



## Residential Income Listing Input Form *(Print Version)*

### Residential Income 1 - 4 Units

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) - A \*

House # - A \*

Direction - 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) \*

Park Spc Total \*

Units Total \*

#### Building Type \*

- DU - DUPLEX     F - FLATS     FO - FOURPLEX     LT - Loft     OT - OTHER     SC - SECURITY BLDG  
 TR - TRIPLEX     TW - 2HOUSES-1LOT

#### 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 - A

Dual Variable \*

- N - No     Y - Yes

Comp to Selling Office (6) \*

Comp to Selling Office \*

- \$     %

Zoning - A

Year Built (4) - A \*

Listing Agent Name \*

Listing Agent BRE Number \*

Listing Broker BRE Number \*

Co-List Agent Name

Co List Agent BRE Number

Directions to Property (31)

District/Neighborhood/Subdivision (16) \*

Cross Street (16) \*

Lot Sq Ft Apx (7) - A \*

Lot Acres Apx (7) - A \*

Sq Ft Total Bldg (7) - A \*

Source \*

- A-Appraisal
  B-Builder
  M-Measured
  O-Other
  P-Public Records

Showing Access Info (31) \*

Supra Box? \*

- N - No
  Y - Yes

Lockbox Location (14)

Occupant Name (18)

Occupant Phone (10)

Occupied By \*

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

Occpnt Req 24 Hr Notice \*

- N - No
  Y - Yes

Managers Unit

Unit #/Address - 1

Apx Sq Ft 1

Rent 1

Occupied By 1

- O - Owner
  T - Tenant
  V - Vacant

Bedroom 1

Bathrooms 1

Parking Spaces 1

Dining Room 1

- N - No
  Y - Yes

Air Cond 1

- N - No
  Y - Yes

Fireplace 1

- N - No
  Y - Yes

Refrigerator 1

- N - No
  Y - Yes

Range/Oven 1

- N - No
  Y - Yes

Unit #/Address - 2

Apx Sq Ft 2

Rent 2

Occupied By 2

- O - Owner
  T - Tenant
  V - Vacant

Bedroom 2

Bathrooms 2

Parking Spaces 2

Dining Room 2

- N - No
  Y - Yes

Air Cond 2

- N - No
  Y - Yes

Fireplace 2

- N - No
  Y - Yes

Refrigerator 2

- N - No
  Y - Yes

Range/Oven 2

- N - No
  Y - Yes

Unit #/Address - 3

Apx Sq Ft 3

Rent 3

Occupied By 3

- O - Owner
  T - Tenant
  V - Vacant

Bedroom 3

Bathrooms 3

Parking Spaces 3

**Dining Room 3**

N - No  Y - Yes

**Air Cond 3**

N - No  Y - Yes

**Fireplace 3**

N - No  Y - Yes

**Refrigerator 3**

N - No  Y - Yes

**Range/Oven 3**

N - No  Y - Yes

**Unit #/Address - 4**

**Apx Sq Ft 4**

**Rent 4**

**Occupied By 4**

O - Owner  T - Tenant  V - Vacant

**Bedroom 4**

**Bathrooms 4**

**Parking Spaces 4**

**Dining Room 4**

N - No  Y - Yes

**Air Cond 4**

N - No  Y - Yes

**Fireplace 4**

N - No  Y - Yes

**Refrigerator 4**

N - No  Y - Yes

**Range/Oven 4**

N - No  Y - Yes

**High School District (12)**

**Elementary School District (12)**

**Tax Database ID**

Alameda  Contra Costa

**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 (225 Characters)**

**Remarks (300 Characters)**

**Addl Property Description (150 Characters)**

**FINANCIALS**

**Total Deposits \***      **Annual Vacancy Expense \***      **Annual Expense Year \***      **Annual Maintenance Exp \***

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Annual Rental Inc \***      **Annual Miscellaneous Inc \***      **Annual Gross Fee Income \***

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Gross Oper Income (Act) \***      **Annual Gross Sched Income \***      **Net Operating Income \***

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Annual Insurance Expense \***      **Annual Management Expense \***      **Ann License Exp \***

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Annual Utility Expense \***      **Other Annual Expense \***      **Annual Taxes \$ \***      **Annual Total Oper Exp \***

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## FEATURES

### A – Addtl Misc. Features \*

- A1 – Balcony/Patio  A2 – Cable TV, Wired For  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 – Solar For Pool  A14 – Tennis Court(s)  
 A15 – None  A16 – Other

