

# Multi-Family Property Information Form

for Massachusetts Listings (MLSPIN)

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## 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](mailto: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 \_\_\_\_\_

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## Property Listing Information

Listing Start Date \_\_\_\_\_

List Price \_\_\_\_\_

Street Address \_\_\_\_\_

Unit \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Subdivision /  
Neighborhood  
Area \_\_\_\_\_

**Grade School** \_\_\_\_\_  
**High School** \_\_\_\_\_  
**Driving Directions**  
\_\_\_\_\_

**Middle School** \_\_\_\_\_

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

**Annual Taxes** \_\_\_\_\_  
**County Assessed Value** \_\_\_\_\_  
**Present Zoning** \_\_\_\_\_  
**Page** \_\_\_\_\_  
**Tax ID Number** \_\_\_\_\_

**Tax Year** \_\_\_\_\_  
**Book** \_\_\_\_\_

<b>Type of Multi-Family</b>	2-Family	2Fam-Side by Side	2Fam-Up / Down
	2Fam-RoomingHse	3-Family	3Fam-Side by Side
	3Fam-Up / Down	3Fam-RoomingHse	4-Family
	4Fam- Side by Side	4Fam - Up / Down	4Fam-RoomingHse
	5+Fam-Side by Side	5+Fam-Up/Down	5+Fam-Rooming
	5-9 Family	Duplex	

**# Units** \_\_\_\_\_ **Total Rooms** \_\_\_\_\_

**Total Bedrms** \_\_\_\_\_

**Total Full Baths** \_\_\_\_\_ **Total Half Baths** \_\_\_\_\_

**# Garage Stalls** \_\_\_\_\_

**# Parking Spaces** \_\_\_\_\_ **# Fireplaces** \_\_\_\_\_

**Total Monthly Rent** \_\_\_\_\_

**# Floors** \_\_\_\_\_ **# Heat Units** \_\_\_\_\_

**# Heat Zones** \_\_\_\_\_

**# Cooling Zones** \_\_\_\_\_ **# Cooling Units** \_\_\_\_\_

**Year Built** \_\_\_\_\_

**Year Built Source** Appraiser  
Owner Builder  
Public Record

**Year Built Description** Actual Approx. Certified Historic  
Renovated Since To Be Built Under Construction  
Unknown / Mixed Fnshtd Never Occpd

**Living Area** \_\_\_\_\_ **Sq. Ft. Includes Finished Basement?** Yes  
No

**Living Area Disclosures** \_\_\_\_\_

<b>Living Area Source</b>	Appraiser Public Record	Measured Other	Owner
<b>Approx Lot Size (sq. ft.)</b>	_____	<b>Approx. Acres</b>	_____
<b>Street Frontage</b>	_____		
<b>Lot Description</b>	Corner Easements GolfCourseFrontage Flood Plain Cleared Fill Needed Marsh Scenic Views	Wooded UndrgrdStrgeTank Addnl Land Avail. Shared Drive Farmland Gentle Slope Sloping Other (see Rmrks)	Paved Drive Stream Zero Lot Line City View(s) Fenced / Enclosed Level Steep Slope

## Unit Descriptions

### Unit 1

<b># Rooms</b>	_____	<b># Bedrooms</b>	_____
<b># Full Baths</b>	_____		
<b># Half Baths</b>	_____	<b># Fireplaces</b>	_____
<b># Levels in Unit</b>	_____		
<b>Unit Floor Level</b>	_____	<b>Monthly Rent</b>	_____
<b>Lease?</b>	Yes	No	

### Unit 2

<b># Rooms</b>	_____	<b># Bedrooms</b>	_____
<b># Full Baths</b>	_____		
<b># Half Baths</b>	_____	<b># Fireplaces</b>	_____
<b># Levels in Unit</b>	_____		
<b>Unit Floor Level</b>	_____	<b>Monthly Rent</b>	_____
<b>Lease?</b>	Yes	No	

