

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										
<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>New Construction</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>	Areaway/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	N	Furnished			Original Builder Name		Builder Name		
Y	N	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				

<b>Building - Utilities</b>									
<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									
<b>Financial - Fee</b>									
Front Foot Fee \$									
<b>Financial - Investment</b>									
<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 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-Shpwng 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-Alrm 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 Chtr Svc	<input type="checkbox"/>	Public Bus Svc				
Community Name					<input type="checkbox"/>	<input type="checkbox"/>	HOA	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	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"/>	<input type="checkbox"/>	<input type="checkbox"/> 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"/>	<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"/>	<input type="checkbox"/>	Navigable Water	<input type="checkbox"/>	<input type="checkbox"/>	Physical Dock/Slip Conveys	<input type="checkbox"/>	<input type="checkbox"/>	Water Access	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Water Frontage	<input type="checkbox"/>	<input type="checkbox"/>	Water View	<input type="checkbox"/>	<input type="checkbox"/>		