

FAX # 617-410-5200

MF MULTI FAMILY LISTING INPUT FORM

* Denotes Required Fields

*List Price []

*List Date []

- *Type of Listing Agreement: A-Exclusive Right To Sell, B-Exclusive Right To Sell With Named Exclusion, D-Exclusive Agency, E-Exclusive Right To Sell With Variable Rate of Commission, F-Exclusive Right To Sell With Dual Rate of Commission, G-Facilitation/Exclusive Right To Sell, H-Facilitation/Exclusive Right To Sell With Named Exclusion, I-Facilitation/Exclusive, J-Facilitation/Exclusive Right To Sell With Variable Rate of Commission, K-Facilitation/Exclusive Right To Sell With Dual Rate of Commission

*Entry Only: If entering YES in the Entry Only field you are hereby indicating that this listing is an Entry Only Listing and as such you will be providing no other services to the seller other than the entering of this listing into the MLS System. Please refer to Sec. 1.0 (b) Note 2 and the Definitions section of the Rules & Regulations for more information.

*Lender Owned: *Short Sale With Lender Approval Required. Includes checkboxes for Yes, No, Undisclosed, Yes, No, Unknown.

*House #, *Street Name, Parcel ID Number / PIN

*Town, *State, *Zip Code, Zip 4, Area

- *Type of MF (choose only one): A- 2 Family, B- 3 Family, C- 4 Family, D- Duplex, E- 5-9 Family, F- 2 Family - 2 Units Side by Side, G- 2 Family - 2 Units Up/Down, H- 2 Family - Rooming House, I- 3 Family - 3 Units Side by Side, J- 3 Family - 3 Units Up/Down, K- 3 Family - Rooming House, L- 4 Family - 4 Units Side by Side, M- 4 Family - 4 Units Up/Down, N- 4 Family - Rooming House, O- 5+ Family - 5+ Units Side by Side, P- 5+ Family - 5+ Units Up/Down, Q- 5+ Family - Rooming House

Grade School (Max. 15 Characters), Middle School (Max. 15 Characters), High School (Max. 15 Characters)

*Directions (Max. 100 Characters)

*# Units	*Total # of Rooms	*Total # of Bedrooms	*Total # of Full Baths	*Total # of Half Baths
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
*# Garage Stalls	*# Parking Spaces	*# of Fireplaces	*Total Monthly Rent	*# of Floors
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
# Heat Units	# Heat Zones	# Cooling Units	# Cooling Zones	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	

Unit Descriptions (NOTE: All fields for Unit 1 and Unit 2 are REQUIRED. All fields for Unit 3 and Unit 4 are OPTIONAL.)

	*Total Rooms	*# Bed-rooms	*# Full Baths	*# Half Baths	*# Fireplaces	*# Levels in Unit	*Floor #	*Monthly Rent	*Lease
*Unit 1	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Unit 2	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unit 3	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unit 4	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Unit & Common Area Features (Use the letter codes below. Maximum 6 per room.)

	Rooms	Appliances	Interior Features	Heat	Cooling	Rent Includes
Unit 1	_____	_____	_____	_____	_____	_____
Unit 2	_____	_____	_____	_____	_____	_____
Unit 3	_____	_____	_____	_____	_____	_____
Unit 4	_____	_____	_____	_____	_____	_____
Common Areas	_____	_____	_____	_____	_____	_____

