

Submitted by	_____
Entered by	_____
Date Received	_____
Date Entered	_____
MLS #	_____
Listing Date	_____
Expiration Date	_____

# Keystone Multi-Family Profile Sheet

\***Bolded** Items are required

Property Information	
House #	City
Street Name	County
Unit #	State
Subdivision	Tax ID #

General											
<b>Sale/Rental</b>	<b>Status</b>					<b>Y</b>	<b>N</b>	<b>Basement</b>	<b>Y</b>	<b>N</b>	<b>Comparable</b>
<b>Sale</b>	<b>ACTIVE</b>	<b>CONTRACT</b>	<b>TEMPOFF</b>	<b>Y</b>	<b>N</b>			<b>HOA</b>	<b>Y</b>	<b>N</b>	<b>Vacation</b>
<b>Rental</b>	<b>CNTG/KO</b>	<b>EXPIRED</b>	<b>SOLD</b>	<b>Y</b>	<b>N</b>			<b>New</b>	<b>Y</b>	<b>N</b>	<b>Water Oriented</b>
<b>List Price/ Rental Price</b>	<b>CNTG/NO KO</b>	<b>WITHDRN</b>	<b>TEMPOFF</b>	<b>Y</b>	<b>N</b>			<b>Construction</b>	<b>Y</b>	<b>N</b>	<b>Value Range Price</b>
	Expiration Date	Street #	Street # Suffix		Street Name						
	Listing Date	Street Type				Street Direction					

### Cross Street (Ocean City Only)

Building - Features				
# of Buildings	# of Elevators	# of Fireplaces	# of Floors	# of Levels

Amenities					
<input type="checkbox"/> Attic-Access Only	<input type="checkbox"/> Corian Counters	<input type="checkbox"/> FP Heatilator	<input type="checkbox"/> MBA/Sep Tub	<input type="checkbox"/> Tag Items Excl	
<input type="checkbox"/> Attic-Floored	<input type="checkbox"/> Crown Molding	<input type="checkbox"/> FP Mantels	<input type="checkbox"/> MBR-BA Full	<input type="checkbox"/> Tub-2 + person	
<input type="checkbox"/> Attic-Stairs Fixed	<input type="checkbox"/> Double/Dual Staircase	<input type="checkbox"/> FP Screen	<input type="checkbox"/> MBR-BA Half	<input type="checkbox"/> Tub-Soaking	
<input type="checkbox"/> Attic-Stairs Pull Dwn	<input type="checkbox"/> Drapery Rods	<input type="checkbox"/> Furniture Conveys	<input type="checkbox"/> MBRs - Multiple	<input type="checkbox"/> W/W Carpeting	
<input type="checkbox"/> Attic-Walk-in	<input type="checkbox"/> Drapes/Curtains	<input type="checkbox"/> Granite Counters	<input type="checkbox"/> Other	<input type="checkbox"/> Walk-in Closet(s)	
<input type="checkbox"/> Auto Gar Dr Opn	<input type="checkbox"/> Dual Entry Bathroom	<input type="checkbox"/> Home Warranty	<input type="checkbox"/> Quarter-Baths	<input type="checkbox"/> Wshr/Dry Hookup	
<input type="checkbox"/> Bidet	<input type="checkbox"/> Elevator	<input type="checkbox"/> Indoor Pool	<input type="checkbox"/> Rough In BA	<input type="checkbox"/> Wd Stove Insert	
<input type="checkbox"/> Built-in Bookcases	<input type="checkbox"/> Entry Lvl BR	<input type="checkbox"/> Laundry Chute	<input type="checkbox"/> Sauna	<input type="checkbox"/> Wet Bar/Bar	
<input type="checkbox"/> Cedar Closet	<input type="checkbox"/> Fireplace Equip.	<input type="checkbox"/> Lwn Mwr/Trac	<input type="checkbox"/> Shades/Blinds	<input type="checkbox"/> Wood Floors	
<input type="checkbox"/> Ceramic Counter	<input type="checkbox"/> Flue for stove	<input type="checkbox"/> Master Walk-in Closet	<input type="checkbox"/> Steam Shower	<input type="checkbox"/> Wpool Jets	
<input type="checkbox"/> Chair Railing	<input type="checkbox"/> FP Glass Doors	<input type="checkbox"/> MBA/Sep Shr	<input type="checkbox"/> Sump Pump		

Appliances					
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Exhaust Fan	<input type="checkbox"/> Microwave	<input type="checkbox"/> Range Hood	<input type="checkbox"/> Washer-Front Loading	
<input type="checkbox"/> Cooktop-Down Draft	<input type="checkbox"/> Extra Refrg/Frz	<input type="checkbox"/> Other	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Water Conditioner	
<input type="checkbox"/> Cooktop	<input type="checkbox"/> Freezer	<input type="checkbox"/> Oven-Double	<input type="checkbox"/> Six Burner Stove	<input type="checkbox"/> Wtr Dispenser	
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Humidifier	<input type="checkbox"/> Oven-Self Cleaning	<input type="checkbox"/> Stove		
<input type="checkbox"/> Disposal	<input type="checkbox"/> Icemaker	<input type="checkbox"/> Oven-Wall	<input type="checkbox"/> Trash Compactor		
<input type="checkbox"/> Dryer	<input type="checkbox"/> Instant hot water	<input type="checkbox"/> Oven/Range-Elec	<input type="checkbox"/> Washer		
<input type="checkbox"/> Dryer-Front Loading	<input type="checkbox"/> Intercom	<input type="checkbox"/> Oven/Range-Gas	<input type="checkbox"/> Washer/Dryer Stacked		

