



North Texas Real Estate Information Systems, Inc.

Multi-Family Data Input Form

(Include Full Duplex, Triplex, Fourplex, Apartment & 5Plex+)

INFORMATION DEEMED RELIABLE BUT NOT GUARANTEED

Fields **REQUIRED** for Active status denoted in **BOLD BLUE WITH (*)**. *Italicized fields will be autofilled from public records, if available.*

MLS Information

MLS # **System Assigned**

(Assigned when Saved As Active)

- * **Property Type**
- Apartment/5Plex+
 - Fourplex
 - Full Duplex
 - Triplex
 - Multiple Single Units

* **Status** Active Pending Sold

* **Range Pricing** Yes No

Low Price

(Above Required if answered Y to Range Pricing)

* **List Price**

* **Sub Area**

* **Area**

* **Parcel ID**

* **County**

- * **Map Book**
- Dallas
 - Denton
 - Kaufman
 - Ft. Worth
 - Parker Hood/Wise
 - Hunt Rockwall
 - Other
 - Collin Grayson
 - Ellis Johnson Hill Navarro

* **Map Page**

* **Map Coord**

* **Street/Box #**

- Street Direction**
- East
 - North
 - South
 - Northeast
 - Northwest
 - Southwest
 - West
 - Southeast

* **Street Name**

Unit #

* **City**

Street Type

* **Zip Code**

* **Will Subdivide** Yes No (Defaults to No)

* **Subdivision**

Planned Development

Block

Lot

Additional Legal

* **MUD District** Yes No

* **Multi Parcel ID** Yes No

Office Information

* **Listing Office Code** **Autofilled**

Listing Office Name **Autofilled**

List Office Phone **Autofilled**

Listing Office Fax **Autofilled**

List Office Address **Autofilled**

List Office Address2 **Autofilled**

Listing Office City **Autofilled**

Listing Office State **Autofilled**

List Office Zip Code **Autofilled**

List Office Zip + 4 **Autofilled**

* **Listing Agent ID** **Autofilled**

List Agent Full Name **Autofilled**

Agent Other Phone

Listing Agent Fax **Autofilled**

Office Information (continued)

Call for Appt Agent CSS Other
 Builder Office Owner

Appt Phone

Appt Phone Ext

List Agent Email **Autofilled**

List Agent Website **Autofilled**

* Sub Agency Commission

* Buyers Agency Commission

* Variable Fee Yes No

* Listing Type Exclusive Right to Sell/Lease
 (Select One) Exclusive Agency
 ER w/Reservations
 EA w/Reservations
 Limited Service ER
 Limited Service EA

Listings will NTREIS Translator Realtor.com
 Appear on Other Member Websites

* Listing Date

* Expire Date

Preferred Title Company

Preferred Title Co.

Title Co. Phone

Title Co. Location

Owner Permission to Video N/A Yes No

For Intra Office Information

* Owner Name

Owner Home Phone

Occupancy Owner Tenant Vacant

Occupant

Occupant Alt. Phone

* Seller Type Builder Foreclosure Relo
 (Select One) Owner

Owner Alt. Phone

Occupant Home Phone

Showing Instructions -----

 (150 character limit)

Secured Showing Instructions -----

 (50 character limit)

* Keybox #

Shackle Code

Combo

CBS Code

Property Information

* # of Units

* # of Buildings

* # of Parking Spaces

* # of Stories

Occupancy Rate

* Pool on Property Yes No

Security System N/A Yes No

* Building SqFt

* SqFt Source Appraiser Tax
 Building Plan Other
 Owner Documentation
(Select One - Defaults to Tax)

* Handicap Amenities Yes No
(Defaults to No) (If Yes, Handicap Amenities Features Required)

List\$/SqFt **System Calculated**

* Year Built

* Construction Status New Constr - Complete Preowned
 New Constr - Incomplete Proposed
(Select One) Unknown

