

# GEORGIA MLS MULTI-FAMILY (MF) INPUT SHEET

Type<sup>R</sup>MF

Property Address \_\_\_\_\_

Listing Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

List Date/Expire Date \_\_\_\_\_

Office Name \_\_\_\_\_

Agent Name \_\_\_\_\_

Office Name (2) \_\_\_\_\_

Agent Name (2) \_\_\_\_\_

## Location

State<sup>R</sup>\_\_ County<sup>R</sup>\_\_\_\_\_ Area<sup>R</sup>\_\_\_\_\_

Street Number<sup>R</sup>\_\_\_\_\_ Street Name<sup>R</sup>\_\_\_\_\_ Quadrant \_\_\_\_\_  
(NE,NW,SE,SW)

Unit / Lot Number \_\_\_\_\_ City<sup>R</sup>\_\_\_\_\_ Zip<sup>R</sup>\_\_\_\_\_ - \_\_\_\_\_  
(Zip 4)

Subdivision<sup>R</sup> \_\_\_\_\_  
Subdivision or complex name. If no subdivision enter NONE

## Terms

Listing Agreement Type<sup>R</sup>

- Exclusive Agency
- Exclusive Right to Sell

List Date<sup>R</sup> \_\_\_/\_\_\_/\_\_\_  
(mm/dd/yyyy)

Expire Date<sup>R</sup> \_\_\_/\_\_\_/\_\_\_  
(mm/dd/yyyy)

List Price<sup>R</sup>\$ \_\_\_\_\_

List Broker<sup>R</sup> \_\_\_\_\_  
Listing broker code

List Agent ID<sup>R</sup> \_\_\_\_\_

Owner Name \_\_\_\_\_  
Owner of record

List Agent 2 ID \_\_\_\_\_  
Co-listing Agent. Must be valid Georgia MLS agent ID

Commission<sup>R</sup> \_\_\_\_\_  \$  %

Owner Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Variable Rate Commission<sup>R</sup> \_\_\_\_\_  
Is the commission variable? (Y/N)

## Tax/Legal

Tax ID<sup>R</sup> \_\_\_\_\_  
Tax ID number assigned by county. Also known as Parcel ID or PIN

Taxes<sup>R</sup> \_\_\_\_\_  
Total taxes (County & City)

Tax Year<sup>R</sup> \_\_\_\_\_  
Year of taxes shown

Land Lot \_\_\_\_\_ District \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Unit \_\_\_\_\_

Plat Book \_\_\_\_\_ Plat Page \_\_\_\_\_ Deed Book \_\_\_\_\_ Deed Page \_\_\_\_\_

Year Built<sup>R</sup> \_\_\_\_\_  
Actual year built - see seller's statement

- Construction Status<sup>R</sup> \_\_\_\_\_
- New Construction  To Be Built
  - Resale  Under Construction

Acreage \_\_\_\_\_  
Estimated total acres

- Acreage\_Source<sup>R</sup>
- Acreage not entered
  - Agent
  - Appraiser
  - Other (see remarks)
  - Owner / Seller
  - Public Record

Lot Dimensions \_\_\_\_\_  
Start with street frontage and move clockwise separating dimensions with an 'X'

## Schools

ES<sup>R</sup> \_\_\_\_\_  
 ES Bus \_\_\_\_\_  
Is property on ES bus route? (Y/N)

MS<sup>R</sup> \_\_\_\_\_  
 MS Bus \_\_\_\_\_  
Is property on MS bus route? (Y/N)

HS<sup>R</sup> \_\_\_\_\_  
 HS Bus \_\_\_\_\_  
Is property on HS bus route? (Y/N)

