

Condominium Property Information Form

for Massachusetts Listings (MLSPIN)

Overview

Step 1: Property Information Form

Step 2: [Acknowledge Receipt of MA Agency Disclosure Form](#)

Step 3: [MLS Listing Agreement](#)

Step 4: [Provide Photos](#) (on Property Information Form or [here](#))

Wrong Property Type?

- [Single-Family](#)
- Condominium
- [Multi-Family](#)
- [Land](#)
- [Rental](#)

[Click to Return to MLS Listing Processing - Home](#)

Instructions

*Web Form: Required fields are marked with an *. Your progress is saved automatically within your web browser. Press Submit button at the bottom to complete the form and continue to the next step.*

PDF Form: Click "Print Form" at the bottom for a .pdf version. Required fields are highlighted in red. To save progress, click File -> Save As. E-mail completed form to djdemers1@gmail.com, or fax to 877-893-6566.

Seller Information

| | | | |
|--|-------|----------|-------|
| Name | _____ | Co-Owner | _____ |
| Phone | _____ | | |
| E-mail | _____ | | |
| Other Contact Details | _____ | | |
| Address (if other than Property Address) | _____ | | |
| City | _____ | State | _____ |
| Zip | _____ | | |

Property Listing Information

| | | | |
|----------------------------|-------|--------------------|-------|
| List Price | _____ | Listing Start Date | _____ |
| Street Address | _____ | | |
| Unit | _____ | | |
| City | _____ | Zip | _____ |
| Subdivision / Neighborhood | _____ | Area | _____ |

| | | | |
|---------------------------|-------|----------------------|-------|
| Grade School | _____ | Middle School | _____ |
| High School | _____ | | |
| Driving Directions | _____ | | |

These fields will generally populate automatically from public records, with the exception of zoning.

| | | | |
|------------------------------|-------|-----------------|-------|
| Annual Taxes | _____ | Tax Year | _____ |
| County Assessed Value | _____ | | |
| Present Zoning | _____ | Book | _____ |
| Tax ID Number | _____ | Page | _____ |

| | | | |
|---------------------------|-------|---------------------------|---------|
| Type of Condo | Condo | Co-op | Condex |
| Unit Level | | # Units in Complex | _____ |
| # Levels in Unit | | | |
| Condo Association? | Yes | Fee Interval | Monthly |
| | No | | Yearly |

| | | | | |
|--------------|-------------|------------|-----------|------------|
| Style | Detached | Townhouse | Rowhouse | Garden |
| | Half-Duplex | Hi-Rise | Mid-Rise | Low-Rise |
| | 2/3 Family | Brownstone | Courtyard | Motel/Ctge |
| | Loft | Attached | Shingle | Duplex |
| | Other | | | |

| | | | |
|--------------------|-------|--|-----|
| Living Area | _____ | Sq. Ft. Includes Finished Basement? | Yes |
| | | | No |

Living Area Disclosures

| | | | |
|---------------------------|-----------|------------|-----------------|
| Living Area Source | Appraiser | Field Card | Master Deed |
| | Measured | Owner | Unit Floor Plan |
| | Other | | |

| | | | |
|-------------------|-------|---------------------------------------|-------|
| Year Built | _____ | Year Converted (if applicable) | _____ |
|-------------------|-------|---------------------------------------|-------|

| | | |
|--------------------------|-----------|---------------|
| Year Built Source | Appraiser | Builder |
| | Owner | Public Record |

| | | | |
|-------------------------------|-----------------|-------------------|--------------------|
| Year Built Description | Actual | Approximate | Certified Historic |
| | Renovated Since | To Be Built | Under Construction |
| | Unknown / Mixed | Fnshd Never Occpd | |

Additional Information (Required Fields)

Waterfront? Yes No

Beach Nearby? Yes No

Garage Spaces

Parking Spaces

Fireplaces

Basement? Yes No

Heating

| | | | |
|---------------------|----------------|------------------|---------------|
| Central Heat | Forced Air | Hot Wtr BB | Electric BB |
| Hot Water Radiators | Steam | Heat Pump | Oil |
| Gas | Electric | Wood | Common |
| Individual | Unit Control | Wall Unit | Fan Coil |
| Extra Flue | None | Hydro Air | Geotherm. Hat |
| Active Solar | Grnd Heat Pump | Hydronic Radiant | Passive Solar |
| Wind | Floor Furnace | Hot Air Grvty | Humidifier |
| Propane | Space Heater | Radiant | Other |

