

CONDO/CO-OP/CO-OWNERSHIP/TIME SHARE – LEASE MLS® DATA INFORMATION FORM



MLS LISTING # _____

FOR BOARD USE ONLY FOR A NEW LISTING OR TO BE COMPLETED FOR A RE-RUN.

Mandatory Field
All Property Types

Optional Field
All Property Types

LOCATION

PIN # _____ MLS DISTRICT _____ MUNICIPALITY _____

STREET NUMBER _____ STREET NAME _____ ABBREVIATION _____ DIR _____ APT/UNIT # _____ POSTAL CODE _____

CONDO REGISTRY OFFICE ▲ _____ CONDO CORP # ▲ _____ PROPERTY MANAGEMENT COMPANY _____ LEVEL ▲ _____ UNIT # _____

LOCKER # _____ DIRECTION/MAIN CROSS STREETS _____ MAP # _____ MAP COL (NUMERIC) _____ MAP ROW (ALPHA) _____

▲ NOT REQUIRED FOR TIME SHARE

NOT MANDATORY FOR X AND Z

AMOUNTS/DATES

LEASE PRICE _____ CONTRACT COMMENCEMENT _____ EXPIRY DATE _____ POSSESSION DATE _____ HOLDOVER DAYS _____ MAINTENANCE _____

LANDLORD NAME _____

LEASE TERM (check 1 code) PAYMENT FREQUENCY (check 1 code) PAYMENT METHOD (check 1 code) RENTAL APPLICATION REQ.

1 Year Monthly Weekly Annually Cheque Direct Withdrawal Yes No
 2 Year Short Term Monthly Other Credit Card Other
 3 Year + Weekly

DEPOSIT REQ. CREDIT CHECK EMPLOYMENT LETTER LEASE AGREEMENT REFERENCES REQ. BUY OPTION

Yes No Yes No Yes No Yes No Yes No

EXTERIOR/INCLUDED

TYPE (check 1)

Common Element Condo
 Condo Apartment
 Condo Townhouse
 Co-Op Apartment
 Co-Ownership Apartment
 Detached Condo
 Leasehold Condo
 Lower Level
 Other
 Phased Condo
 Room
 Semi-Detached Condo
 Shared Room
 Time Share
 Upper Level
 Vacant Land Condo

EXTERIOR (check up to 2)

Aluminum Siding
 Board & Batten
 Brick
 Brick Front
 Concrete
 Insulbrick
 Log
 Metal/Steel Siding
 Other
 Shingle
 Stone
 Stucco (Plaster)
 Vinyl Siding
 Wood

GARAGE SPACES

PARKING/DRIVE (check 1)

Facilities
 Mutual
 None
 Other
 Private
 Surface
 Underground

PARKING/DRIVE SPACES

PARKING TYPE (check 1)

Common
 Exclusive
 None
 Owned
 Rental

PARKING SPOT #1

PARKING SPOT #2

PARKING COST/MO

EXPOSURE ^A

East
 East West
 North
 North East
 North South
 North West
 South
 South East
 South West
 West

BALCONY ^A

Enclosed
 None
 Open
 Terrace

PRIVATE ENTRANCE

Yes No

^A OTHER NOT MANDATORY

STYLE (check 1)

2-Storey
 3-Storey
 Apartment
 Bachelor/Studio
 Bungalow
 Industrial Loft
 Loft
 Multi-Level
 Other
 Stacked Townhouse
 Warehouse Loft

GARAGE TYPE (check 1)

Attached
 Built-In
 Carport
 Detached
 None
 Other
 Surface
 Underground

EXTERIOR (continued)

SPECIAL DESIGNATION ^A

- (check 1)
- CRCD-Certificate Granted
 - Expropriation
 - Heritage
 - Other
 - Unknown

^A OTHER NOT MANDATORY

APPROXIMATE AGE

- (check 1)
- New
 - 0 - 5 Years
 - 6 - 15 Years
 - 16 - 30 Years
 - 31 - 50 Years
 - 51 - 99 Years
 - 100 + Years

LAUNDRY ACCESS (check 1)

- Coin Operated
- Ensuite
- In Area
- None
- Set Usage
- Shared

APPROX SQUARE FOOTAGE

- (check 1)
- 0 - 499
 - 500 - 699
 - 700 - 899
 - 900 - 1099
 - 1100 - 1299
 - 1300 - 1499
 - 1500 - 2000
 - 2000 - 2500
 - 2500 - 3000
 - 3000 - 3500
 - 3500 - 5000
 - 5000 +

PROPERTY FEATURES

- (check up to 2)
- Bush
 - Clear View
 - Cul de Sac
 - Equestrian
 - Island
 - Lake Access
 - Lake Backlot
 - Lake/Pond
 - Level
 - Part Cleared
 - Ravine
 - River/Stream
 - Rolling
 - Sloping
 - Terraced
 - Tiled
 - Treed
 - Waterfront

