

CMLS - Multi-Family - Input Sheet

MU₁

Property Address: _____
 Agent Name: _____ Date Listed: _____ Listing # (LN): _____

*Property ID No. (PIN) <input style="width: 100%;" type="text"/> <p style="text-align: center; font-size: small;">NOTE: Obtain the Property ID Number from the Compass Tax Data Program</p>									
*Sub Type (SPT) <input style="width: 10%;" type="text"/> 2F - Two Family 3F - Three Family 4F - Four Family									
*List Type (LT) <input style="width: 10%;" type="text"/> <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 33%;">ER - Exclusive Right to Sell</td> <td style="width: 33%;">EA - Exclusive Agency</td> </tr> <tr> <td>ERP - Exclusive Right to Sell with Reserved Prospect</td> <td>EAP - Exclusive Agency with Reserved Prospect</td> </tr> <tr> <td>ERV - Exclusive Right to Sell with Variable Rate Compensation</td> <td>EAV - Exclusive Agency with Variable Rate Compensation</td> </tr> </table>				ER - Exclusive Right to Sell	EA - Exclusive Agency	ERP - Exclusive Right to Sell with Reserved Prospect	EAP - Exclusive Agency with Reserved Prospect	ERV - Exclusive Right to Sell with Variable Rate Compensation	EAV - Exclusive Agency with Variable Rate Compensation
ER - Exclusive Right to Sell	EA - Exclusive Agency								
ERP - Exclusive Right to Sell with Reserved Prospect	EAP - Exclusive Agency with Reserved Prospect								
ERV - Exclusive Right to Sell with Variable Rate Compensation	EAV - Exclusive Agency with Variable Rate Compensation								
*List Date (LD) <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/>		*Expire Date (XD) <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/>							
*List Price (LP) \$ <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>									
*Buyer's Agent Compensation(BAC) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>		B - Call Listing Broker for bonus information C - Call Listing Broker for additional commission information							
Compensation Codes (CC) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>									
*List Office (LO) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>		*List Agent (LA) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>							
List Agent 2 (LA2) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>		List Agent 2 Name (LA2N) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>							
*Owner Name (OWN) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <p style="font-size: x-small;">Last Name, First Name</p>		Owner Phone (OWNP) <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>							
*Directions (DIR) <input style="width: 100%;" type="text"/>									
Description/Layout (DESC) <input style="width: 100%;" type="text"/>									
*Possession/Occup. (POS) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>									
*Prop. Disc. Y/N (DISC) <input type="checkbox"/>									
Address <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <p style="font-size: x-small;">Number (STN) *Street Name (STR) Street Type (STT) *ZIP Code (ZIP-Z4) Ave, Blvd, Cir, Ct, Dr, Ln, Rd, St, etc.</p>									
*Town Number (TOWN) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>		*Market Area (MAR) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>							
Subdivision (SDV) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>									
*Zoning (ZN) <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>									
*Showing Instructions (SI1) <input style="width: 100%;" type="text"/>									
*Lockbox Description (LBD) <input style="width: 100%;" type="text"/>									
Remarks 1 (RM1) <input style="width: 100%;" type="text"/>		Color (CLR) <input style="width: 100%;" type="text"/>							
Remarks 2 (RM2) <input style="width: 100%;" type="text"/>		*Sign Y/N (SGN) <input type="checkbox"/>							
Remarks 3 (RM3) <input style="width: 100%;" type="text"/>		*Internet Y/N (INET) <input type="checkbox"/>							
Remarks 4 (RM4) <input style="width: 100%;" type="text"/>		YOU CAN INPUT SPECIAL "INTERNET REMARKS" AT THE END OF THE COMPASS LISTING INPUT PROCESS.							
Remarks 5 (RM5) <input style="width: 100%;" type="text"/> <p style="font-size: x-small;">Remarks Lines #4 and #5 will print on all expanded reports except the "SUMMARY PHOTO REPORT"</p>		*Photo Code (PHO) <input type="checkbox"/>							
		A. Take primary photo C. No photo requested/Agent Supplied D. Copy Photo from <input style="width: 10%;" type="text"/> Listing # (PI): <input style="width: 10%;" type="text"/>							
		PHOTOS WILL BE TAKEN ONLY WITHIN THE CMLS PRIMARY SERVICE AREA.							
*Asterisks indicate mandatory fields.									
[Note - All field names enclosed in () are searchable , IE: LD=06/01/00+]		* Seller's Initials: _____							
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Property Address: _____

