

# MULTI-FAMILY LISTING FORM



**\* Required Fields**

SUPPORT@REALCOMP.COM FAX: (248) 699-0331 PHONE: (866) 553-3430

MLS # \_\_\_\_\_

AGENT/OFFICE

\*LIST AGENT ID # \_\_\_\_\_ \*AGENT PHONE \_\_\_\_\_  
 \*LIST OFFICE ID # \_\_\_\_\_  
 \*CONTACT NAME \_\_\_\_\_ \*CONTACT PHONE \_\_\_\_\_  
 CO-LISTER ID# \_\_\_\_\_ CO-LISTER PHONE \_\_\_\_\_

PRICE & OWNERSHIP

**\* ACCESS** Maximum 1 choice  
 APPOINTMENT  
 APPOINTMENT/KEY  
 APPOINTMENT/LOCKBOX  
 KEY  
 LOCKBOX  
 SEE REMARKS

**\* OWNERSHIP** Maximum 1 choice  
 BANK OWNED  
 CORPORATE/RELOCATION  
 FANNIE MAE/FREDDIE MAC  
 GOVERNMENT OWNED  
 PRIVATE OWNED

\*LIST PRICE \$ \_\_\_\_\_  
 \*IS THIS A SHORT SALE? \_\_\_\_ YES \_\_\_\_ NO  
 \*POSSESSION \_\_\_\_\_

PUBLIC RECORD AND ADDRESS

\*COUNTY \_\_\_\_\_ \*PROPERTY ID \_\_\_\_\_ \*AREA # \_\_\_\_\_  
 \*ADDRESS \_\_\_\_\_  
     \*STREET #      ST DIR.      \*STREET NAME      STREET TYPE      POST DIR      SIDE OF STREET  
 \*  CITY  
 VILLAGE \_\_\_\_\_  
 TOWNSHIP \_\_\_\_\_ \*MUNICIPALITY NAME      \*MAILING CITY NAME      \*STATE      \*ZIP CODE      ZIP + 4  
 \*  NORTH      \*  EAST  
 SOUTH      \*NORTH/SOUTH CROSS STREET       WEST      \*EAST/WEST CROSS STREET  
 \*DIRECTIONS \_\_\_\_\_  
 \*LEGAL DESCRIPTION \_\_\_\_\_  
 \*TAXES \_\_\_\_\_ \*IS A PERCENTAGE HOMESTEAD EXEMPT? \_\_\_\_ YES \_\_\_\_ NO  
     \*SUMMER TAXES      \*WINTER TAXES      SPECIAL ASSESSMENT AMOUNT AND REASON  
 SUBDIVISION \_\_\_\_\_ \*SCHOOL DISTRICT \_\_\_\_\_

LOT AND LAND INFORMATION

\*LOT DIMENSIONS \_\_\_\_\_ ROAD FRONTAGE FEET \_\_\_\_\_ ACRES \_\_\_\_\_  
     FRONT X LEFT X BACK X RIGHT X OTHER  
 SOIL TYPE \_\_\_\_\_  
 \*ENCROACHMENTS? \_\_\_\_ YES \_\_\_\_ NO  
 CONFORMS TO ZONING? \_\_\_\_ YES \_\_\_\_ NO

