

New York State Alliance of MLS's - APT

Apartment (5 or more) – For Member Use Only (MLS data input form) ® DENOTES A REQUIRED FIELD REV. 5/14/2010

ML# _____	® VRP <input type="checkbox"/> y/n	\$ _____	\$ _____	
Service Assigned		Value Range Low Price	® List Price	
® County _____	® Town or City Name _____	® Area (NYS SWIS Code) _____		
® Address _____				
_____ / _____ (Pre Direction)		_____ (Post Direction)		
® Tax Map # _____	Village _____	® Zip Code _____		
(Auto Populate – complete tax 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 # _____			
_____	_____			

® Year Built Description

Existing

Existing – Unknown

New Build

To Be Built

Under Construction (60-90 Days)

(Choose 1)

Year Built _____

Lot Shape

Irregular

Pie

Rectangular

(Choose 1)

® Lot Dimensions

_____ X _____

Frontage Depth

OFFICE INFORMATION

® Listing Agent ID _____	Listing Agent 2 ID _____	® Showing/Appt # _____	® Showing/Appt # Desc _____
® Listing Agent Name _____		Owner Address Same as Property <input type="checkbox"/> y/n	® Showing Instructions
(Last Name, First Name)			<input type="checkbox"/> Call List Agent for Showing Instructions
® Owner 1 Last Name _____	Owner 1 First Name _____		<input type="checkbox"/> Call Owner/ Tenant
Owner 2 Last Name _____	Owner 2 First Name _____		<input type="checkbox"/> HUD Master Key
Owner Address _____			<input type="checkbox"/> Key at Listing Office
(Street Number) _____	(Street name as per tax record) _____		<input type="checkbox"/> Lockbox – 24 Hour Access
(City) _____	(State) _____ (Zip Code) _____		<input type="checkbox"/> Lockbox – Call First
® List Date _____	® Expiration Date _____	® Compensation _____	<input type="checkbox"/> Lockbox – Must Make Appointment
m m d d y y	m m d d y y	(Broker's Agent)	<input type="checkbox"/> Lockbox – Timed Access
® Special Conditions Apply _____	Call Listing Broker _____	® Compensation _____	<input type="checkbox"/> Lockbox – Vacant
<input type="checkbox"/> y/n	Property Exclusions <input type="checkbox"/> y/n	(Buyer's Agent)	<input type="checkbox"/> Owner Occupied
	(See private remarks)	® Compensation _____	<input type="checkbox"/> Tenant Occupied
		(1 required, choose up to 4)	<input type="checkbox"/> Other
® Listing Type <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Agency (Choose 1)	Service Type <input type="checkbox"/> Limited Services <input type="checkbox"/> MLS Entry Only (Choose 1)		® Negotiation With
			<input type="checkbox"/> Listing Broker Only
			<input type="checkbox"/> Owner Directly
			(Choose 1)

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

GENERAL INFORMATION

® Total # Apartments _____	® # Studios / Average Monthly Rent _____ \$ _____	® # of Stories _____	® Type	
			<input type="checkbox"/> Commercial Included	<input type="checkbox"/> Rooming House
® # Heating Units _____	® #1 Bedroom / Average Monthly Rent _____ \$ _____		<input type="checkbox"/> Rehab Needed	<input type="checkbox"/> Other
			(Choose up to 3)	
# Electric Meters _____	® # 2 Bedrooms / Average Monthly Rent _____ \$ _____		® Rent Includes	<input type="checkbox"/> Grounds Maintenance
# Gas Meters _____	® # 3 Bedrooms / Average Monthly Rent _____ \$ _____		<input type="checkbox"/> All Utilities	<input type="checkbox"/> Heat
® Parking Spaces per Apt.	® # Garage Spaces per Apt.		<input type="checkbox"/> Apartment Furnished	<input type="checkbox"/> Hot Water
<input type="checkbox"/> 1 Space <input type="checkbox"/> 2 Spaces <input type="checkbox"/> <1 Space	<input type="checkbox"/> None <input type="checkbox"/> >One		<input type="checkbox"/> Apartment Unfurnished	<input type="checkbox"/> No Utilities
<input type="checkbox"/> 1.5 Spaces <input type="checkbox"/> 3 or More Spaces <input type="checkbox"/> None	<input type="checkbox"/> <One <input type="checkbox"/> One		<input type="checkbox"/> Cable TV	<input type="checkbox"/> Refuse Removal
			<input type="checkbox"/> Cooking Gas	<input type="checkbox"/> Snow Removal
			<input type="checkbox"/> Electric	<input type="checkbox"/> Water
			<input type="checkbox"/> Garage	<input type="checkbox"/> Other
			(Choose up to 9)	

