

NEREN Multi-Family Listing Input Form

*Denotes Required/Conditionally Required field

Status

*Comp Only: Yes / No If yes, Comp Type: Listed Outside the MLS / Sold Outside the MLS

Listing Information

Listed in other Prop Type – Yes / No If yes, Primary MLS#: _____

*Listing Type: *List Agent: _____

Exclusive Agency Co List Agent: _____

Exclusive Right Co List Office: _____

Open *Price: _____

*Date - MLS List: _____ *Date – Expiration: _____

Auction: Yes / No If yes, Date – Auction: _____ Auction Time: _____

Auctioneer – Responsible: _____ Auctioneer License Number: _____

Auction Info:

Absolute Auction	Buyer Insp. Allowed	Buyer Registration Required	Reserve Auction
Available Prior Viewing	Buyer Premium	Minimum Bid	Sold As Is

Auction Price Determined by:

Appraisal	Municipal Bid
CMA	Other
Municipal Assessment	Reserve Price

Location

*State: _____ *County: _____ *City: _____ *Zip: _____

Village/Dist/Locale: _____

*Address – Number: _____ *Street Name: _____ Street Type: _____

Unit/Lot #: _____ Development/Subdivision: _____

*Mapping/Validate Map - Latitude: _____ Longitude: _____

Directions (300 characters):

Area Description:

Abuts Conservation	In Town	Near Paths	Neighborhood	Tidal
Abuts Golf Course	Industrial Park	Near Public Transportation	Office Park	Valley
Adjoins St/Nat'l Forest	Island	Near Railroad	Other	Village
Business District	Mountain	Near Shopping	Preservation Dist.	
Commercial Zoning	Near Country Club	Near Skiing	Rural	
Historic District	Near Golf Course	Near Snowmobile Trails	Suburban	

*Zoning: _____ School – District: _____

Elementary: _____ Middle/Jr: _____ High: _____

Tax/Public Records

*Deed - Recorded Type:

Assigned	Deed to be Obtained	Limited Warranty Deed	Trust
Auctioneers Deed	Deed to Seller Not Recorded	Multiple	Warranty
Bill of Sale	Fiduciary	Other	
Certificate (MA only)	Foreclosure	Quit Claim	
Deed in lieu	Limited	Subdivision	

Deeds – Total: _____ Deed – Book: _____ Deed – Page: _____

Deed – Book: _____ Deed – Page: _____ Deed – Book: _____ Deed – Page: _____

Property ID: _____ *SPAN Number (VT Only): _____

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(Not Req'd in VT) - *Map: _____ *Block: _____ *Lot: _____

*Taxes TBD: Yes / No *Tax - Gross Amount: _____ Tax Year Notes: _____

Tax Class:

Homestead
Non-Homestead
TBD

Tax Rate: _____ Current Use: Yes/ No / Unknown

Land Gains: Yes / No / To Be Determined

Assessment Amount: _____ Assessment Year: _____

Plan Survey Number: _____

Structure

*Pre-Construction: No / Yes Construction Status: Existing / New Construction / None *Year Built: _____

Color: _____

*Style:

A Frame	Conversion	Gambrel	Modified	Split Level
Adirondack	Cottage/Camp	Garden	Multi-Family	Straw Bale
Antique	Deck House	Garrison	Multi-Level	Studio
Apartment Building	Detached	Greek Revival	New Englander	Top Floor
Bungalow	Double Wide	Ground Floor	Other	Townhouse
Cabin	Duplex	High Rise	Raised Ranch	Tri-Level
Cape	End Row	Historic Vintage	Ranch	Tudor
Carriage	End Unit	Hotel	Rehab Needed	Victorian
Chalet	Farmhouse	Inside Row	Reproduction	w/Addition
Colonial	Federal	Log	Rooming House	Walkout Lower Level
Condex	Flat	Manuf/Mobile	Saltbox	Yurt
Contemporary	Freestanding	Modern Architecture	Single Wide	

Footprint: _____

*SqFt-Apx Fin Above Grade: _____ *SqFt-Apx Fin AG Source:

Appraiser	Municipal
Builder	Other
Measured	

*SqFt-Apx Unfn Above Grade: _____ *SqFt-Apx Unfn AG Source:

Appraiser	Municipal
Builder	Other
Measured	

*SqFt-Apx Fin Below Grade: _____ *SqFt-Apx Fin BG Source:

Appraiser	Municipal
Builder	Other
Measured	

*SqFt-Apx Unfn Below Grade: _____ *SqFt-Apx Unfn BG Source:

Appraiser	Municipal
Builder	Other
Measured	

*Basement: Yes / No If Yes, *Basement Access Type: Interior / Walkout /

Walk-up

*Basement Description:

Apartments	Daylight	Gravel	Partially Finished	Storage Space
Bulkhead	Dirt	Insulated	Roughed In	Stubbed In
Climate Controlled	Dirt Floor	No Tenant Access	Slab	Sump Pump
Concrete	Finished	None	Stairs - Exterior	Unfinished
Concrete Floor	Frost Wall	Other	Storage - Assigned	
Crawl Space	Full	Partial	Storage - Locked	

*Garage: Yes / No If yes, *Garage Type: Attached / Carport / Detached / Other / Under *Garage Capacity: _____

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***Garage Description:**

Assigned	Direct Entry	Leased	Permit Required	Unassigned
Auto Open	Finished	Off Premises	RV Accessible	Visitor
Barn	Heated	Other	Storage Above	

***Exterior:**

Aluminum	Cement	Log Home	Stone
Asbestos	Clapboard	Log Siding	Stucco
Asphalt	Combination	Masonite	T-111
Block	Composition	Metal	Vertical
Board and Batten	Concrete	Metal Clad	Vinyl
Brick	Glass	Other	Vinyl Siding
Brick Veneer	Granite	Shake	Wood
Cedar	Hardwood	Shingle	Wood Siding

***Foundation:**

Axle	Fieldstone	Marble	Poured Concrete	Stone
Below Frost Line	Granite	None	Skirted	Treated Lumber
Block	Gravel/Pad	Other	Slab – Concrete	Wheels
Brick	Hitch	Pier/Column	Slab – Floating	Wood
Concrete	Insulated Concrete Forms	Post/Piers	Slab w/ Frost Wall	

***Roof:**

Bitumen	Membrane	Shake	Shingle - Other	Tile
Channel	Metal	Shingle	Shingle - Wood	Vegetated
Corrugated	Other	Shingle - Architectural	Slate	Wood
Fiberglass	Reflective	Shingle - Asphalt	Standing Seam	
Flat	Rolled	Shingle - Fiberglass	Tar and Gravel	

***Construction:**

Aluminum	Insulation - Cellulose	Manufactured Home	Post and Beam
Concrete Tilt Up	Insulation - FiberglassBlwn	Masonry	Steel Frame
Earth Berm	Insulation - Foam	Metal	Stick Built Off-Site
Existing	Insulation – Foam/ClkAirSl	Modular	Timber Frame
Green Features – See Rmrks	LEEDS	Modular Prefab	Wood Frame
Insulated Concrete Forms	Log Home	Other	

Features

Amenities:

Attic - Finished	Club House	Electric	Other	Security Door(s)
Basketball Court	Coin Laundry	Exercise Facility	Phone	Sewer
Beach Access	Common Acreage	Furnished	Playground	Snow Removal
Beach Rights	Common Heat/Cool	Golf	Pool – Above Ground	Storage – Indoor
Boat Launch	Day Berth	Golf Course	Pool – In Ground	Taxes/Insurance
Boat Mooring	Day Dock	Heat	Pool – Indoor	Tennis Court
Boat Slip/Dock	Docks	Hot Tub	Pool – Outdoor	Trash
Building Maintenance	Dry Berth	Management Plan	Recreation Facility	Water
Cable	Dry Dock	Master Insurance	Sauna	
Cable Internet	DSL	Not Applicable	Security	

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Features – Exterior:

Balcony	Fence – Partial	Pool – Above Ground	Storage
Barn	Garden Space	Pool – In Ground	Tennis Court
Basketball Court	Gazebo	Porch	Window Screens
Berth	Guest House	Porch – Covered	Windows – Double Pane
Boat House	Handicap Modified	Porch – Enclosed	Windows – Energy Star
Building	Hot Tub	Porch – Screened	Windows – High Impact
Covered Slip	Natural Shade	Private Dock	Windows – Low E
Deck	Other	Rack	Windows – Solar Shades
Doors – Energy Star	Other – See Remarks	ROW to Water	Windows – Storm
Fence – Dog	Outbuilding	Sauna	Windows – Tinted
Fence – Full	Patio	Shed	Windows – Triple Pane
Fence – Invisible Pet	Playground	Slip	