Basement	Basement Entrance			
<b>Yes</b>	Areawy/Cel Exit	Connect Stair	None	Rear Entrance
<b>No</b>	Cellar Entrance	Front Entrance	Outside Entrance	Side Entrance

Basement Type				
<input type="checkbox"/> Cellar	<input type="checkbox"/> Daylight, Partial	<input type="checkbox"/> Improved	<input type="checkbox"/> Partially Finished	<input type="checkbox"/> Sub
<input type="checkbox"/> Combination	<input type="checkbox"/> English	<input type="checkbox"/> None	<input type="checkbox"/> Rear Entrance	<input type="checkbox"/> Unfinished
<input type="checkbox"/> Conn Strway	<input type="checkbox"/> Front Entrance	<input type="checkbox"/> Other	<input type="checkbox"/> Side Entrance	<input type="checkbox"/> Walkout Level
<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Full	<input type="checkbox"/> Outside Entrance	<input type="checkbox"/> Slab	<input type="checkbox"/> Walkout Stairs
<input type="checkbox"/> Daylight, Full	<input type="checkbox"/> Fully Finished	<input type="checkbox"/> Partial	<input type="checkbox"/> Space For Rooms	

Exterior Construction					
<input type="checkbox"/> Alum/Steel Siding	<input type="checkbox"/> Combination	<input type="checkbox"/> Hardiplank	<input type="checkbox"/> Precast Concrete	<input type="checkbox"/> T-1-11	
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Composition	<input type="checkbox"/> Log	<input type="checkbox"/> Shake	<input type="checkbox"/> Vinyl Siding	
<input type="checkbox"/> Brick	<input type="checkbox"/> Concrete/Block	<input type="checkbox"/> Log Siding	<input type="checkbox"/> Shingle	<input type="checkbox"/> Wood	
<input type="checkbox"/> Brick and Siding	<input type="checkbox"/> Dryvit	<input type="checkbox"/> Metal	<input type="checkbox"/> Stone		
<input type="checkbox"/> Brick Front	<input type="checkbox"/> Fiber Cement Siding	<input type="checkbox"/> Mod/Manuf	<input type="checkbox"/> Stucco		
<input type="checkbox"/> Cedar Siding	<input type="checkbox"/> Frame	<input type="checkbox"/> Other	<input type="checkbox"/> Synthetic Stucco		
Foundation					
<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Concrete Piers	<input type="checkbox"/> Concrete Slab	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Pilings	
			<input type="checkbox"/> Permanent	<input type="checkbox"/> Slab	
Y <input type="checkbox"/> N <input type="checkbox"/>	Furnished		Original Builder Name		Builder Name
Y <input type="checkbox"/> N <input type="checkbox"/>	New Construction				
Disability Access					
<input type="checkbox"/> 2+ Access Exits	<input type="checkbox"/> Doors-Lvr Handle	<input type="checkbox"/> Grab Bars Modify	<input type="checkbox"/> Lvl Entry-Main	<input type="checkbox"/> Sight Mod	
<input type="checkbox"/> 32" + wide doors	<input type="checkbox"/> Doors-Recede	<input type="checkbox"/> Hearing Mod	<input type="checkbox"/> None	<input type="checkbox"/> Thrshlds <5/8"	
<input type="checkbox"/> 36" + wide halls	<input type="checkbox"/> Doors-Swing In	<input type="checkbox"/> Kitchen Mod	<input type="checkbox"/> Other	<input type="checkbox"/> Vehicle Tran Area	
<input type="checkbox"/> 48" + Halls	<input type="checkbox"/> Elevator	<input type="checkbox"/> Low Bathroom Mirror	<input type="checkbox"/> Other Main Mod	<input type="checkbox"/> Wheelchair Hght Mailbox	
<input type="checkbox"/> >84' Garage Door	<input type="checkbox"/> Entry Slope <1'	<input type="checkbox"/> Low Closet Rods	<input type="checkbox"/> Ramp-Main Lvl	<input type="checkbox"/> Wheelchair Hght Shelves	
<input type="checkbox"/> Chairlift	<input type="checkbox"/> Flooring Mod	<input type="checkbox"/> Low Pile Carpeting	<input type="checkbox"/> Roll-in Shower	<input type="checkbox"/> Wheelchair Mod	
Property Condition					
<input type="checkbox"/> As-is condition	<input type="checkbox"/> Decorator Allow	<input type="checkbox"/> Rehab Potential	<input type="checkbox"/> Scope Project	<input type="checkbox"/> To Be Built	
<input type="checkbox"/> Building Winterized	<input type="checkbox"/> Fixer-Upper	<input type="checkbox"/> Renov/Remod	<input type="checkbox"/> Shell	<input type="checkbox"/> Under Construction	