Public Remarks (600 spaces) (No contact information of any kind, restricted to property information only as per MLS Rules)

® **Directions to Property** (234 spaces)

ADDITIONAL INFORMATION

<p>® Exterior Construction</p> <input type="checkbox"/> Aluminum/steel <input type="checkbox"/> Brick <input type="checkbox"/> Brick & Frame <input type="checkbox"/> Cedar <input type="checkbox"/> Composition <input type="checkbox"/> Concrete Block <input type="checkbox"/> Frame <input type="checkbox"/> Log Home <i>(Choose up to 5)</i>	<p>® Roof Description</p> <input type="checkbox"/> Asphalt <input type="checkbox"/> Built Up / Tar <input type="checkbox"/> Composition <input type="checkbox"/> Flat <input type="checkbox"/> Metal <i>(Choose up to 3)</i>	<p>® # of Fireplaces</p> <input type="checkbox"/> Artificial <input type="checkbox"/> Freestanding <input type="checkbox"/> Gas <input type="checkbox"/> Not Repr to Code <input type="checkbox"/> Pellet <input type="checkbox"/> Wood Burning <input type="checkbox"/> Wood Stove <input type="checkbox"/> Other <i>(enter # here)</i>	<p>® Lot Information</p> <input type="checkbox"/> Agricultural District <input type="checkbox"/> Beach Access <input type="checkbox"/> Commercial Zoning <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul de Sac <input type="checkbox"/> Deed Restriction <input type="checkbox"/> Flood Insurance <input type="checkbox"/> Green Area <input type="checkbox"/> Home Office Zoning <input type="checkbox"/> Horses Permitted <input type="checkbox"/> Land Lease-see Rmks <input type="checkbox"/> Land Locked <input type="checkbox"/> Near Bus Line <input type="checkbox"/> Neighborhood Street <input type="checkbox"/> On Golf Course <input type="checkbox"/> On Reservation <input type="checkbox"/> Preservation District <input type="checkbox"/> Primary Road <input type="checkbox"/> Private Road <input type="checkbox"/> Rural Road <input type="checkbox"/> Secondary Road <input type="checkbox"/> Ski In/Out <input type="checkbox"/> Slope View <input type="checkbox"/> Uncapped Nat Gas Well <input type="checkbox"/> Water View <input type="checkbox"/> Wooded Lot <input type="checkbox"/> Other
<p>® On Waterfront? / Description</p> <input type="checkbox"/> Bay <input type="checkbox"/> Canal <input type="checkbox"/> Cape <input type="checkbox"/> Channel <input type="checkbox"/> Falls <input type="checkbox"/> Harbor <input type="checkbox"/> Lake/Pond <input type="checkbox"/> Reservoir <input type="checkbox"/> River/Stream/Creek <input type="checkbox"/> Swamp <p>y/n</p>	<p>Waterfront Name</p> <p>_____</p> <p>Waterfront Footage</p> <p>_____</p> <p>Island</p> <p>_____</p>	<p>Riparian Rights</p> <p>_____ y/n</p>	<p><i>(Choose up to 13)</i></p>
<p>® Basement Description</p> <input type="checkbox"/> Crawl Space <input type="checkbox"/> Finished <input type="checkbox"/> Full <input type="checkbox"/> None <input type="checkbox"/> Partial <input type="checkbox"/> Partially Finished <input type="checkbox"/> Slab <input type="checkbox"/> Walkout <i>(Choose up to 3)</i>	<p>® Amenities Included</p> <input type="checkbox"/> Basketball <input type="checkbox"/> Club Room <input type="checkbox"/> Coin Laundry <input type="checkbox"/> Dock(s) <input type="checkbox"/> Elevator <input type="checkbox"/> Exercise Room <input type="checkbox"/> Golf <input type="checkbox"/> None <input type="checkbox"/> Pool <input type="checkbox"/> Recreation Facility <input type="checkbox"/> Sauna <input type="checkbox"/> Security <input type="checkbox"/> Storage <input type="checkbox"/> Tennis <input type="checkbox"/> Other <i>(Choose up to 13)</i>	<p>® Driveway Description</p> <input type="checkbox"/> Blacktop <input type="checkbox"/> Common <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt <input type="checkbox"/> No Driveway <input type="checkbox"/> Off Premises <input type="checkbox"/> Parking Area <input type="checkbox"/> Shared <input type="checkbox"/> Stone/Gravel <input type="checkbox"/> Street <input type="checkbox"/> Other <i>(Choose up to 5)</i>	