Flooring:

Bamboo	Combination	Manufactured	Slate/Stone	Wood
Brick	Concrete	Marble	Softwood	
Carpet	Hardwood	Other	Tile	
Ceramic Tile	Laminate	Parquet	Vinyl	

*Driveway:

Brick/Pavers	Concrete	Gated	None	Right-Of-Way (ROW)
Circular	Crushed Stone	Gravel	Other	
Common/Shared	Dirt	Heated	Paved	

Parking:

Assigned	Off Street	Parking Spaces 5	RV Accessible
Covered	On-Site	Parking Spaces 6+	Reserved
Deeded	On Street	Parking Spaces 1 – 10	Unassigned
Driveway	Other	Parking Spaces 3 – 5	Under
Garage	Paid	Parking Spaces 5 – 10	Unpaid
Leased	Parking Spaces 1	Parking Spaces 11 – 20	Unpaved
None	Parking Spaces 2	Parking Spaces 21+	Visitor
Off Premises	Parking Spaces 3	Paved	
Off-Site	Parking Spaces 4	Permit Required	

*Total Units: _____ *Total 1 BR Units: _____ *Total 2 BR Units: _____ *Total 3+ BR Units: _____

Total Full Baths: _____ Total Electric Meters: _____ Total Ranges: _____ Total Refrigerators: _____

Total Gas Meters: _____ Total Heat Units: _____ Total Water Heaters: _____

*Total Stories:

1	1.5	1.75	2	2.5	3	4+
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Total Rooms Above Ground: _____ Total Leases: _____

Green Verification Program (3 sets, if needed):

Blower Door Test	Indoor airPLUS	Passive House (PHIUS+)
ENERGY STAR Certified Homes	LEED for Homes	Residential New Construction Svcs
EnerPhit	NGBS New Construction	Vermont Home Energy Profile
HERS	NGBS Small Project Remodel	WaterSense
Home Energy Score	NGBS Whole-Home Remodel	Zero Energy Ready Home (DOE Challenge Home)
Home Performance with ENERGY STAR	OTHER	

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Green Verification Body:

DOE	Local Provider from USDOE
Efficiency Vermont	Passive House Institute Quality Approved Passive House
EPA	Passive House Institute US PHIUS+
Home Innovation Research Labs	RESNET
Local Provider	USGBC

Green Verification Status: Official / Preliminary Green Verification Year: _____

Green Verification Rating:

Bronze	Gold	Silver
Certified	PHIUS+ Certified Efficiency	Vermont Certified Efficiency
Emerald	Platinum	Vermont High Performance Home

Green Verification Metric: _____ Green Verification New Construction: Yes / No

Green Verification URL: _____

Lot

*Lot – Acres: _____

*Lot Description:

Agricultural	Farm	Lowland	River	Subdivision
Airport Community	Farm – Dairy	Major Road Frontage	River Frontage	Timber
Alternative Lots Avail	Farm – Horse/Animal	Mountain View	Rolling	Trail/Near Trail
Alternative Styles Avail	Field/Pasture	Neighbor Business	Secluded	View
Canal	Hilly	Open	Sidewalks	Walking Trails
City Lot	Interior Lot	Orchards	Ski Area	Water View
Condo Development	Lake Access	Other	Ski Trailside	Waterfall
Conserved Land	Lake Frontage	Pond	Slight	Waterfront
Corner	Lake View	Pond Frontage	Sloping	Wetlands
Country Setting	Lakes	Pond Site	Special Assessment	Wooded
Curbing	Landscaped	PRD/PUD	Steep	
Deed Restricted	Leased	Recreational	Stream	
Deep Water Access	Level	Rental Complex	Street lights	

*Road Frontage: Yes / No / TBD If Yes, Road Frontage Length: _____

ROW - Parcel Access: Yes / No / Unknown If Yes, ROW – Width: _____ ROW – Length: _____

ROW to other Parcel: Yes / No / Unknown

Water Body Access:

Owned	Shared Private	View Only
Right of Way	Town Residents Only	

Water Body Name: _____

Water Body Type:

Bay	Cove	Harbor	Ocean	River
Brook	Creek	Lake	Pond	Stream

Water Frontage Length: _____ Water Restrictions: Yes / No

*Roads:

Association	Easement/ROW	Other	Seasonal
Cul-de-Sac	Gravel	Paved	Shared
Dead End	Limited Access HW	Private	Unpaved
Dirt	None	Public	Water