<p><b>*ZONING</b> Maximum 1 choice  <input type="checkbox"/> AGRICULTURAL  <input type="checkbox"/> COMMERCIAL  <input type="checkbox"/> HEAVY INDUSTRIAL  <input type="checkbox"/> LIGHT INDUSTRIAL  <input type="checkbox"/> MULTI-FAMILY  <input type="checkbox"/> MULTIPLE  <input type="checkbox"/> OFFICE  <input type="checkbox"/> RECREATIONAL  <input type="checkbox"/> RESIDENTIAL</p>	<p><b>WATER FACILITIES</b> Maximum 3 choices  <input type="checkbox"/> CANAL FRONTAGE  <input type="checkbox"/> CREEK  <input type="checkbox"/> LAKE FRONTAGE  <input type="checkbox"/> LAKE/RIVER PRIV.  <input type="checkbox"/> POND  <input type="checkbox"/> RIVER FRONTAGE</p>	<p><b>WATER FEATURES</b> No maximum  <input type="checkbox"/> ALL SPORTS LAKE  <input type="checkbox"/> BOAT FACILITIES  <input type="checkbox"/> DOCK FACILITIES  <input type="checkbox"/> SEA WALL  <input type="checkbox"/> SWIM ASSOC.</p>	<p><b>*ROAD</b> No maximum  <input type="checkbox"/> GRAVEL  <input type="checkbox"/> PAVED  <input type="checkbox"/> PRIVATE  <input type="checkbox"/> PUBLIC SIDEWALK</p>	<p><b>*WATER</b> Maximum 2 choices  <input type="checkbox"/> 3RD PARTY/ UNKNOWN  <input type="checkbox"/> COMMUNITY  <input type="checkbox"/> MUNICIPAL WATER  <input type="checkbox"/> WATER AT STREET  <input type="checkbox"/> WELL-EXISTING  <input type="checkbox"/> OTHER/NONE</p>	<p><b>*SEWER</b> Maximum 2 choices  <input type="checkbox"/> 3RD PARTY/ UNKNOWN  <input type="checkbox"/> COMMON SEPTIC  <input type="checkbox"/> SEPARATE METERS  <input type="checkbox"/> SEPTIC-EXISTING  <input type="checkbox"/> SEWER AT STREET  <input type="checkbox"/> SEWER-SANITARY</p>
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BODY OF WATER NAME \_\_\_\_\_  
 WATER FRONTAGE FEET \_\_\_\_\_

# MULTI-FAMILY LISTING FORM CONTINUED

## ADDRESS REQUIRED \_\_\_\_\_

\*YEAR BUILT \_\_\_\_\_ YEAR REMODELED \_\_\_\_\_ \*APPROX. ABOVE GRADE SQ FT \_\_\_\_\_ \*SOURCE BLDG SQ FT \_\_\_\_\_  
No basement sq ft

BUILDING AND EXTERIOR

**\*ARCHITECTURE STYLE**

- No maximum  
 COMMON ENTRY BUILDING  
 DUPLEX  
 QUADRUPLEX  
 TOWNHOUSE  
 TRIPLEX  
 UPPER/LOWER APARTMENT  
 OTHER

**\*ARCHITECTURE LEVEL**

- Maximum 1 choice  
 1 STORY  
 1-1/2 STORY  
 2 STORY  
 3 STORY  
 4-10 STORY  
 11+ STORY  
 OTHER

**\*EXTERIOR**

- No maximum  
 ALUMINUM  
 ASBESTOS  
 ASPHALT  
 BLOCK/CONCRETE/MASONRY  
 BRICK  
 BRICK SIDING  
 CEDAR  
 COMPOSITION  
 LOG/LOG FACED  
 STONE  
 STUCCO/EIFS  
 VINYL  
 WOOD  
 OTHER

**EXTERIOR FEATURES**

- No maximum  
 AWNINGS/OVERHANGS  
 CHIMNEY CAP(S)  
 CLUB HOUSE  
 DISABLED ACCESS  
 ENERGY STAR® QUALIFIED SKYLIGHTS  
 ENERGY STAR® QUALIFIED SOLAR LIGHT TUBES  
 FENCED  
 GATE HOUSE  
 GAZEBO  
 GRAY WATER SYSTEM  
 GUTTER GUARD SYSTEM  
 OUTSIDE LIGHTS  
 PERMEABLE PAVING  
 PLAYGROUND  
 POOL-ABOVE GROUND  
 POOL-INGROUND  
 PRIVATE ENTRY  
 RAIN BARREL/CISTERN  
 SATELLITE DISH  
 SECURITY PATROL  
 SPA/HOT TUB  
 SPRINKLER(S)  
 TENNIS COURT  
 USED WATERSENSE® IRRIGATION PARTNER  
 WATER-SMART LANDSCAPING  
 WATERSENSE® LABELED IRRIGATION CONTROLLER