Heat Zones

Cooling Zones

Cooling

| | | | |
|----------------|----------------|------------------|-----------------|
| Central Air | Window AC | Wall AC | Heat Pump |
| 2 Units | 3 or More | Common | Individual |
| Unit Control | Fan Coil | None | Active Solar |
| Geotherm. Pump | High Seer Pump | SouthWndwOvrhngs | Passive Cooling |
| Swamp Cooler | Wind | Other | |

Water Utilities

| | | |
|-----------------|----------------|------------------|
| City/Town Water | Community Well | Individual Meter |
| Individual Well | Private Water | Rain Water |
| Shared Well | Other | |

Sewer Utilities

| | |
|------------------|--------------------------|
| City/Town Water | Inspection Req. for Sale |
| Private Sewerage | Pumice Wick |
| Rock / Reed | Other |

Lead Paint (Max. of 2)

| | | |
|---------|------|-------------------|
| Yes | None | Certified Treated |
| Unknown | | |

Seller Disclosure Declaration?

Yes No

Total Rooms

Full Baths

Bedrooms

Half Baths

-- This concludes the Required Fields sections. --
You may skip to the Listing Options section to add Public Remarks and submit the form.

Further details may be added using the optional fields which follow.

Additional Information (Not Required)

| | | | |
|-----------------------|---------------|-------------|-----------------|
| Unit Placement | Below Grade | Street | Upper |
| | Top/Penthouse | End | Middle |
| | Corner | Front | Back |
| | Ground | Lower Level | PartialBlwGrade |
| | Walkout | Courtyard | Garden |

| | | | |
|--|-------|--------------------------------------|-------|
| Complex, # Units Owner Occupied | _____ | # Units Owner Occupied Source | _____ |
|--|-------|--------------------------------------|-------|

| | | | |
|--------------------------|-----|---------------------------|-----|
| Complex Complete? | Yes | Year Round Living? | Yes |
| | No | | No |

| | |
|------------------|-----|
| Elevator? | Yes |
| | No |

| | |
|------------------------------|-----|
| Optional Service Fee? | Yes |
| | No |

| | | | |
|-------------------|---------------|-------------------|--------------------|
| Management | Prof-On Site | Prof-Off Site | DeveloperCntrl |
| | Owner Assoc | DeveloperAdvBoard | Resident Superint. |
| | No Management | Other | |

| | | | |
|---------------------|-----------------|---------|-----------------|
| Restrictions | Adult Community | Rentals | RV/Boat/Trailer |
| | Other | | |

| | | | |
|----------------------|-------------------|--------------------|-------------|
| Docs. In Hand | Master Deed | Unit Deed | Rules&Regs |
| | Master Plan | Mgmt Bylaws | Floor Plans |
| | Financial Stmtnts | Cert. of Insurance | Other |

| | | | |
|-------------------------|----|---------|-------------|
| Green Certified? | | | |
| Yes | No | Unknown | Unspecified |

| | | | |
|-----------------------------------|-------|----------------------|-------|
| Approx. Lot Size (sq. ft.) | _____ | Approx. Acres | _____ |
|-----------------------------------|-------|----------------------|-------|

| | | | |
|-----------------------|-------------------|---------------|-------------------|
| Area Amenities | | | |
| Public Transport. | Shopping | Swimming Pool | Tennis Court |
| Park | Walk / Jog Trails | Stables | Golf Course |
| Medical Facility | Laundromat | Bike Path | Conserv. Area |
| Highway Access | House of Worship | Marina | Private School |
| Public School | T-Station | University | Other (See Rmrks) |

| | | | |
|--------------------|----|---------|-------------|
| Water View? | | | |
| Yes | No | Unknown | Unspecified |

Facing Direction

| | | |
|----------------------|-------------------------|----|
| Pets Allowed? | Yes | No |
| | Yes - With Restrictions | |

| | |
|--------------------------|-----|
| Association Pool? | Yes |
| | No |

| | | | |
|-----------------------------|---------------|------------|---------|
| Association Security | | | |
| Fenced | Intercom | TV Monitor | Doorman |
| Private Guard | Security Gate | Concierge | Other |

