

KEYSTONE MLS NETWORK

Multi-Family

Office Name _____
Office Phone _____

Agent Name _____
Agent Phone _____

County _____ MLS# _____ Street # _____ Direction _____ Street Name _____ Street Suffix _____ Lot # _____ City _____ State _____ Zip _____

List Price _____ List Date _____ Expiration Date _____ Owner _____ TL % _____ SA % _____ BA % _____ Dial Rate Y/N _____ Exist/New _____ Discl: Terms/Etc. Y/N _____

Type (Multi-Family) _____ Realtor.com (Multi-Family) _____ Lot Size _____ Total Acres _____ Total Units _____ # Effty Units _____ # 1 BR Units _____ # 2 BR Units _____ # 3 BR Units _____ Gross Building Area _____ Year Built _____ Zoning _____

Franklin Map Page _____ Map Column _____ Map Row _____ School District _____ Elementary _____ Middle _____ High _____

Municipality/Township _____ APN#/Tax ID _____ Deed Reference # _____ Deed Record Date _____ Assessment _____ Total Taxes _____ Location/Development _____

Directions _____

Public Remarks _____

Agent Remarks _____

OfficeRemarks _____

Annual County Tax _____ Annual Municipal Tax _____ Annual School Tax _____ # O/S Pk _____ Assn Condo Annual Fee _____ Mixed Use Y/N _____ Road Frontage _____ PUD/HOA Contact Name _____ PUD/HOA Contact Phone _____

Electric _____ Gas _____ Heat _____ Insurance _____ Lawn/Snow _____ Maintenance _____ Management _____ Trash Removal _____ Water/Sewer _____ Other _____ Gross Income _____ Operating Exp _____ Net Income _____ Total Taxes _____

Unit 1 Type Unit _____ Level _____ Total Rooms _____ # Bedrooms _____ # Full Baths _____ # Half Baths _____ Square Feet _____ Type Lease _____ Occupancy _____ Appliances _____ Monthly Rent _____

Unit 2 Type Unit _____ Level _____ Total Rooms _____ # Bedrooms _____ # Full Baths _____ # Half Baths _____ Square Feet _____ Type Lease _____ Occupancy _____ Appliances _____ Monthly Rent _____

Unit 3 Type Unit _____ Level _____ Total Rooms _____ # Bedrooms _____ # Full Baths _____ # Half Baths _____ Square Feet _____ Type Lease _____ Occupancy _____ Appliances _____ Monthly Rent _____

Unit 4 Type Unit _____ Level _____ Total Rooms _____ # Bedrooms _____ # Full Baths _____ # Half Baths _____ Square Feet _____ Type Lease _____ Occupancy _____ Appliances _____ Monthly Rent _____

Unit 5 Type Unit _____ Level _____ Total Rooms _____ # Bedrooms _____ # Full Baths _____ # Half Baths _____ Square Feet _____ Type Lease _____ Occupancy _____ Appliances _____ Monthly Rent _____

Unit 6 Type Unit _____ Level _____ Total Rooms _____ # Bedrooms _____ # Full Baths _____ # Half Baths _____ Square Feet _____ Type Lease _____ Occupancy _____ Appliances _____ Monthly Rent _____

Sir Concession Y/N _____ Concession \$ _____ Mortgage \$ _____ Interest % _____ Selling Price _____ Projected Settlement Date _____ Settlement Date _____ Financing _____ Selling Ctr _____ Selling Agt _____ Status _____

Keystone MULTI-FAMILY Details

A: DESIGN (5)

- 1. Built as Apartments
- 2. Converted Dwelling
- 3. Duplex—Both Sides
- 4. Garden Apartment
- 5. Store Front & Residnc(s)
- 6. Townhouse Apartments
- 50. Other-See Remarks

B: TYPE (1)

- 1. Condominium
- 2. Detached Building
- 3. Multiple Buildings
- 4. Row/Townhouse
- 5. Semi-Detached
- 50. Other-See Remarks

C: EXTERIOR (10)