<input type="checkbox"/> Converted Use	<input type="checkbox"/> Needs Work	<input type="checkbox"/> Restored	<input type="checkbox"/> Shows Well		
Roofing					
<input type="checkbox"/> Cedar/Shake	<input type="checkbox"/> Foam	<input type="checkbox"/> Rubber	<input type="checkbox"/> Shingle/Architect	<input type="checkbox"/> Tile	
<input type="checkbox"/> Composite	<input type="checkbox"/> Hip	<input type="checkbox"/> Shingle-Asbestos	<input type="checkbox"/> Shingle/F-Glass	<input type="checkbox"/> Unknown	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Metal	<input type="checkbox"/> Shingle-Asphalt	<input type="checkbox"/> Slag/Built-up		
<input type="checkbox"/> Copper	<input type="checkbox"/> Other	<input type="checkbox"/> Shingle-Wood	<input type="checkbox"/> Slate		
Dwelling Type					
<input type="checkbox"/> Attach/Row Hse	<input type="checkbox"/> Duplex	<input type="checkbox"/> House of Worship	<input type="checkbox"/> Patio Home	<input type="checkbox"/> Vacation Rental	
<input type="checkbox"/> Back-to-Back	<input type="checkbox"/> Dwelling w/ Rental	<input type="checkbox"/> Mid-Rise 5-8 Floors	<input type="checkbox"/> Penthouse		
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Garage/Park Space	<input type="checkbox"/> Mobile	<input type="checkbox"/> Semi-Detached		
<input type="checkbox"/> Detached	<input type="checkbox"/> Garden 1-4 Floors	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Townhouse		
<input type="checkbox"/> Double Wide	<input type="checkbox"/> Hi-Rise 9+ Floors	<input type="checkbox"/> Other	<input type="checkbox"/> Vacation Home		
Walls/Ceilings					
<input type="checkbox"/> 2 Story Ceilings	<input type="checkbox"/> Cathedral Ceilings	<input type="checkbox"/> Other	<input type="checkbox"/> Vaulted Ceilings	<input type="checkbox"/> Wood Walls	
<input type="checkbox"/> 9+ Ceilings	<input type="checkbox"/> Dry Wall	<input type="checkbox"/> Paneled Walls	<input type="checkbox"/> Vinyl		
<input type="checkbox"/> Beamed Ceilings	<input type="checkbox"/> Log Walls	<input type="checkbox"/> Plaster Walls	<input type="checkbox"/> Tray Ceilings		
<input type="checkbox"/> Brick	<input type="checkbox"/> Masonry	<input type="checkbox"/> Tray Ceilings	<input type="checkbox"/> Wood Ceilings		
Windows/Doors					
<input type="checkbox"/> Atrium Doors	<input type="checkbox"/> Double Pane Windows	<input type="checkbox"/> Other	<input type="checkbox"/> Skylight(s)	<input type="checkbox"/> Triple Pane Windows	
<input type="checkbox"/> Atrium Windows	<input type="checkbox"/> French Doors	<input type="checkbox"/> Palladian Windows	<input type="checkbox"/> Sliding Glass Dr	<input type="checkbox"/> Vinyl Clad	
<input type="checkbox"/> Bay/Bow Windows	<input type="checkbox"/> Insulated Door(s)	<input type="checkbox"/> Screens	<input type="checkbox"/> Storm Door(s)	<input type="checkbox"/> Wood Frame	
<input type="checkbox"/> Casement	<input type="checkbox"/> Insulated Windows	<input type="checkbox"/> Six Panel Doors	<input type="checkbox"/> Storm Windows		
Year Built		Year Converted		Year Renovated	
Building - Measurements					
House Dimensions : L			House Dimensions: W		
Building - Other Structures					
<input type="checkbox"/> Bank Barn	<input type="checkbox"/> Carriage House	<input type="checkbox"/> Guest House	<input type="checkbox"/> Office/Studio	<input type="checkbox"/> Shed Shop	
<input type="checkbox"/> Barn	<input type="checkbox"/> Cattle/Dairy Barn	<input type="checkbox"/> Horse Stable	<input type="checkbox"/> Other	<input type="checkbox"/> Storage Brn/Shed	
<input type="checkbox"/> Barn/Stable	<input type="checkbox"/> Center Aisle	<input type="checkbox"/> Indoor Arena	<input type="checkbox"/> Poultry House	<input type="checkbox"/> Tenant House	
<input type="checkbox"/> Belmont	<input type="checkbox"/> Corn Barn	<input type="checkbox"/> Loafing Shed	<input type="checkbox"/> Run-in Shed	<input type="checkbox"/> Tobacco Barn	
<input type="checkbox"/> Boat House	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Machine Shed	<input type="checkbox"/> Shed		
<input type="checkbox"/> Cabana/Pool House	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> None	<input type="checkbox"/> Shed Row		
Building - Unit					
# of Floors/Unit			Number of Units		