- | Rooms | Appliances | Interior Features | Heat | Cooling | Rent Includes |
|-----------------------------|-------------------------------|---------------------------------|---------------------------------|------------------------------|-----------------------|
| A-Living Room | A-Range | A-Ceiling Fans | A-Central Heat | A-Central Air | A-Heat |
| B-Dining Room | B-Wall Oven | B-Security System | B-Forced Air | B-Window AC | B-Electric |
| C-Kitchen | C-Dishwasher | C-Floored Attic | C-Hot Water Baseboard | C-Wall AC | C-Gas |
| D-Family Room | D-Disposal | D-Walk-Up Attic | D-Electric Baseboard | D-Heat Pump | D-Water |
| E-Laundry | E-Compactor | E-Heated Attic | E-Hot Water Radiators | E-2 Units | E-Hot Water |
| F-Other (See Remarks) | F-Microwave | F-Cable TV Available | F-Steam | F-3 or More | F-Other (See Remarks) |
| G-Living RM/Dining RM Combo | G-Indoor Grill | G-Handicapped Equipment | G-Heat Pump | G-Common | G-None |
| | H-Countertop Range | H-Pantry | H-Oil | H-Individual | |
| | I-Refrigerator | I-Cath/Vault Ceilings | I-Gas | I-Unit Control | |
| | J-Freezer | J-Lead Cert. Available | J-Electric | J-Fan Coil | |
| | K-Washer | K-Storage | K-Wood | K-Other (See Remarks) | |
| | L-Dryer | L-Rabbit Run | L-Common | L-None | |
| | M-Water Treatment | M-Square | M-Individual | M-Active Solar | |
| | N-Other (See Remarks) | N-Studio | N-Unit Control | N-Geothermal Heat Pump | |
| | O-None | O-Philadelphia | O-Wall Unit | O-High Seer Heat Pump (12+) | |
| | P-Refrigerator - ENERGY STAR | P-Other (See Remarks) | P-Fan Coil | Q-Passive Cooling | |
| | Q-Refrigerator - Wine Storage | Q-Balcony/Deck | Q-Extra Flue | R-Swamp Cooler (Evaporative) | |
| | R-Dryer - ENERGY STAR | R-Cedar Closet | R-Other (See Remarks) | S-Wind | |
| | S-Dishwasher - ENERGY STAR | S-Central Vacuum | S-None | | |
| | T-Washer - ENERGY STAR | T-Tile Floor | T-Geothermal Heat Pump | | |
| | U-Freezer - Upright | U-Crown Molding | U-Hydro Air | | |
| | V-Washer / Dryer Combo | V-Corian Countertops | W-Active Solar | | |
| | W-Vacuum System | W-Fireplace - Wood Burning | X-Ground Source Heat Pump | | |
| | X-Vacuum System - Rough-in | X-Fireplace - Electric | Y-Hydronic Floor Heat (Radiant) | | |
| | Y-Vent Hood | Y-Fireplace - Natural Gas | Z-Passive Solar | | |
| | Z-Water Softener | Z-Fireplace - Propane Gas | 1-Wind | | |
| | 1-Cooktop - ENERGY STAR | 1-Stone/Granite/Solid Counters | 2-Floor Furnace | | |
| | 2-Range - ENERGY STAR | 2-Hardwood Floors | 3-Hot Air Gravity | | |
| | 3-Water Instant Hot | 3-High Speed Internet HU | 4-Humidifier | | |
| | 4-Range/Top - ENERGY STAR | 4-Jacuzzi/Whirlpool Soaking Tub | 5-Propane | | |
| | 5-Oven - ENERGY STAR | 5-Picture Window | 6-Space Heater | | |
| | | 6-Upgraded Cabinets | 7-Radiant | | |
| | | 7-Upgraded Countertops | | | |
| | | 8-Wood Flooring | | | |
| | | 9-Walk-In Closet | | | |

Annual Expenses for Year Ending

(MM/YY)

***Annual Property Operating Data**

Yes No

Gross Income \$

Gross Expenses \$

Net Operating Income \$

Annual Expenses Source

- A-Tax Return
- B-Estimated
- C-Accountant Provided
- D-Owner Provided
- E-Projected
- F-Limited Information
- G-Pro. Forma Available
- H-Not Available
- I-Other (See Remarks)

Heat \$

Repairs & Maint. \$

Management Fee \$

Gas \$

Refuse Removal \$

Miscellaneous \$

Electricity \$

Sewer \$

Water \$

Insurance \$

***Foundation Size**

***Year Built**

***Assessed Value**

***Taxes**

***Foundation Description**

- A-Poured Concrete
- B-Concrete Block
- C-Fieldstone
- D-Brick
- E-Granite
- F-Slab
- G-Other (See Remarks)
- H-Irregular

***Year Built Source**

- AP-Appraiser
- BU-Builder
- OW-Owner
- PR-Public Record

Map

***Fiscal Year**

Block

***Book**

***Page**

Lot

Cert. # or Deed Date

***Specific Zoning Code**

Year Round

Yes No

***Approx. Lot Size**

(Sq. Ft.)

