

Class 3 - Multi-Residential

*Required Information

Overview: Fill in the boxes for each section. When the listing is entered using MLSListings Pro, available system information will auto-populate (verify for accuracy).

Listing Agent Information, Location, Description & Maps, Listing Agreement & Schools, Financial. Includes fields for office info, address, zoning, units, and agreement terms.

Building: Place an x in the [] to the left of the applicable characteristics. *Required Information

Characteristics, Roof, View and Lot, Foundation and Roof, Complex Features, Garage and Parking, Water, Meters on Site, Sewer, Heating System, Other Areas. A grid of checkboxes for various building features.

Building Cont.: Place an x in the to the left of the applicable characteristics.

*Cooling System

- No Cooling
Central Air Conditioning
Evaporative Cooler
Room Air Conditioner (s)

Insulation:

- Ceilings Insulated
Insulation Per Owner
Insulation Unknown
Walls Insulated

*Listing Assets

Included

- Carpets - All Units
Carpets - Some Units
Dishwasher - All Units
Dishwasher - Some Units

- Disposal - All Units
Disposal - Some Units
Furnished - All Units
Furnished - Some Units
Microwave - All Units
Microwave - Some Units
No Included Property
Oven/Range - All Units
Oven/Range - Some Units
Refrigerator - All Units
Refrigerator - Some Units
Window Coverings - All Units

- Window Coverings - Some Units
Other Included Property

Units : Please fill blank spaces with applicable data.

Unit Financials (1 to 4 Units)

Unit 1

Unit 1 Beds:
Unit 1 Baths:
Unit 1 Rent: \$
Unit 1 Size:

Unit 2

Unit 2 Beds:
Unit 2 Baths:
Unit 2 Rent: \$
Unit 2 Size:

Unit 3

Unit 3 Beds:
Unit 3 Baths:
Unit 3 Rent: \$
Unit 3 Size:

Unit 4

Unit 4 Beds:
Unit 4 Baths:
Unit 4 Rent: \$
Unit 4 Size:

Unit Financials (5 or More Units)

of Studio Units:

Price Range:
Sqft. Range:

of 1 Bed 1 Bath:

Price Range:
Sqft. Range:

of 2 Bed 1 Bath:

Price Range:
Sqft. Range:

of 2 Bed 1+ Bath:

Price Range:
Sqft. Range:

of 3 Bed 1 Bath:

Price Range:
Sqft. Range:

of 3 Bed 1+ Bath:

Price Range:
Sqft. Range:

of Other Units:

Price Range:
Sqft. Range:

Financials : Please fill in the blank spaces with applicable data. Place an x in the to the left of the applicable characteristics.

Overall Financials

- Rental Income:
Laundry Income:
Other Income:
Gross Income:
Vacancy Factor:
Vacancy Amount:
Gross Annual Inc.:
Cap Rate:
GRM:
Insurance Exp:
Mgmt Exp:
Water/Sewer Exp:
Maintenance Exp:
Garbage Exp:

- Landscape Exp:
Misc. Exp:
Utility:
Total Expenses:
Net Income:

Income

- Gross Annual Income Includes:
Laundry
Parking
Rents
Other

Expenses

- Annual Operating Expenses:
Accounting/Legal Services
Association Dues

- Cable TV
Electric
Elevator
Exterminator
Garbage
Gardener
Gas
Insurance
Janitorial Services
Laundry Equipment
License Fees
Maintenance and Repairs
Manager On Site
Pool or Spa Service
Property Management Co.

- Property Tax
Replacement Reserves
Security Services
Sewer
Supplies
Telephone
Vacancy Factor
Water
Other

Limited Information

Rental Terms

- Rental Terms:
Month-to-Month Rental(s)
Lease(s) Less than 1 Year
Lease(s) 1 Year
Lease(s) 1 or More Years
Class 9 Rentals

Financial Information

*Financial Information Source:

- Tax Return
Accountant
Owner
Property Manager

Additional : Place an x in the to the left of the applicable characteristics.

Documents Available

- Association Documents
Geological and Flood Report
Land Lease Agreement
Permits (Specify in Remarks)
Pest Control Report (SPC)
Pool Report
Preliminary Title Report
Property Inspection
Transfer Disclosure Statement (TDS)
Rental or Lease Agreements
Road Agreement
Roof Report
Sewer or Septic Report
Soils Report
Water System Agreement
Water Test Log
Well Report

Special Information

- Agent has Financial Interest
Agent Related to Seller
Bond(s) or Assessment(s)
Call L/A Before Writing Deposit Receipt
Certain Fixed Real Property Excluded
Corporate Ownership
Court Confirmation May be Required
Court Confirmation Required
Fixer Upper
Hazard Area Map Provided by Seller
Lease Land
Rental Control Ordinance
Seller is Licensed R.E. Agent
Subject to 1031 Tax Exchange

*Owner Pays

- None
Cable TV
Electric
Garbage
Gardener
Gas
Heating
Hot Water
Pool Service
Water

*Tenant Pays

- None
Cable TV
Electric
Garbage
Gardener
Gas
Water
Hot Water
Heating

Energy Features

- Pool Service
Caulked & Sealed Openings
City or County Audit Required
Insulated Hot Water Heater
Low-Flow Shower Head(s)
Low-Flow Toilet
Weather-Stripped Doors

Earthquake Fault Zone & Flood Area

- Fault Zone
No-Fault Zone
Yes-Fault Zone
Fault Zone-See Report
Flood Area
Flood Plain
Flood Way
Flood Zone-See Report
No-Flood Zone
Yes-Flood Zone

Laundry

*Laundry Facilities

- No Laundry Facilities
220 Volts in Laundry Area
Coin-Op W/D - Leased
Coin-Op W/D - Owned
Common Utility Room
Gas Hookup in Laundry Area
Laundry Area - In All Units
Laundry Area - In Garage
Laundry Area - In Some Units
Laundry Area - In Unit
Washer/Dryer - All Units
Washer/Dryer - Leased
Washer/Dryer - Owned
Washer/Dryer - Some Units

Disclosures

Link: http://

Remarks: Place an x in the to the left of the applicable characteristics.

Owner Occupant

Owner
Occupant

Additional Owner
Occupant (Property) Phone Number

*Occupant Type: Manager Owner Tenant Vacant

*Showing Instructions & Special Info

- No Keysafe
Supra Keysafe
Other Keysafe-Call
Combination Key Box
Key in Listing Office

- Call First - Then Keysafe
Appointment Only
Call Listing Agent
Go Direct
Locked Main Entrance Gate (see remarks)
Do Not Disturb Occupants

- Restricted Hours
24-Hour Notice Required
Make Offer Subject to Inspection
Other

Internet Options

- List Address Format:
Show Full Address
Do Not Show Address
Show Partial Address
Do Not Show in Public Listings

*Internet Listing?:

- Yes
No
Sites Advertised:
MLSListings.com
CA MLSAlliance
Realtor.com