MU₂

*Number of Units (UTS) <input type="text"/>	*Square Ft. Source (SSQF) <input type="text"/>	Valid Source Codes A. Appraiser B. Public record C. Owner D. Measured E. Approximate
*Square Feet (FSQF) <input type="text"/>	*Acres Source (SACR) <input type="text"/>	
*Acres (ACR) <input type="text"/>	*Year Built Source (SYB) <input type="text"/>	
*Year Built (YBL) <input type="text"/>	*Garage - Number of Cars (GAR) <input type="text"/>	
*Attic Y/N (ATTIC) <input type="text"/>	Handicap Modified Y/N (HMOD) <input type="text"/>	

***New Construction (NCO)** N=Not New Construction P=Proposed U=Under Construction C=Completed - never occupied M=Model

	Total Rooms	Number Bedrooms	# Full Baths	# Half Baths	Monthly Rent \$	Leased Y/N	Occup. Owner Tenant Vacant	Appliances Included <i>Max 6 codes per Unit</i>
UNIT #1	<input type="text"/> (U1RMS)	<input type="text"/> (U1BR)	<input type="text"/> (U1FB)	<input type="text"/> (U1PB)	\$ <input type="text"/> (U1RNT)	<input type="text"/> (U1LE)	<input type="text"/> (U1OC)	<input type="text"/> (U1APPL)
UNIT #2	<input type="text"/> (U2RMS)	<input type="text"/> (U2BR)	<input type="text"/> (U2FB)	<input type="text"/> (U2PB)	\$ <input type="text"/> (U2RNT)	<input type="text"/> (U2LE)	<input type="text"/> (U2OC)	<input type="text"/> (U2APPL)
UNIT #3	<input type="text"/> (U3RMS)	<input type="text"/> (U3BR)	<input type="text"/> (U3FB)	<input type="text"/> (U3PB)	\$ <input type="text"/> (U3RNT)	<input type="text"/> (U3LE)	<input type="text"/> (U3OC)	<input type="text"/> (U3APPL)
UNIT #4	<input type="text"/> (U4RMS)	<input type="text"/> (U4BR)	<input type="text"/> (U4FB)	<input type="text"/> (U4PB)	\$ <input type="text"/> (U4RNT)	<input type="text"/> (U4LE)	<input type="text"/> (U4OC)	<input type="text"/> (U4APPL)

- A - Range Rng
- B - Cooktop Ck/tp
- C - Wall Oven W/Ovn
- D - Indoor Grill Grill
- E - Microwave Micro
- F - Dishwasher D/W
- G - Disposal Disp
- H - Compactor Cmpt
- I - Refrigerator Ref
- J - Freezer Frz
- K - Ice Machine Ice
- L - Washer Wash
- M - Dryer Dry
- Y - See Remarks
- Z - None

Lease expiration Dates:

Unit #1 (XDAT1) / / MM / DD / YY

Unit #2 (XDAT2) / / MM / DD / YY

Unit #3 (XDAT3) / / MM / DD / YY

Unit #4 (XDAT4) / / MM / DD / YY

Insurance Expense (INEX) \$ <input type="text"/>	Management Expense (MGEX) \$ <input type="text"/>
Maintenance Expense (MTEX) \$ <input type="text"/>	Fuel Expense (FEX) \$ <input type="text"/>
Electric Expense (ELEX) \$ <input type="text"/>	Water/Sewer Expense (WSEX) \$ <input type="text"/>

Gross Income (GOI) \$ **Operating Exp. (AOE)** \$ **Net Income (NOI)** \$

***Tax Amount (TAX)** \$ ***Assessment (ASMT)** \$ ***Mil Rate (MIL)** \$.

Whole dollars only Use Assessed Value - Do not use Appraised Value

Tax Year (TY) - Year - Year

***Elementary School (ELEM)** ***Middle School (MIDSCH)**

***High School (HISCH)**

***Asterisks indicate mandatory fields.** *** Seller's Initials:** _____

[Note - All field names enclosed in () are searchable , IE: LD=06/01/00+] **Seller's Initials:** _____

