

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



Keystone Multi-Family Profile Sheet

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

*Bolded Items are required

General										
Sale/Rental	Status				Y	N	Basement	Y	N	Comparable
Sale	ACTIVE	CONTRACT	TEMPOFF	Y	N	HOA	Y	N	Vacation	
Rental	CNTG/KO	EXPIRED	SOLD			New Construction	Y	N	Water Oriented	
List Price/Rental Price	CNTG/NO KO	WITHDRN	TEMPOFF	Y	N	Construction	Y	N	Value Range Price	
	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		
Yes	<input type="checkbox"/> Areaway/Cel Exit	<input type="checkbox"/> Connect Stair	<input type="checkbox"/> None	<input type="checkbox"/> Rear Entrance
No	<input type="checkbox"/> Cellar Entrance	<input type="checkbox"/> Front Entrance	<input type="checkbox"/> Outside Entrance	<input type="checkbox"/> 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Alum/Steel Siding	Combination	Hardiplank	Precast Concrete	T-1-11	Asbestos	Composition	Log	Shake	Vinyl Siding	Brick	Concrete/Block	Log Siding	Shingle	Wood	Brick and Siding	Dryvit	Metal	Stone	Brick Front	Fiber Cement Siding	Mod/Manuf	Stucco	Cedar Siding	Frame	Other	Synthetic Stucco			
Foundation																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Concrete Block	Concrete Piers	Concrete Slab	Crawl Space	Pilings			Permanent	Slab																					
Y	N	Furnished	Original Builder Name				Builder Name																						
Y	N	New Construction																											
Disability Access																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
2+ Access Exits	Doors-Lvr Handle	Grab Bars Modify	Lvl Entry-Main	Sight Mod	32" + wide doors	Doors-Recede	Hearing Mod	None	Thrshlds <5/8"	36" + wide halls	Doors-Swing In	Kitchen Mod	Other	Vehicle Tran Area	48" + Halls	Elevator	Low Bathroom Mirror	Other Main Mod	Wheelchair Hght Mailbox	>84' Garage Door	Entry Slope <1'	Low Closet Rods	Ramp-Main Lvl	Wheelchair Hght Shelves	Chairlift	Flooring Mod	Low Pile Carpeting	Roll-in Shower	Wheelchair Mod
Property Condition																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
As-is condition	Decorator Allow	Rehab Potential	Scope Project	To Be Built	Building Winterized	Fixer-Upper	Renov/Remod	Shell	Under Construction	Converted Use	Needs Work	Restored	Shows Well																
Roofing																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Cedar/Shake	Foam	Rubber	Shingle/Architect	Tile	Composite	Hip	Shingle-Asbestos	Shingle/F-Glass	Unknown	Concrete	Metal	Shingle-Asphalt	Slag/Built-up	Copper	Other	Shingle-Wood	Slate												
Dwelling Type																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Attach/Row Hse	Duplex	House of Worship	Patio Home	Vacation Rental	Back-to-Back	Dwelling w/ Rental	Mid-Rise 5-8 Floors	Penthouse	Bed & Breakfast	Garage/Park Space	Mobile	Semi-Detached	Detached	Garden 1-4 Floors	Multi-Family	Townhouse	Double Wide	Hi-Rise 9+ Floors	Other	Vacation Home									
Walls/Ceilings																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
2 Story Ceilings	Cathedral Ceilings	Other	Vaulted Ceilings	Wood Walls	9+ Ceilings	Dry Wall	Paneled Walls	Vinyl	Beamed Ceilings	Log Walls	Plaster Walls	Tray Ceilings	Brick	Masonry	Tray Ceilings	Wood Ceilings													
Windows/Doors																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Atrium Doors	Double Pane Windows	Other	Skylight(s)	Triple Pane Windows	Atrium Windows	French Doors	Palladian Windows	Sliding Glass Dr	Vinyl Clad	Bay/Bow Windows	Insulated Door(s)	Screens	Storm Door(s)	Wood Frame	Casement	Insulated Windows	Six Panel Doors	Storm Windows											
Year Built			Year Converted			Year Renovated																							
Building - Measurements																													
House Dimensions : L					House Dimensions: W																								
Building - Other Structures																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Bank Barn	Carriage House	Guest House	Office/Studio	Shed Shop	Barn	Cattle/Dairy Barn	Horse Stable	Other	Storage Brn/Shed	Barn/Stable	Center Aisle	Indoor Arena	Poultry House	Tenant House	Belmont	Corn Barn	Loafing Shed	Run-in Shed	Tobacco Barn	Boat House	Gazebo	Machine Shed	Shed	Cabana/Pool House	Greenhouse	None	Shed Row		
Building - Unit																													
# of Floors/Unit					Number of Units																								

Building - Utilities				
Cooling Fuel				
<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
Cooling System				
<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		
Heating Fuel				
<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	
Heating System				
<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	
Hot Water				
<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	
Metering				
<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				
Sewer/Septic				
<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	
Water				
<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				
Additional Income Sources				
<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		
Annual Gross Operating Income \$		Annual Net Operating Income \$		
Annual Operating Expenses \$		Gross Monthly Rent \$		
Owner Expenses				
<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
Tenancy				
<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		
Vacancy Rate (%)		# of Single Rooms		
Single Room Avg Rent \$		# of Efficiencies		
Efficiency Avg Rent \$		# of One Bedroom		
One Bedroom Avg Rent \$		# of Two Bedroom		
Two Bedroom Avg Rent \$		# of Three Bedroom		
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
<input type="checkbox"/> Disclosed Dual Agency		Sub-Agent Compensation \$		<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Designated Representative
				<input type="checkbox"/> Variable Rate Compensation
Contract Info				
<input type="checkbox"/> As is Condition Clause Required	<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"/> Bld-Contract Req	<input type="checkbox"/> Comp-Base Price	<input type="checkbox"/> Home Warranty	<input type="checkbox"/> Registration Req	
<input type="checkbox"/> Bld-Hold Earn	<input type="checkbox"/> Comp-Lst Home Only	<input type="checkbox"/> Local Assoc Contr	<input type="checkbox"/> Relo/Bnk Addndm	
<input type="checkbox"/> Bld-Write Contract	<input type="checkbox"/> Comp-Settled Price	<input type="checkbox"/> No Ext Warranty	<input type="checkbox"/> Spec Addndm Req	
<input type="checkbox"/> Call LA-cont info	<input type="checkbox"/> Comp-Vary w/ Proj	<input type="checkbox"/> No Hme Sale Cont	<input type="checkbox"/> Spec Contr Req	
	<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 Rls	<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	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-Shipping 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	Federal Flood Insurance		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				
General				
Internet				
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	
Zoning Code		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"/> Trees/Wooded	
<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"/> Unrestricted	
<input type="checkbox"/> Backs to Trees	<input type="checkbox"/> Farmette	<input type="checkbox"/> Marshy	<input type="checkbox"/> PUD	<input type="checkbox"/> Vegetation Planting	
<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 Access	
<input type="checkbox"/> Bcks-PrkInd	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Non-Tidal WetInd	<input type="checkbox"/> Ski in/Ski Out	<input type="checkbox"/> Water Front	
<input type="checkbox"/> Bulkheaded	<input type="checkbox"/> Irregular Lot	<input type="checkbox"/> Other	<input type="checkbox"/> Stream/creek	<input type="checkbox"/> Water View	
<input type="checkbox"/> Cleared	<input type="checkbox"/> Landlocked	<input type="checkbox"/> Pipe Stem Lot	<input type="checkbox"/> Tidal Wetland	<input type="checkbox"/> Zero Lot Line	
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	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					