

MULTIFAMILY

ML# _____

	ID#	Name	Phone
*List Agent			
*List Office			
Co-List Agent			
Co-List Office			

* ALL REQUIRED

☐ Sale	☐ Lease	PRICE	LIST DATE	EXP DATE
Structure Style _____ Bedrooms _____ Square Feet _____ Baths Full _____ Lavatory _____ Garage # of Car _____				

*OWNERSHIP (choose one)

*CONTRACT TYPE (choose one)

☐ Private	☐ Government Owned	☐ Exclusive Right to Sell	☐ Exclusive Right to Sell/VR
☐ Bank Owned	☐ Corporate/Relocation	☐ Unbundled Services	☐ Unbundled Services/VR
*Signed Disclosure	☐ Yes ☐ No	Protection Period _____	*Listing Exception ☐ Yes ☐ No
*Subject to Short Sale Approval	☐ Yes ☐ No	Possession _____	

LOCATION INFO

*County	*School District					
*Address	No.	Dir	Street Name	St Type	Side of St	Additional Address
*Mail City	*Area-Municipality				Zip	
*Municipality Type	☐ City	☐ Twp	☐ Village	*Subdivision		
*Cross Street 1 (N/S)	*Cross Street 2 (E/W)					
Directions _____						
*Year Built	*Lot Size	*Acreage	Body Of Water			
*Separate Water	☐ Yes ☐ No	*Separate Electric	☐ Yes ☐ No	*Separate Gas	☐ Yes ☐ No	*Separate Heat ☐ Yes ☐ No

*Property Tax ID#					*Lease ☐ Yes ☐ No
*Legal Description					
*SEV	\$	*Taxable Value	\$	*SEV / Tax Year	
*Summer Tax	\$	*Summer Tax Yr		*Homestead/PRE	☐ Yes ☐ No
*Winter Tax	\$	*Winter Tax Yr		*Total Tax	\$
Assesment(s)	☐ Yes ☐ No	Assessment Amt	\$	Encroachment(s)	☐ Yes ☐ No
Additional Docs	☐ Yes ☐ No	Document Type			
*Well & Septic Insp	☐ Yes ☐ No	Date Completed			
Flood Plain	☐ No ☐ 100yr ☐ 500yr ☐ Unknown	Flood Ins	☐ Required ☐ Not Required		

*FINANCIAL TERMS

LC Down Pmt \$	LC Int Rate	LC Term Months	☐ Incl Taxes/Insurance
LC Monthly Payment			

	Unit #1		Unit #2		Unit #3		Unit #4		Unit #5		Unit #6	
	Tenant Occupied (Y/N) _____		Tenant Occupied (Y/N) _____		Tenant Occupied (Y/N) _____		Tenant Occupied (Y/N) _____		Tenant Occupied (Y/N) _____		Tenant Occupied (Y/N) _____	
	Rental Rate \$ _____		Rental Rate \$ _____		Rental Rate \$ _____		Rental Rate \$ _____		Rental Rate \$ _____		Rental Rate \$ _____	
ROOMS	SIZES	LVL	SIZES	LVL	SIZES	LVL	SIZES	LVL	SIZES	LVL	SIZES	LVL
LIVING ROOM	___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W	
DINING ROOM	___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W	
FAMILY ROOM	___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W	
KITCHEN	___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W	
BEDROOM 1	___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W	
BEDROOM 2	___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W	
BEDROOM 3	___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W		___ L x ___ W	

