MULTI-FAMILY LISTING INPUT SHEET

Required Fields are in Red, Bold, and Italicized Text

NEOHREX
NorthEast Ohio Real Estate Exchange

Property Address: _____

Agent Name: _____ Date Listed: ___/___/___ Listing #: _____

County ***Parcel ID(APN)***

Office ID ***Agent ID*** Co-Office ID Co-Agent ID

Multiple PIN Numbers Yes ☐ No ☐ ***Sub Property Type*** ☐ Two ☐ Three ☐ Four ☐ Duplex

MLS Cross Reference

Street # - Modifier – ***Direction*** ***Street Name***

Suffix ***Post Direction*** ***City*** ***Zip***

Area Subdiv/Complex

School Dist Annual Taxes $ ***List $***

Value Range $ Auction Yes ☐ No ☐ Auction Date ___/___/___ Auction Start Time Auction End Time

*Compensation Explanation (60 max)

Buyer Agt Comp

Sub Agency Comp

Other Compensation
(* required Comp. Explanation)
☐ Bonus ☐ Dual ☐ ***Graduated**
☐ ***Variable** ☐ None ☐ Other

List Type
☐ Exclusive Right
☐ Reserved Prospect
☐ Exclusive Agency

Listing Date ***Expiration Date***

Ownership
☐ Agent ☐ Bank ☐ Builder ☐ Estate ☐ HUD ☐ RE Brokerage ☐ Principal ☐ Resident

Internet Listing
Yes ☐ No ☐

Show Addr to Clients
Yes ☐ No ☐

Show Addr to Public
Yes ☐ No ☐

	Agent	Owner	Appraiser	Public Record
App. Finished SqFt	☐	☐	☐	☐
Acres ☐ Sq Ft. ☐ Lot Size	☐	☐	☐	☐

Year Built ☐ New Constr. ☐ Under Constr. ☐ Not Verifiable

Stories ☐ 1 ☐ 1.5 ☐ 2 ☐ 2.5 ☐ 3

Elevator
☐ NA ☐ Yes ☐ No

Basement Yes ☐ No ☐
- ☐ Common
- ☐ Crawl Space
- ☐ Finished
- ☐ Full
- ☐ Partial
- ☐ Slab
- ☐ Unfinished
- ☐ Walk-Out
- ☐ None
- ☐ Other

Exterior
- ☐ Aluminum ☐ Stucco
- ☐ Brick ☐ Vinyl
- ☐ Cedar ☐ Wood
- ☐ Log ☐ Other
- ☐ Stone

Roof
- ☐ Asphalt/Fiberglass
- ☐ Rubber
- ☐ Shake
- ☐ Slate
- ☐ Tile
- ☐ Wood Shingles
- ☐ Other

Fences
- ☐ Chain Link
- ☐ Full
- ☐ Invisible Pet
- ☐ Masonry
- ☐ Partial
- ☐ Privacy
- ☐ Vinyl/Plastic
- ☐ Wood
- ☐ Other

Garage ___ *# of Cars*
- ☐ Access from Unit
- ☐ Assigned/Reserved
- ☐ Attached
- ☐ Carport(s)
- ☐ Detached
- ☐ Door Opener
- ☐ Drain
- ☐ Electric
- ☐ Heated
- ☐ Other
- ☐ Parking Garage
- ☐ Parking Lot
- ☐ RV/Boat Pad
- ☐ Unit Garage
- ☐ None

Driveway
- ☐ Paved
- ☐ Unpaved
- ☐ None

Lot Description
- ☐ Addt'l Land Available
- ☐ Beach Front
- ☐ Corner
- ☐ Cul de Sac
- ☐ Dead End Street
- ☐ Dock/Mooring
- ☐ Golf Course Frontage
- ☐ Hillside
- ☐ Horse Property
- ☐ Lake Erie Front
- ☐ Lake Privileges/Acce
- ☐ Leased Land
- ☐ Oil/Gas Well
- ☐ Pond
- ☐ Spring/Creek
- ☐ Water Front
- ☐ Wooded/Treed
- ☐ Other

View Description
- ☐ Canyon/Valley
- ☐ City View
- ☐ Golf Course
- ☐ Lake Erie
- ☐ Park
- ☐ Water View
- ☐ Wooded

House Faces
- ☐ East
- ☐ North
- ☐ Northeast
- ☐ Northwest
- ☐ South
- ☐ Southeast
- ☐ Southwest
- ☐ West

