

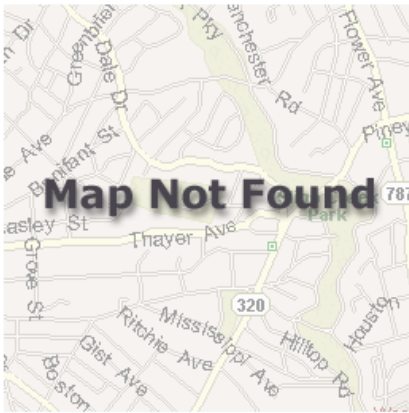
**HGMLS - MULTI FAMILY 5+ - Input Form – Required Fields in Yellow.**

\*Mixed Use with Retail/Office to be entered into COMMERCIAL property type.

**Agent Tab**

Listing Agent Information					
<a href="#">Find an Agent</a> Listing Agent ID <input type="text"/> Refresh	Name: Email: Direct Phone:	Office Name: Office ID: Office Phone:			
Co-Listing Agent Information					
<a href="#">Find a Co-Listing Agent</a> Co-Listing Agent ID <input type="text"/> Refresh	Name: Email: Direct Phone:	Office Name: Office ID: Office Phone:			
Showing and Compensation Information					
<b>Access</b> <input type="checkbox"/> Broker <input type="checkbox"/> Combo Lockbox <input type="checkbox"/> Courtesy Key Avail <input type="checkbox"/> Key At Listing Broker <input type="checkbox"/> Occupant <input type="checkbox"/> Senti Lock Box <input type="checkbox"/> Supra Lock Box <input type="checkbox"/> Use the Showing Assist icon for appointments		<b>Appointment Phone</b> <input type="text"/> <b>Appointment Phone 2</b> <input type="text"/> <b>Showing Instructions</b> <input type="text"/>			
<b>Seller/Sub Agent Comp</b> <input type="text"/>	<b>Buyer Agent Comp</b> <input type="text"/>	<b>Broker Agent Comp</b> <input type="text"/>	<b>Negotiate Through</b> <input type="text"/>	<b>Agreement Type</b> <input type="text"/>	<b>Office Ext for Agent</b> <input type="text"/>
Internet Information					
<b>Publish to Internet</b> <input type="text"/> Yes	<b>Show Address</b> <input type="text"/> Yes	<b>Publish to Realtor.com</b> <input type="text"/> Yes	<b>Publish to LoHud.com</b> <input type="text"/> Yes	<b>Show AVM on VOW</b> <input type="text"/> No	<b>Show Comments VOW</b> <input type="text"/> No

**General Tab**

Address							
 <p>Latitude <input type="text"/> Longitude <input type="text"/></p> <p><a href="#">Update Map</a>  <a href="#">Get Lat/Long from address</a> <a href="#">Set Lat/Long</a>  <a href="#">Choose Google Street View</a></p>	<b>County</b> <input type="text"/>	<b>Tax ID</b> <input type="text"/>					
	<b>City/Town</b> <input type="text"/>	<b>Owner Name</b> <input type="text"/>					
	<b>Village</b> <input type="text"/>	<b>Post Office</b> <input type="text"/>	<b>Hamlet</b> <input type="text"/>				
	<b>Street #</b> <input type="text"/>	<b>Street Dir</b> <input type="text"/>	<b>Street Name</b> <input type="text"/>	<b>Street Suffix</b> <input type="text"/>			
	<b>Street # Mod</b> <input type="text"/>	<b>Zip Code</b> <input type="text"/>	<b>Zip Code+4</b> <input type="text"/>	<b>State</b> <input type="text"/> NY			
	To set the latitude and longitude, click "Set Lat/Long". On the map click where the property is located, adjust the blue pin, then click Done.						