- 1. Aluminum
- 2. Asbestos
- 3. Asphalt
- 4. Block
- 5. Brick
- 6. Cedar/Redwood
- 7. Dryvit/EFIS
- 8. Formstone
- 9. Frame/Wood
- 10. Log
- 11. Ornamental Block
- 12. Shingle
- 13. Split Rock
- 14. Stone
- 15. Stucco
- 16. Vinyl
- 50. Other-See Remarks

D: ROOF (7)

- 1. Aluminum Shingles
- 2. Built-up
- 3. Composite Shingles
- 4. Metal
- 5. Rolled
- 6. Rubber
- 7. Slate
- 8. Tile
- 9. Unknown
- 10. Wood
- 50. Other-See Remarks

E: ZONING (2)

- 1. Agricultural
- 2. Central Business District
- 3. Commercial
- 4. Conservation
- 5. Historic District
- 6. Industrial
- 7. No Zoning
- 8. Office
- 9. PRD-PUD
- 10. Res/Multi-Family
- 11. Residential
- 50. Other-See Remarks

F: AMENITIES (10)

- 1. Cable TV
- 2. Elevator
- 3. Fire Escape
- 4. Public Transportation
- 5. Recreational Facilities
- 6. Security System
- 7. Separate Utilities
- 8. Smoke/Heat Detectors
- 9. Sprinkler System
- 10. Storage
- 11. Washer/Dryer Hook-Up
- 50. Other-See Remarks

G: ELECTRIC SERVICE (5)

- 1. Under 60 amps
- 2. 60 amps
- 3. 100-150 amps
- 4. 200-300 amps
- 5. 400+ amps
- 6. Circuit Breakers
- 7. Fuses
- 8. Knob & Tube
- 50. Other-See Remarks

H: STORAGE (5)

- 1. Attic
- 2. Basement
- 3. Bins
- 4. Garage
- 5. Shed
- 50. Other-See Remarks

I: BASEMENT (10)

- 1. None
- 2. Concrete
- 3. Crawl Space
- 4. Dirt
- 5. Drain
- 6. Finished
- 7. Full
- 8. Outside Entrance
- 9. Partial
- 10. Partially Finished
- 11. Roughed-In Plumbing
- 12. Slab
- 13. Sump Pump
- 14. Unfinished
- 15. Walk-Out
- 50. Other-See Remarks

J: HEAT (15)

- 1. Coal
- 2. Electric
- 3. Electr Baseboard
- 4. Forced Air
- 5. Geothermal
- 6. Gravity
- 7. Heat Pump
- 8. Heat Pump w/Backup
- 9. Hot Water/Baseboard
- 10. Hot Water/Radiators
- 11. Kerosene
- 12. Multi-Fuel Furnace
- 13. Natural Gas
- 14. No Heat
- 15. Oil
- 16. Propane
- 17. Radiant
- 18. Solar/Active
- 19. Solar/Passive
- 20. Space Heaters
- 21. Steam
- 22. Wood
- 50. Other-See Remarks

K: COOLING (5)

- 1. None
- 2. Attic Fan
- 3. Central Air
- 4. Duct for AC
- 5. Wall Unit/Built-In
- 6. Whole House Fan
- 7. Window Unit(s)
- 50. Other-See Remarks

L: WATER (5)

- 1. Cistern
- 2. Community Water
- 3. Public Water
- 4. Shared Well
- 5. Spring Fed
- 6. Well
- 50. Other-See Remarks

M: SEWER (5)

- 1. Cesspool
- 2. Community Sewer
- 3. Holding Tank
- 4. Public Sewer
- 5. Septic
- 6. Shared Septic
- 50. Other-See Remarks

N: HOT WATER (2)

- 1. None
- 2. Electric
- 3. Gas
- 4. Oil
- 5. Propane
- 6. Solar
- 7. Summer/Winter
- 50. Other-See Remarks

O: PARKING (10)

- 1. None
- 2. 1-Car Garage
- 3. 2-Car Garage
- 4. 3-Car Garage
- 5. 4+ Car Garage
- 6. 1-Car Carport
- 7. 2-Car Carport
- 8. Attached
- 9. Detached
- 10. Integral
- 11. Off-Street Parking
- 12. On-Street Parking
- 13. Rented/Permit Parking
- 50. Other-See Remarks

P: OWNER PAID (6)