Construction

| | | | |
|-------------------|------------|----------------|-----------------|
| Frame | Brick | Stone/Concrete | Block |
| Log | Modular | Post&Beam | Adobe |
| Aer.Auto.Concrete | Barnboard | Cob | Conv. (2x4-2x6) |
| Cork | Earthship | Other/Hybrid | Rammed Earth |
| Reuse / Exchange | Straw Bale | Timber Frame | Vertical Siding |
| Cement Board | Other | | |

Roof Material

| | | | |
|---------------------|------------------|-------------------|----------------------|
| Asphlt /FbrGlsShngl | Wood Shingle | Tile | Slate |
| Tar & Gravel | Shake | Rubber | Metal |
| Asphlt/Composition | Clay | Living | Metal (Recycled) |
| Radiant Barriers | TemeCoatedStains | Vegetation/Garden | Reflective-EnrgyStar |
| Other | | | |

Exterior

| | | | |
|-----------|----------|----------|----------|
| Clapboard | Shingle | Wood | Aluminum |
| Vinyl | Asbestos | Masonite | Log |
| Brick | Stone | Shake | Stucco |
| Redwood | Other | | |

Exterior Features

| | | | |
|--------------------|---------------------|------------------|--------------------|
| Porch | Porch - Enclosed | Porch - Screened | Deck |
| Deck - Roof | Deck - Wood | Deck - Vinyl | Deck - Composite |
| Deck-AccessRights | Deck-Roof&Access | Patio | Patio - Enclosed |
| Covered Patio/Deck | Balcony | Hot Tub / Spa | Storage Shed |
| DecorativeLighting | Barn / Stable | City View(s) | Fenced Yard |
| Fruit Trees | Garden Area | Gazebo | IntegPestMgmt |
| Invisible Fence | Kennel | Outdoor Shower | SlrPwrAreaLighting |
| WtrConservLandscp | Paddock | Screens | Satellite Dish |
| CisternWtrStorage | ET Irrig Controller | Greenhouse | Gutters |
| Horses Permitted | ProfLandscaping | Sprinkler System | Stone Wall |
| Tennis Court(s) | Other | | |

Outdoor Space

| | | |
|---------------|--------------|----|
| Yes - Private | Yes - Common | No |
|---------------|--------------|----|

Handicap Access / Features?

| | |
|-----|----|
| Yes | No |
|-----|----|

Garage Description

| | | |
|-----------|------------------|------------|
| Attached | Detached | Under |
| Carport | Garage Dr Opener | Heated |
| Storage | Work Area | Deeded |
| Assigned | Common | Side Entry |
| Insulated | Carriage Shed | Barn |

Parking Features

| | | |
|------------------|----------------|------------------|
| Off-Street | Rented | Tandem |
| On Street Permit | Assigned | Deeded |
| Common | Guest | AvbleForPurchase |
| ImprovedDrvwy | Stone / Gravel | Paved Driveway |
| Unpaved Driveway | Leased | None |