Building - Utilities					
<b>Cooling Fuel</b>					
<input type="checkbox"/> Bottled Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Geo-thermal	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> None	<input type="checkbox"/> Other
<b>Cooling System</b>					
<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Dehumidifier	<input type="checkbox"/> Other	<input type="checkbox"/> Window Unit(s)		
<input type="checkbox"/> Ceiling Fan(s)	<input type="checkbox"/> Heat Pump(s)	<input type="checkbox"/> Wall Unit	<input type="checkbox"/> Zoned		
<input type="checkbox"/> Central A/C	<input type="checkbox"/> None	<input type="checkbox"/> Whole House Fan			
<b>Heating Fuel</b>					
<input type="checkbox"/> Bottled Gas/Pro	<input type="checkbox"/> Electric	<input type="checkbox"/> Nat Gas Avail	<input type="checkbox"/> Oil	<input type="checkbox"/> Wood	
<input type="checkbox"/> Central	<input type="checkbox"/> Geo-thermal	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Other		
<input type="checkbox"/> Coal	<input type="checkbox"/> Kerosene	<input type="checkbox"/> None	<input type="checkbox"/> Solar		
<b>Heating System</b>					
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Radiant	<input type="checkbox"/> Space Heater	<input type="checkbox"/> Zoned	
<input type="checkbox"/> Electric Air Filter	<input type="checkbox"/> Humidifier	<input type="checkbox"/> Radiator	<input type="checkbox"/> Steam		
<input type="checkbox"/> Forced Air	<input type="checkbox"/> None	<input type="checkbox"/> S/W Changeover	<input type="checkbox"/> Wall Unit		
<input type="checkbox"/> Heat Pump(s)	<input type="checkbox"/> Other	<input type="checkbox"/> Solar Act/Pass	<input type="checkbox"/> Wood Burn Stove		
<b>Hot Water</b>					
<input type="checkbox"/> 60+ Gallon Tank	<input type="checkbox"/> Electric	<input type="checkbox"/> None	<input type="checkbox"/> S/W Changeover		
<input type="checkbox"/> Bottled Gas	<input type="checkbox"/> Multi-tank	<input type="checkbox"/> Oil	<input type="checkbox"/> Solar		
<input type="checkbox"/> Coal	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Other	<input type="checkbox"/> Wood		
<b>Metering</b>					
<input type="checkbox"/> All Common	<input type="checkbox"/> Electricity is sep	<input type="checkbox"/> Fully Separate	<input type="checkbox"/> Gas if Separate	<input type="checkbox"/> Heat is Common	
<input type="checkbox"/> Other					
<b>Sewer/Septic</b>					
<input type="checkbox"/> Applied for Permit	<input type="checkbox"/> Lateral/Tap Off Main	<input type="checkbox"/> Not Applied for Permit	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Septic Pump	
<input type="checkbox"/> Capping Fill	<input type="checkbox"/> Lateral/Tap On-Site	<input type="checkbox"/> Other	<input type="checkbox"/> Sept<# of BR	<input type="checkbox"/> Shared Septic	
<input type="checkbox"/> Cess Pool	<input type="checkbox"/> Low Pressure Pipe (LPP)	<input type="checkbox"/> Pressure Dose	<input type="checkbox"/> Sept=# of BR	<input type="checkbox"/> Site Evaluation on File	
<input type="checkbox"/> Gravity Sept Fld	<input type="checkbox"/> Mound System	<input type="checkbox"/> Public H/U Avail	<input type="checkbox"/> Sept># of BR	<input type="checkbox"/> W/I 50'	
<input type="checkbox"/> Holding Tank	<input type="checkbox"/> None	<input type="checkbox"/> Public Septic	<input type="checkbox"/> Septic		
<b>Water</b>					
<input type="checkbox"/> Conditioner	<input type="checkbox"/> None	<input type="checkbox"/> Public H/U Avail	<input type="checkbox"/> W/I 50'	<input type="checkbox"/> Wel Permit Not Applied	
<input type="checkbox"/> Filter	<input type="checkbox"/> Other	<input type="checkbox"/> Shared Spring	<input type="checkbox"/> Well	<input type="checkbox"/> Well-Shared	
<input type="checkbox"/> Holding Tank	<input type="checkbox"/> Public	<input type="checkbox"/> Spring	<input type="checkbox"/> Well Permit on File		
<input type="checkbox"/> Lateral Not Installed/Must Tap Off Main		<input type="checkbox"/> Tap Free	<input type="checkbox"/> Well Permit Applied For		
Number of Window Units					
Financial - Fee					
Front Foot Fee \$					
Financial - Investment					
<b>Additional Income Sources</b>					
<input type="checkbox"/> Apartment Rentals	<input type="checkbox"/> Laundry	<input type="checkbox"/> Parking	<input type="checkbox"/> Shop Rentals		
<input type="checkbox"/> Concessions	<input type="checkbox"/> Other	<input type="checkbox"/> Professional Offices			
<b>Annual Gross Operating Income \$</b>			<b>Annual Net Operating Income \$</b>		
<b>Annual Operating Expenses \$</b>			<b>Gross Monthly Rent \$</b>		
<b>Owner Expenses</b>					
<input type="checkbox"/> Accounting/Legal	<input type="checkbox"/> Other	<input type="checkbox"/> Property Management	<input type="checkbox"/> Services (All)	<input type="checkbox"/> Tax-Personal Prop	
<input type="checkbox"/> Advertising Permits	<input type="checkbox"/> Payroll	<input type="checkbox"/> Repairs & Maintenance	<input type="checkbox"/> Staff Apartment	<input type="checkbox"/> Tax-Real Estate	
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Property Insurance	<input type="checkbox"/> Replacement Reserves	<input type="checkbox"/> Supplies	<input type="checkbox"/> Utilities	
<b>Tenancy</b>					
<input type="checkbox"/> 1 Year Lease(s)	<input type="checkbox"/> 3+ Year Lease(s)	<input type="checkbox"/> Month-to-Month			
<input type="checkbox"/> 2 Year Lease(s)	<input type="checkbox"/> Lease Terms Mixed	<input type="checkbox"/> Vacant			
<b>Vacancy Rate (%)</b>			<b># of Single Rooms</b>		
Single Room Avg Rent \$			<b># of Efficiencies</b>		
Efficiency Avg Rent \$			<b># of One Bedroom</b>		
One Bedroom Avg Rent \$			<b># of Two Bedroom</b>		
Two Bedroom Avg Rent \$			<b># of Three Bedroom</b>		
Three Bedroom Avg Rent \$					