***Basement**

Yes No

Approx. Acres

Basement Description

- A-Full
- B-Partial
- C-Crawl
- D-Finished
- E-Partially Finished
- F-Walk Out
- G-Interior Access
- H-Garage Access
- I-Bulkhead
- J-Sump Pump
- K-Radon Remediation System
- L-Dirt Floor
- M-Concrete Floor
- N-Slab

***Lot Description**

- A-Corner
- B-Wooded
- C-Paved Drive
- D-Easements
- E-Underground Storage Tank
- F-Stream
- G-Golf Course Frontage
- H-Additional Land Available
- I-Zero Lot Line
- J-Flood Plain
- K-Other (See Remarks)
- L-Shared Drive
- M-City View(s)
- N-Cleared
- O-Farmland
- P-Fenced/Enclosed
- Q-Fill Needed
- R-Gentle Slope
- S-Level
- T-Marsh
- U-Sloping
- W-Scenic View(s)

Approximate Street Frontage

***Approximate Living Area**

(Sq. Ft.) Includes Finished Basement

Living Area Disclosures

***Living Area Source (choose only one)**

- AP-Appraiser
- MS-Measured
- OT-Other
- OW-Owner
- PR-Public Record

Area Amenities

- | | |
|--|--|
| <input type="checkbox"/> A-Public Transportation | <input type="checkbox"/> K-Other (See Remarks) |
| <input type="checkbox"/> B-Shopping | <input type="checkbox"/> L-Bike Path |
| <input type="checkbox"/> C-Swimming Pool | <input type="checkbox"/> M-Conservation Area |
| <input type="checkbox"/> D-Tennis Court | <input type="checkbox"/> N-Highway Access |
| <input type="checkbox"/> E-Park | <input type="checkbox"/> O-House of Worship |
| <input type="checkbox"/> F-Walk/Jog Trails | <input type="checkbox"/> P-Marina |
| <input type="checkbox"/> G-Stables | <input type="checkbox"/> Q-Private School |
| <input type="checkbox"/> H-Golf Course | <input type="checkbox"/> R-Public School |
| <input type="checkbox"/> I-Medical Facility | <input type="checkbox"/> S-T-Station |
| <input type="checkbox"/> J-Laundromat | <input type="checkbox"/> T-University |

***Waterfront**

- Yes No

Waterfront Description

- | | | |
|---|--|--|
| <input type="checkbox"/> A-Ocean | <input type="checkbox"/> I-Frontage | <input type="checkbox"/> Q-Deep Water Access |
| <input type="checkbox"/> B-Sound | <input type="checkbox"/> J-Walk to | <input type="checkbox"/> R-Direct Access |
| <input type="checkbox"/> C-Lake | <input type="checkbox"/> K-Waterview Only | <input type="checkbox"/> S-Marina |
| <input type="checkbox"/> D-River | <input type="checkbox"/> L-Access | <input type="checkbox"/> T-Marsh |
| <input type="checkbox"/> E-Pond | <input type="checkbox"/> M-Other (See Remarks) | <input type="checkbox"/> U-Navigable |
| <input type="checkbox"/> F-Bay | <input type="checkbox"/> N-Canal | <input type="checkbox"/> V-Public |
| <input type="checkbox"/> G-Harbor | <input type="checkbox"/> O-Bog | <input type="checkbox"/> W-Private |
| <input type="checkbox"/> H-Dock/Mooring | <input type="checkbox"/> P-Creek | |

***Beach**

- Yes No

Beach Approx. Miles to
(choose only one)

- A-0 to 1/10 Mile
 B-1/10 to 3/10 Mile
 C-3/10 to 1/2 Mile
 D-1/2 to 1 Mile
 E-1 to 2 Miles

Beach Description

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> A-Bay | <input type="checkbox"/> G-Other (See Remarks) |
| <input type="checkbox"/> B-Creek | <input type="checkbox"/> H-Access |
| <input type="checkbox"/> C-Harbor | <input type="checkbox"/> I-Direct Access |
| <input type="checkbox"/> D-Lake/Pond | <input type="checkbox"/> J-Frontage |
| <input type="checkbox"/> E-Ocean | <input type="checkbox"/> K-Sound |
| <input type="checkbox"/> F-River | <input type="checkbox"/> L-Walk to |

Beach Ownership

- A-Private
 B-Public
 C-Association
 D-Deeded Rights
 E-Other (See Remarks)

