



NEOHREX MULTI-FAMILY LISTING INPUT SHEET

Required Fields are in Red, Bold, and Italicized Text



Address: _____ MLS #: _____

Owner Name: _____

Agt ID: _____ **Name:** _____ Co ID: _____ Co Name: _____

Agent Info **County** _____ **County:** _____

Showing Info

Showing Instruction		
<input type="checkbox"/> Call Agent	<input type="checkbox"/> Key in Office	<input type="checkbox"/> Use Showing
<input type="checkbox"/> Call Office	<input type="checkbox"/> Other Lockbox	Time Link
<input type="checkbox"/> Call Seller	<input type="checkbox"/> Show Service	
<input type="checkbox"/> E-Box	<input type="checkbox"/> Use CSS Link	

Showing Service Phone: _____

Showing Information: _____
(150 characters max)

Coop Compensation

Listing Type	
<input type="checkbox"/> Comp Only	<input type="checkbox"/> Exclusive Right
<input type="checkbox"/> Exclusive Agcy	<input type="checkbox"/> Resvd Prospect

Limited Service
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Buyers Broker Compensation: _____

When selecting Graduated, Variable and/or Other as a choice in the "Other Compensation" field, please enter a complete explanation of the choice(s) in the "Compensation Explanation" field.

Other Compensation	
<input type="checkbox"/> Bonus	<input type="checkbox"/> None
<input type="checkbox"/> Dual	<input type="checkbox"/> Other
<input type="checkbox"/> Graduated	<input type="checkbox"/> Variable

Compensation Explanation _____
(100 characters max)

General Info

Primary Parcel ID: _____ MLS Cross Reference: _____

Street Number: _____ Modifier: _____ Pre Dir: _____ **Street Name:** _____

Street Type _____ Post Dir: _____ Unit #: _____ **City:** _____ **Zip:** _____ +4 _____

State: _____ Map Coord: _____ Subdiv/Complex: _____
(Ex. CUY22B3)

Township: _____ **Area:** _____ **School Dist:** _____

Internet Listing	Show Addr. to Client	Show Addr. to Public	Seller Opt Out Photo
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Listing Information

Short Sale Y/N	Listing Date: _____	Expiration Date: _____	List Price: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Online Bidding Y/N	Online Bidding Website: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Auction Y/N	Auction Date: _____	Auction Start Time: _____	Auction End Time: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Loan & Tax Information

Possession	Ownership	Occupant Type
<input type="checkbox"/> 30 Days or Less <input type="checkbox"/> Other	<input type="checkbox"/> Agent <input type="checkbox"/> Builder <input type="checkbox"/> HUD <input type="checkbox"/> RE Brokerage	<input type="checkbox"/> Owner
<input type="checkbox"/> Negotiable <input type="checkbox"/> Time of Trans	<input type="checkbox"/> Bank <input type="checkbox"/> Estate <input type="checkbox"/> Principal/NR <input type="checkbox"/> Resident	<input type="checkbox"/> Tenant
		<input type="checkbox"/> Vacant

Ann. Taxes: _____ **Available Financing**

Assessments	Homestead Exemp.	<input type="checkbox"/> Assum. Mort <input type="checkbox"/> Convention. <input type="checkbox"/> FHA <input type="checkbox"/> Lease Option <input type="checkbox"/> VA
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Cash <input type="checkbox"/> Exch/Trade <input type="checkbox"/> Land Contract <input type="checkbox"/> Mort. by Sell

Parcel ID #2: _____ Parcel ID #3: _____

Parcel ID #4: _____ Parcel ID #5: _____

Features **Property Information**

Property Sub Type <input type="checkbox"/> Two <input type="checkbox"/> Four <input type="checkbox"/> Three	# of Bldgs <input type="text"/>	Year Built: <input type="text"/>	Year Built Detail <input type="checkbox"/> Actual YBT <input type="checkbox"/> Not Verifiable <input type="checkbox"/> Under Const. <input type="checkbox"/> New Const. <input type="checkbox"/> To Be Built <input type="checkbox"/> Unknown			Stories: <input type="text"/>
Basement <input type="checkbox"/> Yes <input type="checkbox"/> No		Above Grade Finished SqFt (approx): _____		Source: <input type="checkbox"/> Appraiser <input type="checkbox"/> Auditor <input type="checkbox"/> Owner <input type="checkbox"/> Realist		
		Below Grade Finished SqFt (approx): _____		Source: <input type="checkbox"/> Appraiser <input type="checkbox"/> Auditor <input type="checkbox"/> Owner <input type="checkbox"/> Realist		
Lot Size in Acres: <input type="text"/>	Lot Size Source <input type="checkbox"/> Appraiser <input type="checkbox"/> Owner <input type="checkbox"/> Auditor <input type="checkbox"/> Realist	Garage Total: <input type="text"/>	Elevator <input type="checkbox"/> Yes <input type="checkbox"/> No	Fixer Up <input type="checkbox"/> Yes <input type="checkbox"/> No	Disability Feature <input type="checkbox"/> Yes <input type="checkbox"/> No	Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No
Gross Income: <input type="text"/>	Net Income: <input type="text"/>		Op. Expense: <input type="text"/>			

