



# Western Upstate Multiple Listing Service, Inc.

## Multi-Family Input Form

MLS# \_\_\_\_\_

### Location Information

List Price:\* \_\_\_\_\_ List Date:\* \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiration Date:\* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address:\* \_\_\_\_\_  
*Street Address* *Unit #*

City\* \_\_\_\_\_ State\* \_\_\_\_\_ ZIP Code\* \_\_\_\_\_

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

Inside City Limits (Select One):\* Yes  No

Type:\* Apartment Building(s)  Duplex, Triplex, Fourplex  Mobile Home Park   
Package Single Family House  Other

### General Information

Sale/Rent:\* For Sale  For Rent  Both

- |   |                                |
|---|--------------------------------|
| Age Range:*                                 | # Units                        |
| <input type="checkbox"/> To be Built        | <input type="checkbox"/> 1-4   |
| <input type="checkbox"/> Under Construction | <input type="checkbox"/> 5-10  |
| <input type="checkbox"/> New/Never Occupied | <input type="checkbox"/> 11-15 |
| <input type="checkbox"/> 1-5 Years          | <input type="checkbox"/> 16-20 |
| <input type="checkbox"/> 6-10 Years         | <input type="checkbox"/> 21+   |
| <input type="checkbox"/> 11-20 Years        |                                |
| <input type="checkbox"/> 21-30 Years        |                                |
| <input type="checkbox"/> 31-50 Years        |                                |
| <input type="checkbox"/> Over 50 Years      |                                |

Elementary School:\* \_\_\_\_\_

Middle School:\* \_\_\_\_\_

High School:\* \_\_\_\_\_

# Acres: \_\_\_\_\_

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

Owner of Record \_\_\_\_\_

Annual HOA Fee \_\_\_\_\_

Inside Subdivision\* Yes  No

Subdivision:\* \_\_\_\_\_

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

# Units \_\_\_\_\_

# Studio \_\_\_\_\_

# 1 BR Units \_\_\_\_\_

# 2 BR Units \_\_\_\_\_

# 3 BR Units \_\_\_\_\_

# 4 BR Units \_\_\_\_\_

Approximate Sq Ft \_\_\_\_\_

Auction: Yes  No

\* Denotes Required Field

**Listing Information**

Listing Agent 1:\* \_\_\_\_\_ Listing Company 1: \* \_\_\_\_\_

Listing Agent 2: \_\_\_\_\_ Listing Company 2: \_\_\_\_\_

TMS #:\* \_\_\_\_\_ TMS 2 # (if Applicable) \_\_\_\_\_

Appointment Phone:\* \_\_\_\_\_

**Type Listing\*** Exclusive Agency  Exclusive Right  Exclusive Right w/Named Prospect  Transaction Brokerage

**Financial & Utility Information**

County Taxes: \_\_\_\_\_ City Taxes: \_\_\_\_\_ Tax Year: \_\_\_\_\_

Tax Rate: 4%  6%  Agriculture  Homestead

Zoning Code: \_\_\_\_\_ Management Co In Place: \_\_\_\_\_

Management Co Contact: \_\_\_\_\_

**Directions and Remarks**

Directions:\* \_\_\_\_\_

\_\_\_\_\_

Public Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Private Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Addendum: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Features