Unit 1 Living Area Length

Unit 1 Living Area Width

Unit 2 Living Area Length

Unit 2 Living Area Width

Unit 3 Living Area Length

Unit 3 Living Area Width

Unit 4 Living Area Length

Unit 4 Living Area Width

Unit 1 Dining Area Length

Unit 1 Dining Area Width

Unit 2 Dining Area Length

Unit 2 Dining Area Width

Unit 3 Dining Area Length

Unit 3 Dining Area Width

Unit 4 Dining Area Length

Unit 4 Dining Area Width

Unit 1 Kitchen Area Length

Unit 1 Kitchen Area Width

Unit 2 Kitchen Area Length

Unit 2 Kitchen Area Width

Unit 3 Kitchen Area Length

Unit 3 Kitchen Area Width

Unit 4 Kitchen Area Length

Unit 4 Kitchen Area Width

Unit 1 Master Bedroom Area Length

Unit 1 Master Bedroom Area Width

Unit 2 Master Bedroom Area Length

Unit 2 Master Bedroom Area Width

Unit 3 Master Bedroom Area Length

Unit 3 Master Bedroom Area Width

Unit 4 Master Bedroom Area Length

Unit 4 Master Bedroom Area Width

Unit 1 SqFt

Unit 2 SqFt

Unit 3 SqFt

Unit 4 SqFt

Unit 1 Total Full Baths

Unit 2 Total Full Baths

Unit 3 Total Full Baths

Unit 4 Total Full Baths

Unit 1 Total Half Baths

Unit 2 Total Half Baths

Unit 3 Total Half Baths

Unit 4 Total Half Baths

Unit 1 Total Bedrooms

Unit 2 Total Bedrooms

Unit 3 Total Bedrooms

Unit 4 Total Bedrooms

Unit 1 Avg Lease Rate

Unit 2 Avg Lease Rate

Unit 3 Avg Lease Rate

Unit 4 Avg Lease Rate

Unit 1 Total Like Units

Unit 2 Total Like Units

Unit 3 Total Like Units

Unit 4 Total Like Units

Property Information (continued)

Lot Dimensions Acres
 * HOA Mandatory None Voluntary HOA Dues
 HOA Billing Freq Annually Monthly Semi-Annual Quarterly Other
 (Above Required if answered HOA Mandatory)
 Complex Name

School Information

* School District
 * School 1 Type * School 1 Name
 Bus 1 N/A Yes No
 * School 2 Type * School 2 Name
 Bus 2 N/A Yes No
 * School 3 Type * School 3 Name
 Bus 3 N/A Yes No
 School 4 Type School 4 Name
 Bus 4 N/A Yes No

Financial Information

(All fields required if Assumable Non-Qualifying and Assumable Qualifying are entered as the Loan Type)

* Gross Annual Income * Net Annual Income
 * Annual Insurance Gross Annual Expenses
 Gross Multiplier **System Calculated** Cap Rate **System Calculated**
 Unexempt Taxes * Loan Type Assumable Non-Qualifying Treat as Clear
 Assumable Qualifying
 Balance Equity **System Calculated**
 Mortgage Interest Rate Payment
 Payment Type Principal & Interest Principal, Int., & Ins.
 Principal, Interest & Taxes Principal, Int., Tax, Ins.
 Other
 (Select One)
 Original Mtg. Date Lender
 * 2nd Mortgage Yes No

Remarks

Directions to
Property

(150 character limit)

Property
Description

(450 character limit)

Excludes

(110 character limit)

Private
Remarks

(300 character limit)

Intra Office
Remarks

(225 character limit)

Features

Lot Description

- | | | |
|--|---|---|
| <input type="checkbox"/> Acreage | <input type="checkbox"/> Horses Permitted | <input type="checkbox"/> River Front |
| <input type="checkbox"/> Adjacent to Greenbelt | <input type="checkbox"/> Interior Lot | <input type="checkbox"/> Some Trees |
| <input type="checkbox"/> Canal (Man Made) | <input type="checkbox"/> Irregular | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Corner | <input type="checkbox"/> Landscaped | <input type="checkbox"/> Tank/Pond |
| <input type="checkbox"/> Creek | <input type="checkbox"/> Lrg. Backyard Grass | <input type="checkbox"/> Undivided |
| <input type="checkbox"/> Cul De Sac | <input type="checkbox"/> No Backyard Grass | <input type="checkbox"/> Water/Lake Front |
| <input type="checkbox"/> Cultivated | <input type="checkbox"/> Partially Cultivated | <input type="checkbox"/> Water/Lake View |
| <input type="checkbox"/> Golf Course Lot | <input type="checkbox"/> Pasture | <input type="checkbox"/> Other |
| <input type="checkbox"/> Heavily Treed | | |

