

HGMLS - MULTI FAMILY 2-4 - Input Form – Required Fields in Yellow.

*Maximum of 4 Units Total. 5 or more Units enter into MUL 5+ Prop Type. Mixed Use enter into Commercial Property Type.

Agent Tab

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

General Tab

Address										
	County <input type="text"/>	Tax ID <input type="text"/>								
	City/Town <input type="text"/>	Owner Name <input type="text"/>								
	Village <input type="text"/>	Post Office <input type="text"/>	Hamlet <input type="text"/>							
	Street # <input type="text"/>	Street Dir <input type="text"/>	Street Name <input type="text"/>	Street Suffix <input type="text"/>						
	Street # Mod <input type="text"/>	Zip Code <input type="text"/>	Zip Code+4 <input type="text"/>	State <input type="text"/> NY						
	Latitude <input type="text"/>	Longitude <input type="text"/>	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.							
	Update Map Get Lat/Long from address Set Lat/Long Choose Google Street View									

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

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

General Tab Continued

Style

- Arts&Crafts
- Bilevel
- Bungalow
- Capecod
- Carriage House
- Chalet
- Colonial
- Contemporary
- Converted Barn
- Cottage
- Estate
- Farm House
- Foursquare
- Log
- Mediterranean
- Mini Estate
- Mobile Home With Property
- Other/See Remarks
- Raised Ranch
- Ranch
- Salt Box
- Seasonal
- Splanch
- Split Level
- Town House
- Trilevel
- Tudor
- Two Story
- Victorian

Tenant Pays

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

Type of Unit

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

Lot Description

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

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

General Tab Continued

Expense Report Date ? <input type="text"/>	Gross Operating Income ? <input type="text"/>	Total Vacancies ? <input type="text"/>
Adjusted GOI ? <input type="text"/>	Net Operating Income ? <input type="text"/>	Cap Rate ? <input type="text"/>

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 4 max total).

Building Information

Estimated SqFt ? <input type="text"/>	SqFt Source ? <input type="text" value=""/>	Attic ? <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	Basement ? <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

Unit # ? <input type="text" value="Unit_1"/>	Unit Floor(s) Location ? <input type="text"/>	Num of Bedrooms ? <input type="text"/>	Full Baths ? <input type="text"/>	Leased ? <input type="checkbox"/>	Appliances ? <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)	Square Footage ? <input type="text"/>
Num of Rooms ? <input type="text"/>	Half Baths ? <input type="text"/>	Rent ? <input type="text"/>	Lease End ? <input type="text"/>			
Unit # ? <input type="text" value="Unit_2"/>	Unit Floor(s) Location ? <input type="text"/>	Num of Bedrooms ? <input type="text"/>	Full Baths ? <input type="text"/>	Leased ? <input type="checkbox"/>	Appliances ? <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)	Square Footage ? <input type="text"/>
Num of Rooms ? <input type="text"/>	Half Baths ? <input type="text"/>	Rent ? <input type="text"/>	Lease End ? <input type="text"/>			
Unit # ? <input type="text" value="Unit_3"/>	Unit Floor(s) Location ? <input type="text"/>	Num of Bedrooms ? <input type="text"/>	Full Baths ? <input type="text"/>	Leased ? <input type="checkbox"/>	Appliances ? <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)	Square Footage ? <input type="text"/>
Num of Rooms ? <input type="text"/>	Half Baths ? <input type="text"/>	Rent ? <input type="text"/>	Lease End ? <input type="text"/>			
Unit # ? <input type="text" value="Unit_4"/>	Unit Floor(s) Location ? <input type="text"/>	Num of Bedrooms ? <input type="text"/>	Full Baths ? <input type="text"/>	Leased ? <input type="checkbox"/>	Appliances ? <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)	Square Footage ? <input type="text"/>
Num of Rooms ? <input type="text"/>	Half Baths ? <input type="text"/>	Rent ? <input type="text"/>	Lease End ? <input type="text"/>			

Units Continued (Unit Totals)

