

New York State Alliance of MLS's- CND

Condo and Townhouse --- For Member Use Only

® Denotes a Required Field

Rev. 2/21/2012

MLS # _____ Service Assigned _____

VRP y/n Value Range Low Price \$ _____ List Price \$ _____

County _____ Town or City Name _____

Area (NYS SWIS Code) _____ Village _____

Address _____ (Street number) _____ (Pre Directon) _____ (Street name) _____ (Post Direction)

Tax Map Number _____ Zip Code _____ Unit Number _____

(Auto populate- complete tax map number is required for proper mapping)

Nearest Cross Street _____ Subdivision / Community / Complex _____

School District Name _____ Neighborhood _____

High School Name _____ Middle School Name _____

Elementary School Name _____ Square Footage _____ # of Acres _____

Lot Shape Irregular Pie Rectangular (Choose 1)

Lot Dimension _____ X _____ (Frontage) _____ (Depth)

Listing Office Information

Listing Agent ID _____ Listing Agent 2 ID _____ Showing / Appt # _____

Listing Agent Name _____ (Last Name, First Name)

Owner Address Same as Property y/n

Showing/Appt # Description Agent Appt. Service Office Owner (Choose 1)

Compensation _____ (Broker Agent)

Compensation _____ (Buyer Agent)

Compensation _____ (Sub-Agent)

Showing Instructions Call List Agent for Showing Instructions Call Owner / Tenant HUD Master Key Key at Listing Office Lockbox- 24 Hour Access Lockbox- Call First Lockbox- Must Make Appointment Lockbox- Timed Access Lockbox- Vacant Owner Occupied Tenant Occupied Other (Choose up to 4)

Negotiation With Listing Broker Only Owner Directly (Choose 1)

Listing Type Exclusive Right to sell Exclusive Agency (Choose 1)

Service Type MLS Entry Only Limited Service (Choose 1)

List Date _____ / _____ / _____ Expiration Date _____ / _____ / _____

Special Conditions Apply / Call Listing Broker y/n

Property Exclusions y/n (See private remarks)

Private Remarks (600 spaces) _____ (Confidential- For Member Use Only)

General Information

Room	Floor	Approx Dimensions	Room	Floor	Approx Dimensions	# of Bedrooms	# of Full Baths	# of Half Baths
		Length x Width			Length x Width			
Dining			1st Bed			1st Floor		
Family			2nd Bed			2nd Floor		
Kitchen			3rd Bed			3rd Floor		
Living			4th Bed			Basement		
Other			5th Bed			Total	XXX	XXX
Other 2			6th Bed			# of Rooms		
Other 3			# Bedrooms Approved for Septic			# of Stories		
Other 4			Builder / Model			Total Baths		X . X

Garage . (# of spaces) Garage Desc. Attached Carport Detached No Garage (Choose 1)

Type Coop Condo- Apt Style Condo- Townhouse Condo (Choose up to 2)

Patio Single Family Detached Townhouse Other

Unit Floor Plan 1 Level 2 Level 3 or More Levels Free Standing (Choose up to 2)

Parking 1 Assigned Space 2 Assigned Spaces Covered (Choose up to 3)

None Open Other

Initials

**CND (Condo and Townhouse)
Interior and Exterior Features**

Exterior Construction

<input type="checkbox"/> Aluminum / Steel	<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Stone
<input type="checkbox"/> Brick	<input type="checkbox"/> Frame	<input type="checkbox"/> Stone & Frame
<input type="checkbox"/> Brick & Frame	<input type="checkbox"/> Log Home	<input type="checkbox"/> Stucco
<input type="checkbox"/> Cedar	<input type="checkbox"/> Log Sided	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Composition	<input type="checkbox"/> Shake Shingle	<input type="checkbox"/> Wood
<input type="checkbox"/> Other		<input type="checkbox"/> Other

(Choose up to 5)

Unit Location

<input type="checkbox"/> 1st Floor	<input type="checkbox"/> End
<input type="checkbox"/> 2nd Floor	<input type="checkbox"/> Front
<input type="checkbox"/> 3rd-5th Floor	<input type="checkbox"/> Ground Floor
<input type="checkbox"/> 6th Floor +	<input type="checkbox"/> Rear
<input type="checkbox"/> Center	<input type="checkbox"/> Top Floor
<input type="checkbox"/> Other	<input type="checkbox"/> Other