Financial - Mortgage					
Earnest Money Deposit \$		Cash to Assume \$		Owner/Private Financing	
Interest Rate (%)		Years		Amortized Years	
Balloon - # of Years		First Trust Balance		1st Trust Interest Rate	
1st Trust Origination Date		1st Trust P and I		1st Trust Yrs Remaining	
2nd Trust Balance		2nd Trust Interest Rate		2nd Trust Origination Date	
2nd Trust P and I		2nd Trust Yrs Remaining			
Current Financing/Loan					
<input type="checkbox"/> 2nd/3rd Trust	<input type="checkbox"/> CDA	<input type="checkbox"/> FmHA	<input type="checkbox"/> No Escalation	<input type="checkbox"/> REO Property	
<input type="checkbox"/> Adjustable	<input type="checkbox"/> Clear	<input type="checkbox"/> Foreclosure	<input type="checkbox"/> Not Assumable	<input type="checkbox"/> Tax Deferred Exchange	
<input type="checkbox"/> Assum Qualify	<input type="checkbox"/> Conventional	<input type="checkbox"/> Govt Bond	<input type="checkbox"/> Other	<input type="checkbox"/> VA	
<input type="checkbox"/> Assum-May Esc	<input type="checkbox"/> Coop Rec Agree	<input type="checkbox"/> Gvt Ins/Gua Loan	<input type="checkbox"/> Pre-foreclosure	<input type="checkbox"/> VHDA	
<input type="checkbox"/> Assum-Unrestricted	<input type="checkbox"/> FHA	<input type="checkbox"/> HUD Owned	<input type="checkbox"/> Private	<input type="checkbox"/> Wrapped Trust	
New Financing					
<input type="checkbox"/> Assum-Qualify	<input type="checkbox"/> Conventional	<input type="checkbox"/> Inc Qual/Credit Ck	<input type="checkbox"/> Poss Rollback Tax	<input type="checkbox"/> VA Subst Elig	
<input type="checkbox"/> Assum-Unrestrict	<input type="checkbox"/> Cash Abv Assum Ln	<input type="checkbox"/> Ind Rev Bonds	<input type="checkbox"/> Rnt w/ Opt to Buy	<input type="checkbox"/> VHDA	
<input type="checkbox"/> Builders Terms	<input type="checkbox"/> Exchange/Trade	<input type="checkbox"/> Joint Venture/Participate	<input type="checkbox"/> Sell Take 2/3 Wrp	<input type="checkbox"/> Will Subordinate	
<input type="checkbox"/> Buydwn/Subsidy	<input type="checkbox"/> FHA	<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> Seller Take 1st		
<input type="checkbox"/> CDA	<input type="checkbox"/> FmHA	<input type="checkbox"/> Negotiable	<input type="checkbox"/> Seller Pays CC		
<input type="checkbox"/> Commercial Wrap	<input type="checkbox"/> HPAP	<input type="checkbox"/> Other	<input type="checkbox"/> VA		
Project Approved					
<input type="checkbox"/> FHA	<input type="checkbox"/> FMHA	<input type="checkbox"/> Other	<input type="checkbox"/> VA		
<input type="checkbox"/> FHLMC	<input type="checkbox"/> FNMA	<input type="checkbox"/> VA	<input type="checkbox"/> VHDA		
Listing - Contract Info					
Additional Compensation		Buyer-Agent Compensation \$		<input type="checkbox"/> Y <input type="checkbox"/> N	Designated Representative
<input type="checkbox"/> Y <input type="checkbox"/> N	Disclosed Dual Agency	Sub-Agent Compensation \$		<input type="checkbox"/> Y <input type="checkbox"/> N	Variable Rate Compensation
Contract Info					
<input type="checkbox"/> As is Condition	<input type="checkbox"/> Comp on all Homes	<input type="checkbox"/> Finders Fee	<input type="checkbox"/> Other	<input type="checkbox"/> Tax Free Exch Req	
<input type="checkbox"/> Clause Required	<input type="checkbox"/> Comp-Base Price	<input type="checkbox"/> Home Warranty	<input type="checkbox"/> Registration Req		
<input type="checkbox"/> Bld-Contract Req	<input type="checkbox"/> Comp-Lst Home Only	<input type="checkbox"/> Local Assoc Contr	<input type="checkbox"/> Relo/Bnk Addndm		
<input type="checkbox"/> Bld-Hold Earn	<input type="checkbox"/> Comp-Settled Price	<input type="checkbox"/> No Ext Warranty	<input type="checkbox"/> Spec Addndm Req		
<input type="checkbox"/> Bld-Write Contract	<input type="checkbox"/> Comp-Vary w/ Proj	<input type="checkbox"/> No Hme Sale Cont	<input type="checkbox"/> Spec Contr Req		
<input type="checkbox"/> Call LA-cont info	<input type="checkbox"/> Cont Contract OK	<input type="checkbox"/> None	<input type="checkbox"/> Spec Home Avail		
Disclosures					
<input type="checkbox"/> Agt/Fin Int	<input type="checkbox"/> Expt-disclos/disclaim	<input type="checkbox"/> MD Dept Nat Res	<input type="checkbox"/> Owner RE Licensee	<input type="checkbox"/> Subj to Condo/HOA Docs	
<input type="checkbox"/> Agt/Rel to Own	<input type="checkbox"/> Flood-Ins.-Req	<input type="checkbox"/> Mineral Lease	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Subj to VA POA	
<input type="checkbox"/> Build to Suit	<input type="checkbox"/> Geo Haz Zone	<input type="checkbox"/> Mineral Resource Zone	<input type="checkbox"/> Proffers	<input type="checkbox"/> Surface Lease	
<input type="checkbox"/> Con Pend Ris	<input type="checkbox"/> High Intensity Line	<input type="checkbox"/> Mineral Rights	<input type="checkbox"/> Prop Disclaimer	<input type="checkbox"/> Udrgrd Stor Tnk	
<input type="checkbox"/> Conserv Area	<input type="checkbox"/> Historic Property	<input type="checkbox"/> None	<input type="checkbox"/> Prop Disclosure	<input type="checkbox"/> Under Lease	
<input type="checkbox"/> Contract Purchaser	<input type="checkbox"/> Land Prsvtn Esmnt	<input type="checkbox"/> Off-Site Req	<input type="checkbox"/> Rm Add w/o Prmt		
<input type="checkbox"/> CPRA Fee	<input type="checkbox"/> Land Trust	<input type="checkbox"/> Other	<input type="checkbox"/> Sell Entirely		
<input type="checkbox"/> Division Potential	<input type="checkbox"/> Lmt Service Brokerage	<input type="checkbox"/> Other Environ Hazards	<input type="checkbox"/> Subj to Agr Cons Esmnt		
Documents					
<input type="checkbox"/> Appraisal	<input type="checkbox"/> Easements	<input type="checkbox"/> Lead Base Paint	<input type="checkbox"/> Rad Test Result	<input type="checkbox"/> Survey-Stake	
<input type="checkbox"/> Bndry Line Surv	<input type="checkbox"/> Environ Test	<input type="checkbox"/> Leases	<input type="checkbox"/> Restrictions	<input type="checkbox"/> Survey-Tree	
<input type="checkbox"/> Cert of Occ	<input type="checkbox"/> HOA-Cndo Docs/Brk Off	<input type="checkbox"/> Other	<input type="checkbox"/> Rsale Pkg Avail	<input type="checkbox"/> Water Agreement	
<input type="checkbox"/> Conditions	<input type="checkbox"/> Hse Plns Avail	<input type="checkbox"/> Plans Available	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Survey-Stake	
<input type="checkbox"/> Const Drawings	<input type="checkbox"/> Insp Result Avail	<input type="checkbox"/> Plat	<input type="checkbox"/> Soil Ground Rpt		
<input type="checkbox"/> Covenants	<input type="checkbox"/> Investment Analysis	<input type="checkbox"/> Pub Wrks Agree	<input type="checkbox"/> Surv-House Loc		

