



**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 \*

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|

City (16) – A \*    Zip (5) – A \*    APN# – Assessors Parcel Number (16) – A

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

List Price (8) \*    List Date (10) \*    Expire Date (10) \*

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

**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 \*

|                      |   |
|----------------------|---|
| <input type="text"/> | <input type="checkbox"/> ACT-Auction <input type="checkbox"/> HUD-HUD <input type="checkbox"/> None-None <input type="checkbox"/> PSS-Potential Short Sale <input type="checkbox"/> REO-REO |
|----------------------|---|

**Listing Type \***

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

Listing Service \*    Census Tract \*    Dual Variable \*

|  |                      |  |
|--|----------------------|--|
| <input type="checkbox"/> E – Entry Only <input type="checkbox"/> F – Full Service <input type="checkbox"/> L – Limited Service | <input type="text"/> | <input type="checkbox"/> N – No <input type="checkbox"/> Y – Yes |
|--|----------------------|--|

HOA    New Subdivision    Comp to Selling Office (6) \*    Comp to Selling Office \*

|  |  |                      |  |
|--|--|----------------------|--|
| <input type="checkbox"/> N – No <input type="checkbox"/> Y – Yes | <input type="checkbox"/> N – No <input type="checkbox"/> Y – Yes | <input type="text"/> | <input type="checkbox"/> \$ <input type="checkbox"/> % |
|--|--|----------------------|--|

Zoning (4)    Year Built (4) – A \*    Listing Agent Name (20) \*

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Listing Agent BRE # \*    Listing Broker BRE # \*    Co-List Agent Name (20)

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Co List Agent BRE #    Directions to Property (31)

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

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**  **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)**

**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> | <b>Annual Gross Income *</b> |
| <input type="text"/> | <input type="text"/>      | <input type="text"/>     | <input type="text"/>      | <input type="text"/>         |

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

|                          |                             |                          |                        |                       |
|--------------------------|-----------------------------|--------------------------|------------------------|-----------------------|
| <b>Annual Mgmt Exp *</b> | <b>Annual License Exp *</b> | <b>Annual Util Exp *</b> | <b>Other Ann Exp *</b> | <b>Annual Taxes *</b> |
| <input type="text"/>     | <input type="text"/>        | <input type="text"/>     | <input type="text"/>   | <input type="text"/>  |

|                           |                      |                           |                               |                      |
|---------------------------|----------------------|---------------------------|-------------------------------|----------------------|
| <b>Tot Ann Oper Exp *</b> | <b>Interest Rate</b> | <b>First Loan Payment</b> | <b>Variable or Fixed Rate</b> | <b>First Balance</b> |
| <input type="text"/>      | <input type="text"/> | <input type="text"/>      | <input type="text"/>          | <input type="text"/> |

|                        |                      |                            |  |
|------------------------|----------------------|----------------------------|--|
| <b>1st Loan Number</b> | <b>1st Lender</b>    | <b>1st - Yrs Remaining</b> | <b>Other Loans (Y/N)</b>   |
| <input type="text"/>   | <input type="text"/> | <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

**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

**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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