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*Surveyed: Yes / No / Unknown If yes, Surveyed By: _____

Units

Unit - Info:

Air Conditioner	Dishwasher	Heat Included	Oven – Wall	Smoke Detector
Antenna	Disposal	Hot Water	Playroom	Storage
Appliances Included	Dryer	Kitchen Island	Porch	Stove – Gas Heat
Cathedral Ceiling	Electric	Laundry Hookup	Porch – Screened	Stove – Wood
Ceiling Fan	Fireplace – Gas	Loft	Radon Mitigation	Stove – Wood Cook
Central Vacuum	Fireplace – Wood	Master BR w/ BA	Range – Electric	Sunroom
CO Detector	Furnished	Microwave	Range – Gas	Trash Compactor
Cooktop – Electric	Heat	Mini Fridge	Refrigerator	Washer
Cooktop – Gas	Heat – Gas	Mudroom	Satellite Internet	Water Heater
Deck	Heat – Natural Gas	Multi-Phone Lines	Separate	Whirlpool Tub
Den	Heat - Oil	Other	Skylight	Window Treatments

Unit - Lease Terms:

Annual	Daily	Other	Seasonal	Weekly
Bi-Weekly	Month to Month	Owner Occupied	Short Term	

Unit – Status:

Leased	Month to Month	Owner Occupied	Vacant
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Unit – Rental Amount Frequency:

Annually	Bi-Weekly	Daily	Monthly	Other	Seasonal	Weekly
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Unit - Tenant Pays:

All Utilities	Ground Maintenance	Internet Service	Parking	Taxes
CAM	Heat	Landscaping	Recreation	Trash
Cooling	Hot Water	Management Expense	Sewer	TV Service
Electric	Insurance	Other	Snow Removal	Water

Unit 1 Rooms: _____ Unit 1 Bedrooms: _____ Unit 1 Baths: _____

Unit 1 Info: _____

Unit 1 Level Number: _____ Unit 1 Apx SqFt: _____ Unit 1 Style: _____

Unit 1 Rental Agreement: Yes / No / Unknown Unit 1 Lease Term: _____ Unit 1 Status: _____

Unit 1 Deposit: _____ Unit 1 Rental Amount: _____ Unit 1 Rental Amt Freq: _____

Unit 1 Tenant Pays: _____

Unit 1 Occupant Name: _____ Unit 1 Showing Instructions: _____

Unit 2 Rooms: _____ Unit 2 Bedrooms: _____ Unit 2 Baths: _____

Unit 2 Info: _____

Unit 2 Level Number: _____ Unit 2 Apx SqFt: _____ Unit 2 Style: _____

Unit 2 Rental Agreement: Yes / No / Unknown Unit 2 Lease Term: _____ Unit 2 Status: _____

Unit 2 Deposit: _____ Unit 2 Rental Amount: _____ Unit 2 Rental Amt Freq: _____

Unit 2 Tenant Pays: _____

Unit 2 Occupant Name: _____ Unit 2 Showing Instructions: _____

Unit 3 Rooms: _____ Unit 3 Bedrooms: _____ Unit 3 Baths: _____

Unit 3 Info: _____

Unit 3 Level Number: _____ Unit 3 Apx SqFt: _____ Unit 3 Style: _____

Unit 3 Rental Agreement: Yes / No / Unknown Unit 3 Lease Term: _____ Unit 3 Status: _____

Unit 3 Deposit: _____ Unit 3 Rental Amount: _____ Unit 3 Rental Amt Freq: _____

Unit 3 Tenant Pays: _____

Unit 3 Occupant Name: _____ Unit 3 Showing Instructions: _____

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Unit 4 Rooms: _____ Unit 4 Bedrooms: _____ Unit 4 Baths: _____
 Unit 4 Info: _____
 Unit 4 Level Number: _____ Unit 4 Apx SqFt: _____ Unit 4 Style: _____
 Unit 4 Rental Agreement: Yes / No / Unknown Unit 4 Lease Term: _____ Unit 4 Status: _____
 Unit 4 Deposit: _____ Unit 4 Rental Amount: _____ Unit 4 Rental Amt Freq: _____
 Unit 4 Tenant Pays: _____
 Unit 4 Occupant Name: _____ Unit 4 Showing Instructions: _____