| | | | | |
|----------------------------|-------------------------|-------------------------|--------------------|----------|
| Hot Water System | Oil | Natural Gas | Electric | |
| | Propane | Solar | Tank | |
| | Tankless | Separate Booster | Leased Heater | |
| | Other | | | |
| Electrical System | 110 Volts | 220 Volts | Fuses | |
| | Circuit Breakers | 60 Amps / Less | 100 Amps | |
| | 150 Amps | 200 Amps | Knob & Tube | |
| | Other | | | |
| Sewerage District | | | | |
| <hr/> | | | | |
| Insulation | | | | |
| Full | Partial | Fiberglass | Loose | |
| Blown In | Styrofoam | Mixed | Unknown | |
| None | Asbestos | Cellulose-Fiber | Cellulose-Sprayed | |
| Fiberglass - Batts | Fiberglass - Loose | Fiberglass - Rigid | Foam | |
| Mica Chips | Mineral Board | Mineral Fiber | Mineral Wool | |
| Polystyrene EPS | Polyiso. Board | Policynene Foam | Polyureth. Foam | |
| Polystyrene XPS | Spray Foam | Soy Spray Foam | UFFI Foam | |
| Other | | | | |
| Energy Features | InsulatedWndws | Storm Windows | Insulated Doors | |
| | Storm Doors | Attic Vent Elec. | Solar Features | |
| | Partial | PrgmThermostat | Backup Generator | |
| | Other | | | |
| Flooring | Wood | Plywood | Tile | |
| | Vinyl | Wall-Wall Carpet | Concrete | |
| | Laminate | Marble | Bamboo | |
| | Eucalyptus | Hardwood | Particle Board | |
| | Pine | Recycled Wood | Stone / Slate | |
| | Vinyl / VTC | Wood Laminate | Parquet | |
| | Other | | | |
| Utility Connections | for Gas Range | for Electric Range | for Gas Oven | |
| | for Electric Oven | for Gas Dryer | for Electric Dryer | |
| | Washer Hookup | Icemaker Connect. | | |
| Interior Features | Central Vacuum | Security System | | |
| | Cable Available | Sauna / Steam / Hot Tub | | |
| | Wetbar | Intercom | | |
| | Walk-up Attic | Whole House Fan | | |
| | Finish - Cement Plaster | Finish -Earthen Plaster | | |
| | Finish - Sheetrock | French Doors | | |
| | Indoor Pool | Laundry Chute | | |
| | Other | | | |
| | Laundry Features | Common | In Unit | Off Site |
| | | In-Building | | |

Appliances

| | | | |
|------------------|-----------------|-------------------|---------------------|
| Range | Wall Oven | Dishwasher | Disposal |
| Compactor | Microwave | Indoor Grill | Cntrtop Range |
| Refrigerator | Freezer | Washer | Dryer |
| Wtr Treatment | None | Refrig-ENRGY STAR | Refrig-Wine Storage |
| Dryer-ENRGY STAR | Dishwr-ENRGYSTR | Washer-ENRGYSTR | Freezer-Upright |
| Wshr/DryerCombo | Vacuum System | VacumSys-Roughin | Vent Hood |
| Water Softener | Cooktp-ENRGYSTR | Range-ENRGYSTR | Water Instant Hot |
| Rngetp-ENRGYSTR | Oven-ENRGYSTAR | Other | |

Master Bathroom?

Yes No

Adult Community (55+ or similar)?

Yes No

Terms

| | | |
|-------------------------|----------------------|-------------------|
| Seller Will Participate | Assumable | Lease Option |
| Lease Back | Contract for Deed | Delayed Occupancy |
| Timeshare | Lender Approval Req. | FHA Approved |
| Estate Sale | | |

Room Dimensions / Features (Not Required)

Dimensions - Enter the length and width of each room. Example: Living Room: 20x12

Features - Use Room Feature Codes from the chart below.

Living Room Dimensions

Living Room Level

Living Room Features

Dining Room Dimensions

Dining Room Level

Dining Room Description

Family Room

FamilyRm

FamilyRm

Kitchen

Kitchen

Kitchen

Master Bedroom

MasterBed

MasterBed

2nd Bedroom

2ndBed

2ndBed

3rd Bedroom

3rdBed

3rdBed

4th Bedroom

4thBed

4thBed

Laundry Room

Laundry

Laundry

Note: For "Other" rooms, include Other Room Names code from the chart below in the Features column.

Other 1

Other 1

Other 1 Description

Other 2

Other 2

Other 2 Description

Other 3

Other 3

Other 3 Description

Room Feature Codes (This is a list of all the room features available. These features are room-type specific.)