#of 1 Bed Room Units

#of 2 Bed Room Units

#of 3 Bed Room Units

#of 4 Bed Room Units

Features Tab

Features

Amenities

- 1st Fl Master Bedroom
- 1st Floor Bedrm
- Above Ground Pool
- ADA Access
- ADA Inside
- Additional Land
- Balcony
- Basketball Court
- Beach
- Cathedral/Vaulted/High Ceiling
- Close to Bus
- Close to Park
- Close to Railroad
- Close to School
- Close to Shops
- Clubhouse
- Community Pool
- Community Spa
- Community Tennis Courts
- Cul-De-Sac
- Deck
- Dock/Mooring
- Eat in Kitchen
- Elevator
- Energy Star Doors
- Energy Star Skylight(s)
- Energy Star Windows
- Exercise Room
- Fenced
- Formal Dining Room
- Foyer
- Gated Community
- Golf Course
- Granite Countertops
- Greenhouse
- Guest Quarters
- Hardwood Floors As Seen
- Heated Parking
- Horse Property
- In Ground Pool
- Kitchen In Clubhouse
- Lake Association
- Lake/Pond/Stream
- Legal Accessory Apartment
- Marble Countertops
- Master Bath
- Out Building
- Pantry
- Patio
- Porch
- Powder Room
- Privacy

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

- Riding Ring
- River
- Sauna/Steam Room
- Scenic View
- Security System
- Sky Light
- Sprinkler Fire Sys
- Sprinkler Lawn Sys
- Stable/Paddock
- Storage
- Tennis
- Tot Lot
- Trash Collection
- Triple Thermo Windows
- 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>Heat</p> <ul style="list-style-type: none"> <input type="checkbox"/> Base Board <input type="checkbox"/> Energy Star Unit(s) <input type="checkbox"/> Forced Air <input type="checkbox"/> Geothermal <input type="checkbox"/> Gravity Hot Air <input type="checkbox"/> Heat Pump Air <input type="checkbox"/> Heat Recovery System <input type="checkbox"/> Hot Water <input type="checkbox"/> Hydro Air <input type="checkbox"/> None <input type="checkbox"/> Passive Solar <input type="checkbox"/> Radiant <input type="checkbox"/> Radiator <input type="checkbox"/> See Remarks <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Steam 	<p>Fuel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coal <input type="checkbox"/> Electric <input type="checkbox"/> Kerosene <input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil Above Ground <input type="checkbox"/> Oil Below Ground <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Propane <input type="checkbox"/> Solar <input type="checkbox"/> Wood 	<p>Air Conditioning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Air Purification System <input type="checkbox"/> Central <input type="checkbox"/> Ductless <input type="checkbox"/> Ductwork <input type="checkbox"/> Energy Star Unit(s) <input type="checkbox"/> Geothermal <input type="checkbox"/> High Pressure System <input type="checkbox"/> None <input type="checkbox"/> SEER Rating 12+ <input type="checkbox"/> Wall Units <input type="checkbox"/> Window Units 	<p>Hot Water</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electric Stand Alone <input type="checkbox"/> Fuel Oil Stand Alone <input type="checkbox"/> Gas Stand Alone <input type="checkbox"/> Geothermal <input type="checkbox"/> Indirect Tank <input type="checkbox"/> None <input type="checkbox"/> On Demand <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Tank Less Coil
<p>Sewer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cesspool <input type="checkbox"/> Community <input type="checkbox"/> Municipal <input type="checkbox"/> None <input type="checkbox"/> Others/See Remarks <input type="checkbox"/> Septic <input type="checkbox"/> Septic Above Ground <input type="checkbox"/> Sewer 	<p>Water</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community <input type="checkbox"/> Drilled Well <input type="checkbox"/> Dug Well <input type="checkbox"/> Municipal <input type="checkbox"/> None <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Private <input type="checkbox"/> Seasonal <input type="checkbox"/> Shared <input type="checkbox"/> Spring 	<p>Garbage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Private <input type="checkbox"/> Public 	<p>Heating Zones</p> <p><input type="text"/></p> <p>Electric Company</p> <p><input type="text"/></p> <p>Gas Available</p> <p><input type="text"/></p> <p>Number of Heat Units</p> <p><input type="text"/></p> <p>Number of Gas Meters</p> <p><input type="text"/></p> <p>Number of Electric Meters</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.