Listing Information			
<b>List Price</b> <input type="text"/>	<b>REO/Bank Owned</b> <input type="text"/>	<b>List Date</b> <input type="text"/>	<b>Expiration Date</b> <input type="text"/>

Property Info			
<b>Property Subtype</b> <input type="text"/>	<b>Year Built</b> <input type="text"/>	<b>Year Built Description</b> <input type="text"/>	<b>Year Renovated</b> <input type="text"/>
<b>Subdivision/Development</b> <input type="text"/>	<b>Lot Size</b> <input type="text"/>	<b>Lot size SQFT or Acres</b> <input type="text"/>	
<b>Street Type</b> <input type="text"/>	<b>Water Access</b> <input type="text"/>	<b>Adult 55 Community</b> <input type="text"/>	

**General Tab Continued**

**Tenant Pays**

- All Utility
- Cooking Gas
- Electric
- Gas
- Heat
- None
- See Remarks
- Water

**Lot Description**

- Corner Lot
- Easement
- Historic District
- Level
- Partly Wooded
- Possible Sub Division
- Restrictions
- Sloping
- Stone/Brick Wall
- Wooded

**Construction Description**

- Advanced Framing Technique
- Batt Insulation
- Block
- Blown-In Insulation
- Brick
- Cellulose Insulation
- Energy Star
- Fiberglass Insulation
- Frame
- Insulated Concrete Forms
- LEED-Gold
- LEED-Platinum
- LEED-Silver
- Log
- Modular
- NAHB Green-Bronze
- NAHB Green-Gold
- NAHB Green-Silver
- Other/See Remarks
- Other/See Remarks
- Post and Beam
- Recycled/Renewable materials/Resources used
- Stone
- Structurally Insulated Panels

**Siding Description**

- Aluminum
- Asbestos
- Block
- Brick
- Cedar
- Cedar Shake
- Clap Board
- Concrete Fiber Board
- Hardiplank
- Log
- Masonry
- Other/See Remarks
- Shingle
- Stone
- Stucco
- T111
- Vinyl
- Wood

**School Info**

**School District**

**Jr. High**

**High School**

**Elementary School**

Please select an Elementary school by clicking on an entry in the list of available elementary schools, even when only one option is available in the list.

Multiple schools can be selected by holding the Ctrl key.

**Financial Information**

**Possible Financing**

- 1031 Exchange
- Assumable
- Cash Only
- Contract Sale
- None
- Owner Will Take Back 1st
- Owner Will Take Back 2nd
- Private Financing
- Other/See Remarks

**Additional Fee**

**Addition Fee Desc**

**Addition Fee Amount**

**Addition Fee Freq**

**Water Expenses**

**Maintenance Expenses**

**Insurance Expenses**

**Trash Removal Expenses**

**Fuel Expenses**

**Other Expenses**

**Tax Assessment**

**Estimated Tax**

**Tax Year**

**Tax Source**

**Tax Includes**

- Sewer
- Trash
- Water

**Expense Report Date**

**Gross Operating Income Total Vacancies**



**Net Operating Income**

**Cap Rate**

**Modifications/Exclusions**

- M1 Buyer Exclusions
- M2 Agent Exclusions
- M3 IAW Compensation If and When
- M4 Commission Modification
- M6 Disclosure of Ownership Interest
- M7 Insufficiency of Funds
- M7A Litigation Policy
- M7B Litigation Policy
- M8 Short Sale Notification
- M9 Owner's Right to Modify Compensation
- None

**Units Tab – (enter info for each rental unit, system will accept up to 8 max total).**

**Building Information**

<b>Estimated SqFt</b> ? <input type="text"/>	<b>SqFt Source</b> ? <input type="text"/>	<b>Attic</b> ? <input type="checkbox"/> Dormer <input type="checkbox"/> Finished <input type="checkbox"/> Full <input type="checkbox"/> None <input type="checkbox"/> Partial <input type="checkbox"/> Partially Finished <input type="checkbox"/> Pull Stairs <input type="checkbox"/> Scuttle <input type="checkbox"/> See Remarks <input type="checkbox"/> Unfinished <input type="checkbox"/> Walkup	<b>Basement</b> ? <input type="checkbox"/> Crawl <input type="checkbox"/> Finished <input type="checkbox"/> Full <input type="checkbox"/> None <input type="checkbox"/> Partial <input type="checkbox"/> Partially Finished <input type="checkbox"/> See Remarks <input type="checkbox"/> Slab <input type="checkbox"/> Unfinished <input type="checkbox"/> Walk Out
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**Units**