C - APPLIANCES	D - BASEMENT TYPE	F - COMMUNITY AMENITIES	G - COMMUNITY FEE INCLUDES	M - EXTERIOR CONSTRUCTION
☐ Air Cleaner ☐ Bar-Refrigerator ☐ Central Vacuum ☐ Dishwasher ☐ Disposal ☐ Dryer ☐ Freezer ☐ Humidifier ☐ Intercom ☐ Microwave ☐ Other-See Remarks ☐ Range/Oven ☐ Refrigerator ☐ Trash Compactor ☐ Washer ☐ Water Softener - Leased ☐ Water Softener - Owner	☐ Block ☐ Common ☐ Egress/Daylight Windows ☐ Poured ☐ Finished ☐ Full ☐ MI Basement ☐ Outside Entrance ☐ Brick ☐ Partially Finished ☐ Partial ☐ Walkout ☐ Stone ☐ Other ☐ Wood	☐ Cats Allowed ☐ Club House ☐ Dogs Allowed ☐ Elevator ☐ Exercise/Facility Room ☐ Gate House ☐ Grounds Maintenance ☐ Laundry Facility ☐ Marina ☐ Golf Course ☐ Park ☐ Playground ☐ Pool/Hot Tub ☐ Security ☐ Shared Kitchen ☐ Sidewalks ☐ Street Lights ☐ Tennis Courts ☐ Pets-Allowed ☐ Pets-Not Allowed ☐ Some Pet Restrictions ☐ Private Entry ☐ Wi-Fi Available ☐ Fiber Optic Internet	☐ Cable Included ☐ Club House Included ☐ Electric Included ☐ Gas ☐ Grounds Maintenance ☐ Heating ☐ Heating/Cooling ☐ Community Pool ☐ Snow Removal ☐ Trash Removal ☐ Water	☐ Aluminum ☐ Asphalt ☐ Brick ☐ Cedar ☐ Composition ☐ Log ☐ Other ☐ Stone ☐ Vinyl Siding ☐ Vinyl Trim ☐ Wood
	E - BATH DESCRIPTIONS ☐ Basement Bath ☐ Basement Bath Lav/Half ☐ First Flr Bath Lav/Half ☐ Master Bedroom Bath ☐ MstrBdrm W/Lav/Half ☐ Other-See Remarks ☐ Second Flr Bath Lav/ ☐ Shared ☐ Whirlpool/Hot Tub Not ☐ Applicable		I - COOLING SYSTEM ☐ Ceiling Fan(s) ☐ Central A/C ☐ Exhaust Fan ☐ Heat Pump(s) ☐ Other ☐ Wall/Window A/C ☐ Whole House Fan ☐ Window Unit(s) ☐ Attic Fan ☐ None	N - EXTERIOR FEATURES ☐ Above Ground Pool ☐ Exterior Balcony ☐ Deck ☐ Fenced Yard ☐ BBQ/Grill Built-In ☐ Inground Pool ☐ Lawn Sprinkler ☐ Patio ☐ Porch ☐ Satellite Dish ☐ Sidewalks ☐ Spa/Hot Tub ☐ Storms/Screens ☐ Street Lights ☐ Swimming Pool ☐ Tennis Court(s) ☐ Terrace ☐ Chairlift ☐ Wheelchair Access ☐ Rural Development
			J - DINING/ KITCHEN ☐ Breakfast Nook/Room ☐ Pantry ☐ Dining "L" ☐ Eat-In Kitchen ☐ Formal Dining Room	