CHECK ALL THAT APPLY

<p>*Basement (BSMT)</p> <p>A. <input type="checkbox"/> FULL B. <input type="checkbox"/> PARTIAL PART C. <input type="checkbox"/> CRAWL SPACE CRAWL D. <input type="checkbox"/> FINISHED FIN E. <input type="checkbox"/> PART FINISHED PT/FIN F. <input type="checkbox"/> UNFINISHED UNFIN G. <input type="checkbox"/> WALK-OUT H. <input type="checkbox"/> INTERIOR ACCESS INT/ACC I. <input type="checkbox"/> GARAGE ACCESS GAR/ACC J. <input type="checkbox"/> BULKHEAD BLKHD K. <input type="checkbox"/> SUMP PUMP S/PUMP L. <input type="checkbox"/> DIRT FLOOR DIRT/FL M. <input type="checkbox"/> STORAGE Y. <input type="checkbox"/> SEE REMARKS Z. <input type="checkbox"/> NONE</p>	<p>Exterior Feat. (EXTF)</p> <p>A. <input type="checkbox"/> PORCH B. <input type="checkbox"/> PATIO C. <input type="checkbox"/> DECK D. <input type="checkbox"/> BALCONY BALC E. <input type="checkbox"/> STORM WINDS STRM/WND F. <input type="checkbox"/> STORM DOORS STRM/DR G. <input type="checkbox"/> GRILL H. <input type="checkbox"/> INGRND POOL IG/POOL I. <input type="checkbox"/> ABOVEGND POOL AG/POOL J. <input type="checkbox"/> HOT TUB H/TUB K. <input type="checkbox"/> SPRINKLER L. <input type="checkbox"/> SHED M. <input type="checkbox"/> BARN N. <input type="checkbox"/> GAZEBO GZBO O. <input type="checkbox"/> CABANA P. <input type="checkbox"/> LIGHTING Q. <input type="checkbox"/> GUEST HOUSE GST/HSE R. <input type="checkbox"/> TENNIS COURT TEN CT S. <input type="checkbox"/> PADDOCK Y. <input type="checkbox"/> SEE REMARKS Z. <input type="checkbox"/> NONE</p>	<p>*Heating (HEAT)</p> <p>A. <input type="checkbox"/> HEAT PUMP HT/PMP B. <input type="checkbox"/> HOT AIR C. <input type="checkbox"/> RADIATORS RADATR D. <input type="checkbox"/> WALL UNIT(S) WL/UNT E. <input type="checkbox"/> BASEBOARDS BASEBRD F. <input type="checkbox"/> SPACE HEATER SP/HTR G. <input type="checkbox"/> ZONED H. <input type="checkbox"/> RADIANT I. <input type="checkbox"/> ELECTRIC ELEC J. <input type="checkbox"/> GAS K. <input type="checkbox"/> HOT WATER HT/WTR L. <input type="checkbox"/> OIL M. <input type="checkbox"/> PROPANE N. <input type="checkbox"/> WOOD O. <input type="checkbox"/> SOLAR P. <input type="checkbox"/> STEAM Y. <input type="checkbox"/> SEE REMARKS Z. <input type="checkbox"/> NONE</p>	<p>Miscellaneous (MISC)</p> <p>A. <input type="checkbox"/> FIXER UPPER B. <input type="checkbox"/> COMMON LAUNDRY C. <input type="checkbox"/> WASHER/DRYERS, SOME D. <input type="checkbox"/> WASHER/DRYERS, ALL E. <input type="checkbox"/> UNITS VARY F. <input type="checkbox"/> STORAGE AVAILABLE</p>	<p>Separate Utilities (SEPU)</p> <p>A. <input type="checkbox"/> HEAT B. <input type="checkbox"/> ELECTRIC METERS C. <input type="checkbox"/> GAS D. <input type="checkbox"/> WATER Y. <input type="checkbox"/> SEE REMARKS</p>
<p>*Cooling (COOL)</p> <p>A. <input type="checkbox"/> HEAT PUMP HT/PUMP B. <input type="checkbox"/> CENTRAL AIR C/A C. <input type="checkbox"/> WINDOW UNIT WIND UNT D. <input type="checkbox"/> ZONED E. <input type="checkbox"/> WALL-UNIT WALL UNT F. <input type="checkbox"/> ATTIC FAN Y. <input type="checkbox"/> SEE REMARKS Z. <input type="checkbox"/> NONE</p>	<p>Fence Desc. (FEN)</p> <p>A. <input type="checkbox"/> CHAIN LINK B. <input type="checkbox"/> WOOD C. <input type="checkbox"/> RAIL D. <input type="checkbox"/> FULL E. <input type="checkbox"/> PARTIAL F. <input type="checkbox"/> PRIVACY G. <input type="checkbox"/> STONE H. <input type="checkbox"/> INVISIBLE Y. <input type="checkbox"/> SEE REMARKS Z. <input type="checkbox"/> NONE</p>	<p>Lot Desc. (LTDS)</p> <p>A. <input type="checkbox"/> CORNER B. <input type="checkbox"/> WOODED C. <input type="checkbox"/> EASEMENTS D. <input type="checkbox"/> WATER FRONTAGE E. <input type="checkbox"/> GOLF