

**MULTI-FAMILY LISTINGS INPUT SHEET**  
**Lynchburg Association of REALTORS®**

**KEYWORD SECTION**

**R= Required Field**

**A= Field should Auto-fill**

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

**Address** \_\_\_\_\_

**R** \_\_\_\_\_ **A** \_\_\_\_\_ **A** \_\_\_\_\_ **R** \_\_\_\_\_  
 Area Tax Map/Parcel ID Listing Office Name Agent's Name Co-Office ID

**A** \_\_\_\_\_ **R** \$ \_\_\_\_\_ **R** \_\_\_\_/\_\_\_\_/\_\_\_\_ **R** \_\_\_\_/\_\_\_\_/\_\_\_\_ **R** ☐ Y ☐ N  
 Co-Agent ID List Price List Date Expiration Date Limited Services Listing

**R** ☐ Y ☐ N **R** ☐ Y ☐ N **R** ☐ Y ☐ N **R** ☐ Y ☐ N  
 Opt Out of Internet Publish Address Allow Reviews Allow Auto Estimate

**R** \_\_\_\_\_ **R** \_\_\_\_\_ **R** \_\_\_\_\_  
 Street # / Modifier Street Name St. Suffix Unit # City / Town Zip-Code + 4

\_\_\_\_\_ **R** \_\_\_\_\_  
 Subdivision/Complex Legal Description Zoning

\_\_\_\_\_ **R** \_\_\_\_\_  
 Elementary School Middle School High School

\_\_\_\_\_ ☐ Sq.Ft. ☐ Acres ☐ Agent ☐ Owner ☐ Public Record **R** \$ \_\_\_\_\_ \$ \_\_\_\_\_ ☐ Mo. ☐ Qtr. ☐ Yr.  
 Lot Size Lt. Size Source Estimated Taxes Association Fee Assoc. Fee Frequency

**R** \_\_\_\_\_  
 Owner's Name Owner Phone (Optional)

\_\_\_\_\_ or (choose one) ☐ New/Never Occupied ☐ Under Construction \_\_\_\_\_  
 Year Built Est. Fin. SqFt Est. Foundation Est.other Sqft

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Total # Units # Unfurnished Units Annual Gross Income Net Oper Income Associated with MLS

	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6		Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
Type: Eff, 1, 2, 3 B/Rms							Extra Storage						
SF Unit							Fireplace						
Vacant/Occupied							Handicapped Access						
Rental Amount							Porch						
# Full Baths							Range/Oven						
# Half Baths							Refrigerator						
Balcony/Patio							Smoke Alarm						
Cable TV							Storm Win/Doors						
Carpet							Trash Compactor						
Dishwasher							Utility Room						
Disposal							Washer						
Drapes							Washer Hookup						
Dryer							Other						
Dryer Hookup													

\$ \_\_\_\_\_ ☐ Mo. ☐ Qtr. ☐ Yr. \$ \_\_\_\_\_ ☐ Mo. ☐ Qk. ☐ Yr. \$ \_\_\_\_\_ ☐ Mo. ☐ Qk. ☐ Yr. \$ \_\_\_\_\_ ☐ Mo. ☐ Qk. ☐ Yr.  
 Taxes Expense Tax Exp. Freq. Insurance Expenses Insurance Freq. Heat Expense Heat Exp Freq. Water Expense Water Exp. Freq.

\$ \_\_\_\_\_ ☐ Mo. ☐ Qk. ☐ Yr. \$ \_\_\_\_\_ ☐ Mo. ☐ Qk. ☐ Yr. \$ \_\_\_\_\_ ☐ Mo. ☐ Qtr. ☐ Yr.  
 Gas Expense Gas Exp Freq. Electric Expense Electric Exp Freq. Maintenance Expense Maintenance Expense Freq.

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

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

Broker/Agent Remarks: \_\_\_\_\_

The information shown herein is furnished by the owner according to the best of their knowledge and belief. It is subject to verification by the purchaser, and his agent assumes no responsibility for the correctness thereof.

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MLS# \_\_\_\_\_ Address \_\_\_\_\_ (R) = Required Field

**Exterior Finish**

- ☐ Aluminum Siding
- ☐ Block
- ☐ Board and Batten
- ☐ Brick
- ☐ Cedar Shake
- ☐ Cedar Siding
- ☐ Cement Board
- ☐ Dryvit
- ☐ Log
- ☐ Masonite Siding
- ☐ Solid Masonry
- ☐ Stone
- ☐ Stucco
- ☐ Vinyl Shake
- ☐ Vinyl Siding
- ☐ Wood Siding
- ☐ Other

**Miscellaneous**

- ☐ Bus Route
- ☐ Clubhouse
- ☐ Common Laundry
- ☐ Furnished
- ☐ Handicapped Access
- ☐ Individual Laundry
- ☐ No Pets
- ☐ Pets Allowed
- ☐ Playground
- ☐ Security
- ☐ Shopping Nearby
- ☐ Swimming Pool
- ☐ Tennis Courts
- ☐ Unfurnished
- ☐ Other