O - FARM FEATURES	U - HEATING SYSTEM	X - LEASE INFORMATION	ZB - NEW CONSTRUCTION	ZG - ROADS
☐ Brooder House ☐ Dairy Barn ☐ Horse Barn ☐ Hay Barn ☐ Silo(s)	☐ Baseboard ☐ Boiler ☐ Electric Heat ☐ Floor Furnace ☐ Forced Air ☐ Gravity ☐ Heat Pump(s) ☐ Hot Water ☐ None ☐ Other-See Remarks ☐ Radiant ☐ Radiator ☐ Space Heater ☐ Steam ☐ Zoned Heating ☐ Wall Heat	☐ \$1-4/SQ FT ☐ \$5-9/SQ FT ☐ \$10-14/SQ FT ☐ \$15-20/SQ FT ☐ Able to Divide ☐ Electric Included ☐ Gas Included ☐ Heat Included ☐ Less Than 1 Year ☐ Lease Term 1-2 Years ☐ Lease Term 3-5 Years ☐ Lease Term 6-10 Years ☐ Lease Term 2-3 Years ☐ Long Term ☐ Month-To-Month ☐ No Pets Allow ☐ Option to Purchase ☐ Renegotiable ☐ Pets Allowed ☐ Seasonal ☐ Security Deposit ☐ Water Included	☐ Build Job Only ☐ Completed ☐ Incomplete ☐ Model For Sale ☐ Model Not For Sale ☐ New/Never Occupied ☐ Proposed ☐ Will Build	☐ Access ☐ Alley ☐ City/County ☐ Country ☐ Curbed ☐ Gravel ☐ Helicopter Pad ☐ Paved Street ☐ Private Road ☐ Proposed
P - FIREPLACE FEATURES ☐ Basement Fireplace ☐ DinRoom Fireplace ☐ FamRoom Fireplace ☐ Gas ☐ Insert ☐ Grt Rm Fireplace ☐ LivRoom Fireplace ☐ MstrBedroom Fireplace ☐ Natural Fireplace ☐ Screen ☐ Wood Stove	V - WATER HEATER ☐ Electric ☐ Gas ☐ Geothermal ☐ Tankless Hot Water ☐ Oil ☐ Propane Hot Wter ☐ Solar	Z - LOCATION ☐ Corner Lot ☐ Cul-De-Sac ☐ Dead End ☐ Main Street ☐ On Golf Course ☐ Rural ☐ Subdivision ☐ Walk to School	*ZC - FINANCIAL TERMS ☐ Assumption ☐ Auction ☐ Cash ☐ Conventional ☐ Conventional Blend ☐ Exchange/Trade ☐ FHA ☐ FHA 203K ☐ Land Contract ☐ Lease ☐ Purchase Money MTG ☐ Rent/Option to Buy ☐ Section 8 ☐ VA	*ZI - SEWER SEPTIC ☐ Community ☐ Other-See Remarks ☐ Public Sanitary ☐ Public At Street ☐ Septic ☐ Sidewalk Assessment ☐ Storm
*Q - FOUNDATION TYPE ☐ Basement ☐ Crawl ☐ Piers ☐ Slab	W - INTERIOR FEATURES ☐ 9 ft + Ceilings ☐ Furnished ☐ Interior Balcony ☐ Bay Window ☐ Cable/Internet Avail. ☐ Cathedral/Vaulted Ceiling ☐ Ceramic Floor ☐ DSL Available ☐ Elevator/Lift ☐ Hardwood Floors ☐ Spa/Jetted Tub ☐ Indoor Pool ☐ Security System ☐ Sound System ☐ Fire Sprinkler ☐ Radon Mitigation System ☐ Sump Pump ☐ Walk-In Closet ☐ Wet Bar/Bar ☐ Window Treatment(s)	Z - LOT DESCRIPTION ☐ Cleared ☐ Deep Lot - 150+ Ft. ☐ Easement ☐ Golf Course ☐ Graded ☐ Large Lot - 65+ Ft. ☐ Platted ☐ Ravine ☐ Retention Pond ☐ Rolling/Hilly ☐ Sidewalks ☐ Sloping ☐ Splits Available ☐ Treed ☐ Unpaved ☐ Wooded ☐ Zero Lot Line	ZD-ASSOCIATION/LNDLORD PAYS ☐ Electric ☐ Gas ☐ HOA ☐ Lawn Maintenance ☐ Snow Removal ☐ Taxes ☐ Trash Removal ☐ Water/Sewer	ZL - SOURCE OF SQ FT ☐ Appraisal ☐ Assessors Data ☐ Estimated ☐ Measured ☐ Public Records
R - GARAGE TYPE ☐ Additional Garage(s) ☐ Attached Garage ☐ Basement Garage ☐ Basement ☐ Carport ☐ Combination ☐ Detached Garage ☐ Electric in Garage ☐ Gar Door Opener ☐ Direct Access ☐ Heated Garage ☐ Off Street ☐ Side Loading Garage ☐ Workshop			ZE - PARKING ☐ 1 Space ☐ 2 Spaces ☐ 3 or More Spaces ☐ Covered Parking ☐ Garage ☐ Lighted ☐ On Street ☐ Permit required ☐ Unassigned/General	ZM - STYLE ☐ Bungalow ☐ Cape Cod ☐ Colonial ☐ Contemporary ☐ Detached ☐ End Unit ☐ Farm House ☐ Log Home ☐ Manufactured/Modular ☐ Raised Ranch ☐ Ranch ☐ Split Level ☐ Tudor ☐ Victorian
T - FUEL TYPE ☐ Coal ☐ Electric ☐ GeoThermal ☐ Natural Gas ☐ Oil ☐ Other ☐ LP/Propane Gas ☐ Solar ☐ Wood				