| | | | |
|---------------------------------------|-------------------------------------|---------------------------------|---------------------------------|
| A-Bathroom - Full | V-Closet | X-French Doors | 39-Dryer Hookup - Electric |
| B-Bathroom - Half | W-Closet/Cabinets - Custom Build | Y-Handicap Accessible | 40-Dryer Hookup - Gas |
| 12-Bathroom - 1/4 | K-Flooring - Hardwood | Z-Handicap Equipped | 41-Exterior Access |
| 13-Bathroom - 3/4 | L-Flooring - Stone/Ceramic Tile | 2-Main Level | 42-High Speed Internet Hookup |
| 14-Bathroom - Double Vanity/Sink | M-Flooring - Wall to Wall Carpet | 5-Kitchen Island | 43-Laundry Chute |
| 19-Bathroom - Tiled With Shower Stall | 1-Flooring - Laminate | 6-Jacuzzi/Whirlpool Soaking Tub | 44-Open Floor Plan |
| 20-Bathroom - Tiled with Tub | 3-Flooring - Marble | 8-Wet Bar | 45-Paints & Finishes - Low VOC |
| 21-Bathroom - Tiled with Tub & Shower | 7-Flooring - Vinyl | 10-Attic Access | 46-Paints & Finishes - Zero VOC |
| 22-Bathroom - with Shower Stall | 9-Flooring - Wood | 15-Bidet | 47-Recessed Lighting |
| 23-Bathroom - with Tub | N-Window(s) - Bay/Bow/Box | 16-Low Flow Toilet | 48-Remodeled |
| 24-Bathroom - with Tub & Shower | 4-Window(s) - Picture | 17-Enclosed Shower - Fiberglass | 49-Second Dishwasher |
| C-Fireplace | 58-Window(s) - Stained Glass | 18-Enclosed Shower - Plastic | 50-Slider |
| D-Wood/Coal/Pellet Stove | O-Dining Area | 25-Breakfast Bar/Nook | 51-Stainless Steel Appliances |
| E-Skylight | P-Balcony/Deck | 26-Cabinets - Upgraded | 52-Steam/Sauna |
| F-Ceiling - Cathedral | Q-Balcony - Interior | 27-Cable Hookup | 53-Pot Filler Faucet |
| G-Ceiling Fan(s) | 11-Balcony - Exterior | 30-Chair Rail | 54-Sunken |
| 28-Ceiling - Beamed | R-Hot Tub/Spa | 34-Country Kitchen | 55-Wainscoting |
| 29-Ceiling - Coffered | T-Pantry | 35-Deck - Exterior | 56-Walk-in Storage |
| H-Closet - Linen | U-Countertops - Stone/Granite/Solid | 36-Double Vanity | 57-Washer Hookup |
| I-Closet - Walk-in | 32-Countertops - Paper Based | 37-Dressing Room | 59-Wine Chiller |
| J-Closet - Cedar | 33-Countertops - Upgraded | 38-Dryer Hookup - Dual | |

Other Room Names 3-Letter Codes

| | | | | | |
|-------------------------|-------------------|--------------------------------|------------------------------|---------------------------|-----------------|
| 1QB-1/4 Bath | CHL-Center Hall | GRM-Game Room | KIT-Kitchen | MUD-Mud Room | STU-Study |
| 3QB-3/4 Bath | DEN-Den | GRT-Great Room | LAW-Inlaw Apt. | NUR-Nursery | SUN-Sunroom |
| APT-Accessory Apartment | EHL-Entry Hall | GRH-Green House | LDC-Living/Dining Room Combo | OFC-Office | VES-Vestibule |
| BTH-Bathroom | EXC-Exercise Room | HLP-Live-in Help Quarters | LIB-Library | PLY-Play Room | WIN-Wine Cellar |
| BED-Bedroom | FOY-Foyer | HMO-Home Office | LOF-Loft | SIT-Sitting Room | WRK-Workshop |
| BON-Bonus Room | GAL-Gallery | HMS-Home Office-Separate Entry | MED-Media Room | SMB-Second Master Bedroom | OTH-Other |

Listing Options

Showing Remarks: Limited Service Listing - Please contact seller directly at (phone number) for all inquiries.

Addnl Showing Instructions

24 Hr Notice

Call Tenant

Lock Box

Accompnd Shwns

Appt Required

Pets Present

Public Remarks: (1,000 characters max., including punctuation and spaces).

Exclusions

Upload Photos

This section is for use with the online form only. Alternatively, e-mail photos as attachments to djdemers1@gmail.com prior to activation of your listing.

Office Information

Listing Agent: Dan Demers

Listing Office: SellYourHomeServices.com

Cell: 774-265-0879

Office: 877-893-6566

MLS ID: BB923679

MA License: 009520103

By submitting this form, Owner(s) have verified the noted information and warrant(s) it to be accurate to the best of his / her (their) knowledge.

Upon submitting this form, you will be directed to the next step in the process.