<sup>R</sup> denotes required field

**Units**

**Multi Type<sup>R</sup>**

- Apartments (5+ Units)
- Duplex
- Other (See Remarks)
- Quadruplex
- Triplex

Total Units<sup>R</sup> \_\_\_\_\_

Unit 1	Unit 2	Unit 3	Unit 4
Unit Number _____	Unit Number _____	Unit Number _____	Unit Number _____
Total Bedrooms __	Total Bedrooms __	Total Bedrooms __	Total Bedrooms __
Total Full Baths __	Total Full Baths __	Total Full Baths __	Total Full Baths __
Total Half Baths __	Total Half Baths __	Total Half Baths __	Total Half Baths __
Total Finished Area _____ SQ FT <i>Estimated total finished area</i>	Total Finished Area _____ SQ FT <i>Estimated total finished area</i>	Total Finished Area _____ SQ FT <i>Estimated total finished area</i>	Total Finished Area _____ SQ FT <i>Estimated total finished area</i>
Monthly Rent _____	Monthly Rent _____	Monthly Rent _____	Monthly Rent _____
<b>Rent Includes</b> <input type="checkbox"/> - Cable TV <input type="checkbox"/> - Electricity <input type="checkbox"/> - Garbage <input type="checkbox"/> - Gas <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Water / Sewer	<b>Rent Includes</b> <input type="checkbox"/> - Cable TV <input type="checkbox"/> - Electricity <input type="checkbox"/> - Garbage <input type="checkbox"/> - Gas <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Water / Sewer	<b>Rent Includes</b> <input type="checkbox"/> - Cable TV <input type="checkbox"/> - Electricity <input type="checkbox"/> - Garbage <input type="checkbox"/> - Gas <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Water / Sewer	<b>Rent Includes</b> <input type="checkbox"/> - Cable TV <input type="checkbox"/> - Electricity <input type="checkbox"/> - Garbage <input type="checkbox"/> - Gas <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Water / Sewer
<b>Equipment</b> <input type="checkbox"/> - Dishwasher <input type="checkbox"/> - Disposal <input type="checkbox"/> - Fire Sprinkler <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Range / Oven <input type="checkbox"/> - Refrigerator <input type="checkbox"/> - Smoke / Fire Alarm <input type="checkbox"/> - Washer / Dryer	<b>Equipment</b> <input type="checkbox"/> - Dishwasher <input type="checkbox"/> - Disposal <input type="checkbox"/> - Fire Sprinkler <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Range / Oven <input type="checkbox"/> - Refrigerator <input type="checkbox"/> - Smoke / Fire Alarm <input type="checkbox"/> - Washer / Dryer	<b>Equipment</b> <input type="checkbox"/> - Dishwasher <input type="checkbox"/> - Disposal <input type="checkbox"/> - Fire Sprinkler <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Range / Oven <input type="checkbox"/> - Refrigerator <input type="checkbox"/> - Smoke / Fire Alarm <input type="checkbox"/> - Washer / Dryer	<b>Equipment</b> <input type="checkbox"/> - Dishwasher <input type="checkbox"/> - Disposal <input type="checkbox"/> - Fire Sprinkler <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Range / Oven <input type="checkbox"/> - Refrigerator <input type="checkbox"/> - Smoke / Fire Alarm <input type="checkbox"/> - Washer / Dryer
<b>Lease Term</b> <input type="checkbox"/> - Month to Month <input type="checkbox"/> - None <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Six months <input type="checkbox"/> - Years	<b>Lease Term</b> <input type="checkbox"/> - Month to Month <input type="checkbox"/> - None <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Six months <input type="checkbox"/> - Years	<b>Lease Term</b> <input type="checkbox"/> - Month to Month <input type="checkbox"/> - None <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Six months <input type="checkbox"/> - Years	<b>Lease Term</b> <input type="checkbox"/> - Month to Month <input type="checkbox"/> - None <input type="checkbox"/> - Other (See Remarks) <input type="checkbox"/> - Six months <input type="checkbox"/> - Years
<b>Rooms</b> <input type="checkbox"/> - Den <input type="checkbox"/> - Dining Room <input type="checkbox"/> - Living Room <input type="checkbox"/> - Other (See Remarks)	<b>Rooms</b> <input type="checkbox"/> - Den <input type="checkbox"/> - Dining Room <input type="checkbox"/> - Living Room <input type="checkbox"/> - Other (See Remarks)	<b>Rooms</b> <input type="checkbox"/> - Den <input type="checkbox"/> - Dining Room <input type="checkbox"/> - Living Room <input type="checkbox"/> - Other (See Remarks)	<b>Rooms</b> <input type="checkbox"/> - Den <input type="checkbox"/> - Dining Room <input type="checkbox"/> - Living Room <input type="checkbox"/> - Other (See Remarks)

