will Provide Photo
- No Photo Desired By Seller

Owner Initials _____

- Under Construction

Possible Financing

- 100 PCT. Financing
- 1031 Exchange
- Assume
- Cash
- Conventional
- Credit Report Required
- Exchange Considered
- FHA
- FNMA Apprv
- FNMC Apprv
- GHFA Loan (GRFA)
- Lease Purchase
- Not Valid Option
- Other (See Remarks)
- Owner 1st
- Owner 2nd
- Release of Liability
- VA

Showing Instructions^R

- 24 Hour Access
- 9 AM to 10 PM
- Appt. Agent
- Appt. Owner
- Appt. Tenant
- Call Agent Only
- Caution Alarm
- Caution Pet
- Courtesy Call - Leave Msg
- Day Sleeper
- Key in Office
- Lockbox GAMLS Compatible
- Lockbox Non - GAMLS Compat (See Private Remarks)
- See Remarks
- Special Hours
- Under Construction
- Vacant

Fee Amount \$ _____

Annual association fees - see below

Fees Include

- Bldg. & Liability Insurance
- Exterior Maintenance
- Facilities Fee
- Garbage Pickup
- Grounds Maintenance
- Heating / Cooling
- Management Fee
- None
- Other (See Remarks)
- Pest Control / Termites
- Private Roads
- Reserve Fund
- Security
- Sewer
- Swimming
- Tennis
- Water

Special Conditions

- Agent Owned
- As Is
- Agent Related to Seller
- Bank Owned
- Corporate Relocation
- Estate Owned
- Fixer Upper
- Foreclosure
- Government Owned
- Historic
- Investor Owned
- No Disclosure
- Pre - Foreclosure
- Recently Renovated
- Rental
- Short Sale

External References (ER)

If this listing is referenced elsewhere you may enter source and reference ID here

ER1 Source _____ ER1 ID _____

ER2 Source _____ ER2 ID _____

External Reference Source

External Reference ID