*** Construction**

- | | | |
|---------------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Brick | <input type="checkbox"/> Log | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Common Wall | <input type="checkbox"/> Rock/Stone | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Fiber Cement | <input type="checkbox"/> Siding | <input type="checkbox"/> Other |

* Foundation

- Basement
- Piered Beam Slab
- Slab
- Bois D'Arc Post
- Pilings
- Other
- Pier & Beam

* Roof

- Built-Up
- Metal
- Tile/Slate
- Composition
- Overlay
- Wood Shake
- Concrete
- Shake Metal
- Wood Shingle
- Fiber Cement
- Tar/Gravel

Security

- Burglar
- Firewall(s)
- Pre-Wired
- Carbon Monoxide Detector
- Leased
- Smoke Detector
- Exterior Security Light(s)
- Monitored
- Unknown
- Fire Sprinkler System
- Owned
- Other
- Fire/Smoke

Exterior Features

- Arena
- Gutters
- Sprinkler System
- Balcony
- Lighting System
- Stable/Barn
- Boat Dock/Slip
- Patio Covered
- Storage Building
- Covered Porch(es)
- Patio Open
- Tennis Court(s)
- Equestrian Center
- Private Hangar
- Wood Deck
- Gazebo
- Private Landing Slip
- Workshop
- Greenhouse
- RV/Boat Parking
- Workshop w/Electric
- Grill
- Satellite Dish
- Other
- Guest Quarters
- Sport Court

Backyard Pool Features

- Above Ground
- Heated
- Play Pool
- Attached Spa
- In Ground Fiberglass
- Pool Perimeter Fence
- Cabana
- In Ground Gunite
- Separate Spa/Hot Tub
- Cleaning System
- In Ground Vinyl
- Other
- Custom Cover
- Indoor
- Diving
- Lap Pool

Type of Fence

- Automatic Gate
- Iron
- Rock/Stone
- Barbed Wire
- None
- Slick/Smooth Wire
- Brick
- Partially Fenced
- Vinyl
- Chain Link
- Pipe
- Wood
- Cross Fenced
- Rail
- Other
- Dog Run

* Parking/Garage

- Assigned
- Golf Cart Garage
- Side
- Attached
- Has Sink in Garage
- Swing Drive
- Circle Drive
- None
- Tandem Style
- Covered
- Outside Entry
- Unassigned
- Detached
- Oversized
- Uncovered
- Front
- Porte-Cochere
- Workbench
- Garage Conversion
- Rear
- Other
- Garage Door Opener

* Street/Utilities

- Aerobic Septic
- Dirt
- Private Road
- All Weather
- Gravel/Rock
- Private Sewer
- Alley
- Individual Gas Meter
- Private Water
- Asphalt
- Individual Water Meter
- Septic
- City Sewer
- Master Gas Meter
- Sewer Tap Fee Paid
- City Water
- Master Water Meter
- Sidewalk
- Co-op Membership Included
- MUD Sewer
- Underground Utilities
- Co-op Water
- MUD Water
- Water Tap Fee Paid
- Community Mailbox
- No Sewer
- Well
- Concrete
- No Water
- Other
- Curbs
- Outside City Limits
- Overhead Utilities

Common Features

- Boat Ramp
- Guarded Entrance
- Private Lake/Pond
- Campground
- Horse Facilities
- Public Hangar
- Club House
- Jogging /Bike Path
- Racquet Ball
- Comm. Sprinkler System
- Landing Strip
- RV Parking
- Common Elevator
- Laundry
- Sauna
- Community Pool
- Marina
- Spa
- Gated Entrance
- Park
- Tennis
- Golf
- Perimeter Fencing
- Other
- Greenbelt
- Playground