Features

Exterior <input type="checkbox"/> Alumin. <input type="checkbox"/> Brick <input type="checkbox"/> Cedar <input type="checkbox"/> Log <input type="checkbox"/> Other <input type="checkbox"/> Stone <input type="checkbox"/> Stucco <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood	Roof <input type="checkbox"/> Asph/Fiber <input type="checkbox"/> Flat <input type="checkbox"/> Metal <input type="checkbox"/> Other <input type="checkbox"/> Pitched <input type="checkbox"/> Rubber <input type="checkbox"/> Shake <input type="checkbox"/> Slate <input type="checkbox"/> Tile <input type="checkbox"/> Wood Shingle	Owner Pays <input type="checkbox"/> Cab/Ele Link <input type="checkbox"/> Other <input type="checkbox"/> Electric <input type="checkbox"/> Pays All <input type="checkbox"/> Gas <input type="checkbox"/> Sewer <input type="checkbox"/> Heating <input type="checkbox"/> TrashCol <input type="checkbox"/> None <input type="checkbox"/> Water	Tenant Pays <input type="checkbox"/> Cab/Ele Link <input type="checkbox"/> Other <input type="checkbox"/> Electric <input type="checkbox"/> Pays All <input type="checkbox"/> Gas <input type="checkbox"/> Sewer <input type="checkbox"/> Heating <input type="checkbox"/> TrashCol <input type="checkbox"/> None <input type="checkbox"/> Water	Garage <input type="checkbox"/> Access fm Unit <input type="checkbox"/> Heated <input type="checkbox"/> Assigned/Rsrvd <input type="checkbox"/> None <input type="checkbox"/> Attached <input type="checkbox"/> Other <input type="checkbox"/> Carport(s) <input type="checkbox"/> Parking Gar <input type="checkbox"/> Detached <input type="checkbox"/> Parking Lot <input type="checkbox"/> Door Opener <input type="checkbox"/> RV/Boat Pad <input type="checkbox"/> Drain <input type="checkbox"/> Unit Garage <input type="checkbox"/> Electric <input type="checkbox"/> Water Avail
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Basement <input type="checkbox"/> Common <input type="checkbox"/> Partial <input type="checkbox"/> Crawl <input type="checkbox"/> Partially <input type="checkbox"/> Finished <input type="checkbox"/> Finished <input type="checkbox"/> Full <input type="checkbox"/> Slab <input type="checkbox"/> None <input type="checkbox"/> Unfinished <input type="checkbox"/> Other <input type="checkbox"/> Walk-out	Fences <input type="checkbox"/> Chain Link <input type="checkbox"/> Privacy <input type="checkbox"/> Full <input type="checkbox"/> Vinyl/Plastic <input type="checkbox"/> Invs Pet <input type="checkbox"/> Wood <input type="checkbox"/> Masonry <input type="checkbox"/> Other <input type="checkbox"/> Partial	Appliances/Equipment <input type="checkbox"/> Audio System <input type="checkbox"/> Elec Air Clnr <input type="checkbox"/> Range <input type="checkbox"/> Water Soft <input type="checkbox"/> Cent. Vacuum <input type="checkbox"/> Freezer <input type="checkbox"/> Refrigerat. <input type="checkbox"/> HotTub <input type="checkbox"/> CO Detector <input type="checkbox"/> Garbage Disp <input type="checkbox"/> Security Sys <input type="checkbox"/> Counter Rnge <input type="checkbox"/> Humidifier <input type="checkbox"/> Smoke Det <input type="checkbox"/> Dishwasher <input type="checkbox"/> Microwave <input type="checkbox"/> Sump Pump <input type="checkbox"/> Dryer <input type="checkbox"/> Oven <input type="checkbox"/> Washer
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Heating Type <input type="checkbox"/> Baseboard <input type="checkbox"/> Geothermal <input type="checkbox"/> Radiant <input type="checkbox"/> Fireplace <input type="checkbox"/> Gravity <input type="checkbox"/> Radiators <input type="checkbox"/> Fireplace - Gas <input type="checkbox"/> Heat Pump <input type="checkbox"/> Space Heater <input type="checkbox"/> Fireplace -Other <input type="checkbox"/> HotWater/Steam <input type="checkbox"/> Wood/Pellet <input type="checkbox"/> Fireplace -Wood <input type="checkbox"/> None <input type="checkbox"/> Zoned <input type="checkbox"/> Forced Air <input type="checkbox"/> Other	Heating Fuel <input type="checkbox"/> Coal <input type="checkbox"/> Other <input type="checkbox"/> Dual <input type="checkbox"/> Pellets <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> Gas <input type="checkbox"/> Solar <input type="checkbox"/> None <input type="checkbox"/> Wood <input type="checkbox"/> Oil	Cooling Type <input type="checkbox"/> Attic Fan <input type="checkbox"/> Central Air <input type="checkbox"/> Heat Pump <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Wall Unit <input type="checkbox"/> Win. Unit	Water/Sewer <input type="checkbox"/> Well <input type="checkbox"/> No Sewer <input type="checkbox"/> Cistern <input type="checkbox"/> Pvt. Sewer <input type="checkbox"/> No Water <input type="checkbox"/> Pub. Sewer <input type="checkbox"/> Pvt. Water <input type="checkbox"/> Septic <input type="checkbox"/> Pub. Water
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Community Amenities	
<input type="checkbox"/> Adult Com 55+ <input type="checkbox"/> Medical Serv	<input type="checkbox"/> Common Fac <input type="checkbox"/> Other
<input type="checkbox"/> Exercise room <input type="checkbox"/> Park	<input type="checkbox"/> Golf Avail <input type="checkbox"/> Playground
<input type="checkbox"/> Health Club <input type="checkbox"/> Pool	<input type="checkbox"/> Lake <input type="checkbox"/> ShoppingMall
<input type="checkbox"/> Laundromat <input type="checkbox"/> Tennis Courts	

