

**Commercial Residential Income Multi-Unit 5+ Listing Input Form (Printed Version)**

AutoFill is not guaranteed. The MLS is not responsible for the accuracy of AutoFill information which is taken from Tax records. All AutoFill fields can be altered manually after the fill is complete.

\* = Required Information A=AutoFill

**GENERAL INFORMATION**

**MLS Area Code (4) \***

**House # (6) - A \***

**Direction (6) - A \***

**Street Name (20) - A \***

**City (16) - A \***

**Zip (5) - A \***

**APN# - Assessors Parcel Number (16) - A**

**List Price (8) \***

**List Date (10) \***

**Expire Date (10) \***

**Building Type \***

- AC - Apt Complex  
  FL - Flats  
  GA - Garden Apts  
  HR - Highrise (7+ Flrs)  
  LR - Lowrise (1-3 Flrs)  
  LT - Loft  
  MR - Midrise (4-6 Flrs)  
  NC - New Construction  
  OT - Other  
  SB - Security Bldg  
  TH - Townhouse

**Tot # of Units \***

**Special Information \***

- ACT-Auction  
  HUD-HUD  
  None-None  
  PSS-Potential Short Sale  
  REO-REO

**Listing Type \***

- EA - Exclusive Agency  
  ER - Exclusive Right  
  NT - Net  
  OP - Open

**Listing Service \***

- E - Entry Only  
  F - Full Service  
  L - Limited Service

**Census Tract \***

**Dual Variable \***

- N - No  
  Y - Yes

**HOA**

- N - No  
  Y - Yes

**New Subdivision**

- N - No  
  Y - Yes

**Comp to Selling Office (6) \***

**Comp to Selling Office \***

- \$  
  %

**Zoning (4)**

**Year Built (4) - A \***

**Listing Agent Name (20) \***

**Listing Agent BRE # \***

**Listing Broker BRE # \***

**Co-List Agent Name (20)**

**Co List Agent BRE #**

**Directions to Property (31)**

District/Neighborhood/Subdivision (16)

Cross Street (16) \*

Apx Lot Sq Ft (7) - A \*

Apx Lot Acres (7) - A \*

Total Bldg Sq Ft - A \*

Tot # Parking Spaces \*

Showing Access Information (31) \*

Supra Box? \*

N-No  Y-Yes

Lockbox Location (14)

Occupant Name (18)

Occupant Phone (10)

Occupant Req 24 Hr \*

N - No  Y - Yes

Occupied By \*

C - Call Agent  O - Owner  T - Tenant  V - Vacant

Managers Unit

Unit 1 # Units This Type

Unit #1 Apx.SqFt

Unit #1 Rent

Unit # 1 Occupied By

O-Owner  T-Tenant  V-Vacant

Unit #1 # of Bedrooms

Unit #1 # of Bathrooms

Unit #1 Parking Spaces

Unit # 1 Dining Room

N - No  Y - Yes

Unit # 1 Air Cond.

N - No  Y - Yes

Unit # 1 Fireplace

N - No  Y - Yes

Unit # 1 Refrigerator

N - No  Y - Yes

Unit # 1 Range Oven

N - No  Y - Yes

Unit 2 # Units This Type

Unit # 2 Apx. SqFt

Unit # 2 Rent

Unit # 2 Occupied By

O-Owner  T-Tenant  V-Vacant

Unit #2 # of Bedrooms

Unit #2 # of Bathrooms

Unit #2 Parking Spaces

Unit # 2 Dining Room

N - No  Y - Yes

Unit # 2 Air Cond.

N - No  Y - Yes

Unit # 2 Fireplace

N - No  Y - Yes

Unit # 2 Refrigerator

N - No  Y - Yes

Unit # 2 Range Oven

N - No  Y - Yes

Unit 3 # Units This Type

Unit # 3 Apx. SqFt

Unit # 3 Rent

Unit # 3 Occupied By

O-Owner  T-Tenant  V-Vacant

Unit #3 # of Bedrooms

Unit #3 # of Bathrooms

Unit #3 Parking Spaces

Unit # 3 Dining Room

N - No  Y - Yes

Unit # 3 Air Cond.