AREA INFLUENCES

- (check up to 2)
- Golf
 - Greenbelt/Conservation
 - Lake/Pond/River
 - Park
 - Public Transit
 - Rec./Commun.Centre
 - Skiing
 - Wooded

INCLUDED IN LEASE COST

ALL INCLUSIVE *

- Yes No

HEAT INCLUDED

- Yes No

HYDRO INCLUDED

- Yes No

WATER INCLUDED

- Yes No

CABLE T.V. INCLUDED

- Yes No

CAC INCLUDED

- Yes No

COMMON ELEM. INCLUDED

- Yes No

BUILDING INS. INCLUDED

- Yes No

PARKING INCLUDED

- Yes No

*IF ALL INCLUSIVE = YES then rest of fields Not mandatory

INTERIOR

ROOMS +

BEDROOMS +

KITCHENS

WASHROOMS

X X 2

X 3 X 4

FAMILY ROOM above grade

- Yes No

BASEMENT

- (check up to 2)
- Apartment
 - Crawl Space
 - Finished
 - Finished with Walk-Out
 - Full
 - Half
 - None
 - Other
 - Partial Basement
 - Partially Finished
 - Separate Entrance
 - Unfinished
 - Walk-Out

FIREPLACE/STOVE (Operational)

- Yes No

HEAT SOURCE

- (check 1)
- Electric
 - Gas
 - Ground Source
 - Oil
 - Other
 - Propane
 - Solar
 - Wood

HEAT TYPE

- (check 1)
- Baseboard
 - Forced Air
 - Heat Pump
 - Other
 - Radiant
 - Water

CENTRAL AIR

- Yes No

FURNISHED (check 1)

- Yes No Partial

PETS PERMITTED

- Yes No
 Restricted

UFFI

- (check 1)
- No
 - Partially Removed
 - Removed
 - Yes

EXERCISE ROOM/GYM

- (check 1)
- Both
 - Exercise
 - Gym
 - None

LOCKER

- (check 1)
- Common
 - Ensuite
 - Ensuite + Common
 - Ensuite + Exclusive
 - Ensuite + Owned
 - Exclusive
 - None
 - Owned

POOL

- (check 1)
- Both
 - Indoor
 - None
 - Outdoor

RECREATION ROOM

- (check 1)
- No
 - Yes

SAUNA

- (check 1)
- No
 - Yes

SECURITY GUARD SYSTEM

- (check 1)
- Both
 - Guard
 - None
 - System

SQUASH/RACQUET COURT

- (check 1)
- Both
 - None
 - Racquet
 - Squash

TENNIS COURT

- (check 1)
- No
 - Yes

ROOMS/DETAILS

LEVEL	ROOM	LENGTH metres	WIDTH metres	DESCRIPTION (up to 3 per room as per table)
Rm 1				
Rm 2				
Rm 3				
Rm 4				
Rm 5				
Rm 6				
Rm 7				
Rm 8				



COMMENTS

REMARKS FOR CLIENTS (use up to 275 characters)

- 1. Appear in the Brokerage Full, Client Full and Flyer Reports in Toronto MLS.
- 2. Are published on the Internet.
- 3. Are NOT published in the Dailies or Books.

EXTRAS (use up to 240 characters)

- 1. Appear in the Brokerage Full and Client Full Reports in Toronto MLS.
- 2. Are published on the Internet.
- 3. Are published in the Dailies and the Books.

REMARKS FOR BROKERAGES (use up to 200 characters)

- 1. Appear in the Brokerage Full Report in Toronto MLS and not on the Client Reports.
- 2. Are not published on the Internet.
- 3. Are published in the Dailies and the Books.

OTHER

LISTING BROKERAGE

BROKER 1/SALESPERSON 1

BROKER 2/SALESPERSON 2

COMMISSION TO CO-OPERATING BROKERAGE

OFFICE PHONE

L.B. FAX NO.

BROKER 1/SALESPERSON 1 PHONE

BROKER 2/SALESPERSON 2 PHONE

OPEN HOUSE DATE

M M / D D / Y Y Y Y

SPIS **PERMISSION TO ADVERTISE** **CONTACT AFTER EXPIRED** **DISTRIBUTE TO INTERNET** **DISPLAY ADDRESS ON INTERNET**

Yes No Yes (B) No (A) Yes No Yes No Yes No

FROM **TO**
HR : MIN HR : MIN

OPEN HOUSE NOTES

APPOINTMENTS

OCCUPANCY (check 1)

Owner/Tenant Owner Partial Tenant Vacant

VIRTUAL TOUR URL (100 characters)

PHOTO OPTIONS

Use photo from photo library Upload your own photo Mail in photo Photographer take new photo No photo for this listing

ADDITIONAL PHOTOS

Yes No

PHOTOGRAPHER DIRECTION (37 characters)

NEWS AD

Yes No

LANDLORD HEREBY ACKNOWLEDGES HAVING RECEIVED A COPY OF PART 2 OF 2 OF THE LISTING AGREEMENT.