Lot Description			
<input type="checkbox"/> Addt'l Land	<input type="checkbox"/> Forestry Credit	<input type="checkbox"/> Lake Priv/Access	<input type="checkbox"/> Outdoor Arena
<input type="checkbox"/> Beach Front	<input type="checkbox"/> Golf Course Frnt	<input type="checkbox"/> Lake-Stocked	<input type="checkbox"/> Pond
<input type="checkbox"/> Corner Lot	<input type="checkbox"/> Hillside	<input type="checkbox"/> Leased Land	<input type="checkbox"/> River Front
<input type="checkbox"/> Cul de Sac	<input type="checkbox"/> Horse Property	<input type="checkbox"/> Livestock Perm	<input type="checkbox"/> Spring/Creek
<input type="checkbox"/> Dead End	<input type="checkbox"/> Lake Erie Front	<input type="checkbox"/> Oil/Gas Wells	<input type="checkbox"/> Water Front
<input type="checkbox"/> Dock/Moor	<input type="checkbox"/> Lake Front	<input type="checkbox"/> Other	<input type="checkbox"/> Wood/Treed

View Descr	
<input type="checkbox"/> Canyon/Valley	<input type="checkbox"/> Park
<input type="checkbox"/> City View	<input type="checkbox"/> Water View
<input type="checkbox"/> Golf Course	<input type="checkbox"/> Wooded
<input type="checkbox"/> Lake Erie	

House Faces	
<input type="checkbox"/> East	<input type="checkbox"/> South
<input type="checkbox"/> North	<input type="checkbox"/> SouthEast
<input type="checkbox"/> NorthEast	<input type="checkbox"/> SouthWest
<input type="checkbox"/> NorthWest	<input type="checkbox"/> West

Natural Resource Rights	
<input type="checkbox"/> All W/O rights	<input type="checkbox"/> Mineral
<input type="checkbox"/> Coal	<input type="checkbox"/> None
<input type="checkbox"/> Gas	<input type="checkbox"/> Oil
<input type="checkbox"/> Leased	<input type="checkbox"/> Timber

Driveway
<input type="checkbox"/> None
<input type="checkbox"/> Paved
<input type="checkbox"/> Unpaved

Rooms Room Information

Total Rooms **Total Bedrooms** **Full Baths** **1/2 Baths**

Units Unit Information

Total Units % Units Occupied

Detailed Unit Information

# this Type	Total Rooms	Total Bedrooms	Total Baths	Monthly Rent	SqFt

Remarks Remarks

Public Remarks (1500 Characters MAX)

Broker Remarks (1000 Characters MAX)

Directions (250 Characters MAX)

Lockbox Yes No Lockbox Serial # (8 digits) _____

Seller's Signature: _____ Date: _____

Seller's Signature: _____ Date: _____

Agent's Signature: _____ Date: _____