Finance Options	Documents on File	Occupancy	Type Tenancy
<input type="checkbox"/> Assumption	<input type="checkbox"/> Aerial Photo	<input type="checkbox"/> 90-95%	<input type="checkbox"/> Month to Month
<input type="checkbox"/> Cash	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Over 95% Occupancy	<input type="checkbox"/> Negotiable
<input type="checkbox"/> Conventional	<input type="checkbox"/> Building Plans	<input type="checkbox"/> Owner Occupied	<input type="checkbox"/> One Year Lease
<input type="checkbox"/> Exchange	<input type="checkbox"/> Deed Restrictions	<input type="checkbox"/> Under 90% Occupancy	<input type="checkbox"/> Six Month Lease
<input type="checkbox"/> Exchange Only	<input type="checkbox"/> Dock Permit	<input type="checkbox"/> Unknown (verify)	<input type="checkbox"/> Weekly
<input type="checkbox"/> FHA	<input type="checkbox"/> Environmental Audit	<input type="checkbox"/> Vacant	
<input type="checkbox"/> Other-See Remarks	<input type="checkbox"/> Environmental Report		
<input type="checkbox"/> Owner Carry 1st	<input type="checkbox"/> Financial Statement		
<input type="checkbox"/> Owner Carry 2nd	<input type="checkbox"/> Fixtures List		
<input type="checkbox"/> VA	<input type="checkbox"/> Furnishings List		
<input type="checkbox"/> Wrap Around	<input type="checkbox"/> Home Inspections		
	<input type="checkbox"/> House Plans		
	<input type="checkbox"/> Inventory List		
	<input type="checkbox"/> Lead Based Paint Discl		
	<input type="checkbox"/> Leases		
	<input type="checkbox"/> Legal Description		
	<input type="checkbox"/> Licenses List		
	<input type="checkbox"/> None		
	<input type="checkbox"/> Operating Statement		
	<input type="checkbox"/> Other-See Remarks		
	<input type="checkbox"/> Perc Test		
	<input type="checkbox"/> Phase I Audit		
	<input type="checkbox"/> Phase II Audit		
	<input type="checkbox"/> Radon Test		
	<input type="checkbox"/> Recorded Plat		
	<input type="checkbox"/> Rent Roll		
	<input type="checkbox"/> Restrictions		
	<input type="checkbox"/> Restrictive Covenants		
	<input type="checkbox"/> Rights of Way		
	<input type="checkbox"/> Seller Disclosure		
	<input type="checkbox"/> Septic Permit		
	<input type="checkbox"/> Septic Tank		
	<input type="checkbox"/> Soil Survey		
	<input type="checkbox"/> Soil Test		
	<input type="checkbox"/> Square Footage Sketch		
	<input type="checkbox"/> Stucco Report		
	<input type="checkbox"/> Survey/Plat		
	<input type="checkbox"/> Tax Map		
	<input type="checkbox"/> Termite Contract		
	<input type="checkbox"/> Termite Inspection		
	<input type="checkbox"/> Topography		
	<input type="checkbox"/> Well Test		

  

# Stories	Parking	Parking per Unit
<input type="checkbox"/> One	<input type="checkbox"/> Carport	<input type="checkbox"/> Less than One
<input type="checkbox"/> One and a Half	<input type="checkbox"/> Garage	<input type="checkbox"/> More than One
<input type="checkbox"/> Two	<input type="checkbox"/> Non	<input type="checkbox"/> None
<input type="checkbox"/> Two and a Half	<input type="checkbox"/> Off Site Parking	<input type="checkbox"/> One
<input type="checkbox"/> Three or More	<input type="checkbox"/> Paved Area	
<input type="checkbox"/> Split	<input type="checkbox"/> Street Parking	
<input type="checkbox"/> Other		

One Bedroom Units	Two Bedroom Units	Three Bedroom Units
<input type="checkbox"/> Under \$400	<input type="checkbox"/> \$401-\$450/month	<input type="checkbox"/> \$450-\$550/month
<input type="checkbox"/> \$401-\$450/month	<input type="checkbox"/> \$451-\$500/month	<input type="checkbox"/> \$551-\$650/month
<input type="checkbox"/> \$451-\$500/month	<input type="checkbox"/> \$501-\$600/month	<input type="checkbox"/> \$651-700/month
<input type="checkbox"/> \$501-\$600/month	<input type="checkbox"/> \$601-\$700/month	<input type="checkbox"/> Over \$700/month
<input type="checkbox"/> Over \$600/month	<input type="checkbox"/> Over \$700/month	<input type="checkbox"/> 501-750 SqFt
<input type="checkbox"/> 100-500 SqFt	<input type="checkbox"/> 100-500 SqFt	<input type="checkbox"/> 751-1000 SqFt
<input type="checkbox"/> 501-750 SqFt	<input type="checkbox"/> 501-750 SqFt	<input type="checkbox"/> More than 1000 SqFt
<input type="checkbox"/> More than 750 SqFt	<input type="checkbox"/> 751-850 SqFt	<input type="checkbox"/> No Three Bed Units
<input type="checkbox"/> No One Bed Units	<input type="checkbox"/> More than 850 SqFt	
	<input type="checkbox"/> No Two Bed Units	