**PORCH TYPE**

- No maximum  
 BALCONY  
 BREEZEWAY  
 DECK  
 PATIO  
 PORCH  
 PORCH-COVERED  
 PORCH-ENCLOSED  
 TERRACE

**PARKING**

- No maximum  
 ASSIGNED SPACES  
 CARPORTS  
 GARAGES  
 LIGHTED  
 OFF SITE  
 ON STREET  
 PAVED  
 PERMIT REQUIRED  
 UNASSIGNED/GENERAL  
 OTHER

**NUMBER OF PARKING SPACES** \_\_\_\_\_

**ROOF MATERIAL**

- No maximum  
 ASPHALT  
 BUILT-UP  
 CEDAR/WOOD  
 COMPOSITION  
 ENERGY STAR® QUALIFIED ROOF SHINGLES  
 GREEN ROOF  
 METAL  
 RUBBER  
 SLATE  
 TILE  
 WHITE ROOF  
 OTHER

FOUNDATION

**\*FOUNDATION MATERIAL**

- No maximum  
 BLOCK  
 BRICK  
 POURED  
 STONE  
 WOOD  
 OTHER

**\*FOUNDATION**

- Maximum 2 choices  
 BASEMENT  
 CRAWL  
 HEAVY DUTY FOOTINGS  
 MICHIGAN BASEMENT  
 PILINGS  
 POST AND PIERS  
 SLAB

**BASEMENT DESCRIPTION**

- Maximum 3 choices  
 COMMON  
 COMMON STORAGE LOCKER  
 DAYLIGHT  
 FINISHED  
 INTERIOR ACCESS ONLY  
 PARTIALLY FINISHED  
 PRIVATE  
 PRIVATE STORAGE LOCKERS  
 UNFINISHED  
 WALKOUT ACCESS  
 WALK-UP ACCESS

**EST. BASEMENT SQUARE FEET**

Required if basement is selected \_\_\_\_\_

**EST. FINISHED BASEMENT SQ FT**

Required if the basement is finished or partially finished \_\_\_\_\_

# MULTI-FAMILY LISTING FORM CONTINUED

## ADDRESS REQUIRED \_\_\_\_\_

INTERIOR

**INTERIOR FEATURES**

No maximum

- AIR CLEANER
- CABLE AVAILABLE
- CARBON MONOXIDE ALARM(S)
- CENTRAL VACUUM
- DE-HUMIDIFIER
- DISABLED FAC.
- DUAL-FLUSH TOILET(S)
- ELEVATOR/LIFT
- ENERGY STAR® QUALIFIED DOOR(S)
- ENERGY STAR® QUALIFIED EXHAUST FAN(S)
- ENERGY STAR® QUALIFIED LIGHT FIXTURE(S)
- ENERGY STAR® QUALIFIED WINDOW(S)
- FIRE SPRINKLER
- FURNISHED
- HIGH SPEED INTERNET AVAILABLE
- HOME ENERGY MANAGEMENT SYSTEM
- HUMIDIFIER
- INTERCOM
- JETTED TUB
- LAUNDRY FACILITIES
- PETS ALLOWED
- PROGRAMMABLE THERMOSTAT
- SECURITY ALARM (OWNED)
- SECURITY ALARM (RENTED)
- SOUND SYSTEM
- SPA/HOT TUB
- UTILITY SMART METER
- WATER SOFTENER (OWNED)
- WATER SOFTENER (RENTED)
- WATERSENSE® LABELED FAUCET(S)
- WATERSENSE® LABELED SHOWERHEAD(S)
- WATERSENSE® LABELED TOILET(S)
- OTHER