Amenities
- ☐ Common Facility
- ☐ Exercise Room
- ☐ Golf Available
- ☐ Health Club
- ☐ Laundromat
- ☐ Medical Service
- ☐ Other
- ☐ Park
- ☐ Playground
- ☐ Pool
- ☐ Shopping/Mall
- ☐ Tennis Courts

Water/Sewer
- ☐ Cistern
- ☐ Private Sewer
- ☐ Private Water
- ☐ Public Sewer
- ☐ Public Water
- ☐ Septic
- ☐ Well
- ☐ Other

Heating Type
- ☐ Baseboard
- ☐ Forced Air
- ☐ Geothermal
- ☐ Gravity
- ☐ Heat Pump
- ☐ Hot Water/Steam
- ☐ Radiant
- ☐ Radiators
- ☐ Space Heater(s)
- ☐ Zoned
- ☐ None
- ☐ Other

Heating Fuel
- ☐ Coal ☐ Propane
- ☐ Dual ☐ Solar
- ☐ Electric ☐ Wood
- ☐ Gas ☐ None
- ☐ Oil ☐ Other

Cooling Type
- ☐ Attic Fan
- ☐ Central Air
- ☐ Heat Pump
- ☐ Wall Unit(s)
- ☐ Window Unit(s)
- ☐ None
- ☐ Other

Appliances/Equip
- ☐ Audio System
- ☐ Central Vacuum
- ☐ CO Detector
- ☐ Countertop Range
- ☐ Dishwasher
- ☐ Dryer
- ☐ Electric Air Cleaner
- ☐ Freezer
- ☐ Garbage Disposal
- ☐ Humidifier
- ☐ Microwave
- ☐ Oven
- ☐ Range
- ☐ Refrigerator
- ☐ Security System
- ☐ Smoke Detector
- ☐ Sump Pump
- ☐ Washer
- ☐ Water Softener
- ☐ Whirlpool/Hot Tub

Fixer Upper ☐ Yes ☐ No

Disability Features ☐ Yes ☐ No

# of Units

# of Bldgs

Total Rooms

Gross Income

Net Income

Op Expense

Financing
- ☐ Lease Option
- ☐ Land Contract
- ☐ Mortgage by Seller
- ☐ Assumable Mort.
- ☐ Short Sale

Possession
- ☐ 30 Days or Less
- ☐ Negotiable *
- ☐ Time of Transfer
- ☐ Other

Showing Info
- ☐ Call Agent
- ☐ Call Seller
- ☐ Key in Office
- ☐ Other Lockbox
- ☐ Call Office
- ☐ Electronic
- ☐ Showing Service *

* Showing Service Phone ___–___–____

Showing Information (max 60)

Miscellaneous Rooms

☐ 1st Floor Bath	☐ 1st Floor Utility Room	☐ Eat-In Kitchen	☐ Indoor Pool	☐ Office	☐ Workshop
☐ 1st Floor Bedroom	☐ 2nd Floor Laundry	☐ Family/Media Room	☐ Laundry/Utility Room	☐ Office/Computer Room	☐ Other
☐ 1st Floor Laundry Room	☐ Add'l Living Suite	☐ Formal Dining Room	☐ Library/Study	☐ Pantry	
☐ 1st Floor Master Bdrm.	☐ Bonus Room	☐ Foyer	☐ Loft	☐ Rec/Play Room	
☐ 1st Floor Master Bath	☐ Dinning Area/Dinette	☐ Great Room	☐ Master Bath	☐ Sun Room	

Owner/Tenant Pays

	Own	Ten
Cable/Elec Link	☐	☐
Electric	☐	☐
Heating	☐	☐
Trash Pickup	☐	☐
Sewer	☐	☐
Water	☐	☐

% Units Occupied

☐0 ☐ 33 ☐ 66 ☐ 100
☐25 ☐ 50 ☐ 75

	# this Type	Total Rooms	Total Bedrms	Total Baths	Monthly Rent	SqFt
Unit 1						
Unit 2						
Unit 3						
Unit 4						

Directions to Property (maximum 250)

Remarks - Public/Internet (maximum 1000)

Broker Remarks (maximum 200)

Seller's Signature: _____ Date:_____

Seller's Signature: _____ Date:_____

Agent's Signature:_____ Date:_____