



Fresno MLS Multi-Family Listing Input Form

Required fields are denoted with red asterisk(*)

*Full 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

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		

*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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