COURSE FRONTAGE F. <input type="checkbox"/> LEVEL G. <input type="checkbox"/> SLOPING H. <input type="checkbox"/> ADDITIONAL LAND AVAIL. I. <input type="checkbox"/> FLOOD ZONE J. <input type="checkbox"/> VIEWS K. <input type="checkbox"/> ZERO LOT LINE L. <input type="checkbox"/> CUL DE SAC M. <input type="checkbox"/> HORSE PROPERTY N. <input type="checkbox"/> FARM O. <input type="checkbox"/> SOME WETLANDS Y. <input type="checkbox"/> SEE REMARKS Z. <input type="checkbox"/> NONE</p>	<p>*Park/Garage (PRKG)</p> <p>A. <input type="checkbox"/> ATTACHED ATT B. <input type="checkbox"/> DETACHED DET C. <input type="checkbox"/> OFF STREET OFF/ST D. <input type="checkbox"/> CARPORT CRPRT E. <input type="checkbox"/> RV/BOAT PAD RV/BT PAD F. <input type="checkbox"/> UNDER UND G. <input type="checkbox"/> STREET H. <input type="checkbox"/> RESERVED RSVD M. <input type="checkbox"/> PARKING GARAGE N. <input type="checkbox"/> UNIT GARAGE O. <input type="checkbox"/> SECURITY Q. <input type="checkbox"/> LOT R. <input type="checkbox"/> PAVED S. <input type="checkbox"/> UNPAVED Y. <input type="checkbox"/> SEE REMARKS Z. <input type="checkbox"/> NONE</p>	<p>*Water/Sewer (WTSW)</p> <p>A. <input type="checkbox"/> SEWER B. <input type="checkbox"/> SEPTIC C. <input type="checkbox"/> CITY WATER D. <input type="checkbox"/> PRIV. WATER E. <input type="checkbox"/> WELL F. <input type="checkbox"/> CESSPOOL G. <input type="checkbox"/> SEWER FEES Y. <input type="checkbox"/> SEE REMARKS</p>
<p>*Exterior (EXT)</p> <p>A. <input type="checkbox"/> ALUMINUM ALUM B. <input type="checkbox"/> ASBESTOS C. <input type="checkbox"/> BLOCK D. <input type="checkbox"/> BRICK E. <input type="checkbox"/> CEDAR F. <input type="checkbox"/> WOOD G. <input type="checkbox"/> SHAKES H. <input type="checkbox"/> STUCCO I. <input type="checkbox"/> VINYL J. <input type="checkbox"/> STONE K. <input type="checkbox"/> CLAPBOARD CLAPBRD L. <input type="checkbox"/> SHINGLES SHNGL M. <input type="checkbox"/> VERTICAL SIDING N. <input type="checkbox"/> LOGS Y. <input type="checkbox"/> SEE REMARKS</p>	<p>*Foundation (FND)</p> <p>A. <input type="checkbox"/> SLAB B. <input type="checkbox"/> PILING C. <input type="checkbox"/> WOOD D. <input type="checkbox"/> STONE E. <input type="checkbox"/> CONCRETE F. <input type="checkbox"/> BRICK G. <input type="checkbox"/> BLOCK H. <input type="checkbox"/> MASONRY Y. <input type="checkbox"/> SEE REMARKS Z. <input type="checkbox"/> NONE</p>	<p>*Roof (ROOF)</p> <p>A. <input type="checkbox"/> ASPHALT SHINGLE ASPHLT B. <input type="checkbox"/> WOOD SHINGLE WOOD C. <input type="checkbox"/> SLATE D. <input type="checkbox"/> TILE E. <input type="checkbox"/> SHAKE F. <input type="checkbox"/> TAR/GRAVEL TAR/GRAV G. <input type="checkbox"/> COMPOSITION COMP H. <input type="checkbox"/> RUBBER I. <input type="checkbox"/> BUILT UP J. <input type="checkbox"/> CONCRETE K. <input type="checkbox"/> METAL L. <input type="checkbox"/> FIBERGLASS SHINGLES Y. <input type="checkbox"/> SEE REMARKS</p>	<p>*Waterfront Desc. (WTFT)</p> <p>A. <input type="checkbox"/> OCEAN SND B. <input type="checkbox"/> SOUND HRBR C. <input type="checkbox"/> HARBOR D. <input type="checkbox"/> LAKE E. <input type="checkbox"/> POND F. <input type="checkbox"/> RIVER FRNTG G. <input type="checkbox"/> FRONTAGE H. <input type="checkbox"/> VIEW I. <input type="checkbox"/> WALK TO ACC J. <input type="checkbox"/> ACCESS K. <input type="checkbox"/> DOCK/MOORING DOCK/MRG L. <input type="checkbox"/> BEACH M. <input type="checkbox"/> SEASONAL N. <input type="checkbox"/> BROOK O. <input type="checkbox"/> NO P. <input type="checkbox"/> DIRECT Q. <input type="checkbox"/> BEACH RIGHTS R. <input type="checkbox"/> WATER COMMUNITY Y. <input type="checkbox"/> SEE REMARKS</p>	