N - No  Y - Yes

Unit # 3 Fireplace

N - No  Y - Yes

Unit # 3 Refrigerator

N - No  Y - Yes

Unit # 3 Range Oven

N - No  Y - Yes

Unit # 4 # Units This Type

Unit # 4 Apx. SqFt

Unit # 4 Rent

Unit # 4 Occupied By

O-Owner  T-Tenant  V-Vacant

Unit #4 # of Bedrooms

Unit #4 # of Bathrooms

Unit #4 Parking Spaces

Unit # 4 Dining Room

N - No  Y - Yes

Unit # 4 Air Cond.

N - No  Y - Yes

Unit # 4 Fireplace

N - No  Y - Yes

Unit # 4 Refrigerator

N - No  Y - Yes

Unit # 4 Range Oven

N - No  Y - Yes

Unit 5 # Units This Type

Unit # 5 Apx. SqFt

Unit # 5 Rent

Unit # 5 Occupied By

O-Owner  T-Tenant  V-Vacant

Unit #5 # of Bedrooms

Unit #5 # of Bathrooms

Unit #5 Parking Spaces

Unit # 5 Dining Room

N - No  Y - Yes

Unit # 5 Air Cond.

N - No  Y - Yes

Unit # 5 Fireplace

N - No  Y - Yes

Unit # 5 Refrigerator

N - No  Y - Yes

Unit # 5 Range Oven

N - No  Y - Yes

Tax Database ID

Alameda  Contra Costa

Tax ID

Branded Virtual Tour

Unbranded Virtual Tour

Printed Neighborhood Rpt \*

N - No  Y - Yes

VOW Include \*

Yes  No

VOW Address \*

Yes  No

VOW Comment \*

Yes  No

VOW AVM \*

Yes  No

REMARKS

Confidential Remarks (1000 Characters)

Remarks (1000 Characters)

**FINANCIALS**

<b>Total Deposits *</b>	<b>Annual Vacancy *</b>	<b>Annual Exp Year *</b>	<b>Cap Rate</b>	<b>Gross Rent Multiplier</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Apprx Equity</b>	<b>Annual Maint Exp *</b>	<b>Annual Rent Inc *</b>	<b>Annual Miscs Inc *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Annual Gross Income *</b>	<b>Gross Oper Actual Inc *</b>	<b>Annual Gross Sched Inc *</b>	<b>Net Oper Income *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Annual Insurance Exp *</b>	<b>Annual Mgmt Exp *</b>	<b>Annual License Exp *</b>	<b>Annual Util Exp *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Other Ann Exp *</b>	<b>Annual Taxes *</b>	<b>Tot Ann Oper Exp *</b>	<b>Interest Rate</b>	<b>First Loan Payment</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Variable or Fixed Rate</b>	<b>First Balance</b>	<b>1st Loan Number</b>	<b>1st Lender</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>1st - Yrs Remaining</b>	<b>Other Loans (Y/N)</b>
<input type="text"/>	<input type="checkbox"/> N - No <input type="checkbox"/> Y - Yes

## FEATURES

### A – Addtl Misc. Features \*

- A1 – Balcony/Patio
- A2 – Wired For Cable TV
- A3 – Clubhouse
- A4 – Elevator
- A5 – Extra Storage
- A6 – Garden
- A7 – Greenbelt
- A8 – In Ground Pool
- A9 – Lawn Sprinkler
- A10 – Play Area
- A11 – Recreation
- A12 – Sauna/Spa/HotTub
- A13 – Security Building
- A14 – Solar For Pool
- A15 – Tennis Court(s)
- A16 – None
- A17 – Other

### B – All Units Have

- B1 – Deck
- B2 – Dishwasher
- B3 – Disposal
- B4 – Microwave
- B5 – Oven Double
- B6 – Oven Range Built-In
- B7 – Oven Range Free Standing
- B8 – Patio
- B9 – Refrigerator
- B10 – Trash Compactor
- B11 – Updated Baths
- B12 – Updated Kitchen
- B13 – Other

### C – Basement \*

- C1 – Apt In Basement
- C2 – Finished
- C3 – Partial
- C4 – Separate Entry
- C5 – Storage Area
- C6 – Unfinished
- C7 – None
- C8 – Other

### D – Cooling \*

- D1 – Ceiling Fan(s)
- D2 – Central 1 Zone A/C
- D3 – Central 2 Or 2+ Zones A/C
- D4 – New Construction Option
- D5 – Swamp Cooler
- D6 – Whole House Fan
- D7 – Window/Wall Unit(s)
- D8 – None
- D9 – Other

