



# Fresno Multiple Listing Service Multi-Family Input Form

MLS Agent ID #: \_\_\_\_\_

\*County: \_\_\_\_\_

\*APN #: \_\_\_\_\_

Address: \_\_\_\_\_

\*Street #: \_\_\_\_\_

Direction: ( N / S / E / W ) \_\_\_\_\_

\*Street Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

\*City: \_\_\_\_\_

\*Zip Code: \_\_\_\_\_

\*Cross Street: \_\_\_\_\_

\*Agent ID: \_\_\_\_\_

\*Agent Name: \_\_\_\_\_

\*Office ID: \_\_\_\_\_

\*Office Name: \_\_\_\_\_

Co-Agent ID: \_\_\_\_\_

Co-Agent Name: \_\_\_\_\_

**\*Property Subtypes:**

Primary: ( Duplex / Triplex / Fourplex / 5-10 Units / 11+ Units ) \_\_\_\_\_

Secondary: ( Duplex / Triplex / Fourplex / 5-10 Units / 11+ Units ) \_\_\_\_\_

Other: ( Duplex / Triplex / Fourplex / 5-10 Units / 11+ Units ) \_\_\_\_\_

\*Transaction Type: ( Sale / Lease ) \_\_\_\_\_

\*Area: \_\_\_\_\_  
Last 3 of Zip Code

Lease (Acre): \_\_\_\_\_

Lease Type: ( Gross / Net / Other ) \_\_\_\_\_

Sub-Lease: ( Yes / No ) \_\_\_\_\_

Available Date: \_\_\_\_\_

Sub-Lease Expiration: \_\_\_\_\_

\*Listing Price: \$ \_\_\_\_\_

Public Viewable: ( Yes / No ) \_\_\_\_\_

\*Agreement Type: ( Excl. Right to Sell / Excl. Agency / Open ) \_\_\_\_\_

\*Show Adr to Public: ( Yes / No ) \_\_\_\_\_

\*Show AVM on VOW: ( Yes / No ) \_\_\_\_\_

\*Show Cmnts on VOW: ( Yes / No ) \_\_\_\_\_

\*Commission: ( % / \$ ) \_\_\_\_\_

\*Variable Rate: ( Yes / No ) \_\_\_\_\_

Comments: \_\_\_\_\_

\*School District: \_\_\_\_\_

\*Grade School: \_\_\_\_\_

\*Jr. High School: \_\_\_\_\_

\* Sr. High School: \_\_\_\_\_

[For School Information Click Here](#)

School Type 4: \_\_\_\_\_

Bedrooms: \_\_\_\_\_

Bathrooms: \_\_\_\_\_

**\*Approx. Sq. Ft.:** \_\_\_\_\_

**\*Sq. Ft. Source:** \_\_\_\_\_  
(Seller/Appraiser/Tax  
Records/Other)

Lot Size: \_\_\_\_\_

Lot Size Source: \_\_\_\_\_  
(Seller/Appraiser/Tax  
Records/Other)

Year Built: \_\_\_\_\_

OR: ( New / Under Construction )

Listing Period: \_\_\_\_\_

**\*Listing Date:** \_\_\_\_\_

**\*Expiration Date:** \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_

**\*Occupant Type:** \_\_\_\_\_  
( Owner / Vacant / Caretaker / Tenant )

Occupant Name: \_\_\_\_\_

Phone to Show: \_\_\_\_\_

Marketing Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Directions to Property:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scope of Service: \_\_\_\_\_ ( EO / LS )

Census Tract: \_\_\_\_\_

**\*Stories** ( 1 / 2 / 3+ / Split Level ) \_\_\_\_\_

**\*Region:** \_\_\_\_\_  
( Urban / Rural / Foothill / Mountain )

**\*Roofing:** \_\_\_\_\_  
( Shake / Wood Shingle / Comp Shingle / Rolled Comp / Tile-Slate / Tar-Gravel  
/ Concrete / Metal / Fiberglass )

**\*Exterior**

- Stucco
- Wood
- Brick
- Block
- Stone
- Metal
- Shingle
- Log
- Vinyl
- Other

**\*Sewer / Septic**

- Private Water
- Domestic Water
- Public Water
- Shared Well
- Community Well
- Public Sewer
- Septic Tank

**\*Gas & Electric**

- Public Utilities
- Propane
- No Gas
- All Electric

**Disclosures**

- Special Studies Zone
- Flood Zone
- Toxic Waste Area
- Smoke Detectors Req.
- Mello Roos
- Building Restriction
- Deed Restrictions
- Easments
- City Transfer Tax
- Assessments
- Trust Fund Exlcuded
- Home Owner Exmption
- Fixer/Handyperson
- Call Agent
- Agent/Owner Related
- Exclusions from Sale
- Military Ordinance
- Death on Property
- Other