VALID LISTING AGREEMENT STATEMENT

I, the undersigned Broker or Authorized Agent, represent to the Consolidated Multiple Listing Service, Inc., its members and cooperating agents, that I have a valid and legally enforceable exclusive right to sell listing agreement , exclusive agency listing agreement , or exclusive right to lease agreement with the owners of the above entitled property. The information contained in the data information sheet is, to the best of my knowledge and belief, true and accurate.

*Date: _____ *Broker or Authorized Agent Signature _____

ELECTRONIC LOCKBOX AUTHORIZATION

As a service to its members, the Consolidated Multiple Listing Service, Inc. ("CMLS") maintains an electronic lockbox system to facilitate controlled and monitored access to the interior of listed properties by Participants of the CMLS. The Undersigned Owner(s) do , do not authorize the Broker to use the CMLS electronic lockbox system in connection with marketing the Property. Owner(s) acknowledge and agree that they will indemnify and hold harmless the CMLS from all loss, costs and damages that may be suffered by Owner(s) arising from or related to the use of any lockbox on the Property, other than the CMLS electronic lockbox system.

AUTHORIZATION TO USE MULTIPLE LISTING SERVICE AND DISCLAIMER

The undersigned Owner(s) authorize and instruct(s) the Broker to submit the information contained herein to the Consolidated Multiple Listing Service, Inc., for the purpose of offering the property for sale or lease through its participants during the period specified. This information has been furnished by the Seller and/or other sources and is not guaranteed by the Broker. Owner(s) agree that the information herein is true and correct to his/her/their knowledge. It is understood that there is no contractual relationship between the Owner(s) and the Consolidated Multiple Listing Service, Inc. Receipt of a copy of this Property Data Form is acknowledged by owner(s).

Submitted by:

*Broker or Authorized Agent _____ *Seller _____

Broker or Authorized Agent _____ Seller _____