(Choose up to 2)

Lot Information

<input type="checkbox"/> Agricultural District	<input type="checkbox"/> On Golf Course
<input type="checkbox"/> Beach Access	<input type="checkbox"/> On Reservation
<input type="checkbox"/> Corner Lot	<input type="checkbox"/> Preservation District
<input type="checkbox"/> Cul-de-Sac	<input type="checkbox"/> Primary Road
<input type="checkbox"/> Deed Restriction	<input type="checkbox"/> Private Road
<input type="checkbox"/> Flood Insurance	<input type="checkbox"/> Rural Road
<input type="checkbox"/> Green Area	<input type="checkbox"/> Secondary Road
<input type="checkbox"/> Home Office Zoning	<input type="checkbox"/> Ski In / Out
<input type="checkbox"/> Horses Permitted	<input type="checkbox"/> Slope View
<input type="checkbox"/> Land Locked	<input type="checkbox"/> Uncapped Nat Gas Well
<input type="checkbox"/> Land Leases- see Rmks	<input type="checkbox"/> Wooded Lot
<input type="checkbox"/> Near Bus Line	<input type="checkbox"/> Water View
<input type="checkbox"/> Neighborhood Street	<input type="checkbox"/> Other

(Choose up to 7)

Basement Description

<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Partial
<input type="checkbox"/> Finished	<input type="checkbox"/> Partially Finished
<input type="checkbox"/> Full	<input type="checkbox"/> Slab
<input type="checkbox"/> None	<input type="checkbox"/> Walkout

(Choose up to 3)

On Waterfront? / Description

<input type="checkbox"/> y/n	<input type="checkbox"/> Bay	<input type="checkbox"/> Channel
	<input type="checkbox"/> Canal	<input type="checkbox"/> Falls
	<input type="checkbox"/> Cape	<input type="checkbox"/> Harbor
	<input type="checkbox"/> Lake	<input type="checkbox"/> Lake

(Choose 1)

<input type="checkbox"/> Pond
<input type="checkbox"/> Reservoir
<input type="checkbox"/> River/Stream/Creek
<input type="checkbox"/> Swamp

Waterfront Name

Island

Waterfront Footage

Riparian Rights

y / n

Attic Description

<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Partially Finished
<input type="checkbox"/> Finished	<input type="checkbox"/> Pull Down Stairs
<input type="checkbox"/> Full	<input type="checkbox"/> Scuttle Access
<input type="checkbox"/> None	<input type="checkbox"/> Stair Access
<input type="checkbox"/> Partial	<input type="checkbox"/> Unfinished

(Choose up to 3)

Kitchen / Dining Description

<input type="checkbox"/> 2nd Kitchen	<input type="checkbox"/> Island
<input type="checkbox"/> Breakfast Bar	<input type="checkbox"/> Formal Dining Room
<input type="checkbox"/> Breakfast Room	<input type="checkbox"/> Kitchen/Family Room
<input type="checkbox"/> Country Kitchen	<input type="checkbox"/> Living / Dining Combo
<input type="checkbox"/> Dining L	<input type="checkbox"/> Pantry
<input type="checkbox"/> Eat-in	<input type="checkbox"/> Solid Surface Counter
<input type="checkbox"/> Granite Counter	<input type="checkbox"/> Walk In Pantry
<input type="checkbox"/> Other	<input type="checkbox"/> Other

(Choose up to 8)

Floors Description

<input type="checkbox"/> Ceramic- some
<input type="checkbox"/> Hardwood- some
<input type="checkbox"/> Laminate- some
<input type="checkbox"/> Marble- some
<input type="checkbox"/> Resilient- some
<input type="checkbox"/> Tile- some
<input type="checkbox"/> Vinyl- some
<input type="checkbox"/> Wall-Wall Carpet- sm
<input type="checkbox"/> Wood- some
<input type="checkbox"/> Other

(Choose up to 9)

Zoning

<input type="checkbox"/> Agricultural
<input type="checkbox"/> Business
<input type="checkbox"/> Commercial
<input type="checkbox"/> Heavy Industrial
<input type="checkbox"/> Home Office Zoning
<input type="checkbox"/> Industrial
<input type="checkbox"/> Light Industrial
<input type="checkbox"/> Residential Multi Use
<input type="checkbox"/> Planned Unit Development
<input type="checkbox"/> Residential 1 Unit
<input type="checkbox"/> Residential 2 Unit
<input type="checkbox"/> Restricted Business
<input type="checkbox"/> Other