Possession					
<input type="checkbox"/> 0-30 Days CD	<input type="checkbox"/> 61-90 Days CD	<input type="checkbox"/> Delay Settlement	<input type="checkbox"/> Other	<input type="checkbox"/> Settlement	
<input type="checkbox"/> 120-180 Days	<input type="checkbox"/> 90-120 Days CD	<input type="checkbox"/> Immediate	<input type="checkbox"/> Pre-Settlement	<input type="checkbox"/> Subj-Exist Lease	
<input type="checkbox"/> 180+ Days	<input type="checkbox"/> Coin w/Sell Sett	<input type="checkbox"/> Negotiable	<input type="checkbox"/> Seller Rent Back	<input type="checkbox"/> Subj-Home Choice	
<input type="checkbox"/> 31-60 Days CD	<input type="checkbox"/> Historic Designation ID				
Show Instructions					
<input type="checkbox"/> 24 Hour Notice	<input type="checkbox"/> Call 1st-Owner	<input type="checkbox"/> Key-Broker Office	<input type="checkbox"/> Lockbox-Sentrilock	<input type="checkbox"/> Other	
<input type="checkbox"/> Appt Contact	<input type="checkbox"/> Call 1st-Pet	<input type="checkbox"/> Lister Must Accompany	<input type="checkbox"/> Lockbox-Supra	<input type="checkbox"/> Plan Avail/No Model	
<input type="checkbox"/> Appt Only-Lister	<input type="checkbox"/> Call 1st-Showing Service	<input type="checkbox"/> Lockbox-Combo	<input type="checkbox"/> Manager/Recep Dsk	<input type="checkbox"/> Restricted Times	
<input type="checkbox"/> Sppt Only-Owner	<input type="checkbox"/> Call Office	<input type="checkbox"/> Lockbox-Electronic	<input type="checkbox"/> No Boundary Mark	<input type="checkbox"/> See Models	
<input type="checkbox"/> Call 1st-Alarm Code	<input type="checkbox"/> Confidential	<input type="checkbox"/> Lockbox-Frnt Dr	<input type="checkbox"/> No Phone	<input type="checkbox"/> Show Anytime	
<input type="checkbox"/> Call 1st-Contact	<input type="checkbox"/> Email 1st-Lister	<input type="checkbox"/> Lockbox-MULTACC	<input type="checkbox"/> No Sign on Prop	<input type="checkbox"/> Vacant	
<input type="checkbox"/> Call 1st-Lister	<input type="checkbox"/> Gate/Entr Ctrl	<input type="checkbox"/> Lockbox-None	<input type="checkbox"/> Off Site Sales		
<input type="checkbox"/> Call 1st-Own Deaf	<input type="checkbox"/> Key at Desk	<input type="checkbox"/> Lockbox-Other	<input type="checkbox"/> On Site Sales		
Source of Information					
<input type="checkbox"/> Accountant Provided	<input type="checkbox"/> Estimated	<input type="checkbox"/> Owner Provided	<input type="checkbox"/> Tax Return		
<input type="checkbox"/> Books Avl w/ Contract	<input type="checkbox"/> Information Limited	<input type="checkbox"/> P + L Statement			
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Federal Flood Insurance		<input type="checkbox"/> Federal Flood Zone	
Listing - Photos					
Photo Option					
<input type="checkbox"/> Lister Will Upload	<input type="checkbox"/> No Photo Per Seller	<input type="checkbox"/> VIC Ext, Interior, or Virtual	<input type="checkbox"/> VIC Exterior Only		
Exterior Main Photo			Media Vendor Name		
Listing - Remarks					
<b>General</b>					
<b>Internet</b>					
Exclusion Remarks (Only shows for Wicomico, Worcester and Somerset counties)					
Lot - Description					
Exterior Features					
<input type="checkbox"/> Balconies-Multiple	<input type="checkbox"/> Fenced - Fully	<input type="checkbox"/> Pool (Abv Ground)	<input type="checkbox"/> Private Beach	<input type="checkbox"/> Tennis Court(s)	
<input type="checkbox"/> Balcony	<input type="checkbox"/> Fenced-Invisible	<input type="checkbox"/> Pool (In-Ground)	<input type="checkbox"/> Private Pier	<input type="checkbox"/> Terrace	
<input type="checkbox"/> Bump-Outs	<input type="checkbox"/> Fenced-Partially	<input type="checkbox"/> Porch	<input type="checkbox"/> Private Road	<input type="checkbox"/> Udgrd Lwn Sprnklr	
<input type="checkbox"/> Deck	<input type="checkbox"/> Fenced-Rear	<input type="checkbox"/> Porch-Enclosed	<input type="checkbox"/> Roof Deck	<input type="checkbox"/> Water Fountains	
<input type="checkbox"/> Deck #2	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Porch-front	<input type="checkbox"/> Secure Storage	<input type="checkbox"/> Water Falls	
<input type="checkbox"/> Deck-Tiered	<input type="checkbox"/> Other	<input type="checkbox"/> Porch-rear	<input type="checkbox"/> Sidewalks		
<input type="checkbox"/> Decks-Multiple	<input type="checkbox"/> Outside Shower	<input type="checkbox"/> Porch-screened	<input type="checkbox"/> Sport Court		
<input type="checkbox"/> Extensive Hardscape	<input type="checkbox"/> Patio	<input type="checkbox"/> Porch-wraparound	<input type="checkbox"/> Stone Retaining Walls		
<b>Zoning Code</b>		Lot Dimensions - Depth		Lot Dimensions - Length	
Lot Dimensions - Width		Lot Acreage		Lot Size (Sq Ft)	
Master Plan Zoning		Transfer Development Rights (TDR)		Road Frontage	