SIGNATURE _____

DATE _____

SIGNATURE _____

DATE _____



ROOMS/DETAILS/DESCRIPTIONS – ALL RESIDENTIAL PROPERTY TYPES (Searchable)

LEVELS

Basement
Flat (use with apartments)
2nd
3rd
Ground
In Between (1/2 level)
Lower level
(use with splits)
Main (use with splits)
Sub-basement
(use with splits)
Upper level
(use with splits)

ROOMS

Bedroom
2nd Bedroom
3rd Bedroom
4th Bedroom
5th Bedroom
Breakfast
Den
Dining
Exercise
Family
Foyer
Furnace
Games
Great Room
Kitchen
Laundry
Library
Living
Locker
Loft
Master Bedroom
Nursery
Office
Other
Pantry
Playroom
Recreation Room
Sitting
Solarium
Study
Sun Room
Tandem Room
Utility
Workshop

BARS

Dry Bar
Wet Bar

BATHS

2 piece
2 piece ensuite
3 piece
3 piece ensuite
4 piece
4 piece ensuite
5 piece
5 piece ensuite
6 piece
6 piece ensuite
7 piece
7 piece ensuite
Ensuite
Semi-ensuite (walk-thru)
Separate Shower
Step-Up
Sunken

BUILT-INS

Appliances
Bar
Bookcase
Closet
Counter-top Stove
Desk
Dishwasher

Fish Tank
Fridge
Microwave
Oven
Range
Shelves
Stove
Vanity

CEILINGS

Acoustic
Beamed
Cathedral
Coffered
Dropped
Illuminated
Mirrored
Moulded
Plaster
Skylight
Stucco
Tiled
Vaulted

CLOSETS

Built-in
Cedar
Closet
Closet Organizer
Double
His & Hers
Large
Linen
Mirrored
Walk-in
Wall-to-Wall

DOORS

Colonial
Double
Dutch
Folding
French
Louvered
Pocket
Saloon
Side
Sliding Doors
Swing

FIREPLACE/STOVE

Acorn Stove
Brick
Closed
Electric
Fireplace
Floor to Ceiling
Franklin Stove
Gas
Imitation
Insert
Marble
Roughed-in
Stone
Wall-to-Wall
Wood Stove
Zero Clearance

FLOORING

Broadloom
Ceramic
Concrete
Cushion
Dirt
Granite
Hardwood
Laminate
Limestone Flooring
Linoleum
Marble
Parquet
Pegged

Raised
Slate Flooring
Tile
Wood

KITCHENS

Breakfast Area
Breakfast Bar
Centre Island
Ceramic Backsplash
Country
Eat-In
Family Size
Galley
Greenhouse
Hollywood
Modern
Pantry
Renovated
Up-dated

LIGHTING

Fluorescent
Halogen
Hidden
Indirect
Pot
Recessed
Track
Wall Sconce

OVERLOOKS

Dining room
Family room
Garden
Golf Course
Greenbelt
Living room
Park
Patio
Pool
Ravine
Water

ROOM COMBINED WITH

Bedroom
Den
Dining Room
Family Room
Games Room
Kitchen
Laundry
Library
Living Room
Master Bedroom
Nursery
Office
Playroom
Recreation Room
Sitting Room
Solarium
Sun Room
Workshop

ROOM STYLES

Circular
Formal
Irregular
L-shaped
Open Concept
Raised
Separate
Sunken

SINKS

Bar
Ceramic
Double
Enamel
Marble
Moulded
Pedestal

Porcelain
Stainless Steel

STAIRS

Circular
Circular Oak
Curved
Double
Floating
Metal Railing
Oak Banister
Open
Scarlet O'Hara
Spiral
Staircase
Suspended

VIEWES

North
North East
North West
North South
East
East West
South
South East
South West
West

WALK-OUTS

Walk-Out
to Balcony
to Deck
to Garage
to Greenbelt
to Patio
to Pool
to Porch
to Ravine
to Roof
to Sundeck
to Water
to Yard

WINDOWS

Above Grade
Bay
Bow
Casement
Glass Block
Greenhouse
Leaded Glass
Picture
Stained Glass
Window

MISCELLANEOUS

Access to Garage
Breezeway
Cantina
Ceiling Fan
Chair Rail
Crown Moulding
Enclosed
Finished
Hot Tub
Intercom
Juliette Balcony
Mirrored Walls
Natural Finish
Panelled
Partly Finished
Pass Through
Plate Rail
Sauna
Sump Pump
Unfinished
Wainscotting
Walk-thru
Walk-up
Wine/Cold Cellar
Wood Trim