(Choose 1)

Public Remarks (600 spaces)

(No contact information of any kind, restricted to property information only as per MLS policy)

Directions to Property (234 spaces)

Additional Information

Additional Rooms

<input type="checkbox"/> 1st Floor Bedroom	<input type="checkbox"/> Guest Suite
<input type="checkbox"/> 1st Floor Master Bedroom	<input type="checkbox"/> In-Law- see Remarks
<input type="checkbox"/> Basement / Rec Room	<input type="checkbox"/> Laundry- 1st Floor
<input type="checkbox"/> Bonus Room	<input type="checkbox"/> Laundry- 2nd Floor
<input type="checkbox"/> Den / Study	<input type="checkbox"/> Laundry- Basement
<input type="checkbox"/> Family Room	<input type="checkbox"/> Laundry- Common
<input type="checkbox"/> Florida Room	<input type="checkbox"/> Laundry- None
<input type="checkbox"/> Foyer / Entry Hall	<input type="checkbox"/> Library
<input type="checkbox"/> Garage Apartment	<input type="checkbox"/> Living Room
<input type="checkbox"/> Great Room	<input type="checkbox"/> Loft
<input type="checkbox"/> Other	<input type="checkbox"/> Master Bedroom Bath

(Choose up to 14)

Additional Interior Features

<input type="checkbox"/> Atrium Door
<input type="checkbox"/> Attic Fan
<input type="checkbox"/> Cathedral Ceilings
<input type="checkbox"/> Cedar Closets
<input type="checkbox"/> Ceiling Fan
<input type="checkbox"/> Central Vacuum System
<input type="checkbox"/> Circuit Breakers- some
<input type="checkbox"/> Copper Plumbing- some
<input type="checkbox"/> Drapes- some
<input type="checkbox"/> Drybar

(Choose up to 14)

<input type="checkbox"/> Electrical Fuses- some
<input type="checkbox"/> Freestndng/Window AC
<input type="checkbox"/> Hot Tub
<input type="checkbox"/> Intercom
<input type="checkbox"/> Leaded Glass- some
<input type="checkbox"/> Natural Woodwork- some
<input type="checkbox"/> Pex Plumbing
<input type="checkbox"/> Pool
<input type="checkbox"/> Sauna
<input type="checkbox"/> Security System- Leased
<input type="checkbox"/> Security System- Owned

<input type="checkbox"/> Skylight
<input type="checkbox"/> Sliding Glass Door
<input type="checkbox"/> Stained Glass- some
<input type="checkbox"/> Sump Pump
<input type="checkbox"/> Two Story Foyer
<input type="checkbox"/> Water Softener- Leased
<input type="checkbox"/> Water Softener- Owned
<input type="checkbox"/> Wetbar
<input type="checkbox"/> Whirlpool Tub
<input type="checkbox"/> Other

Additional Exterior Features

<input type="checkbox"/> Awning	<input type="checkbox"/> Garage Door Opener
<input type="checkbox"/> Balcony	<input type="checkbox"/> High Speed Internet
<input type="checkbox"/> Barbecue	<input type="checkbox"/> Hot Tub
<input type="checkbox"/> Barn/Outbuilding	<input type="checkbox"/> Lawn Sprinkler System
<input type="checkbox"/> Cable Available	<input type="checkbox"/> Partially Fenced Yard
<input type="checkbox"/> Deck	<input type="checkbox"/> Patio
<input type="checkbox"/> Dock- see Remarks	<input type="checkbox"/> Permits Available
<input type="checkbox"/> Electric Pet Fence	<input type="checkbox"/> Playset / Swingset
<input type="checkbox"/> Fully Fenced Yard	<input type="checkbox"/> Pool- In Ground
<input type="checkbox"/> Other	<input type="checkbox"/> Pool- Above Ground

(Choose up to 14)

<input type="checkbox"/> Pool- Neighborhood/Comm
<input type="checkbox"/> Post-Type Gas Grill
<input type="checkbox"/> Private Yard- see Remarks
<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Shed
<input type="checkbox"/> Storage
<input type="checkbox"/> Tennis Court
<input type="checkbox"/> Thermal Windows- sm
<input type="checkbox"/> TV Antenna
<input type="checkbox"/> Wood Screens/Storms- sm
<input type="checkbox"/> Other