Lot Description					
<input type="checkbox"/> Additional Lot(s)	<input type="checkbox"/> Corner Lot	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Pond	<input type="checkbox"/> Unrestricted	
<input type="checkbox"/> Adjac to Glf Crs	<input type="checkbox"/> Cul-de-sac	<input type="checkbox"/> Lot Premium	<input type="checkbox"/> Poolside	<input type="checkbox"/> Vegetation Planting	
<input type="checkbox"/> Backs to Trees	<input type="checkbox"/> Farmette	<input type="checkbox"/> Marshy	<input type="checkbox"/> PUD	<input type="checkbox"/> Water Access	
<input type="checkbox"/> Bcks-Opn Comm	<input type="checkbox"/> Flag Lot	<input type="checkbox"/> No Thru Street	<input type="checkbox"/> Rip-Rapped	<input type="checkbox"/> Water Front	
<input type="checkbox"/> Bcks-PrkInd	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Non-Tidal Wetlnd	<input type="checkbox"/> Stream/creek	<input type="checkbox"/> Water View	
<input type="checkbox"/> Bulkheaded	<input type="checkbox"/> Irregular Lot	<input type="checkbox"/> Other	<input type="checkbox"/> Tidal Wetland	<input type="checkbox"/> Zero Lot Line	
<input type="checkbox"/> Cleared	<input type="checkbox"/> Landlocked	<input type="checkbox"/> Pipe Stem Lot	<input type="checkbox"/> Trees/Wooded		
Potential Use					
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Hunting	<input type="checkbox"/> Office	<input type="checkbox"/> Residential	<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other	<input type="checkbox"/> Retail/Wholesale		
<input type="checkbox"/> Double-Wide	<input type="checkbox"/> Mixed	<input type="checkbox"/> Recreation	<input type="checkbox"/> Sand/Gravel		
Soil Types					
<input type="checkbox"/> Clay	<input type="checkbox"/> MG	<input type="checkbox"/> Soil Study Avail	<input type="checkbox"/> UD	<input type="checkbox"/> UNR	
<input type="checkbox"/> Limestone/Shale	<input type="checkbox"/> Nul	<input type="checkbox"/> UBC	<input type="checkbox"/> UGR	<input type="checkbox"/> USC	
<input type="checkbox"/> LLC	<input type="checkbox"/> Rocky	<input type="checkbox"/> UBW	<input type="checkbox"/> UMG		
<input type="checkbox"/> Loam	<input type="checkbox"/> Sandy	<input type="checkbox"/> UCS	<input type="checkbox"/> Unknown		
View/Exposure					
<input type="checkbox"/> Bay	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Northwest	<input type="checkbox"/> Scenic Vista	<input type="checkbox"/> Trees	
<input type="checkbox"/> Canal	<input type="checkbox"/> Limited	<input type="checkbox"/> Ocean	<input type="checkbox"/> South	<input type="checkbox"/> Water View	
<input type="checkbox"/> City	<input type="checkbox"/> Mountain View	<input type="checkbox"/> Other	<input type="checkbox"/> Southeast	<input type="checkbox"/> West	
<input type="checkbox"/> East	<input type="checkbox"/> North	<input type="checkbox"/> Pastoral View	<input type="checkbox"/> Southwest		
<input type="checkbox"/> Garden/Lawn	<input type="checkbox"/> Northeast	<input type="checkbox"/> River	<input type="checkbox"/> Street		
Lot - Parking					
Parking					
<input type="checkbox"/> Assigned	<input type="checkbox"/> DW - Circular	<input type="checkbox"/> Lmt Comm Elem	<input type="checkbox"/> Parking Fee	<input type="checkbox"/> Surface	
<input type="checkbox"/> Attendant	<input type="checkbox"/> Free	<input type="checkbox"/> Off Site Parking	<input type="checkbox"/> Permit Required	<input type="checkbox"/> Unassigned	
<input type="checkbox"/> Carport	<input type="checkbox"/> Garage	<input type="checkbox"/> On-Site Prk/Rent	<input type="checkbox"/> Prk Space Cnvys	<input type="checkbox"/> Under Home Parking	
<input type="checkbox"/> Covered Parking	<input type="checkbox"/> Gen Comm Elem	<input type="checkbox"/> On-Site Prk/Sale	<input type="checkbox"/> Shared Driveway		
<input type="checkbox"/> Drvwy/Off Str	<input type="checkbox"/> Handicap Parking	<input type="checkbox"/> Other	<input type="checkbox"/> Street		
Type of Garage (Garage options will only appear if garage is selected under Parking)					
<input type="checkbox"/> Attached	<input type="checkbox"/> Detached	<input type="checkbox"/> Front Loading Garage	<input type="checkbox"/> Side Loading Garage	<input type="checkbox"/> Underground	
Participants - Agent					
Listing Agent ID#			Alternative Agent ID#		
Participants - Owner					
#1 First Name		#1 Last Name		#1 Home Phone	
#1 Office Phone		#2 First Name		#2 Last Name	
#2 Home Phone		#2 Office Phone			
Participants - Property Management					
Property Manager's Company Name					
Company Phone#		Co. Alternate Phone		Company Fax#	
Property Manager's First Name			Property Manager's Last Name		
Participants - Showing Contacts					
Showing Contact 1 First Name			Showing Contact 1 Last Name		
#1 Home Phone		#1 Office Phone		Lease Expiration Date	
#1 Monthly Rent		#2 Home Phone		#2 Office Phone	
Showing Contact 2 First Name			Showing Contact 2 Last Name		
#2 Monthly Rent		Lease Expiration Date 2			
Property - Address					
Street Number		Street # Suffix		Street Name	
Street Type		Street Direction		Postal City	
State		Zip Code (5)		Zip 4	
Property - Community					
Advertised Subdivision			Elementary School		
Middle School			High School		