Tenancy

- 6 Months or Less
- Month to Month
- Over 9 Months
- 9 Months or Less
- No Smoking
- Pets Allowed
- Approval by Board
- No Sublease
- Pet Restrictions
- Government Subsidized
- No Waterbeds
- Written Application Only
- Lease while on Market
- None
- Other

*** Interior Features**

- | | | |
|--|--|---|
| <input type="checkbox"/> Bay Windows | <input type="checkbox"/> Loft | <input type="checkbox"/> Wainscoting |
| <input type="checkbox"/> Cable TV Available | <input type="checkbox"/> Multiple Staircases | <input type="checkbox"/> Water Filter |
| <input type="checkbox"/> Central Vac | <input type="checkbox"/> Paneling | <input type="checkbox"/> Water Purifier |
| <input type="checkbox"/> Decorative Lighting | <input type="checkbox"/> Plantation Shutters | <input type="checkbox"/> Water Softener |
| <input type="checkbox"/> Dry Bar | <input type="checkbox"/> Skylights | <input type="checkbox"/> Wet Bar |
| <input type="checkbox"/> Elevator | <input type="checkbox"/> Smart Home Features | <input type="checkbox"/> Window Coverings |
| <input type="checkbox"/> High Speed Internet Available | <input type="checkbox"/> Sound System Wiring | <input type="checkbox"/> Other |
| <input type="checkbox"/> Intercom | <input type="checkbox"/> Vaulted Ceilings | |

Specialty Rooms

- | | | |
|---|---|--|
| <input type="checkbox"/> Dark Room | <input type="checkbox"/> Media Room | <input type="checkbox"/> Solarium/Sunroom |
| <input type="checkbox"/> Exercise Room | <input type="checkbox"/> Mud Room | <input type="checkbox"/> Spa/Hot Tub Room |
| <input type="checkbox"/> Extra Storage Room | <input type="checkbox"/> Music Room | <input type="checkbox"/> Unfinished Bonus Room |
| <input type="checkbox"/> Game Room | <input type="checkbox"/> Sauna/Steam Room | <input type="checkbox"/> Wine Cellar |
| <input type="checkbox"/> Library/Study | <input type="checkbox"/> Second Master | <input type="checkbox"/> Other |

Fireplace Type

- | | | |
|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Blower Fan | <input type="checkbox"/> Freestanding | <input type="checkbox"/> Metal Box |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Gas Logs | <input type="checkbox"/> See Through Fireplace |
| <input type="checkbox"/> Decorative | <input type="checkbox"/> Gas Starter | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Direct Vent | <input type="checkbox"/> Insert | <input type="checkbox"/> Wood Burning |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Masonry | <input type="checkbox"/> Other |

*** Kitchen Equipment**

- | | | |
|--|--|---|
| <input type="checkbox"/> Built-in Compactor | <input type="checkbox"/> Disposal | <input type="checkbox"/> Oven-Electric |
| <input type="checkbox"/> Built-in Ice Maker | <input type="checkbox"/> Double Oven | <input type="checkbox"/> Oven-Gas |
| <input type="checkbox"/> Built-in Microwave | <input type="checkbox"/> Drop in Range/Oven-Electric | <input type="checkbox"/> Plumbed for Gas in Kitchen |
| <input type="checkbox"/> Built-In Refrigerator/Freezer | <input type="checkbox"/> Drop in Range/Oven-Gas | <input type="checkbox"/> Self Clean |
| <input type="checkbox"/> Built-in Wine Cooler | <input type="checkbox"/> Dual Fuel Range | <input type="checkbox"/> Vent Mechanism |
| <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Freestanding Range-Electric | <input type="checkbox"/> Warmer Oven Drawer |
| <input type="checkbox"/> Cooktop-Electric | <input type="checkbox"/> Freestanding Range-Gas | <input type="checkbox"/> Water Line to Refrigerator |
| <input type="checkbox"/> Cooktop-Gas | <input type="checkbox"/> Indoor Grill | <input type="checkbox"/> Other |
| <input type="checkbox"/> Dishwasher | | |