### E – Disabled Features

- E1 – Disabled Bath Feat
- E2 – Disabled Kit Feat
- E3 – Elevator
- E4 – Flashing Drbell Warning
- E5 – Halls/Doors – 3 Ft Wide
- E6 – Lower Light Switches
- E7 – Stair Lift
- E8 – Wheelchair Ramp(s)
- E9 – Other

### F – Disclosures \*

- F1 – Agt Related To Principal
- F2 – Architectural Apprl Req
- F3 – Building Restrictions
- F4 – Current Bus Lic
- F5 – Easements
- F6 – Exclusions – See Remarks
- F7 – Fire Hazard Area
- F8 – First Right of Refusal
- F9 – Fixer – Handyman Special
- F10 – Geological Restrictions
- F11 – Hazardous Waste Area
- F12 – Home Warranty Plan
- F13 – Mello-Roos District
- F14 – Moratorium
- F15 – Nat Hazard Disclosure
- F16 – Owner is Lic Real Est Agt
- F17 – Probate/Court Approval
- F18 – Probate/Independent Adm
- F19 – Rent Control
- F20 – REO/Bank Owned
- F21 – Seismic Hazards Zone
- F22 – Short Pay Trans
- F23 – Special Assmt/Bonds
- F24 – Special Flood Haz Area
- F25 – Special Hazards Zone
- F26 – Special Studies Zone
- F27 – None
- F28 – Other – Call/See Agent

### G – Equipment Additional \*

- G1 – Central Vacuum
- G2 – Dryer
- G3 – DSL/Modem Line
- G4 – Electric Air Cleaner
- G5 – Fire Alarm System
- G6 – Fire Sprinklers
- G7 – Garage Door Opener
- G8 – Intercom
- G9 – Mirrored Closet Door(s)
- G10 – Satellite Dish – Owned
- G11 – Security Alarm – Leased
- G12 – Security Alarm – Owned
- G13 – Stereo Speakers Built-In
- G14 – TV Antenna
- G15 – Washer
- G16 – Water Filter System
- G17 – Water Heater Electric
- G18 – Water Heater Gas
- G19 – Water Heater Solar
- G20 – Water Softener System
- G21 – Window Coverings
- G22 – None
- G23 – Other
- G24 – Tankless Water Heater

**I – Exterior \***

- I1 - Aluminum Siding
- I2 - Brick
- I3 - Brick Veneer
- I4 - Composition Shingles
- I5 - Concrete
- I6 - Concrete Block
- I7 - Dual Pane Windows
- I8 - Lap
- I9 - Masonite
- I10 - Masonry
- I11 - Metal
- I12 - Steel Block
- I13 - Stone
- I14 - Stucco
- I15 - Tilt-Up
- I16 - Vinyl Siding
- I17 - Wood Frame
- I18 - Wood Shingles
- I19 - Wood Siding
- I20 - None
- I21 - Other

**J – Financial Data Source \***

- J1 - Accountant
- J2 - Estimated
- J3 - Incomplete
- J4 - Limited Info
- J5 - Owner
- J6 - Projected
- J7 - Tax Return
- J8 - None
- J9 - Other

**K – Flooring \***

- K1 - Brick
- K2 - Concrete Slab
- K3 - Hardwood Floors
- K4 - Hardwood Flrs Throughout
- K5 - Laminate
- K6 - Linoleum
- K7 - Parquet
- K8 - Partial Carpeting
- K9 - Stone (Marble,Slate,etc.)
- K10 - Tile
- K11 - Unfinished
- K12 - Vinyl
- K13 - Wall to Wall Carpeting
- K14 - Wood
- K15 - None
- K16 - Other

**L – Heating \***

- L1 - Baseboard
- L2 - Central Gravity
- L3 - Electric
- L4 - Floor Furnace
- L5 - Forced Air 1 Zone
- L6 - Forced Air 2 Zns or More
- L7 - Gas
- L8 - Heat Pump
- L9 - Individual Rm Controls
- L10 - Perimeter
- L11 - Radiant
- L12 - Solar
- L13 - Space Heater
- L14 - Steam
- L15 - Wall Furnace
- L16 - No Heat
- L17 - Other Heat

**M – Inspection Reports Avail**

- M1 - Asbestos
- M2 - Drainage
- M3 - Electrical
- M4 - Engineering
- M5 - Fire/Health/City
- M6 - Fireplace Inspection
- M7 - Furnace Inspection
- M8 - Home Inspection
- M9 - Pest Control
- M10 - Pool Inspection
- M11 - Radon
- M12 - Roof Inspection
- M13 - Septic System
- M14 - Sewer Lateral Test
- M15 - Soils
- M16 - Structural
- M17 - Other