**Annual**

Electricity \$ \_\_\_\_\_  
*Estimated annual expenses for electricity*

Gross Expense \$ \_\_\_\_\_  
*Estimated annual gross expenses*

Insurance \$ \_\_\_\_\_  
*Estimated annual expenses for insurance*

Water \$ \_\_\_\_\_  
*Estimated annual expenses for water and sewer*

Gas \$ \_\_\_\_\_  
*Estimated annual expenses for gas*

Gross Income \$ \_\_\_\_\_  
*Estimated annual gross rental income*

Maintenance \$ \_\_\_\_\_  
*Estimated annual expenses for general maintenance*

<sup>R</sup> denotes required field

**Interior/Exterior**

**Basement**

- Bath Finished
- Bath Stubbed
- Block
- Boat Door
- Concrete
- Crawlspace
- Daylight
- Earthen
- Entrance - Inside
- Entrance - Outside
- Finished Rooms
- Full
- Partial
- Pier
- Slab / None

**Construction<sup>R</sup>**

- Aluminum / Vinyl
- Brick / Frame
- Brick 3 Sided
- Brick 4 Sided
- Brick Front
- Concrete Siding
- Log
- Other (See Remarks)
- Press Board Siding
- Rough - Sawn Siding
- Steel Frame
- Stone
- Stone / Frame
- Stucco EIFS
- Stucco Real
- Stucco Unspecified
- Tabby
- Wood Siding

**Cooling Source<sup>R</sup>**

- Electric
- Gas
- Other (See Remarks)
- Solar

**Cooling Type<sup>R</sup>**

- Ceiling Fan
- Central
- Common
- Heat Pump
- No Cooling
- Other (See Remarks)
- Whole House Fan
- Window Units
- Zoned / Dual

**Energy Related**

- Certified Earthcraft
- Certified Energy Wise
- Certified EnergyStar
- Certified Good Cents
- Double Pane / Thermo
- Geothermal
- HERS Rated
- Insulation - Ceiling
- Insulation - Floors
- LEED Certified
- None
- Programmable Thermostat
- Roof Vent Fans
- Storm Doors
- Storm Windows
- Tankless Water Heater
- Water Heater - Electric
- Water Heater - Gas
- Water Heater - Solar

Fireplaces<sup>R</sup> \_\_

**Heating Source<sup>R</sup>**

- Electric
- Gas
- Oil
- Other (See Remarks)
- Propane
- Solar
- Wood

**Heating Type<sup>R</sup>**

- Baseboard
- Ceiling Electric
- Central
- Floor Furnace
- Floor Radiant
- Forced Air
- Heat Pump
- No Heating
- Other (See Remarks)
- Space Heater
- Steam / Hot Water
- Zoned / Dual

**Laundry MF**

- Coin Laundry
- Hookup in Unit
- No Laundry
- Other (See Remarks)

**Parking**

- Assigned Space
- Attached
- Carport
- Garage
- None
- Off Street
- Over 1 Space per Unit

**Stories<sup>R</sup>**

- 1 Story
- 1.5 Stories
- 2 Stories
- Over 2 Stories
- Multi - Level
- Split Foyer
- Split Level

**Utility Billing**

- Electricity Ind. Meters
- Electricity Prorated
- Gas Individual Meters
- Gas Prorated
- Other (See Remarks)
- Water Individual Meters
- Water Prorated

**Water/Sewer<sup>R</sup>**

- Community Well
- Low Flow Fixtures
- Private Sewer
- Private Water
- Public Water
- Septic Tank
- Sewer Connected
- Sewer in Street
- Well

Owner Initials \_\_\_\_\_

**Other**

**Date of Possession**

- 3 - 7 Days after Closing
- At Closing
- Negotiable
- Other (See Remarks)