### Unit 3

<b># Rooms</b>	_____	<b># Bedrooms</b>	_____
<b># Full Baths</b>	_____		
<b># Half Baths</b>	_____	<b># Fireplaces</b>	_____
<b># Levels in Unit</b>	_____		
<b>Unit Floor Level</b>	_____	<b>Monthly Rent</b>	_____
<b>Lease?</b>	Yes	No	

### Unit 4

<b># Rooms</b>	_____	<b># Bedrooms</b>	_____
<b># Full Baths</b>	_____		
<b># Half Baths</b>	_____	<b># Fireplaces</b>	_____
<b># Levels in Unit</b>	_____		
<b>Unit Floor Level</b>	_____	<b>Monthly Rent</b>	_____
<b>Lease?</b>	Yes	No	

**Unit 5**

<b># Rooms</b>	_____	<b># Bedrooms</b>	_____
<b># Full Baths</b>	_____		
<b># Half Baths</b>	_____	<b># Fireplaces</b>	_____
<b># Levels in Unit</b>	_____		
<b>Unit Floor Level</b>	_____	<b>Monthly Rent</b>	_____
<b>Lease?</b>	Yes	No	

**Additional Information (Required Fields)**

<b>Annual Property Operating Data?</b>	Yes	No	
<b>Waterfront?</b>	Yes	No	
<b>Beach Nearby?</b>	Yes	No	
<b>Foundation Description</b>	Poured Concrete Brick Irregular	Concrete Block Granite Other (see Rmrks)	Fieldstone Slab
<b>Basement?</b>	Yes	No	
<b>Water Utilities</b>	City/Town Water Private Water	Community Well Shared Well	Individual Meter Other
<b>Sewer Utilities</b>	City/Town Water Private Sewerage	Inspection Req. for Sale Other	
<b>Lead Paint (Max. of 2)</b>	Yes Unknown	None	Certified Treated
<b>Seller Disclosure Declaration?</b>	Yes	No	

-- 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.

**Common Areas (not required)**

Note: The following 5 fields refer only to common areas.

## Rooms

Living Room	Dining Room	Kitchen
Family Room	Laundry	Liv/DiningCombo
Loft	Mudroom	Office / Den
Sunroom	Other	

## Appliances

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

## Interior Features

Ceiling Fans	Security System	Floored Attic
Walk-up Attic	Heated Attic	Cable Available
Handicap Equipped	Pantry	Cath/Vault Ceilings
LeadCertAvailable	Storage	Rabbit Run
Square	Studio	Philadelphia
Balcony / Deck	Cedar Closet	Central Vacuum
Tile Floor	Crown Molding	Fireplace-Wood
Fireplace-Electric	Fireplace-Gas	Fireplace-Propane
Stone/GranCounter	Hardwood Floors	High Speed Internet
Jacuzi/WhirlpoolTub	Picture Window	Upgraded Cabinets
Upgraded Counters	Wood Flooring	Walk-in Closet
Bathroom w/Shower	Bathroom w/ Tub	Bthrm-Tub&Shower
Box/Bay/BowWindow	Country Kitchen	Intercom
Open Floor Plan	PrgmablThermstat	Remodeled
Skylight	Slider	Wall-to-Wall Carpet
Stone/Cer/Tile Floor	StainGlassWindows	Other

## Heat

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
GeothrmHeatPump	Hydro Air	Active Solar
GrndSrceHeatPump	Hydronic Radiant	Passive Solar
Wind	Floor Furnace	Hot Air Grvty
Humidifier	Propane	Space Heater
Radiant	Other	

<b>Cooling</b>	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	Passive Cooling
	Swamp Cooler	Wind	Other

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## Additional Information (Not Required)

<b>Area Amenities</b>	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
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## Facing Direction

## 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	TemeCoatedStainls	Vegetation/Garden
Reflective-EnrgyStar	Other	

## Exterior

Clapboard	Shingle	Wood	Aluminum
Vinyl	Asbestos	Masonite	Log
Brick	Stone	Shake	Stucco
Varies / Unit	Redwood	Other	