**N – Laundry**

- N1 - 220 Volt Outlet
- N2 - Coin Operated
- N3 - Common Room
- N4 - Community Facility
- N5 - Dryer
- N6 - Gas Dryer Hookup
- N7 - In Basement
- N8 - In Closet
- N9 - In Garage
- N10 - In Laundry Room
- N11 - Inside Unit
- N12 - Laundry Equip - Leased
- N13 - Laundry Equip - Owned
- N14 - Washer
- N15 - Washer/Dryer Hookups
- N16 - Other

**O – Lot Description \***

- O1 - 2 Houses / 1 Lot
- O2 - Adj To/On Golf Course
- O3 - Agriculture Use
- O4 - Bay Front / Beach
- O5 - Boat Dock
- O6 - Close To Clubhouse
- O7 - Corner
- O8 - Court
- O9 - Creek Front
- O10 - Cul-De-Sac
- O11 - Down Slope
- O12 - Horses Possible
- O13 - Irregular
- O14 - Lagoon
- O15 - Lakefront
- O16 - Level
- O17 - Pond
- O18 - Premium Lot
- O19 - Regular
- O20 - Riverfront
- O21 - Secluded
- O22 - Up Slope
- O23 - Vineyard
- O24 - No Lot
- O25 - Other

**P – On-Site Parking Desc \***

- P1 – Attached Garage
- P2 – Below Ground Parking
- P3 – Carport – 1
- P4 – Carports – 2 Or More
- P5 – Converted Garage
- P6 – Covered Parking
- P7 – Detached Garage
- P8 – Enclosed Garage
- P9 – Garage Parking
- P10 – Guest Parking
- P11 – Int Access From Garage
- P12 – No Parking on Site
- P13 – Off Site Parking
- P14 – Parking Area
- P15 – RV/Boat Parking
- P16 – Security Garage
- P17 – Side Yard Access
- P18 – Spaces – Assigned
- P19 – Space Per Unit – 1
- P20 – Space Per Unit – 2
- P21 – Tandem Parking
- P22 – Undersized Garage
- P23 – None
- P24 – Other

**Q – Operating Expenses**

- Q1 – Accounting/Legal
- Q2 – Electric
- Q3 – Gas
- Q4 – Insurance
- Q5 – Janitorial
- Q6 – License/Ads
- Q7 – Maintenance/Repair
- Q8 – Management
- Q9 – Miscellaneous/Other
- Q10 – Property Tax/Assessments
- Q11 – Swimming Pool
- Q12 – Trash Removal
- Q13 – Utilities
- Q14 – Vacancy Factor
- Q15 – Water
- Q16 – Other

**R – Possession \***

- R1 – COE
- R2 – Negotiable
- R3 – Tenant's Rights
- R4 – Upon Completion
- R5 – None
- R6 – Other

**S – Roof \***

- S1 – Composition Shingles
- S2 – Metal
- S3 – Polyurethane Foam
- S4 – Rolled Composition
- S5 – Slate
- S6 – Tar and Gravel
- S7 – Tile
- S8 – Unknown
- S9 – Wood Shakes/Shingles
- S10 – None
- S11 – Other

**T – Separate Meters**

- T1 – Electric
- T2 – Gas
- T3 – Water
- T4 – Other

**U – Some Units Have**

- U1 – Deck
- U2 – Dishwasher
- U3 – Disposal
- U4 – Microwave
- U5 – Oven Double
- U6 – Oven Range Built-In
- U7 – Oven Range Free Standing
- U8 – Patio
- U9 – Refrigerator
- U10 – Trash Compactor
- U11 – Updated Baths
- U12 – Updated Kitchen
- U13 – Other

**V – Tenant Pays \***

- V1 – Association Fees
- V2 – Cable TV
- V3 – Electric
- V4 – Gardener
- V5 – Gas
- V6 – Insurance
- V7 – Parking
- V8 – Taxes
- V9 – Trash
- V10 – Water
- V11 – None
- V12 – Other