Kitchen Other

- | | | |
|--|--|---|
| <input type="checkbox"/> Breakfast Bar | <input type="checkbox"/> Eat-in Kitchen | <input type="checkbox"/> Tile Countertops |
| <input type="checkbox"/> Butlers Pantry | <input type="checkbox"/> Gallery Kitchen | <input type="checkbox"/> Walk-in Pantry |
| <input type="checkbox"/> Corian/Corian Type Countertop | <input type="checkbox"/> Granite/Granite Type Countertop | <input type="checkbox"/> Other |
| <input type="checkbox"/> Dumb Waiter | <input type="checkbox"/> Island | |

*** Utility Room**

- | | | |
|---|--|---|
| <input type="checkbox"/> Drip/Dry Area | <input type="checkbox"/> None | <input type="checkbox"/> Utility Closet |
| <input type="checkbox"/> Dryer Hookup-Elec | <input type="checkbox"/> Room for Freezer | <input type="checkbox"/> Utility in Garage |
| <input type="checkbox"/> Dryer Hookup-Gas | <input type="checkbox"/> Second Pantry | <input type="checkbox"/> Utility in Kitchen |
| <input type="checkbox"/> Floor Drain | <input type="checkbox"/> Separate Utility Room | <input type="checkbox"/> Washer Hookup |
| <input type="checkbox"/> Full Size W/D Area | <input type="checkbox"/> Sink in Utility | <input type="checkbox"/> Other |
| <input type="checkbox"/> Laundry Chute | <input type="checkbox"/> Stacked W/D Area | |

*** Flooring**

- | | | |
|---------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Brick/Adobe | <input type="checkbox"/> Marble | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Parquet | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Ceramic Tile | <input type="checkbox"/> Slate | <input type="checkbox"/> Wood Under Carpet |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Stone | <input type="checkbox"/> Other |
| <input type="checkbox"/> Laminate | <input type="checkbox"/> Terrazzo | |

*** Heating/Cooling (2 Required)**

- | | | |
|---|---|--|
| <input type="checkbox"/> Additional Water Heaters | <input type="checkbox"/> Geotherm | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Central Air-Elec | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Space Heater |
| <input type="checkbox"/> Central Air-Gas | <input type="checkbox"/> Humidifier | <input type="checkbox"/> Two(+) Pipe (Condo) |
| <input type="checkbox"/> Central Heat-Elec | <input type="checkbox"/> No Air | <input type="checkbox"/> Window Unit |
| <input type="checkbox"/> Central Heat-Gas | <input type="checkbox"/> No Heat | <input type="checkbox"/> Zoned |
| <input type="checkbox"/> Electrostatic Air Filter | <input type="checkbox"/> Panel/Floor/Wall | <input type="checkbox"/> Other |
| <input type="checkbox"/> Gas Jets | <input type="checkbox"/> Propane | |

Energy Features (Energy Efficiency)

- | | | |
|--|---|--|
| <input type="checkbox"/> 12 inch+ Attic Insulation | <input type="checkbox"/> Gas Water Heater | <input type="checkbox"/> Solar Screens |
| <input type="checkbox"/> 13-15 SEER AC | <input type="checkbox"/> High Efficiency Water Heater | <input type="checkbox"/> Storm Door (s) |
| <input type="checkbox"/> 16+ SEER AC | <input type="checkbox"/> Insulated Doors | <input type="checkbox"/> Storm Windows |
| <input type="checkbox"/> 90% Efficient Furnace | <input type="checkbox"/> Low E Windows | <input type="checkbox"/> Tankless Water Heater |
| <input type="checkbox"/> Attic Fan | <input type="checkbox"/> None | <input type="checkbox"/> Thermo Windows |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Programmable Thermostat | <input type="checkbox"/> Tinted Windows |
| <input type="checkbox"/> Dehumidifier | <input type="checkbox"/> Radiant Barrier | <input type="checkbox"/> Turbines |
| <input type="checkbox"/> Double Pane Windows | <input type="checkbox"/> Smart Electric Meter | <input type="checkbox"/> Variable Speed HVAC |
| <input type="checkbox"/> Energy Star Appliances | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Ventilator |
| <input type="checkbox"/> Foam Insulation | | <input type="checkbox"/> Other |