## Exterior Color

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## Exterior Features

Porch	Porch - Enclosed	Porch - Screened	Deck
Deck - Roof	Deck - Wood	Deck - Vinyl	Deck - Composite
Patio	Patio - Enclosed	Covered Patio/Deck	Balcony
Pool - Inground	Pool - Above Ground	Pool-AboveHeated	Pool-IngrndHeated
Cabana	Tennis Court(s)	Gutters	Hot Tub / Spa
Storage Shed	Barn / Stable	Paddock	Greenhouse
ProfLandscaping	Sprinkler System	DecorativeLighting	Screens
Fenced Yard	Satellite Dish	Varies per Unit	Gazebo
City View(s)	IntegPestMgmt	WtrConservLandscp	Fruit Trees
Garden Area	Invisible Fence	Kennel	Outdoor Shower
SlrPwrAreaLighting	Stone Wall	CisternWtrStorage	ET Irrig Controller
Other			

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## Foundation Size

### Parking Features

Off-Street	Rented	Tandem
On Street Permit	Assigned	Common
Guest	Deeded	AvbleForPurchase
ImprovedDrvwy	Stone / Gravel	Paved Driveway
Unpaved Driveway	Other	

### Road Type

Public	Private	Paved
Unpaved	PublicMaintained	Priv Maintained
Cul-de-Sac	Dead End	Sidewalk
Paper Road		

### Hot Water System

Oil	Natural Gas	Electric
Propane	Solar	Tank
Tankless	Separate Booster	Leased Heater
Varies per Unit	SolarWaterHeating	Other

### Electrical System

110 Volts	220 Volts	Fuses
Circuit Breakers	60 Amps / Less	100 Amps
150 Amps	200 Amps	Common
Individually Metered	Varies per Unit	Knob & Tube
Other		

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## Sewerage District

### Energy Features

InsulatedWndws	Storm Windows	Insulated Doors
Storm Doors	Attic Vent Elec.	Solar Features
Partial	PrgmThermostat	Varies per Unit
Other		

### Flooring

Wood	Plywood	Tile
Vinyl	Wall-Wall Carpet	Concrete
Varies per Unit	Laminate	Marble
Bamboo	Eucalyptus	Hardwood
Particle Board	Pine	Recycled Wood
Stone / Slate	Vinyl / VTC	Wood Laminate
Parquet	Other	

<b>Utility Connections</b>	for Gas Range	for Electric Range	for Gas Oven
	for Electric Oven	for Gas Dryer	for Electric Dryer
	Washer Hookup	Icemaker Connect.	Varies per Unit
<b>Master Bathroom?</b>	Yes		
	No		
<b>Year Round? (not seasonal)</b>	Yes	No	
<b>Green Certified?</b>	Yes		
	No		
<b>Adult Community (55+ or similar)?</b>	Yes	No	
<b>Terms</b>	Seller Will Participate	Assumable	Lease Option
	Lease Back	Contract for Deed	Delayed Occupancy
	Lender Approval Req.	Estate Sale	Other (See Remarks)

### Unit Features (Not Required)

Enter the corresponding letter / number codes from the chart below. Example: (Rooms: A, E, G)

#### Rooms

<b>Unit 1</b>	_____	<b>Unit 2</b>	_____
<b>Unit 3</b>	_____		
<b>Unit 4</b>	_____	<b>Unit 5</b>	_____

Rooms					
A- Living Room	C- Kitchen	E- Laundry	H- Loft	J- Office/Den	F- Other (See Remarks)
B- Dining Room	D- Family Room	G- Living Room/Dining Room Combo	I- Mudroom	K- Sunroom	

#### Appliances

<b>Unit 1</b>	_____	<b>Unit 2</b>	_____
<b>Unit 3</b>	_____		
<b>Unit 4</b>	_____	<b>Unit 5</b>	_____