**Documents Available**

- Roof Inspection
- Pest
- Septic
- Well Report
- Association Bylaws
- Demographics
- Floor Plan
- Legal Descriptions
- Zoning Description
- Public Restrictions
- Leases
- Appraisal
- Profit & Loss
- Income Tax Return
- Cash Flow Analysis
- Inventory List
- Fixtures & Equipment

**\*Showing Instructions**

- Lockbox
- Call Listing Office
- Call Tenants
- Call On-Site Mngr
- Call Owner
- By Appiontment
- Do Not Disturb
- 24 Hour Notice
- Not on Sunday
- No Susnet Fri/Sat
- Alarm or Security

Showing Instructions: \_\_\_\_\_

**\*Lock Box:** \_\_\_\_\_ ( Yes / No )

Dual Agency: \_\_\_\_\_ ( Yes / No )

**\*Total Units:** \_\_\_\_\_

**\*Garage Spaces:** \_\_\_\_\_

**\*Additional Parking**

- Garage
- Carport
- Covered
- Uncovered
- One Space per Unit
- More than One Space

**\*Foundation**

- Concrete
- Wood Subfloor
- Both

Facilities

- Pool
- Jacuzzi
- Cabana
- Tennis Court
- Basketball Court
- Exercise Room
- Play Yard
- Putting Green
- Utility Room

Special Features

- Private Patios
- Private Balconies
- Extra Storage
- On-Site Manager
- Laundry in Each Unit
- Security Gate
- Security Patrol

Site Amenities

- Corner
- Cul de Sac
- Bluff View
- Lake View
- Water Front

Leased Equipment

- Washer/Dryer (s)
- Propane Tank
- Water Softner
- Security System

Yard

- Sprinkler - Front
- Sprinkler - Back
- Sprinkler - Auto
- Sprinkler - Manual
- Fenced
- Mature Landscape

Total Buildings: \_\_\_\_\_

**\*Heat/Cool**

- Central Heat/Cool
- Central Heat
- Central Cool
- Evaporative
- Floor or Wall Heat
- Window or Wall A/C

Fireplace

- None
- One Unit
- More Than One Unit
- All Units

Stove

- None
- One Unit
- More Than One Unit
- All Units

Refrigerator

- None
- One Unit
- More Than One Unit
- All Units

Dishwasher

- None
- One Unit
- More Than One Unit
- All Units

Disposal

- None
- One Unit
- More Than One Unit
- All Units

Disabled Features

- Wheel Chair Access
- Ramp
- Wide Doors
- Hand Rails
- Bathroom Fixtures
- Access in Shower
- One Level Floor

**\*Annual Income** \$ \_\_\_\_\_

**\*Annual Expense:** \$ \_\_\_\_\_

**\*Net Income:** \$ \_\_\_\_\_

**\*Tenant Pays**

- None
- All
- Electric
- Gas
- Propane
- Water
- Sewer
- Trash
- Cable TV

**\*Income Includes**

- Unit Rent
- Garage Rent
- Laundry
- Other
- All
- Month to Month
- Lease
- Both

**\*Expenses Include**

- All
- Management
- Gardner
- Maintenance/Repair
- Insurance
- Accounting/Legal
- License/Ads
- Gas
- Propane
- Electric
- Water
- Sewer
- Pool
- Taxes
- Vacancry Factor
- None

**\*Sources of Inc/Exp**

- Tax Return
- Accountant
- Owner
- Projected
- Limited
- Property Manger
- None

**1st Loan Type**

- Subject to
- Assumable - Qualify
- Non-Assumable
- FHA
- VA
- Cal-Vet
- Private
- Conventional
- Fixed
- ARM
- Free & Clear

**2nd Loan Type**

- Conventional
- Assumable
- Private
- Fixed
- Adjustable

**Terms**

- Government
- Conventional
- Seller 1<sup>st</sup>
- Seller 2<sup>nd</sup>
- 80-10-10
- Wrap
- Price "As Is"
- Cash Only
- Exchange
- Submit

**\*Short Sale:** \_\_\_\_\_ ( Yes / No )

REO/Bank Owned: \_\_\_\_\_

Hardship Submitted: \_\_\_\_\_ ( Yes / No )

1<sup>st</sup> Trust Deed Amt: \$ \_\_\_\_\_

2<sup>nd</sup> Trust Deed Amt: \$ \_\_\_\_\_

Additional Debt: \_\_\_\_\_

**Unique Conditions**

- Probate
- Estate Sale
- Court Approval Req.
- Short Sale

**Sale/Options**

- Total Parcel Only
- Divided
- Adjacent Available

X

*Signature*

Date