

# Multi-Family Profile Form



\*Required Fields

\*Transaction Type:  Sale

\*Property Type: Maximum 1 Choice  Barrier Free  Converted  Duplex  Five +  Quadplex  Tri-Plex  Unknown

\*County: \_\_\_\_\_ \*List Date: \_\_\_\_\_ \*Expiration Date: \_\_\_\_\_

\*Tax ID#: \_\_\_\_\_ \*Street #: \_\_\_\_\_ Street Dir: \_\_\_\_\_

\*Street Name: \_\_\_\_\_ Suffix: \_\_\_\_\_ Post Dir: \_\_\_\_\_

\*Post Office: \_\_\_\_\_ \*Zip Code : \_\_\_\_\_ - \_\_\_\_\_ (Last 4 not required)

\*Postal City: \_\_\_\_\_ \*State: \_\_\_\_\_ Side of Street: \_\_\_\_\_

\* City  Township  Village \*Municipality: \_\_\_\_\_

\*School District: \_\_\_\_\_ Subdivision: \_\_\_\_\_

\* North \* East  
 South \*of: \_\_\_\_\_  West \*of: \_\_\_\_\_

\*Directions (max 250 characters): \_\_\_\_\_

\*Legal Description (max 150 characters): \_\_\_\_\_

\*Summer Taxes: \_\_\_\_\_ \*Winter Taxes: \_\_\_\_\_ \*Homestead Exempt:  No  Yes

\*Special Assessment Amount: \_\_\_\_\_ \*Year Built: \_\_\_\_\_

\*Listing Agent: \_\_\_\_\_ Co-List Agent: \_\_\_\_\_

\*Contact Name: \_\_\_\_\_ Contact Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\*List Price: \_\_\_\_\_ \*Disclosures:  Exempt (HUD,etc.)  LBP-bl before 1978  Seller(s) Disclosure

\*Deposit/EMD: \_\_\_\_\_ \*Home Warranty Offered:  No  Yes \*Is This A Short Sale?:  No  Yes

\*Protection Period: \_\_\_\_\_ Are There Exclusions?: \_\_\_\_\_ Publish to Internet?:  No  Yes

**\*Listing Type**  
 Maximum 1 Choice  
 Exclusive Agency  
 Exclusive Right to Sell

**\*Level of Service**  
 Maximum 1 Choice  
 Full Service  
 Limited Service  
 MLS Entry Only

**\*Services Offered**  
 If Limited Service, Check at Least One  
 Accept/Present Offers  
 Advise on Offers  
 Arrange Appointments  
 Assist w/Counter Offers  
 Negotiate for Seller

**\*Possession**  
 Maximum 1 Choice  
 Close of Escrow  
 Close Plus 1 Day  
 Close Plus 2 Days  
 Close Plus 3 Days  
 Close plus 3 to 5 Days  
 Close Plus 30 Days  
 Negotiable  
 Rental Agreement  
 See Remarks  
 Seller Rent Back  
 Subject To Tenant Rights

**\*Access**  
 Maximum 1 choice  
 Appointment  
 Appointment/Key  
 Appointment/Lockbox  
 Key  
 Lockbox

**\*Ownership**  
 Maximum 1 choice  
 Bank Owned  
 Corporate/Relo  
 Fannie Mae/Freddie Mac  
 Government  
 Private

**Compensation**  
 Arrangement  
 Maximum 3 Choices  
 Bonus  
 Dual  
 Excluded Parties  
 Variable

**\*Terms Offered**  
 No Maximum  
 Assump-Lender App.  
 Auction  
 Cash  
 Conventional  
 Conv Blend RT  
 Co-Operative (Condo Only)  
 FHA  
 FHA 203K

Land Contract  
 MSHDA  
 New Construction  
 Pur. Money Mortgage  
 Rural Development  
 Simple Assumption  
 Trade/Exchange  
 VA

**Land Contract**  
 (Optional)  
 \$ \_\_\_\_\_  
 Down Payment  
 \_\_\_\_\_ %  
 Interest  
 \$ \_\_\_\_\_  
 Monthly Payment

Land Contract:  No  Yes

\*Trans. Coord.: \_\_\_\_\_ Amount (\$/%)

\*Buyer Agency: \_\_\_\_\_ Amount (\$/%)

\*Sub Agency: \_\_\_\_\_ Amount (\$/%)

Term (# of Months)