- 1. None
- 2. Heat
- 3. Hot Water
- 4. Parking
- 5. Sewer
- 6. Trash Removal
- 7. Unit Electir
- 8. Water
- 50. Other-See Remarks

Q: TENANT PAID (6)

- 1. None
- 2. Heat
- 3. Hot Water
- 4. Parking
- 5. Sewer
- 6. Trash Removal
- 7. Unit Electir
- 8. Water
- 50. Other-See Remarks

R: INCOME SOURCE (6)

- 1. Apartment Rentals
- 2. Concession
- 3. Garage Rentals
- 4. Laundry
- 5. Office/Commercial Rental
- 6. Parking
- 7. Storage
- 8. Warehouse
- 50. Other-See Remarks

S: ADD'L INFO/DOCS (5)

- 1. None
- 2. Accounting Records
- 3. Appraisal
- 4. Contracts
- 5. Copy of Lease(s)
- 6. Feasibility Study
- 7. Inventory
- 8. Investment Analysis
- 9. Section 8 Approved
- 50. Other-See Remarks

T: CONDITION (2)

- 1. Excellent
- 2. Very Good
- 3. Good
- 4. Average
- 5. Fair
- 6. Poor
- 7. Remodeled
- 8. Restored
- 9. No Opinion

U: FINANCING (8)

- 1. Assumable
- 2. Cash
- 3. Conventional
- 4. Farm Credit
- 5. FHA
- 6. FmHA
- 7. Installment Sale
- 8. Lease Purchase
- 9. Owners Will Consider
- 10. Rent w/ Option to Buy
- 11. VA
- 12. Foreclosure
- 50. Other-See Remarks

V: POSSESSION (4)

- 1. Crops Reserved
- 2. Immediate
- 3. Negotiable
- 4. Settlement
- 5. Subject to Lease
- 50. Other-See Remarks

W: SHOWING INSTRCTS (8)

- 1. Call Listing Agent
- 2. Call Listing Office
- 3. Call Tenants
- 4. Key In Office
- 5. LA Must Accompany
- 6. Lockbox-Combination
- 7. Lockbox-Electronic
- 8. No Sign On Property
- 9. Notice Required
- 10. Show Anytime
- 11. Virtual Tour
- 50. Other-See Remarks

X: ADDRSS EXCLSNS (5)

- 1. Exclude None
- 2. Exclude All
- 3. REALTOR.com
- 4. IDX Sites
- 5. MLS Public Site
- 6. VOW Sites
- 7. Print
- 8. Home Advisor
- 50. Other-See Remarks

Y: EXCLUSIONS (5)

- 1. Exclude None
- 2. Exclude All
- 3. REALTOR.com
- 4. IDX Sites
- 5. MLS Public Site
- 6. VOW Sites
- 7. Print
- 8. Home Advisor
- 50. Other-See Remarks

Z: PHOTO CODE (1)

- 1. Photo Uploaded
- 2. Take Photo—Bill Me
- 3. To Be Built/Under Const
- 50. Other-See Remarks

AA: DOCUMENTS AVAIL (6)

- 1. Addendum
- 2. Appraisal
- 3. Lead Paint
- 4. Plot Plan
- 5. Sellers Disclosure
- 50. Other-See Remarks

APPLIANCE CODES

- D - Dishwasher*
- O - Oven/Range*
- R - Refrigerator*
- W - Washer/Dryer*
- C - Ceiling Fan(s)*
- N - None*

FINANCING TERMS

- 1 - Assumable*
- 2 - Cash*
- 3 - Conventional*
- 4 - Farm Credit*
- 5 - FHA*
- 6 - FmHA*
- 7 - Installment Sale*
- 8 - Lease Purchase*
- 9 - Owner Financing*
- 10 - Rent w/Option to Buy*
- 11 - VA*
- 12 - Ind Develop Auth*
- 16 - Other*

LEVEL

- M - Main*
- U - Upper*
- L - Lower*
- O - Other*

OCCUPANCY

- V - Vacant*
- O - Owner*
- T - Tenant*

TYPE LEASE

- O - Owner Occupied*
 - N - None*
 - Y - Yearly*
 - M2M - Month to Month*
 - LT - Long Term*
 - W - Weekly*
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