Exterior Finish*	Roofing	Foundation*	Electricity
<input type="checkbox"/> Aluminum Siding	<input type="checkbox"/> Architectural Shingles	<input type="checkbox"/> Basement	<input type="checkbox"/> Combination
<input type="checkbox"/> Asbestos Shingles	<input type="checkbox"/> Composition Shingles	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Electric Company/Co-Op
<input type="checkbox"/> Brick	<input type="checkbox"/> Heat Reflective Roofing	<input type="checkbox"/> Radon Mitigation System	<input type="checkbox"/> Generator
<input type="checkbox"/> Cement Planks	<input type="checkbox"/> Metal	<input type="checkbox"/> Slab	<input type="checkbox"/> Other
<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Other – See Remarks		<input type="checkbox"/> Solar
<input type="checkbox"/> Log Home	<input type="checkbox"/> Slate		<input type="checkbox"/> Wind
<input type="checkbox"/> Masonite Siding	<input type="checkbox"/> Tile		
<input type="checkbox"/> Stone	<input type="checkbox"/> Wood Shingles/Shakes		
<input type="checkbox"/> Stone Veneer			
<input type="checkbox"/> Stucco – Synthetic			
<input type="checkbox"/> Vinyl Siding			
<input type="checkbox"/> Wood			

Heating System*	Cooling System*	Appliances in Unit	Water
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Other-See Remarks
<input type="checkbox"/> Central Electric	<input type="checkbox"/> Central Electric	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Private Water
<input type="checkbox"/> Central Gas	<input type="checkbox"/> Central Gas	<input type="checkbox"/> Disposal	<input type="checkbox"/> Public Water
<input type="checkbox"/> Electric Baseboard	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Dryer	<input type="checkbox"/> Public Water Available
<input type="checkbox"/> Electricity	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Microwave-Built In	<input type="checkbox"/> Water Well
<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> More Than One Type	<input type="checkbox"/> Other-See Remarks	<input type="checkbox"/> Well-Private
<input type="checkbox"/> Forced Air	<input type="checkbox"/> Multi-Zoned	<input type="checkbox"/> Oven/Range	<input type="checkbox"/> Well-Shared
<input type="checkbox"/> Gas Pack	<input type="checkbox"/> No Cooling	<input type="checkbox"/> Refrigerator	
<input type="checkbox"/> Geothermal	<input type="checkbox"/> Other – See Remarks	<input type="checkbox"/> Trash Compactor	
<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Window Unit(s)	<input type="checkbox"/> Washer	
<input type="checkbox"/> Hot Water			
<input type="checkbox"/> More Than One Type			
<input type="checkbox"/> More Than One Unit			
<input type="checkbox"/> Multi-Zoned			
<input type="checkbox"/> Natural Gas			
<input type="checkbox"/> No Heat			
<input type="checkbox"/> Oil			
<input type="checkbox"/> Other – See Remarks			
<input type="checkbox"/> Propane Gas			
<input type="checkbox"/> Radiant			
<input type="checkbox"/> Radiator			
<input type="checkbox"/> Solar			
<input type="checkbox"/> Space Heater(s)			
<input type="checkbox"/> Wood Furnace			
<input type="checkbox"/> Wood			
<input type="checkbox"/> Wood Stove			