\*Approx. Total Square Feet: \_\_\_\_\_

\*# of Units: \_\_\_\_\_

\*Total # of Bedrooms: \_\_\_\_\_

**\*Source Building Sq Ft**

Maximum 1 Choice

- Appraiser
- Assessor
- Builder
- Estimated
- Other
- Owner
- Plans
- Public Records
- See Remarks

# of Units Occupied: \_\_\_\_\_

\*Total # of Full Baths: \_\_\_\_\_

# of Fireplaces: \_\_\_\_\_

\*Total # of Lavs: \_\_\_\_\_

**Unit 1:**

\_\_\_\_\_ Sq. Ft.  
 \_\_\_\_\_ # of Rooms  
 \_\_\_\_\_ # of Bedrooms  
 \_\_\_\_\_ # of Bathrooms  
 Rents For \$ \_\_\_\_\_

**Unit 2:**

\_\_\_\_\_ Sq. Ft.  
 \_\_\_\_\_ # of Rooms  
 \_\_\_\_\_ # of Bedrooms  
 \_\_\_\_\_ # of Bathrooms  
 Rents For \$ \_\_\_\_\_

**Unit 3:**

\_\_\_\_\_ Sq. Ft.  
 \_\_\_\_\_ # of Rooms  
 \_\_\_\_\_ # of Bedrooms  
 \_\_\_\_\_ # of Bathrooms  
 Rents For \$ \_\_\_\_\_

**Unit 4:**

\_\_\_\_\_ Sq. Ft.  
 \_\_\_\_\_ # of Rooms  
 \_\_\_\_\_ # of Bedrooms  
 \_\_\_\_\_ # of Bathrooms  
 Rents For \$ \_\_\_\_\_

**Electrical Paid By:**

- Landlord
- Tenant

**Water/Sewer Paid By:**

- Landlord
- Tenant

**Heat Paid By:**

- Landlord
- Tenant

**Parking:**

- Assigned
- Building
- Lot
- Street

**Insurance Expense:**

\_\_\_\_\_

**Maintenance Expense:**

\_\_\_\_\_

**Management Fee:**

\_\_\_\_\_

**Other Expense:**

\_\_\_\_\_

**Gross Income:**

\_\_\_\_\_

**Net Income:**

\_\_\_\_\_

\*Acreage: \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_

**\*Lot Size Source:**

Maximum 1 Choice

- Appraiser
- Assessor
- Builder
- Estimated
- Other
- Owner
- Plans
- Public Records
- See Remarks

\*Primary Frontage:  Golf  Road  Water

\*Primary Frontage Feet: \_\_\_\_\_

Secondary Frontage:  Golf  Road  Water

Secondary Frontage Feet: \_\_\_\_\_

Waterfront:  No  Yes

**Water Facilities**

Maximum 3 Choices

- Canal Frontage
- Creek
- Lake Frontage
- Lake/River Privileges
- Pond
- River Frontage

**Water Features**

No Maximum

- All Sports Lake
- Boat Facilities
- Deeded Access
- Dock Facilities
- No Wake Lake
- Private
- Sea Wall
- Swim Assoc.

**Site Description**

No Maximum

- 55+ Community
- Corner Lot
- Easement
- Golf Community
- Golf Frontage
- Hilly-Ravine
- Irregular
- Lake View
- Level
- Vacation Home
- Wetland/Swamp
- Wooded

**Body of Water Name**

**\*Building Style:**

Maximum 1 Choice

- Multi/Split
- One and One Half Story
- One Story
- Three or More Story
- Two Story

**\*Foundation:**

No Maximum

- Basement
- Crawl
- Michigan Basement
- Post and Piers
- Slab

**\*Water**

Maximum 2 Choices

- 3rd Party/Unknown
- Community
- Municipal Water
- Water At Street
- Well-Existing

**\*Sewer**

Maximum 2 Choices

- 3rd Party/Unknown
- Common Septic
- Septic-Existing
- Sewer At Street
- Sewer-Sanitary

**Lot Features:**

- Approx. See Rmks.
- Irr. See Rmks.
- Metes & Bounds
- See Attached Docs.
- Stake Survey at LO

**\*Foundation Material:**

No Maximum

- Block
- Brick
- Other
- Poured
- Stone
- Wood

**\*Road**

No Maximum

- Gravel
- Paved
- Private
- Public Sidewalk(s)
- Street Lights

\*Garage:  No  Yes

\*Garage Size: (# of Car)

\_\_\_\_\_

X

\_\_\_\_\_

**Garage Dimensions**

**Garage Features**

No Maximum

- 1 Assigned Space
- 2+ Assigned Spaces
- Attached
- Basement Access
- Carport
- Detached
- Direct Access
- Door Opener
- Electricity
- Heated
- Lift/Hoist
- Second Garage
- Side Entry Garage
- Workshop