**Shared Utilities**

- ☐ Elevator
- ☐ Indiv Meter/Electric
- ☐ Individual Meter/Gas
- ☐ Indiv Meter/Water
- ☐ Other

# of Electric Meters \_\_\_\_\_

# of Gas Meters \_\_\_\_\_

# of Water Meters \_\_\_\_\_

**Owner Pays**

- ☐ Cable TV
- ☐ Cold Water
- ☐ Cooling
- ☐ Electricity
- ☐ Exterior Maintenance
- ☐ Gas
- ☐ Heating
- ☐ Hot Water
- ☐ Lawn Care
- ☐ Oil
- ☐ Sewer
- ☐ Trash Removal
- ☐ Other

**Water**

- ☐ Central System
- ☐ City
- ☐ County
- ☐ Well
- ☐ None
- ☐ Other

**Sewer**

- ☐ City
- ☐ Community System
- ☐ County
- ☐ Septic
- ☐ None
- ☐ Other

**Flooring**

- ☐ Carpet
- ☐ Carpet over Wood
- ☐ Carpet Wall to Wall
- ☐ Ceramic Tile
- ☐ Concrete
- ☐ Slate/Brick
- ☐ Vinyl
- ☐ Wood Floors
- ☐ Other

**Walls**

- ☐ Drywall
- ☐ Paneling
- ☐ Plaster
- ☐ Other

**Heating System**

- ☐ Active Solar
- ☐ Electric Baseboard
- ☐ Floor Furnace
- ☐ Forced Warm Air-Elec
- ☐ Forced Warm Air-Gas
- ☐ Forced Warm Air-Oil
- ☐ Heat Pump
- ☐ Hot Water-Elec
- ☐ Hot Water-Gas
- ☐ Hot Water-Oil
- ☐ Passive Solar
- ☐ Steam-Elec
- ☐ Steam-Gas
- ☐ Steam-Oil
- ☐ Wall/Space Unit
- ☐ Wood Stove
- ☐ Other

**Cooling**

- ☐ Central Electric
- ☐ Heat Pump
- ☐ Wall Unit(s)
- ☐ Window Unit(s)
- ☐ Zoned
- ☐ None
- ☐ Other

**Water Heater**

- ☐ Central
- ☐ Electric
- ☐ Gas
- ☐ Individual
- ☐ Propane/Butane
- ☐ None
- ☐ Other

**Parking**

- ☐ 1 Space/Unit
- ☐ 2 Spaces/Unit
- ☐ Assigned
- ☐ Carport-Double
- ☐ Carport-Single
- ☐ Garage-Double
- ☐ Garage-Single
- ☐ Guest Parking
- ☐ Off Street Parking
- ☐ On-Street
- ☐ Parking Lot
- ☐ Paved Drive
- ☐ Unpaved Drive
- ☐ Other

**Type of Lease**

- ☐ 1 Year Lease
- ☐ 6 Month Lease
- ☐ Month to Month
- ☐ No Lease Required
- ☐ Other

**To Show**

- ☐ 24 Hour Notification
- ☐ Appointment Only
- ☐ Beware of Dog
- ☐ Call Agent
- ☐ Call Sellers
- ☐ Don't Let Pets Out
- ☐ Key at Office
- ☐ Key Lockbox
- ☐ Occupied
- ☐ Restricted Hours
- ☐ Sign
- ☐ Tenants
- ☐ Vacant
- ☐ Other

**Financing**

- ☐ Call Agent
- ☐ Lease/Purchase
- ☐ Owner Financing
- ☐ Other

**Assoc Fee Includes**

- ☐ Cable TV Expenses
- ☐ Exterior Maintenance
- ☐ Grounds Maintenance
- ☐ Insurance
- ☐ Lake/Pond
- ☐ Neighborhood Lights
- ☐ Parking
- ☐ Playground
- ☐ Pool
- ☐ Road Maintenance
- ☐ Taxes
- ☐ Tennis
- ☐ Trash Pick Up
- ☐ Water/Sewer

**Documents On File**

- ☐ Bank Docs to Sign
- ☐ Cash Flow Statement
- ☐ Covenants/Restrict.
- ☐ Disclosure
- ☐ Easements
- ☐ Home Inspection
- ☐ Home Own Assoc Pack
- ☐ Lead Based Paint
- ☐ Profit & Loss Statement
- ☐ Radon
- ☐ Survey
- ☐ Tax Map
- ☐ Termite Contract
- ☐ Warranty Program

**Special Features**

- ☐ Auction
- ☐ Bank Owned/REO
- ☐ Foreclosure
- ☐ Historical District
- ☐ Short Sale