\* Denotes Required Field

Sewer*	Amenities (Common)	Unit Features	Miscellaneous
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Barbecues	<input type="checkbox"/> Balcony	<input type="checkbox"/> Central Water Heater
<input type="checkbox"/> Other-See Remarks	<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Carpets	<input type="checkbox"/> Individual Heat and Air
<input type="checkbox"/> Private Sewer	<input type="checkbox"/> Central Laundry	<input type="checkbox"/> Common Outside Entry	<input type="checkbox"/> Individual Water Heaters
<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Community Center	<input type="checkbox"/> Drapes	<input type="checkbox"/> Master Meters
<input type="checkbox"/> Public Sewer Available	<input type="checkbox"/> Dock	<input type="checkbox"/> Extra Storage	<input type="checkbox"/> Multi-Unit Heat and Air
<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Fitness Facilities	<input type="checkbox"/> Family Room	<input type="checkbox"/> Pet Restrictions
<input type="checkbox"/> Sewer Lift	<input type="checkbox"/> Playground	<input type="checkbox"/> Fenced Area	<input type="checkbox"/> Resident Manager
	<input type="checkbox"/> Pool	<input type="checkbox"/> Finished Basement	<input type="checkbox"/> Separate Meters
	<input type="checkbox"/> Recreation Room	<input type="checkbox"/> Fireplace	
	<input type="checkbox"/> Sauna/Cabana	<input type="checkbox"/> Formal Dining	
	<input type="checkbox"/> Tennis	<input type="checkbox"/> Formal Living Room	
		<input type="checkbox"/> Furnished	
		<input type="checkbox"/> Garage Utility Room	
		<input type="checkbox"/> Hardwood	
		<input type="checkbox"/> Inside Utility Room	
		<input type="checkbox"/> Kitchen/Dining Combo	
		<input type="checkbox"/> Kitchen/Family Combo	
		<input type="checkbox"/> Living/Dining Combo	
		<input type="checkbox"/> Patio	
		<input type="checkbox"/> Private Outside Entry	
		<input type="checkbox"/> Tile	
		<input type="checkbox"/> Unit Feats. Apply to All	
		<input type="checkbox"/> Unit Feats. Apply to Some	
		<input type="checkbox"/> Vinyl	
		<input type="checkbox"/> Washer/Dryer Hookups	

Possession	Showing Instructions*	On Realtor.com
<input type="checkbox"/> At Closing	<input type="checkbox"/> Advance Notice Required	<input type="checkbox"/> Yes
<input type="checkbox"/> Immediately	<input type="checkbox"/> Agent Must Be Present	<input type="checkbox"/> No
<input type="checkbox"/> Negotiable	<input type="checkbox"/> Appointment Center	
<input type="checkbox"/> Specific Date	<input type="checkbox"/> Appointment Only	<b>Short Sale*</b>
<input type="checkbox"/> Subject to Tenant	<input type="checkbox"/> Beware of Pets	<input type="checkbox"/> Yes
	<input type="checkbox"/> Call Listing Agent	<input type="checkbox"/> No
	<input type="checkbox"/> Call Listing Office	
	<input type="checkbox"/> Confidential Sale	<b>Bank Owned*</b>
	<input type="checkbox"/> Dangerous Animals	<input type="checkbox"/> Yes
	<input type="checkbox"/> Electronic Lockbox	<input type="checkbox"/> No
	<input type="checkbox"/> Entry Gate Code Req.	
	<input type="checkbox"/> Key In Office	<b>USDA</b>
	<input type="checkbox"/> Leased/Rented	<input type="checkbox"/> Yes
	<input type="checkbox"/> Leave Card at Seller Req	<input type="checkbox"/> No
	<input type="checkbox"/> Livestock	
	<input type="checkbox"/> Lockbox	
	<input type="checkbox"/> Model Units	
	<input type="checkbox"/> No Sign	
	<input type="checkbox"/> Occupied	
	<input type="checkbox"/> Other-See Remarks	
	<input type="checkbox"/> Restricted Hours	
	<input type="checkbox"/> Special Instructions	
	<input type="checkbox"/> Tenant Occupied	
	<input type="checkbox"/> Vacant	

### Authorization to Use Western Upstate Multiple Listing Service of South Carolina and Disclaimer

The undersigned seller(s) authorizes and instructs the undersigned agent to submit the information contained herein to the Western Upstate Multiple Listing Service of South Carolina, Inc. for the purpose of dissemination to its members during the period specified. This information has been obtained by the sellers and/or other sources and is not guaranteed by the agent. Sellers agree that the information herein is true and correct to the best of his/their knowledge. It is understood that there is no contractual relationship between the owner(s) and the Western Upstate Multiple Listing Service of South Carolina, Inc. Receipt of a copy of this property data form is acknowledged by the owner(s).

Broker/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

*We the undersigned Owners acknowledge that we have examined the above content and verify its content.*

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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