**COOLING**

Maximum 4 choices

- ATTIC FAN
- CEILING FAN
- CEILING FANS 2+
- CENTRAL AIR
- CHILLER COOLING SYSTEM
- ENERGY STAR® QUALIFIED A/C EQUIPMENT
- ENERGY STAR® QUALIFIED CEILING FAN(S)
- ENERGY STAR®/ACCA® RSI INSTALLATION
- EVAPORATIVE COOLING
- HEAT PUMP
- SEPARATE METERS
- WALL UNIT
- WALL UNITS 2+
- WINDOW UNIT
- WINDOW UNITS 2+

**\*HEATING FUEL TYPE**

Maximum 2 choices

- COAL
- ELECTRIC
- GEO-THERMAL
- HEAT PUMP
- LP GAS
- NATURAL GAS
- OIL
- PROPANE
- SOLAR
- WOOD

**\*HEATING**

Maximum 4 choices

- BASEBOARD
- ENERGY STAR® QUALIFIED FURNACE EQUIPMENT
- ENERGY STAR®/ACCA® RSI INSTALLATION
- FORCED AIR
- GRAVITY
- HEAT PUMP
- HIGH EFFICIENCY SEALED COMBUSTION
- HOT WATER
- RADIANT
- SEPARATE METERS
- SPACE HEATER
- STEAM
- WALL/FLOOR FURNACE
- ZONED
- OTHER

**WATER HEATER**

Maximum 2 choices

- COMMON
- ELECTRIC
- ENERGY STAR® QUALIFIED WATER HEATER
- GEO-THERMAL
- HEAT PUMP
- HIGH EFFICIENCY SEALED WATER HEATER
- LP GAS/
- NATURAL GAS
- OIL
- PROPANE
- SEPARATE METERS
- SOLAR
- TANKLESS

ARE THERE EXCLUSIONS? \_\_\_\_YES \_\_\_\_NO

# MULTI-FAMILY LISTING FORM CONTINUED

## ADDRESS REQUIRED \_\_\_\_\_

\*TOTAL FULL BATHS \_\_\_\_\_ \*TOTAL LAVS \_\_\_\_\_ \*TOTAL NO. OF UNITS \_\_\_\_\_ \*NUMBER OF UNITS CURRENTLY LEASED \_\_\_\_\_  
 (Must equal the unit totals below)

\*HOW MANY (# OF) LOFT UNITS? \_\_\_\_\_ \*HOW MANY (# OF) 1 BEDROOM UNITS? \_\_\_\_\_

\*HOW MANY (# OF) STUDIOS/EFFICIENCIES? \_\_\_\_\_ \*HOW MANY (# OF) 2 BEDROOM UNITS? \_\_\_\_\_

\*HOW MANY (# OF) 3 BEDROOM UNITS? \_\_\_\_\_

TOTAL UNITS

**\*Complete at least one unit description for each unique type of unit available.**

UNIT TYPE OPTIONS: 1 Bedroom, 2 Bedroom, 3 Bedroom, Studio/Efficiency, Loft

FURNISHED OPTIONS: Furnished, Partially Furnished, Unfurnished

UNIT DESCRIPTION

*UNIT TYPE	*# FULL BATHS	*# LAVS	*SQUARE FEET	FURNISHED OPTIONS	QTY OF THIS UNIT TYPE	RENT
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

# MULTI-FAMILY LISTING FORM CONTINUED

## ADDRESS REQUIRED

INVESTMENT

 RENTAL CERTIFIED?     YES     NO

\*MONTHLY RENT INCOME \$ \_\_\_\_\_

**RENT INCLUDES**

- No Maximum
- 
- 
- ASSOCIATION FEE
- 
- 
- CABLE TV
- 
- 
- ELECTRICITY
- 
- 
- GARBAGE PICK UP
- 
- 
- HEAT
- 
- 
- INTERIOR MAINT. W/ DEDUCT.
- 
- 
- INTERNET
- 
- 
- SNOW REMOVAL
- 
- 
- WATER/SEWER
- 
- 
- YARD MAINTENANCE
- 
- 
- OTHER