SOME APARTMENTS MAY INCLUDE

<p>Additional Exterior Features</p> <input type="checkbox"/> Awning <input type="checkbox"/> Barbecue <input type="checkbox"/> Barn / Out Building <input type="checkbox"/> Cable Available <input type="checkbox"/> Deck <input type="checkbox"/> Doc- see Remarks <input type="checkbox"/> Electric Pet Fence <input type="checkbox"/> Fire Escape <input type="checkbox"/> Fully Fenced Yard <input type="checkbox"/> Garage Door Opener <input type="checkbox"/> Hot Tub <input type="checkbox"/> Pool- Above Ground <input type="checkbox"/> Pool- In Ground <input type="checkbox"/> Pool- Neighborhood/Community <input type="checkbox"/> Partially Fenced Yard <input type="checkbox"/> Patio <input type="checkbox"/> Playset/Swingset <input type="checkbox"/> Post-type Gas Grill <input type="checkbox"/> Satellite Dish <input type="checkbox"/> Shed <input type="checkbox"/> Tennis Court <input type="checkbox"/> Thermal Windows -some <input type="checkbox"/> TV Antenna <input type="checkbox"/> Wood Screens/Storms - some <input type="checkbox"/> Other <i>(Choose up to 14)</i>	<p>Additional Interior Features</p> <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 Vac System <input type="checkbox"/> Circuit Breakers-some <input type="checkbox"/> Copper Plumbing-some <input type="checkbox"/> Drapes -some <input type="checkbox"/> Drybar <input type="checkbox"/> Electrical Fuses <input type="checkbox"/> Freestanding/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"/> Pool <input type="checkbox"/> Sauna <input type="checkbox"/> Security System - Leased <input type="checkbox"/> Security System - Owned <input type="checkbox"/> Separate Laundry Hookups <input type="checkbox"/> Skylight- some <input type="checkbox"/> Sliding Glass Door <input type="checkbox"/> Stained Glass- some <input type="checkbox"/> Storage <input type="checkbox"/> Sump Pump <input type="checkbox"/> Two Story Foyer <input type="checkbox"/> Water Softener-Leased-some <input type="checkbox"/> Water Softener-Owned-some <input type="checkbox"/> Wetbar <input type="checkbox"/> Whirlpool Tub-some <input type="checkbox"/> Other <i>(Choose up to 24)</i>	<p>® Kitchen Equipment / Appliances Included</p> <input type="checkbox"/> Convection <input type="checkbox"/> Cooktop- Electric <input type="checkbox"/> Cooktop- Gas <input type="checkbox"/> Dishwasher(s)- some <input type="checkbox"/> Disposal(s)- some <input type="checkbox"/> Dryer(s)- some <input type="checkbox"/> Freezer(s)- some <input type="checkbox"/> In All Apartments <input type="checkbox"/> Microwave(s)- some <input type="checkbox"/> Negotiable <input type="checkbox"/> None <input type="checkbox"/> Oven/Range-Built-in- some <input type="checkbox"/> Oven/Range-Electric- some <input type="checkbox"/> Oven/Range-Freestndng-some <input type="checkbox"/> Oven/Range- Gas- some <input type="checkbox"/> Range/Exhaust Fan- some <input type="checkbox"/> Refrigerator(s)- some <input type="checkbox"/> Surface Grill(s)- some <input type="checkbox"/> Trash Compactor(s)- some <input type="checkbox"/> Washer(s)- some <input type="checkbox"/> Other <i>(Choose up to 14)</i>
<p>® Floor Description</p> <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 to Wall Carpet - some <input type="checkbox"/> Wood - some <input type="checkbox"/> Other <i>(Choose up to 9)</i>	<p>Accessibility</p> <input type="checkbox"/> 32" Doors - some <input type="checkbox"/> Accessible/ANSI <input type="checkbox"/> Adaptable Home- some <input type="checkbox"/> Bath- Removable Cabinet <input type="checkbox"/> Built to ANSI Standards <input type="checkbox"/> Chairlift- see Remarks <input type="checkbox"/> Elevator- ANSI Standard <input type="checkbox"/> Entry Level Bathroom <input type="checkbox"/> Handicap Doors- some <input type="checkbox"/> Kitchen- Adj. Cabinets <input type="checkbox"/> No Interior Steps <input type="checkbox"/> No Step Entry <input type="checkbox"/> No Step Laundry <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 <i>(Choose up to 14)</i>	