Kitchen Equipment / Appliances Included

<input type="checkbox"/> Convection
<input type="checkbox"/> Cooktop- Electric
<input type="checkbox"/> Cooktop- Gas
<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Disposal
<input type="checkbox"/> Dryer

(Choose up to 14)

<input type="checkbox"/> Freezer
<input type="checkbox"/> Microwave
<input type="checkbox"/> Negotiable
<input type="checkbox"/> None
<input type="checkbox"/> Oven/Range- Built-In
<input type="checkbox"/> Oven/Range- Electric
<input type="checkbox"/> Oven/Range- Freestndng

<input type="checkbox"/> Oven / Range- Gas
<input type="checkbox"/> Range / Exhaust Fan
<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Surface Grill
<input type="checkbox"/> Trash Compactor
<input type="checkbox"/> Washer
<input type="checkbox"/> Wine Chiller
<input type="checkbox"/> Other

Accessibility

<input type="checkbox"/> 32" Doors- some	<input type="checkbox"/> Elevator- ANSI standard
<input type="checkbox"/> Accessible / ANSI- some	<input type="checkbox"/> Entry Level Bedroom
<input type="checkbox"/> Adaptable Home- some	<input type="checkbox"/> Handicap Doors- some
<input type="checkbox"/> Bath-Removable Cabinets	<input type="checkbox"/> Kitchen- Adj Cabinets
<input type="checkbox"/> Built to ANSI standards	<input type="checkbox"/> No Interior Steps
<input type="checkbox"/> Chairlift- see Remarks	<input type="checkbox"/> No Step Entry
<input type="checkbox"/> Other	<input type="checkbox"/> No Step Laundry

(Choose up to 14)

<input type="checkbox"/> No Step Shower
<input type="checkbox"/> Ramp
<input type="checkbox"/> Visual Alert System
<input type="checkbox"/> Wheelchair Bathroom
<input type="checkbox"/> Wheelchair Hall- 4+
<input type="checkbox"/> Wheelchair Kitchen

of Fireplaces

<input type="checkbox"/> Artificial
<input type="checkbox"/> Freestanding
<input type="checkbox"/> Gas
<input type="checkbox"/> Not Represented to Code
<input type="checkbox"/> Pellet
<input type="checkbox"/> Wood Burning
<input type="checkbox"/> Wood Stove
<input type="checkbox"/> Other

(Enter a # in box)

HOA Amenities

<input type="checkbox"/> Basketball
<input type="checkbox"/> Clubhouse
<input type="checkbox"/> Dock
<input type="checkbox"/> Exercise
<input type="checkbox"/> Golf
<input type="checkbox"/> Kitchen
<input type="checkbox"/> None

(Choose up to 14)

Management

<input type="checkbox"/> Pets
<input type="checkbox"/> Pool
<input type="checkbox"/> Sauna
<input type="checkbox"/> Security
<input type="checkbox"/> Storage
<input type="checkbox"/> Tennis
<input type="checkbox"/> Tot Lot
<input type="checkbox"/> Other

(Choose up to 3)

Initials

Utilities Information

① HVAC Type
② Sewer Description
③ Heating Fuel Description
④ Water Heater / Fuel
⑤ Water Resources
Emergency Backup Systems
Energy Star Qualified

Financial Information

① Possible Financing
② Type of Sale
HOA Payment Description
③ Association Fee Includes
1st Mortgage Balance
2nd Mortgage / Home Equity Loan Balance
④ Escrow Agent
⑤ Escrow Bank
⑥ Town / County Tax
⑦ City / Village Tax
⑧ School Tax
⑨ Assessed Value
Annual Special Assessment

Display and Occupancy Information

① Possession
② Internet
③ Internet Street Address
④ IDX
⑤ AVM
⑥ Third Party Commentary
Lockbox Serial #
Virtual Tour Link- Unbranded
Virtual Tour Link- Branded

Owner(s) has verified the above information and warrants that it is accurate to the best of his/her knowledge. The Listing Agent assumes no responsibility to anyone for the accuracy of owner's information, except as otherwise provided by law.

Owner
Firm
Owner
Listing Agent
Date Signed