Construction

- | | |
|--|---|
| <input type="checkbox"/> A-Frame | <input type="checkbox"/> L-Cob |
| <input type="checkbox"/> B-Brick | <input type="checkbox"/> M-Conventional (2x4-2x6) |
| <input type="checkbox"/> C-Stone/Concrete | <input type="checkbox"/> N-Cork |
| <input type="checkbox"/> D-Block | <input type="checkbox"/> O-Earth Ship |
| <input type="checkbox"/> E-Log | <input type="checkbox"/> P-Other / Hybrid |
| <input type="checkbox"/> F-Modular | <input type="checkbox"/> Q-Rammed Earth |
| <input type="checkbox"/> G-Post & Beam | <input type="checkbox"/> R-Reuse / Exchange |
| <input type="checkbox"/> H-Other (See Remarks) | <input type="checkbox"/> S-Straw Bale |
| <input type="checkbox"/> I-Adobe | <input type="checkbox"/> T-Timber Frame |
| <input type="checkbox"/> J-Aerated Autoclaved Concrete | <input type="checkbox"/> U-Vertical Siding |
| <input type="checkbox"/> K-Barn Board | |

Roof Material

- | | |
|--|---|
| <input type="checkbox"/> A-Asphalt/Fiberglass Shingles | <input type="checkbox"/> J-Asphalt/Composition Shingles |
| <input type="checkbox"/> B-Wood Shingles | <input type="checkbox"/> K-Clay |
| <input type="checkbox"/> C-Tile | <input type="checkbox"/> L-Living |
| <input type="checkbox"/> D-Slate | <input type="checkbox"/> M-Metal Roofing (Recycled) |
| <input type="checkbox"/> E-Tar & Gravel | <input type="checkbox"/> N-Radiant Roof Barriers |
| <input type="checkbox"/> F-Shake | <input type="checkbox"/> O-Teme - Coated - Stainless |
| <input type="checkbox"/> G-Rubber | <input type="checkbox"/> P-Vegetation/Garden |
| <input type="checkbox"/> H-Other (See Remarks) | <input type="checkbox"/> V-Reflective Roofing - ENERGY STAR |
| <input type="checkbox"/> I-Metal | |

Exterior

- A-Clapboard
 B-Shingles
 C-Wood
 D-Aluminum
 E-Vinyl
 F-Asbestos
 G-Masonite
 H-Log
 I-Brick
 J-Stone
 K-Shake
 L-Stucco
 M-Varies per Unit
 N-Other (See Remarks)
 O-Redwood

Exterior Color

Exterior Features

- | | |
|---|--|
| <input type="checkbox"/> A-Porch | <input type="checkbox"/> S-Professional Landscape |
| <input type="checkbox"/> B-Enclosed Porch | <input type="checkbox"/> T-Sprinkler System |
| <input type="checkbox"/> C-Deck | <input type="checkbox"/> U-Decorative Lighting |
| <input type="checkbox"/> D-Patio | <input type="checkbox"/> V-Screens |
| <input type="checkbox"/> E-Enclosed Patio | <input type="checkbox"/> W-Fenced Yard |
| <input type="checkbox"/> F-Covered Patio/Deck | <input type="checkbox"/> X-Satellite Dish |
| <input type="checkbox"/> G-Balcony | <input type="checkbox"/> Y-Varies per Unit |
| <input type="checkbox"/> H-Inground Pool | <input type="checkbox"/> Z-Other (See Remarks) |
| <input type="checkbox"/> I-Above Ground Pool | <input type="checkbox"/> 1-Gazebo |
| <input type="checkbox"/> J-Cabana | <input type="checkbox"/> 2-Roof Deck |
| <input type="checkbox"/> K-Tennis Court | <input type="checkbox"/> 3-City View(s) |
| <input type="checkbox"/> L-Handicap Access | <input type="checkbox"/> 4-Integrated Pest Management |
| <input type="checkbox"/> M-Gutters | <input type="checkbox"/> 6-Drought Tolerant/
Eater Conserving Landscaping |
| <input type="checkbox"/> N-Hot Tub/Spa | <input type="checkbox"/> 7-Wood Deck |
| <input type="checkbox"/> O-Storage Shed | <input type="checkbox"/> 8-Vinyl Deck |
| <input type="checkbox"/> P-Barn/Stable | <input type="checkbox"/> 9-Composite Deck |
| <input type="checkbox"/> Q-Paddock | |
| <input type="checkbox"/> R-Greenhouse | |