**W – Terms \***

- W1 – Assumable
- W2 – C.H.F.A.
- W3 – Cash
- W4 – Complex FHA Approved
- W5 – Complex VA Approved
- W6 – Contract Of Sale
- W7 – Conventional
- W8 – 1031 Exchange
- W9 – FHA
- W10 – Installment Sale
- W11 – Lease Option
- W12 – Match & Sell
- W13 – OMC 1st
- W14 – OMC 2nd
- W15 – Other Notes
- W16 – Price As Is
- W17 – Releases
- W18 – Subject to Subordination
- W19 – Trade
- W20 – VA
- W21 – None
- W22 – Other

**X – Other Units**

- X1 – Detached Cottage(s)
- X2 – Office(s) Included
- X3 – Penthouse(s)
- X4 – Store(s) Included
- X5 – Other

### Y – Views

- Y1 – Bay
- Y2 – Bay Bridge
- Y3 – Canyon
- Y4 – Carquinez
- Y5 – City Lights
- Y6 – Delta
- Y7 – Downtown
- Y8 – Forest
- Y9 – Golden Gate Bridge
- Y10 – Golf Course
- Y11 – Greenbelt
- Y12 – Hills
- Y13 – Lake
- Y14 – Las Trampas Foothills
- Y15 – Marina
- Y16 – Mountains
- Y17 – Mt Diablo
- Y18 – Panoramic
- Y19 – Park
- Y20 – Partial
- Y21 – Pasture
- Y22 – Ridge
- Y23 – San Francisco
- Y24 – Valley
- Y25 – Water
- Y26 – Wooded
- Y27 – Other

### Z – Water/Sewer \*

- Z1 – Septic Tank
- Z2 – Sewer System – Private
- Z3 – Sewer System – Public
- Z4 – Spring(s)
- Z5 – Storage Tank
- Z6 – Sump Pump
- Z7 – Water – Private
- Z8 – Water – Public
- Z9 – Well – Agricultural
- Z10 – Well – Shared
- Z11 – Well – Private
- Z12 – None
- Z13 – Other

### ZA – Internet Display \*

- ZA1 – Full Street Address
- ZA2 – Partial Street Name
- ZA3 – No Address

### ZB – Energy Saving Feature

- ZB1 – Attic Fan
- ZB2 – Biodeisel Furnace
- ZB3 – Caulked/Sealed
- ZB4 – Ceiling Insulation
- ZB5 – Chemical Free Insulation
- ZB6 – Energy Audit – Available
- ZB7 – EnergyAudit Req City-Cnty
- ZB8 – Energy Star Appliances
- ZB9 – Energy Star HVAC
- ZB10 – Energy Star Lighting
- ZB11 – Energy Star Windows Doors
- ZB12 – Geothermal Energy Source
- ZB13 – Green-Resource Eff Feats
- ZB14 – Heat Pump – Air
- ZB15 – Heat Pump – Geothermal
- ZB16 – Insulated Water Heater
- ZB17 – Insulation – Floor
- ZB18 – Insulation – Other
- ZB19 – Insulation – Partial
- ZB20 – Insulation – Per Owner
- ZB21 – Insulation – Unknown
- ZB22 – Low E Glass
- ZB23 – Low Flow Shower
- ZB24 – Low Flow Toilet
- ZB25 – No Insulation
- ZB26 – None
- ZB27 – Other
- ZB28 – Passive Solar
- ZB29 – Skylight Tube(s)
- ZB30 – Skylight(s)
- ZB31 – Smart Home System
- ZB32 – Smart Vent
- ZB33 – Smart Vent Foundation
- ZB34 – Smart Vent Roof
- ZB35 – Solar Available
- ZB36 – Solar Chamber
- ZB37 – Solar Domestic Water
- ZB38 – Solar Plumbed
- ZB39 – Solar Power
- ZB40 – Solar Power Battery Bkup
- ZB41 – Solar Power Off Grid
- ZB42 – Solar Power On Grid
- ZB43 – Solar Screens
- ZB44 – Storm Doors
- ZB45 – Storm Windows
- ZB46 – Thermostat Controller
- ZB47 – Triple Pane Windows
- ZB48 – Varies by Unit
- ZB49 – Walls Insulated
- ZB50 – Weather Stripped Door(s)
- ZB51 – Weather Stripping

### ZZ – Internet Sites \*

- ZZ1 – Yes – All Sites
- ZZ2 – No – No Sites

### H – Existing Lease Terms \*

- H1 – Building Vacant
- H2 – Month to Month
- H3 – Security Deposit
- H4 – Written Agreement
- H5 – Year Lease
- H6 – None
- H7 – Other

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