Appliances				
A- Range	H- Countertop Range	O- None	U- Freezer - Upright	1- Cooktop - ENERGY STAR
B- Wall Oven	I- Refrigerator	P- Refrigerator - ENERGY STAR	V- Washer/Dryer Combo	2- Range - ENERGY STAR
C- Dishwasher	J- Freezer	Q- Refrigerator - Wine Storage	W- Vacuum System	3- Water Instant Hot
D- Disposal	K- Washer	R- Dryer - ENERGY STAR	X- Vacuum System - Rough in	4- Rangenop - ENERGY STAR
E- Compactor	L- Dryer	S- Dishwasher - ENERGY STAR	Y- Vent Hood	5- Oven - ENERGY STAR
F- Microwave	M- Water Treatment	T- Washer - ENERGY STAR	Z- Water Softener	N- Other (See Remarks)
G- Indoor Grill				

#### Interior Features

<b>Unit 1</b>	_____	<b>Unit 2</b>	_____
<b>Unit 3</b>	_____		
<b>Unit 4</b>	_____	<b>Unit 5</b>	_____



**Interior Features**

A- Ceiling Fans	K- Storage	W- Fireplace - Wood Burning	7- Upgraded Countertops	16- Open Floor Plan
B- Security System	L- Rabbit Run	X- Fireplace - Electric	8- Wood Flooring	17- Programmable Thermostat
C- Floored Attic	M- Square	Y- Fireplace - Natural Gas	9- Walk-in Closet	18- Remodeled
D- Walk-up Attic	N- Studio	Z- Fireplace - Propane Gas	10- Bathroom with Shower Stall	19- Skylight
E- Heated Attic	O- Philadelphia	1- Stone/Granite/Solid Counters	11- Bathroom with Tub	20- Slider
F- Cable TV Available	Q- Balcony/Deck	2- Hardwood Floors	12- Bathroom with Tub & Shower	21- Wall to Wall Carpet
G- Handicapped Equipped	R- Cedar Closet	3- High Speed Internet Hookup	13- Box/Bay/Bow Window(s)	22- Stone/Ceramic Tile Floor
H- Pantry	S- Central Vacuum	4- Jacuzzi/Whirlpool Soaking Tub	14- Country Kitchen	23- Stained Glass Window(s)
I- Cathedral/Vaulted Ceilings	T- Tile Floor	5- Picture Window	15- Intercom	P- Other (See Remarks)
J- Lead Certification Available	U- Crown Molding	6- Upgraded Cabinets		

**Rent Includes****Unit 1**

\_\_\_\_\_

**Unit 2**

\_\_\_\_\_

**Unit 3**

\_\_\_\_\_

**Unit 4**

\_\_\_\_\_

**Unit 5**

\_\_\_\_\_

**Rent Includes**

A- Heat	B- Electric	C- Gas	D- Water	E- Hot Water	G- None	F- Other (See Remarks)
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**Heat****Unit 1**

\_\_\_\_\_

**Unit 2**

\_\_\_\_\_

**Unit 3**

\_\_\_\_\_

**Unit 4**

\_\_\_\_\_

**Unit 5**

\_\_\_\_\_

**Heat**

A- Central Heat	G- Heat Pump	M- Individual	S- None	Y- Hydronic Floor Heat (Radiant)	4- Humidifier
B- Forced Air	H- Oil	N- Unit Control	T- Geothermal Heat Pump	Z- Passive Solar	5- Propane
C- Hot Water Baseboard	I- Gas	O- Wall Unit	U- Hydro Air	1- Wind	6- Space Heater
D- Electric Baseboard	J- Electric	P- Fan Coil	W- Active Solar	2- Floor Furnace	7- Radiant
E- Hot Water Radiators	K- Wood	Q- Extra Flue	X- Ground Source Heat Pump	3- Hot Air Gravity	R- Other (See Remarks)
F- Steam	L- Common				

**Listing Options**

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

<b>Additional Showing Instructions</b>	24 Hr Notice	Call Tenant	Lock Box
	Accompnd Shwngs	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](mailto:djdemers1@gmail.com) prior to activation of your listing.

**Office Information**

Listing Agent: Dan Demers      Cell: 774-265-0879

Listing Office: [SellYourHomeServices.com](http://SellYourHomeServices.com)      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.*

*Form Revised 6/8/2015*