Flooring

- | | |
|--|---|
| <input type="checkbox"/> A-Wood | <input type="checkbox"/> K-Bamboo |
| <input type="checkbox"/> B-Plywood | <input type="checkbox"/> L-Eucalyptus |
| <input type="checkbox"/> C-Tile | <input type="checkbox"/> M-Hardwood |
| <input type="checkbox"/> D-Vinyl | <input type="checkbox"/> N-Particle Board |
| <input type="checkbox"/> E-Wall to Wall Carpet | <input type="checkbox"/> O-Pine |
| <input type="checkbox"/> F-Concrete | <input type="checkbox"/> P-Recycled Wood |
| <input type="checkbox"/> G-Varies per Unit | <input type="checkbox"/> Q-Stone/Slate |
| <input type="checkbox"/> H-Other (See Remarks) | <input type="checkbox"/> R-Vinyl / VTC |
| <input type="checkbox"/> I-Laminate | <input type="checkbox"/> S-Wood Laminate |
| <input type="checkbox"/> J-Marble | |

Energy Features

- A-Insulated Windows
 B-Storm Windows
 C-Insulated Doors
 D-Storm Doors
 E-Attic Vent Electric
 F-Solar Features
 G-Partial
 H-Programmable Thermostat
 I-Varies per Unit
 J-Other (See Remarks)

Hot Water

- A-Oil
 B-Natural Gas
 C-Electric
 D-Propane Gas
 E-Solar
 F-Tank
 G-Tankless
 H-Separate Booster
 I-Leased Heater
 J-Varies per Unit
 K-Other (See Remarks)
 L-Solar Water Heating

Road Type

- A-Public
 B-Private
 C-Paved
 D-Unpaved
 E-Publicly Maintained
 F-Privately Maintained
 G-Cul-De-Sac
 H-Dead End
 I-Sidewalk
 J-Paper Road

Parking Description

- | | |
|--|---|
| <input type="checkbox"/> A-Off-Street | <input type="checkbox"/> J-Available for Purchase |
| <input type="checkbox"/> B-Rented | <input type="checkbox"/> L-Improved Driveway |
| <input type="checkbox"/> C-Tandem | <input type="checkbox"/> M-Stone/Gravel |
| <input type="checkbox"/> D-On-Street Permit | <input type="checkbox"/> N-Paved Driveway |
| <input type="checkbox"/> E-Assigned | <input type="checkbox"/> O-Unpaved Driveway |
| <input type="checkbox"/> F-Other (See Remarks) | |

Electric

- A-110 Volts
- B-220 Volts
- C-Fuses
- D-Circuit Breakers
- E-60 Amps/Less
- F-100 Amps
- G-150 Amps
- H-200 Amps
- I-Common
- J-Individually Metered
- K-Varies per Unit
- L-Other (See Remarks)
- M-Knob & Tube Wiring

*Sewer & Water

- A-City/Town Water
- B-Private Water
- C-Shared Well
- D-Community Well
- E-City/Town Sewer
- F-Private Sewerage
- G-Inspection Required for Sale
- H-Individual Meter
- I-Other (See Remarks)

Sewage District

Utility Connections

- A-for Gas Range
- B-for Electric Range
- C-for Gas Oven
- D-for Electric Oven
- E-for Gas Dryer
- F-for Electric Dryer
- G-Washer Hookup
- H-Icemaker Connection
- I-Varies per Unit

Terms

- A-Seller W/Participate
- B-Assumable
- C-Lease Option
- D-Lease Back
- E-Contract for Deed
- F-Delayed Occupancy
- G-Other (See Remarks)
- M-Lender Approval Required

*Buyer's Agent Compensation

*Facilitator Compensation

*Lead Paint (Max. of 2)

- A-Yes
- B-None
- C-Certified Treated
- D-Unknown

Adult Community

- Yes
- No

UFFI

- Yes
- No
- Unknown

Warranty Available

- Yes
- No

*Seller Disclosure Declaration

- Yes
- No

Disclosures

(Max. 100 Characters)

Exclusions

(Max. 100 Characters)

Remarks

(Max. 500 Characters)