<b>Unit #</b> ? <input type="text"/>	<input type="text"/>	<b>Unit Floor(s) Location</b> ? <input type="text"/>	<b>Num of Bedrooms</b> ? <input type="text"/>	<b>Full Baths</b> ? <input type="text"/>	<b>Leased</b> ? <input type="checkbox"/>	<b>Appliances</b> ? <input type="checkbox"/> Dryer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Microwave <input type="checkbox"/> Oven/Range <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer <input type="checkbox"/> Energy Star Appliance(s)	<b>Square Footage</b> ? <input type="text"/>	<a href="#">Delete</a>
			<b>Num of Rooms</b> ? <input type="text"/>	<b>Half Baths</b> ? <input type="text"/>	<b>Rent</b> ? <input type="text"/>			
					<b>Lease End</b> ? <input type="text"/>			

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			<b>Num of Rooms</b> ? <input type="text"/>	<b>Half Baths</b> ? <input type="text"/>	<b>Rent</b> ? <input type="text"/>			
					<b>Lease End</b> ? <input type="text"/>			

## Units Continued (Unit Totals)

More

# of 1 Bed Rooms

# of 2 Bed Rooms

# of 3 Bed Rooms

# of 4 Bed Rooms

## Features Tab

### Features

#### Amenities

- 1st Fl Master Bedroom
- 1st Floor Bedrm
- Above Ground Pool
- ADA Access
- ADA Inside
- Additional Land
- Balcony
- Beach
- Cathedral/Vaulted/High Ceiling
- Close to Bus
- Close to Park
- Close to Railroad
- Close to School
- Close to Shops
- Clubhouse
- Cul-De-Sac
- Deck
- Dock/Mooring
- Eat in Kitchen
- Elevator
- Exercise Room
- Fenced
- Fenced Yard
- Fencing
- Formal Dining Room
- Foyer
- Gated Community
- Golf Course
- Granite Countertops
- Greenhouse
- Guest Quarters
- Hardwood Floors As Seen
- Heated Parking
- Horse Property

#### Number Of Units Total

#### Type Of Unit

- Detach
- Duplex
- Flats
- Row Dwelling
- See Remarks
- Triplex

#### Building Features

- Above Ground Pool
- Cable
- Common Laundry
- Existing Screens
- Existing Storms
- Existing Thermal Windows
- Fire Escape
- Fireplace
- Handicapped
- Hardwood Floors Exist
- In Ground Pool
- Master Bath
- Security System
- Water Conditioner Owned
- Water Conditioner Rented

#### Number of Parking Spaces

#### Parking

- 1 Car Attached
- 1 Car Detached
- 2 Car Attached
- 2 Car Detached
- 3 Car Attached
- 3 Car Detached
- 4+ Car Attached
- 4+ Car Detached
- Assigned
- Attached
- Carport
- Common
- Covered
- Detached
- Driveway
- Garage Parking
- Lot Parking
- No Garage
- No Parking
- None
- Off-Street Parking
- Off-Site Parking
- Private Parking
- Public Parking
- Other/See Remarks
- Storage
- Street Parking
- Tandem
- Unassigned
- Under Home/Ground
- Waitlist

### Amenities Continued

- In Ground Pool
- Lake Access
- Lake Association
- Lake Frontage
- Lake Views
- Lake/Pond/Stream
- Legal Accessory Apartment
- Marble Countertops
- Master Bath
- Motor Boats Allowed
- Mountain Views
- Near Public Transportation
- Out Building
- Pantry
- Patio
- Pond Access
- Pond Frontage
- Porch
- Powder Room
- Privacy
- Riding Ring
- River
- River Access
- River Frontage
- River Views
- Sauna/Steam Room
- Scenic View
- Security System
- Sky Light
- Sprinkler Fire Sys
- Sprinkler Lawn Sys
- Stable/Paddock
- Storage
- Stream
- Tennis
- View
- Walk In Closet
- Walk Out Basement
- Wall To Wall Carpet
- Water Access
- Water View
- Waterfront
- Wetbar
- Wood Burning Stove
- Workshop