### B – All Units Have

- B1 – Deck  B2 – Dishwasher  B3 – Disposal  B4 – Patio  B5 – Updated Baths  
 B6 – Updated Kitchen  B7 – 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 – Swamp Cooler  
 D5 – Whole House Fan  D6 – Window/Wall Unit(s)  D7 – No Air Conditioning  D8 – 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 – Not Mapped  F17 – Owner is Lic Real Est Agt  
 F18 – Probate/Court Approval  F19 – Probate/Independent Adm  F20 – Rent Control  
 F21 – REO/Bank Owned  F22 – Rt to Sell: Relo w/o Comp  F23 – Seismic Hazards Zone  
 F24 – Short Pay Trans  F25 – Special Assmt/Bonds  F26 – Special Flood Haz Area  
 F27 – Special Hazards Zone  F28 – Special Studies Zone  F29 – None  F30 – Other – Call/See Agent  
 F31 – HOA Rental Restrictions

### 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

**H – Existing Lease Terms \***

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

**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 – Other

**J – Financial Data \***

- 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 – Inspections/Reports**

- 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 – Corner  O7 – Court  O8 – Cul-De-Sac  O9 – Down Slope  
 O10 – Horses Possible  O11 – Irregular  O12 – Lagoon  O13 – Lakefront  O14 – Level  
 O15 – Pond  O16 – Premium Lot  O17 – Regular  O18 – Riverfront  O19 – Secluded  
 O20 – Up Slope  O21 – Vineyard  O22 – None  O23 – Other

**P – Parking Description \***

- P1 – Attached Garage  P2 – Below Ground Parking  P3 – Carport – 1  P4 – Carport – 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 Street 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 – Garbage Collection  Q4 – Gas  Q5 – Insurance  
 Q6 – Janitorial  Q7 – License/Ads  Q8 – Maintenance/Repair  Q9 – Management  
 Q10 – Miscellaneous/Other  Q11 – Property Tax/Assessments  Q12 – Swimming Pool  
 Q13 – Trash Removal  Q14 – Utilities  Q15 – Vacancy Factor  Q16 – Water  Q17 – Other

**R – Possession \***

- R1 – COE  R2 – Month to Month  R3 – Negotiable  R4 – Tenant's Rights  R5 – Upon Completion  
 R6 – None  R7 – 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 – Fireplaces  U5 – Patio  U6 – Updated Baths  
 U7 – Updated Kitchen  U8 – 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 – All Inclusive  W2 – Assumable  W3 – C.H.F.A.  W4 – Cash  W5 – Complex FHA Approved  
 W6 – Complex VA Approved  W7 – Contract Of Sale  W8 – Conventional  W9 – 1031 Exchange  
 W10 – FHA  W11 – Installment Sale  W12 – Lease Option  W13 – OMC 1st  W14 – OMC 2nd  
 W15 – Other Notes  W16 – Price As Is  W17 – Releases  W18 – Subject to Subordination  
 W19 – Trade  W20 – VA  W21 – Wrap A.I.D.T.  W22 – None  W23 – 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 – Yard Description \***

- ZA1 – Back Yard  ZA2 – Deck(s)  ZA3 – Dog Run  ZA4 – Fenced  ZA5 – Front Yard  
 ZA6 – Garden/Play  ZA7 – Patio  ZA8 – Patio Covered  ZA9 – Patio Enclosed  ZA10 – Side Yard  
 ZA11 – Sprinklers Automatic  ZA12 – Sprinklers Back  ZA13 – Sprinklers Front  
 ZA14 – Sprinklers Side  ZA15 – Storage  ZA16 – Terraced Back  ZA17 – Terraced Down  
 ZA18 – Terraced Up  ZA19 – Tool Shed  ZA20 – No Yard  ZA21 – Other

**ZC – Solar**

- ZC1 – Solar Pool Owned  ZC2 – Solar Pool Leased  ZC3 – Solar Water Heater Owned  
 ZC4 – Solar Water Heater Leased  ZC5 – Solar Electrical Owned  ZC6 – Solar Electrical Leased  
 ZC7 – Other  ZC8 – Unknown  ZC9 – None

**ZB – Internet Display \***

- ZB1 – Full Street Address  ZB2 – Partial Street Name  ZB3 – No Address

**ZZ – Internet Sites \***

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

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