

Birmingham Area MLS – Seller Information Sheet – Multifamily

Fields headed in blue are optional. All other fields are required.

County: _____ ListDate: _____ ExpDate: _____ ListPrice: _____

Property Type:

Apartment Bldg Duplex/Twinhome Triplex Quadraplex

LOCATIONAL INFORMATION:

Street #: _____ Street Name: _____ Direction: _____

Unit/Lot#: _____ City: _____ State: _____ Zip: _____

Area: _____ Parcel #: _____ Tax District: _____

Subdivision (*common name, not legal description*): _____

MapBook/Page (*from tax record*): _____

Elementary: _____ Jr/Middle: _____ Sr High: _____

Legal Description (*copy & paste from Tax Record*): _____

Driving Directions (*No Contact Info allowed. Phrases "call agent", "see map" are not to be used*): _____

AGENT INFORMATION:

List Agent ID: _____ List Agent Name: _____

Co-List ID: _____ CoList Agent: _____ Owner Name: _____

List Type: Exclusive Right to Sell Exclusive Agency Exclusive Right with Prospect Reservations

Adv (*Yes posts to Realtor.com & IDX sites*): Yes No List Type II: Full Service Limited Entry Only

Owner Phone: _____ Broker Relationship: Agency Transaction Broker

Commission-Selling Agency (\$ or %): _____ BuyerBrkr _____ TransBrkr _____ SubAgency

DVRC (*Dual or Variable Rate Commission – See Section 6.3 of Rules*): Yes No

Interoffice Info (*not shared/visible in MLS outside listing office*): Contact Name: _____

Contact Phone: _____ Alternate Phone: _____

Miscellaneous: _____ Lockbox: Electronic Combination Key None

Contact Order (*if different from the contact order as specified in Setup in MLS*): _____

PROPERTY DETAILS

Type 1: Efficiency Unit(s): Yes No #Bedrooms: _____ #FullBaths: _____ #HalfBaths: _____

Furnished: All None Some

Features: Den Dishwasher Eating Area-Kitchen Fireplace Kitchenette
 Refrigerator Separate Dining Separate Living Stove Washer/Dryer Connection

#Total Type 1 Units: _____

Type 2: Efficiency Unit(s): Yes No #Bedrooms: _____ #FullBaths: _____ #HalfBaths: _____

Furnished: All None Some

Features: Den Dishwasher Eating Area-Kitchen Fireplace Kitchenette
 Refrigerator Separate Dining Separate Living Stove Washer/Dryer Connection

#Total Type 2 Units: _____

Type 3: Efficiency Unit(s): Yes No #Bedrooms: _____ #FullBaths: _____ #HalfBaths: _____

Furnished: All None Some

Features: Den Dishwasher Eating Area-Kitchen Fireplace Kitchenette
 Refrigerator Separate Dining Separate Living Stove Washer/Dryer Connection

#Total Type 3 Units: _____

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Annual Tax: _____ Gross Income: _____ Gross Term: Per Month Per Year

Expenses: _____ Expense Term: Per Month Per Year

Year Built: _____ Year Built Description: Existing NewComplete New Incomplete

Lead Paint Disclosure: Yes No _____ **Seller's Initials**

Flood Plain: Yes No _____ **Seller's Initials** Foreclosure: Yes No

Termite Contract: Yes No Name: _____ Zoning: _____

LotDimensions: _____

Consumer Notes: (*property specific, no contact info- no phone #'s, agent/company name, no URL/websites, no HTML coding*):

Agent Notes: _____

Parking:	1 space per unit	2 spaces per unit	Assigned Parking
Covered Parking	Garage	Guest Parking	Other
On Street Parking	Parking Deck		

Construction:	Brick	Brick & Frame	Concrete/Block
EIFS	Frame	Shingle	Siding
Stone / Rock	Stucco		

Floors:	Brick	Laminate	Marble
Other-See Remarks	Parquet	Slate	Some Hardwood
Tile	Vinyl	Wall-to-Wall Carpet	

Foundation:	Basement	Crawl	Slab
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(Basement field required if Basement is selected in Foundation field)

Basement:	Full Basement	Fully Finished	Partially Finished
Partial Basement	Unfinished Basement		

Miscellaneous:	BBQ Area	Club House	Coin Laundry
Elevator	Handicapped Features	Handyman Special	None/Other
Pets Allowed	Pets Not Allowed	Pool	Recreation Area
Resident Manager	Security System	Storage Area	

Heating:	Central Control	Central w/ Indiv Control	Electric
Gas	Heat Pump	No Heat	Other-See Remarks
Propane/Butane	Steam Heat	Window Units	

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Water Heater:	Central Control	Individual Control	Gas
Electric	Tankless		
Water:	Private Water	Public Water	Well Water
Cooling:	Attic Fans	Ceiling Fans	Central Control
Central w/ Indiv Control	Electric	Gas	Heat Pump
Individual Units	No Cooling	Other-See Remarks	Window Units
Financing:	Conventional	FHA	Lease Purchase
	Owner May Carry Mortgage	VA	Cash
Tenant Pays:	All Utilities	Cable TV Connection	Electric
Gas	Hot Water	No Utilities	Other-See Remarks
Trash Collection	Water / Sewer		
Owner Pays:	All Utilities	Cable TV Connection	Electric
Gas	Hot Water	No Utilities	Other-See Remarks
Trash Collection	Water / Sewer		
Showing Instructions:	Call Listing Agent	Call Listing Office	Call Owner
Don't Talk to Tenants	Listing Agent must be present	Other	Showing Service
Sewer/Septic:	Connected	Septic	Other

_____ Sellers' Initials

By Seller's signature(s) below, Seller acknowledges that Seller has personally reviewed the information set forth above in this Seller Information Sheet and has verified, and does hereby represent and warrant, that all said information was provided by Seller and is accurate and complete to the best of Seller's knowledge.

 Seller _____ Date Seller _____ Date