 RESTRICTIONS?     YES     NO

\*ANNUAL GROSS INCOME \$ \_\_\_\_\_

\*NET ANNUAL INCOME \$ \_\_\_\_\_

 INVENTORY LIST AVAIL?     YES     NO

 \*IS INCOME ACTUAL OR PROJECTED?     ACTUAL     PROJECTED

TERMS AND COMPENSATION

\*LIST DATE    /    /

\*EXPIRATION DATE    /    /

\*PROTECTION PERIOD \_\_\_\_\_

**\*SUB AGENCY**

- 
- YES
- 
- 
- NO    \*AMOUNT (\$/%) \_\_\_\_\_

**\*BUYER AGENCY**

- 
- YES
- 
- 
- NO    \*AMOUNT (\$/%) \_\_\_\_\_

**\*TRANSACTION COORDINATOR**

- 
- YES
- 
- 
- NO    \*AMOUNT (\$/%) \_\_\_\_\_

**COMPENSATION ARRANGEMENT**

- Maximum 3 choices
- 
- 
- BONUS
- 
- 
- DUAL
- 
- 
- EXCLUDED PARTIES
- 
- 
- VARIABLE

**\*LISTING TYPE**

- Maximum 1 choice
- 
- 
- EXCLUSIVE RIGHT TO SELL
- 
- 
- EXCLUSIVE AGENCY

**\*LEVEL OF SERVICE**

- Maximum 1 choice
- 
- 
- FULL SERVICE
- 
- 
- LIMITED SERVICE
- 
- 
- MLS ENTRY ONLY

**\*SERVICES OFFERED**

- If Limited Service, check at least one
- 
- 
- ARRANGE APPOINTMENTS
- 
- 
- ACCEPT/PRESENT OFFERS
- 
- 
- ADVISE ON OFFERS
- 
- 
- ASSIST W/COUNTEROFFERS
- 
- 
- NEGOTIATE FOR SELLER

**\*TERMS OFFERED**

- No maximum
- 
- 
- ASSUMP-LENDER APP.
- 
- LAND CONTRACT
- 
- 
- AUCTION
- 
- PUR. MONEY MORTGAGE
- 
- 
- CASH
- 
- QUIT CLAIM DEED
- 
- 
- CONV BLEND RT
- 
- RURAL DEVELOPMENT
- 
- 
- CONVENTIONAL
- 
- SIMPLE ASSUMPTION
- 
- 
- COVENANT DEED
- 
- TRADE/EXCHANGE
- 
- 
- FHA
- 
- VA
- 
- 
- FHA 203K
- 
- WARRANTY DEED

 LAND CONTRACT  
**DOWN PAYMENT**    \$ \_\_\_\_\_  
**INTEREST**    \_\_\_\_\_ %  
**MONTHLY PAYMENT** \$ \_\_\_\_\_  
**TERM (# of months)** \_\_\_\_\_

REMARKS

**PUBLIC REMARKS:**
**AGENT ONLY REMARKS:**

**"THE PROFILE SHEET IS AN INTEGRAL PART OF A LEGAL CONTRACT. BY SIGNING BELOW, I CERTIFY THAT A CONTRACT HAS BEEN EXECUTED ON THE SUBJECT PROPERTY AUTHORIZING DISSEMINATION TO AUTHORIZED MLS PARTICIPANTS."**

 \*SIGNATURES ON FILE

LISTING OFFICE NAME

 X \_\_\_\_\_ / /  
\*OWNER'S SIGNATUREDATE

 X \_\_\_\_\_ / /  
\*AGENT'S SIGNATURE

 X \_\_\_\_\_ / /  
OWNER'S SIGNATUREDATE