Roads					
<input type="checkbox"/> Access-above grade	<input type="checkbox"/> Black Top	<input type="checkbox"/> Gravel	<input type="checkbox"/> Railroad-Potential	<input type="checkbox"/> Tar and Chip	
<input type="checkbox"/> Access-below grade	<input type="checkbox"/> City/County	<input type="checkbox"/> No Road	<input type="checkbox"/> Railroad-Siding	<input type="checkbox"/> Unimproved Road	
<input type="checkbox"/> Access-on grade	<input type="checkbox"/> Concrete	<input type="checkbox"/> Private Road	<input type="checkbox"/> Railroad-Spur	<input type="checkbox"/> US Hwy/Interstate	
<input type="checkbox"/> Alley	<input type="checkbox"/> Dirt	<input type="checkbox"/> Process for Approval	<input type="checkbox"/> Rd Maint Agree		
<input type="checkbox"/> Approved	<input type="checkbox"/> Easemnt/Rt Way	<input type="checkbox"/> Railroad-Mainline	<input type="checkbox"/> State		
Transportation					
<input type="checkbox"/> 1 mi-Comm Rail	<input type="checkbox"/> 1 mi-subway	<input type="checkbox"/> Other	<input type="checkbox"/> Rsh Hr Comm Svc		
<input type="checkbox"/> 1 mi-Metro Bus	<input type="checkbox"/> Comm Chrtr Svc	<input type="checkbox"/> Public Bus Svc			
Community Name			<input type="checkbox"/> Y <input type="checkbox"/> N	HOA	<input type="checkbox"/> Y <input type="checkbox"/> N Public Road
Property - Location					
Election District		Area	County		
Incorporated City/Town		ADC Map Cook Coordinate	TBM Map Book Coordinate		
Section		Lot	Block/Square		
Phase		Parcel Number	Tax Map Number		
Liber Number		Folio Number	Location Type		
Location Type					
<input type="checkbox"/> Bay	<input type="checkbox"/> Creek	<input type="checkbox"/> Lake	<input type="checkbox"/> None	<input type="checkbox"/> Pond	
<input type="checkbox"/> Canal	<input type="checkbox"/> Lagoon	<input type="checkbox"/> Mountain	<input type="checkbox"/> Ocean	<input type="checkbox"/> River	
			<input type="checkbox"/> Other	<input type="checkbox"/> Slideslop	
Directions					
Property - Tax Info					
Tax ID Number					
Improvement Amount \$		Land Assessment Amount \$	Year Assessed		
City/Town Tax \$		County Tax \$	Tap		
Special Tax Assessment \$		Refuse	Total Taxes \$		
Tax Year		Agricultural District			
Property - Water					
<input type="checkbox"/> Y <input type="checkbox"/> N	Water Oriented				
#Boats - Non Power		#Boats - Power	# of Docks		
Dock Type					
<input type="checkbox"/> Against Bulkhead	<input type="checkbox"/> Multiple Slip	<input type="checkbox"/> Other	<input type="checkbox"/> Ramp	<input type="checkbox"/> Swim Only	
<input type="checkbox"/> Mooring	<input type="checkbox"/> None	<input type="checkbox"/> Pier	<input type="checkbox"/> Single Slip	<input type="checkbox"/> Type A	
Blocks to Ocean		Mean Low Water	Name of Body of Water		
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Navigable Water	<input type="checkbox"/> Y <input type="checkbox"/> N	Physical Dock/Slip Conveys	<input type="checkbox"/> Y <input type="checkbox"/> N	Water Access <input type="checkbox"/> Y <input type="checkbox"/> N Water Front
Water Frontage			<input type="checkbox"/> Y <input type="checkbox"/> N	Water View	