Unit 5 Rooms: _____ Unit 5 Bedrooms: _____ Unit 5 Baths: _____
 Unit 5 Info: _____
 Unit 5 Level Number: _____ Unit 5 Apx SqFt: _____ Unit 5 Style: _____
 Unit 5 Rental Agreement: Yes / No / Unknown Unit 5 Lease Term: _____ Unit 5 Status: _____
 Unit 5 Deposit: _____ Unit 5 Rental Amount: _____ Unit 5 Rental Amt Freq: _____
 Unit 5 Tenant Pays: _____
 Unit 5 Occupant Name: _____ Unit 5 Showing Instructions: _____

Unit 6 Rooms: _____ Unit 6 Bedrooms: _____ Unit 6 Baths: _____
 Unit 6 Info: _____
 Unit 6 Level Number: _____ Unit 6 Apx SqFt: _____ Unit 6 Style: _____
 Unit 6 Rental Agreement: Yes / No / Unknown Unit 6 Lease Term: _____ Unit 6 Status: _____
 Unit 6 Deposit: _____ Unit 6 Rental Amount: _____ Unit 6 Rental Amt Freq: _____
 Unit 6 Tenant Pays: _____
 Unit 6 Occupant Name: _____ Unit 6 Showing Instructions: _____

Unit 7 Rooms: _____ Unit 7 Bedrooms: _____ Unit 7 Baths: _____
 Unit 7 Info: _____
 Unit 7 Level Number: _____ Unit 7 Apx SqFt: _____ Unit 7 Style: _____
 Unit 7 Rental Agreement: Yes / No / Unknown Unit 7 Lease Term: _____ Unit 7 Status: _____
 Unit 7 Deposit: _____ Unit 7 Rental Amount: _____ Unit 7 Rental Amt Freq: _____
 Unit 7 Tenant Pays: _____
 Unit 7 Occupant Name: _____ Unit 7 Showing Instructions: _____

Unit 8 Rooms: _____ Unit 8 Bedrooms: _____ Unit 8 Baths: _____
 Unit 8 Info: _____
 Unit 8 Level Number: _____ Unit 8 Apx SqFt: _____ Unit 8 Style: _____
 Unit 8 Rental Agreement: Yes / No / Unknown Unit 8 Lease Term: _____ Unit 8 Status: _____
 Unit 8 Deposit: _____ Unit 8 Rental Amount: _____ Unit 8 Rental Amt Freq: _____
 Unit 8 Tenant Pays: _____
 Unit 8 Occupant Name: _____ Unit 8 Showing Instructions: _____

Utilities

Separate Utilities: Yes / No / Varies

*Heating:

Air to Air Heat Exchanger	Geothermal	Other	Stove
Alternative Heat Stove	Gravity	Passive Solar	Stove – 2
Baseboard	Heat Pump	Programmable Thermostat	Stove – 3
Blowers	Hot Air	Radiant	Stove – Coal
Direct Vent	Hot Water	Radiant Ceiling	Stove -Gas
Electric	House Unit	Radiant Electric	Stove – Pellet
Energy Star System	In Ceiling	Radiant Floor	Stove – Wood

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Floor Furnace	In Floor	Radiator	Wall Furnace
Forced Air	Individual	Rented Burner	Wall Units
Gas Heater	Monitor Type	Rented Heater	Wood Boiler
Gas Heater – Unvented	Multi Zone	Space Heater	
Gas Heater - Vented	None	Steam	

***Heat Fuel:**

Coal	Gas – Natural	Kerosene	Other
Convection	Gas – Natural Available	Multi Fuel	Pellet
Electric	Geothermal	None	Solar
Gas – LP/Bottle	Gravity	Oil	Wood

***Water Heater:**

Domestic	Included	Other	Tank
Electric	Kerosene	Owned	Tankless
Free Standing	None	Rented	Tankless Cell
Gas	Off Boiler	Separate	Wood
Gas – LP/Bottle	Oil	Shared	
Gas - Natural	On Demand	Solar	

***Cooling:**

Air Conditioner	Energy Star System	Other	Whole House Fan
Attic Fan	Individual	Programmable Thermostat	Window AC
Blowers	Multi Zone	Wall AC	
Central AC	None	Wall Units	

***Water:**

Cistern	Grey Water Reuse	Other	Reverse Osmosis
Community	Included	Private	Shared
Deeded	Infrared Light	Public	Spring
Drilled Well	Metered	Public Water – At Street	Unknown
Driven Point	None	Public Water – On-Site	
Dug Well	On-Site Well Exists	Purifier/Soft	
Energy Star	On-Site Well Needed	Reclaimed	