**Interior Features**

No Maximum

- Air Cleaner
- Antenna
- Cable Available
- Carbon Monoxide Alarm(s)
- Central Vacuum
- Common Basement
- Common Entry
- Common Laundry
- Common Stairs
- Disabled Facilities
- Elevator/Lift
- Furnished
- Garden Tub
- High Speed Internet Available
- Humidifier
- Intercom
- Jetted Tub
- Other
- Pets Allowed
- Secured Entry
- Security Alarm Owned
- Security Alarm Rented
- Sound System
- Spa/Hot Tub
- Stand Alone Shower
- Sump Pump
- Water Softener Owned
- Water Softener Rented
- Wet Bar

**\*Heating**

Maximum 4 Choices

- Baseboard
- Forced Air
- Gravity
- Heat Pump
- Hot Water
- Other
- Radiant
- Shared Furnace
- Space Heater
- Steam
- Wall/Floor Furn.
- Zoned

**Water Heater**

Maximum 2 Choices

- Electric
- Geo Thermal
- Heat Pump
- LP gas
- Natural Gas
- Oil
- Propane
- Shared
- Solar
- Tankless

**Updates Last 15 Yrs:**

No Maximum

- Bathroom(s)
- Central Air
- Driveway
- Electrical
- Exterior Finish
- Finished Basement
- Floor Covering
- Furnace
- Interior Paint
- Kitchen
- Plumbing
- Roof
- Septic
- Shingles Only
- Water Heater
- Water Softener
- Well
- Well Pump
- Window(s)

**Roof Material**

No Maximum

- Asphalt
- Built-Up
- Cedar/Wood
- Composition
- Metal
- Other
- Rubber
- Slate
- Tile

**Cooling**

Maximum 4 Choices

- Attic Fan
- Ceiling Fan
- Ceiling Fans 2+
- Central Air
- Chiller Cooling System
- Evaporative Cooling
- Heat Pump
- Wall Unit
- Wall Units 2+
- Window Unit
- Window Units 2+

\*Basement:  No  Yes

**Basement Description:**

No Maximum

- 9ft + Ceilings
- Daylight
- Egress Windows
- Finished
- Interior Access Only
- Part Finished
- Rental Storage
- Rough Plumbed
- Storm Cellar
- Unfinished
- Walkout Access
- Walkup Access

**Exterior Features**

No Maximum

- Awning/Overhang(s)
- BBQ Grill
- Cabana
- Chimney Cap(s)
- Club House
- Disabled Access
- Dog on Premises
- Fenced
- Gate House
- Gazebo
- Gray Water System
- Grounds Maint.
- Gutter Guard System
- Outside Lights
- Permeable Paving
- Pool-Above Grd
- Pool-Common
- Pool-Inground
- Rain Barrel
- Satellite Dish
- Security Patrol
- Spa/Hot Tub
- Sprinkler
- Tennis Court

**\*Fuel Type**

Maximum 2 Choices

- Coal
- Electric
- Geo-Thermal
- Heat Pump
- LP Gas
- Natural Gas
- Oil
- Propane
- Solar
- Wood

**Porch Type**

No Maximum

- Balcony
- Breezeway
- Deck
- Patio
- Porch
- Porch-Covered
- Porch-Enclosed
- Terrace

**\*Exterior**

No Maximum

- Aluminum
- Asbestos
- Asphalt
- Block/Concrete/Masonry
- Brick
- Brick Siding
- Cedar
- Composition
- Log/Log Faced
- Other
- Stone
- Stucco/EIFS
- Vinyl
- Wood

**Barrier Free:**

No Maximum

- Curb Cut-Out(s)
- Curb Ramps
- Entrance Ramp(s)
- Grab Bars
- Handrails
- Levered Door Knobs
- Lowered Light Switch
- Ramps/Grade Lvl. Ent.
- Roll-In Shower
- Sinks Knee Clearance
- Tubs/Shower Seat
- Widened Doorways
- Widened Entries

**Marketing Remarks (max 1000 characters):**

**Agent Only Remarks (max 1000 characters):**

**“The profile sheet is an integral part of a legal contract. By signing below, I certify that a contract has been executed on the subject property authorizing dissemination to authorized MLS participants.”**

Signatures on File

Listing Office Name

X \_\_\_\_\_  
Agent's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

X \_\_\_\_\_  
Owner's Signature

X \_\_\_\_\_  
Owner's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date