ZR - TYPE	ZU - WATER FEATURES	ZV - ZONING	ZO - SUB ROOM DESCRIPTION
☐ 1 to 4 Units ☐ Apartment ☐ Attached ☐ Co-Operative ☐ Duplex ☐ Fixer-Upper ☐ Hi-Rise ☐ Historic ☐ Investment	☐ All Sports Lake ☐ Boat Facility ☐ Canal Frontage ☐ Creek/Stream/Brook ☐ Dock/Pier Facility ☐ Island ☐ Lake Frontage ☐ Lake/River Access ☐ Pond ☐ River Frontage ☐ Sea Wall ☐ Association Access ☐ Water View ☐ Waterfront ☐ None	☐ Agricultural ☐ Commercial ☐ Industrial ☐ Mixed Use ☐ Non-Conforming ☐ Professional Office ☐ Residential ZP - SUB STRUCTURE TYPES ☐ Barn ☐ Corral(s) ☐ Kennel ☐ Pole Barn ☐ Shed ☐ Cabana ☐ Gazebo ☐ Greenhouse	☐ Breezeway ☐ Den/Study/Lib ☐ Entry ☐ Exercise Room ☐ Family Room ☐ First Floor Bedroom ☐ First Floor Mstr Bedroom ☐ Great Room ☐ Home Theater ☐ In-Law/auPair/Ste ☐ Living Room ☐ Loft ☐ Lower Level Laundry ☐ Maids Room/Quarter ☐ Master w/Bath ☐ Recreation Room ☐ Second Floor Laundry ☐ Sun/Florida Room ☐ Unfinished Room ☐ Utility/Laundry Room ☐ Workshop
*ZT - WATER ☐ Community ☐ Community Well ☐ Other-See Remarks ☐ Private Well ☐ Public Water ☐ Public Water at Street			

*PUBLIC REMARKS

AGENT ONLY REMARKS

SECURE SHOWING INSTRUCTIONS (For FrontDesk or ShowingTime only)

SHOWING INSTRUCTIONS (Visable in MLS)

***MARKETING**

Virtual Tour (Unbranded)	
Virtual Tour (Branded)	
Virtual Tour 2 (Unbranded)	
Virtual Tour 2 (Branded)	

***SERVICE LEVEL**—Listing broker agrees to provide the following services: (NOTE: Any service exp date shall NOT exceed the listing exp date)

*Listing Broker Sign	☐ Yes ☐ No	*Other Sign on Prop	☐ Yes ☐ No	Other Sign Type
*Full Service Listing	☐ Yes ☐ No	(if yes, skip to signatures)		
MLS Only Listing	☐ Yes ☐ No			
Recommend/Adjust Price	☐ Yes ☐ No	Advertising/Marketing	☐ Yes ☐ No	Other Services
		Contact	Title	Phone
Handle Incoming Inquiries	☐ Yes ☐ No			Exp
Schedule Showings	☐ Yes ☐ No			Exp
Schedule Offer Present	☐ Yes ☐ No			Exp
Provide Negot & Consult	☐ Yes ☐ No			Exp
Manage Transaction	☐ Yes ☐ No			Exp

Seller acknowledges and agrees to the services as provided above

Listing Office	Phone#	Owner/Seller Signature	Date
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Agent Signature*	Date	Owner/Seller Signature	Date
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*I hereby certify that I have in my possession, a listing agreement for the property described which is in compliance with Michigan Law and MLS Rules & Regulations.