***Sewer:**

500 Gallon	Grey Water	Mound	Pumping Station
750 Gallon	Holding Tank	None	Replacement Field – Off Site
1000 Gallon	Leach Field	On-Site Septic Exists	Replacement Field – On Site
1250 Gallon	Leach Field – At Grade	On-Site Septic Needed	Replacement Leach Field
1500+ Gallon	Leach Field – Conventional	Other	Septic
Alternative System	Leach Field – Existing	Plastic	Septic Design Available
Cesspool	Leach Field – Mound	Private	Septic Shared
Community	Leach Field – Off-Site	Private Available	Soil Test Available
Concrete	Leach Field – On-Site	Public Sewer at Street	Unknown
Deeded	Metal	Public Sewer On-Site	
Drywell	Metered	Pump Up	

***Electric:**

100 Amp	60 AMP	None	Solar PV – Ground Mount
110 Volt	At Street	Off Grid	Solar PV – Roof Mount
150 Amp	Circuit Breaker(s)	Off Peak	Underground
200 Amp	Combo	On Adjacent Property	Wind/Solar
220 Plug	Fuses	On-Site	
220 Volt	Generator	Other	
3 Phase	Generator Ready	Soar PV	

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Services:

Cable	Gas – LP/Bottle	Internet – Fiber Optic	T1 Available
Cable – At Site	Gas – On-Site	Internet -Fixed Wireless	Telephone at Site
Cable – Available	Gas – Underground	Multi Phone Lines	Telephone Available
DSL	High Speed Internet – At Site	None	Underground Utilities
DSL – Available	High Speed Internet – Avail	Other	
Fiber Optic Internet Avail	Internet – Cable	Satellite	
Gas – At Street	Internet – Dial-up	Satellite Internet	

Trash:

Cans	Dumpster	Other	Private	Tenant
Curbside	Municipal	Owner	Recycle	

Fuel Company: _____ Electric Company: _____

Phone Company: _____ Cable Company: _____

Management Company: _____ Management Company Phone: _____

Financials

Gross Income: _____ Net Income: _____

Income Data Source:

Accountant Records	None	Owner Records	Show Book
Estimated	Other	Projected	Tax Return

Expenses – Annual: _____

Expenses – Operating:

Advertising	Garbage	Insurance	Property Management	Water/Sewer
Electric	Ground Maintenance	Maintenance/Repairs	Reserve	
Exterior Maintenance	Heating Fuel	Other	Snow Removal	

Expenses – Heat: _____ Expenses – Insurance: _____ Expenses – Maintenance: _____

Expenses – Management: _____ Expenses – Miscellaneous: _____

Expenses – Snow: _____ Expenses – Taxes: _____ Expenses – Trash: _____

Expenses – Water: _____ Expense – Utility: _____

Compensation

SubAgency: _____ SubAgency Type: \$ / % Buyer Agency: _____ Buyer Agency Type: \$ / %

NonAgency Facilitator: _____ NonAgency Facilitator Type: \$ / %

Transactional Broker (ME Only): _____ Transactional Broker Type: \$ / %

See Non-Public Remarks Regarding Compensation: Yes / No

Remarks / Disclosures

*Listing Service: Entry Only / Full Service / Limited Service

*Short Sale: Yes / No

*Foreclosed/Bank-Owned/REO: Yes / No

*Variable Commission: Yes / No

*Covenants: Yes / No / Unknown

Easements: Yes / No / Unknown

Documents Available:

Access Permit	Deed	Property Disclosure	State Permit
Aerials	Driveway Permit	Pubic Offering	State Wastewater Permit
Association Docs	Home Energy Rating Cert.	Reserves	Storm Water Permits
Blueprints	Labor/Industry Permit	Results Available	Storm Water Dischrg Permt
Building Permit	Lease Agreements	Right-Of-Way (ROW)	Survey
Building Plans	None	Septic Design	Tax Map
Certificate CC/CO	Other	Septic Report	Town Approvals
Certificate of Compliance	PERC Test	Site Investigations	Town Permit
Certificate of Occupancy	Plat/Grid Map	Soil Data/USDA Map	
Covenants	Plot Plan	State Land-Use Permit	

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*Seasonal: Yes / No / Unknown

*Flood Zone: Yes / No / Unknown

Financing:

3 rd Party Approval Required	Exchange	Other – See Remarks	Solar PV - Leased
All Financing Options	FHA	Owner Financing Possible	Solar PV - Owned
Assumption	Land Contract	Portfolio	VA
Bank Financing Possible	Land Option	Purchase Option	VTFHA
Cash Only	Lease Option	Rural Development	
Commercial	NHHFA	Seller May Participate	
Conventional	Other	Seller Participation	

Restrictions:

# of Occupants	COC Required to Lease	Overnights – No	Pets – Other
55 and Over	Credit Check	Owners Only	References
62 and Over	No Live-Aboards	Pets – Allowed	Smoking – No
Age Limits	No Restrictions	Pets – Cats Allowed	Smoking – Yes
Application Fee	Other	Pets – Dogs Allowed	Tenancy Check
Background Check	Other – See Remarks	Pets – Negotiable	
Cert. Adult Park	Overnights - Allowed	Pets - None	

Possession:

1031 Exchange	Immediate	Other	Right of First Refusal
At Closing	Leases	Per Lease	Tenant Rights
CUFISH	Negotiable	Rent Back Possible	

Fee: _____ Fee Frequency: Bi-Weekly / Daily / Monthly / Seasonal / Weekly / Yearly

Fee Includes:

Cable	HOA Fee	Park Fees	Trash
Condo Association Fee	Hot Water	Park Rent	Water
Cooling	Landscaping	Plowing	
Electric	Mobile Home Transfer	Recreation	
Heat	Other	Sewer	

Fee 2: _____ Fee 2 Frequency: Bi-Weekly / Daily / Monthly / Seasonal / Weekly / Yearly

Fee 2 Includes:

Cable	HOA Fee	Park Fees	Trash
Condo Association Fee	Hot Water	Park Rent	Water
Cooling	Landscaping	Plowing	
Electric	Mobile Home Transfer	Recreation	
Heat	Other	Sewer	

Fee 3: _____ Fee 3 Frequency: Bi-Weekly / Daily / Monthly / Seasonal / Weekly / Yearly

Fee 3 Includes:

Cable	HOA Fee	Park Fees	Trash
Condo Association Fee	Hot Water	Park Rent	Water
Cooling	Landscaping	Plowing	
Electric	Mobile Home Transfer	Recreation	
Heat	Other	Sewer	

Sale Includes:

Additional Buildings	Camp	Land Only	Outbuilding
Barn	Equipment	Land/Building	Silo
Building	Garage	Land/Building/Business	Sugar House
Building Only	Home Warranty	Manufactured Home	
Business Only	Inventory	Other	

Items Excluded (150 characters):

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Planned Urban Development: Yes / No

Remarks – Public (1,500 characters):

Remarks – Advertising (2,000 characters):

Remarks - Non-Public (500 characters):

Remarks - Intra-Firm (200 characters):

Occupant / Showing Information

*Input of Owner Name:

I have written permission to submit name	I have written permission to withhold name
--	--

Owner Name: _____ Owner Phone: _____

*Showing Instructions:

12 Hour Notice	Call Property Manager	Leave Message	Showing Via Appt Service
24 Hour Notice	Call Tenant 1 st	Lockbox	Showings by Email
48 Hour Notice	Combo Lockbox	Other	ShowingTime 800-746-9464
Accushow 888-474-6996	Day Sleeper	Owner Occupied	Sign on Property
Appointment	Electronic Lockbox	Pets	Single Broker Showing
Assisted Showings Req'd	Email Co-List Agent	Pins	Tenant Occupied
Call List Agent	Flagged	Power Off	Vacant
Call List Broker	Key at List Office	Security System	Winterized
Call List Office	Key Lockbox	See Remarks – Non-Public	
Call Owner 1st	Leave Card/Sign-In	Showing use ICON	

Showing Service: None / ShowingTime

Occupant Name: _____ Occupant Phone: _____

Occupant Type:

Lessor	Owner	Tenant	Vacant
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Virtual Tours

Previsit Virtual Tour: Yes / No

Previsit VTour URL: _____

Unbranded Tour URL 1: _____

Unbranded Tour URL 2: _____

Branded Tour URL: _____

Data Authorizations

*Display Listing- Internet: Yes / No

*Realtor.com: Yes / No

*RPR: Yes/ No

*Allow Blogging: Yes / No

*Display Address – Internet: Yes / No

*Zillow Group: Yes / No

*ListHub: Yes / No

*Allow AVM: Yes / No