Green Certification

- HERS Rated
- HERS 0-85
- HERS 86-100
- HERS 101+
- Energy Star Certified
- LEED Certified
- LEED Silver
- LEED Gold
- LEED Platinum
- Green Built N. TX
- NGBP-National Green

Green Features

- Solar Electric System
- Solar Hot Water
- Geo-thermal HVAC
- Drought Tolerant Plants
- Low Flow Commode
- Low Flow Fixtures
- Recirculating Hot Water
- Rain/Freeze Sensors
- Wind Power
- EF Irrigation Control
- Rain Water Catchment
- Energy Recovery Ventilator
- Mechanical Fresh Air
- Enhanced Air Filtration

Handicap Amenities

(Required if answered Y to Handicap Amenities)

- Elevator
- Hand Rails
- Lower Fixtures
- Meets ADA Requirements
- Ramp
- Wheelchair Access
- Wide Doorways
- Other

Special Notes

- 1st Right of Refusal
- Affordable Housing
- Deed Restrictions
- Environ Study Complete
- Feasibility Study Available
- Flowage Easement
- Owner/Agent
- Residential Service Contract
- Senior/Adult Living Community
- Special Assessments
- Special Contracts/Provisions
- Verify Flood Insurance
- Verify Rollback Tax
- Verify Tax Exemptions
- Other

*** Assumption Info**

- Balloon
- Bond
- Buydown
- Conventional Assumable
- Credit Report Req.
- Escalating
- Escrow to be Prorated
- FHA Assumable
- Fixed
- Graduated/Adjustable
- Not Assumable
- Private Assumable
- Release Liability Req.
- Texas Vet Assumable
- VA Assumable
- VA Reinstatement Req.

Proposed Financing

- Assumption of Equity
- Bond Money
- Cash
- Conventional
- Federal Land Bank
- FHA
- FMHA
- Lease Purchase
- Owner Carry 2nd
- Owner Carry 1st
- Texas Vet
- Trade/Exchange
- VA
- Other

*** Possession**

- Closing/Funding
- Lease Outstanding
- Negotiable
- Specific Date
- Other

Total Annual Expenses Inc.

- Accounting/Legal
- Common Area
- Electric
- Gas
- Insurance
- Lawn
- License/Permits
- Maintenance
- Management
- None
- Parking
- Payroll
- Pool Service
- Reserves
- Supplies
- Taxes
- Water/Sewer/Trash
- Other

HOA Includes (Required if answered HOA Mandatory)

- All Utilities
- Back Yard Maintenance
- Blanket Insurance
- Electric
- Exterior Maintenance
- Front Yard Maintenance
- Full Use of Facilities
- Gas
- Management Fees
- None
- Partial Use of Facilities
- Reserves
- Security
- Sprinkler System
- Trash
- Water/Sewer
- Other

*** Showing**

- Agent Or Owner Present
- Appointment
- Appointment Service
- Call-Key Box
- Centralized Showing Service
- Combo Lockbox
- Courtesy Call
- Go (Appt Svc only)
- Go-Key Box
- Key in Office
- No Lock Box
- Sign on Lot
- Special

Owner(s) have examined the information contained in this profile sheet and warrant that the information contained herein is true and correct to the best of their knowledge.

Owner's Signature _____

Owner's Signature _____

Signed the _____ day of _____ 20 _____

NOTE: Any information changes and/or status changes should be made on a separate listing modification form and entered into the Multiple Listing Service within the time specified in the Multiple Listing Service Rules & Regulations. I certify that a written listing agreement has been executed on the above property and that it complies with the Rules & Regulations of the Multiple Listing Service.

Participant/Subscriber for Participant _____