**Utilities Tab**

**Utilities**

<p><b>Heat</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Base Board</li> <li><input type="checkbox"/> Energy Star Unit(s)</li> <li><input type="checkbox"/> Forced Air</li> <li><input type="checkbox"/> Geothermal</li> <li><input type="checkbox"/> Gravity Hot Air</li> <li><input type="checkbox"/> Heat Pump Air</li> <li><input type="checkbox"/> Heat Recovery System</li> <li><input type="checkbox"/> Hot Water</li> <li><input type="checkbox"/> Hydro Air</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Passive Solar</li> <li><input type="checkbox"/> Radiant</li> <li><input type="checkbox"/> Radiator</li> <li><input type="checkbox"/> See Remarks</li> <li><input type="checkbox"/> Solar Thermal</li> <li><input type="checkbox"/> Steam</li> </ul>	<p><b>Fuel</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coal</li> <li><input type="checkbox"/> Electric</li> <li><input type="checkbox"/> Kerosene</li> <li><input type="checkbox"/> Natural Gas</li> <li><input type="checkbox"/> Oil Above Ground</li> <li><input type="checkbox"/> Oil Below Ground</li> <li><input type="checkbox"/> Other/See Remarks</li> <li><input type="checkbox"/> Propane</li> <li><input type="checkbox"/> Solar</li> <li><input type="checkbox"/> Wood</li> </ul>	<p><b>Air Conditioning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Air Purification System</li> <li><input type="checkbox"/> Central</li> <li><input type="checkbox"/> Ductless</li> <li><input type="checkbox"/> Ductwork</li> <li><input type="checkbox"/> Energy Star Unit(s)</li> <li><input type="checkbox"/> Geothermal</li> <li><input type="checkbox"/> High Pressure System</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> SEER Rating 12+</li> <li><input type="checkbox"/> Wall Units</li> <li><input type="checkbox"/> Window Units</li> </ul>	<p><b>Hot Water</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electric Stand Alone</li> <li><input type="checkbox"/> Fuel Oil Stand Alone</li> <li><input type="checkbox"/> Gas Stand Alone</li> <li><input type="checkbox"/> Geothermal</li> <li><input type="checkbox"/> Indirect Tank</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> On Demand</li> <li><input type="checkbox"/> Solar Thermal</li> <li><input type="checkbox"/> Tank Less Coil</li> </ul>
<p><b>Sewer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cesspool</li> <li><input type="checkbox"/> Community</li> <li><input type="checkbox"/> Municipal</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Others/See Remarks</li> <li><input type="checkbox"/> Septic</li> <li><input type="checkbox"/> Septic Above Ground</li> <li><input type="checkbox"/> Sewer</li> </ul>	<p><b>Water</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Community</li> <li><input type="checkbox"/> Drilled Well</li> <li><input type="checkbox"/> Dug Well</li> <li><input type="checkbox"/> Municipal</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Other/See Remarks</li> <li><input type="checkbox"/> Private</li> <li><input type="checkbox"/> Shared</li> <li><input type="checkbox"/> Spring</li> </ul>	<p><b>Garbage</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Other/See Remarks</li> <li><input type="checkbox"/> Private</li> <li><input type="checkbox"/> Public</li> </ul>	<p><b>Heating Zones</b></p> <p><input type="text"/></p> <p><b>Electric Company</b></p> <p><input type="text"/></p> <p><b>Gas Available</b></p> <p><input type="text"/></p> <p><b>Number of Heat Units</b></p> <p><input type="text"/></p> <p><b>Number of Gas Meters</b></p> <p><input type="text"/></p> <p><b>Number of Electric Meters</b></p> <p><input type="text"/></p>

**Remarks Tab**

**Remarks**

**Agent Only Remarks**

Characters Remaining: 1000  
[Check Spelling](#)

**Marketing/Public Remarks - may NOT contain agent or office information or website links.**

Characters Remaining: 1000  
[Check Spelling](#)

**Directions**

Characters Remaining: 250  
[Check Spelling](#)

**Virtual Tour Link: Must be Unbranded. Agent or office branding is not permitted.**