**Neighborhood Amenities**

- Airstrip
- Boat / Camper / Van Prkg
- Clubhouse
- Gated Community
- Golf Course
- Guest Lodging
- Lake
- Marina
- Neighborhood Association
- None
- Park
- Physical Fit Facilities
- Playground
- Pool
- Racquetball
- Retirement Community
- Security
- Sidewalks
- Stables
- Street Lights
- Swim Team
- Tennis Courts
- Tennis Team
- Underground Utilities
- Walk to Marta
- Walk to Schools
- Walk to Shopping

**Photo<sup>R</sup>**

- Broker Will Provide Photo
- No Photo Desired By Seller

Owner Initials \_\_\_\_\_

- Under Construction

**Possible Financing**

- 100 PCT. Financing
- 1031 Exchange
- Assume
- Cash
- Conventional
- Credit Report Required
- Exchange Considered
- FHA
- FNMA Apprv
- FNMC Apprv
- GHFA Loan (GRFA)
- Lease Purchase
- Not Valid Option
- Other (See Remarks)
- Owner 1st
- Owner 2nd
- Release of Liability
- USDA
- VA

**Showing Instructions<sup>R</sup>**

- 24 Hour Access
- 9AM to 10PM
- Appt. Agent
- Appt. Owner
- Appt. Tenant
- Call Agent Only
- Caution Alarm
- Caution Pet
- Courtesy Call - Leave Msg
- Day Sleeper
- Key in Office
- Lockbox GAMLs Compatible
- Lockbox Non - GAMLs Compat (See Private Remarks)
- See Remarks
- Special Hours
- Under Construction
- Vacant

**Fee Amount \$ \_\_\_\_\_**

Annual association fees - see below

**Fees Include**

- Bldg. & Liability Insurance
- Exterior Maintenance
- Facilities Fee
- Garbage Pickup
- Grounds Maintenance
- Heating / Cooling
- Management Fee
- None
- Other (See Remarks)
- Pest Control / Termite
- Private Roads
- Reserve Fund
- Security
- Sewer
- Swimming
- Tennis
- Water

**Special Conditions**

- Agent Owned
- Agent/Seller Relationship
- As Is
- Bank Owned
- Corporate Relocation
- Covenants/Restrictions
- Estate Owned
- Fixer Upper
- Foreclosure
- Government Owned
- Historic
- Investor Owned
- No Disclosure
- Pre - Foreclosure
- Recently Renovated
- Rental
- Short Sale

**External References (ER)**

If this listing is referenced elsewhere you may enter source and reference ID here

ER1 Source \_\_\_\_\_ ER1 ID \_\_\_\_\_

ER2 Source \_\_\_\_\_ ER2 ID \_\_\_\_\_

External Reference Source

External Reference ID

**Comments**

**Public Remarks<sup>R</sup>** *Comments directed to the general public (768 character max).*

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**Private Remarks** *Confidential comments viewable only to members (320 character max).*

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**Private URL** *Additional web address viewable only to members (200 character max).*

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**Office Remarks** *Confidential comments viewable only to members in your office (192 character max).*

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**Directions<sup>R</sup>** *(256 character max)*

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Vow\_Address   \_(Y/N)        Vow\_Avm           \_(Y/N)               Vow\_Comments\_ (Y/N)        Vow\_Included   \_(Y/N)

**SELLER'S STATEMENT:** Seller herein certifies that the property Seller is offering for sale through the broker was built in the year specified in this document, and Seller has been informed by the broker of the lead-based paint disclosure requirements under The Residential Lead-Based Paint Hazard Reduction Act of 1992, 42 U.S.C. §4851-4856 (the "Act"). Seller agrees to sign all the necessary disclosure forms, of which copies are attached hereto and made a part hereof by reference in order to abide by this Act; and, to disclose in writing to the broker and to prospective purchasers any other physical characteristics of the property that may adversely affect its value. Seller understands and agrees that all the information above will be provided to agents who may represent other parties. Seller hereby waives any claims arising out of disclosure of such information to other parties. Seller agrees above information is true and correct to the best of his/her knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

<sup>R</sup> denotes required field