



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						

*Cross Street				*Listing Price			
Public Viewable		Yes	No	Seller Willing to Consider Concessions		Yes	No
*Show Addr to Public		Yes	No	*Email Offer		Yes	No
*Show AVM on VOW		Yes	No	*Email Address			
*Show Comments on VOW		Yes	No				

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

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

Is this listing in another MLS		Yes		No	*Roofing				*Exterior				
List the Secondary MLS Sites					Shake		Tar & Gravel		Stucco		Stone		
					Wood		Concrete		Wood		Metal		
					Composition		Metal		Brick		Shingle		
					Rolled Comp		Fiberglass		Block		Log		
					Tile		Other		Other				

Front of House Faces		*Sewer/Water				*Gas & Electric		*Sewer-Water	On	Off
North		Public Water		Community Well		Public Utilities		*Gas & Electric	On	Off
South		Domestic Water		Public Sewer		Natural Gas				
East		Private Water		Septic Tank		Propane				
West		Shared Well				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.	

*Under Surveillance	Yes	No
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Showing Instructions

Safety Awareness
No Rails on stairs
Electricity Off
No Cell Service
Other

Safety Awareness Comments

*Garage Spaces

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"/> 1031 Exchange
<input type="checkbox"/>	Estate Sale	<input type="checkbox"/> Short Sale	

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

Comments:

*Signature:		*Date:	
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