



CAPE COD & ISLANDS
MULTIPLE LISTING SERVICE, INC.

CONDOMINIUM DATA ENTRY FORM

1

Listing Number _____

Listing Information (* indicates required field)

*County: _____ *Tax ID: _____ New or Under Construction
 *Street #: _____ Modifier: _____ Direction: _____ *Street Name: _____
 *Suffix: Ally Court Highway Landing Place Run Terrace
 (1 entry allowed) Avenue Drive Junction Path Point Shore Trail
 Boulevard Extension Knoll Pass Road Square Way
 Circle Hill Lane Parkway Route Street
 *Unit #: _____ *Village: _____ *Zip Code: _____ - _____
 *Town: _____
 *Complex Name: _____

Listing Page (* indicates required field)

*Listing Type: Excl. Right to Sell Excl. Agency
 *Listing Price: \$ _____
 *Owner Name: _____
 *Office ID/Name: _____ *Agent ID/Name: _____
 *Listing Date: ____/____/____ *Expiration Date: ____/____/____
 *Sub Agent Commission: _____%
 *Buyer Agent Commission: _____%
 *Dual Agent Commission: _____%
 *Dual Var Commission: Yes No
 *Facilitator Commission: _____%
 *Commissions Other: _____
 Comments: _____

*Showing Instructions: Appointment Req. Call Listing Office
 (up to 8 entries allowed) Elec. Lockbox Go Direct
 Leave Card/Sign Lockbox
 Pet (see Remarks) Temp Unavailable
 Tenant Yard Sign

GENERAL PAGE (* indicates required field)

*Zoning: _____ School District: _____
 *Complex Completed: Yes No
 *Max Units in Complex: _____
 *Lot Size: _____ Acres Sq. Feet
 *Lot Size Source: Appraisal Deed No Real Estate Site Plan Tax Bill
 (1 entry allowed) Agent Estimate Field Card Owner Est. Subdivision Plan Unknown
 Assessors Records Map Book Plot Plan
 *Year Built: _____
 *Year Built Desc: Actual Cer. Historic Renovated Under Construction
 (1 entry allowed) Approximate New To Be Built Unknown/Mixed
 *Property Subtypes: (Check one box for each subtype if applicable)
 Primary: Apartment Townhouse Duplex Detached Motel Efficiency
 Condominium Cottage Multi-unit Triplex Other



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CONDOMINIUM DATA ENTRY FORM

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Secondary: Apartment Townhouse Duplex Detached Motel Efficiency
 Condominium Cottage Multi-unit Triplex Other

Other: Apartment Townhouse Duplex Detached Motel Efficiency
 Condominium Cottage Multi-unit Triplex Other

***Unit Placement:**

(Up to 8 entries allowed)

6 Steps To Entry Corner Unit
 End Unit Inter. Unit
 Lower Level Middle Level
 Street Level Top Level
 Walkout

***Ownership:**

Condo Coop Other

Management:

(up to 7 entries allowed)

Dev Control Dev. Adv.
 No Management Other-See Remarks
 Owner Assn. Pro Off Site
 Pro On Site

***Approx Sq Ft** _____

***Sq Ft Source**

(1 entry allowed)

Appraisal Bldg Permit No Real Estate Unknown
 Assessors Records Bldg Plans Owner Est. Unit Plan
 Agent Estimate Field Card Tax Bill

*Total Rooms: _____

*Total Levels: _____

*Bedrooms: _____

*Total Full Baths: _____

*Total Half Baths: _____

Basement Baths: _____

Level 1 Baths: _____

Level 2 Baths: _____

Level 3 Baths: _____

*Basement: Yes No

Basement Description:

(Up to 8 entries allowed)

Bulkhead Access Cape Cod
 Finished Full
 Garage Access Interior Access
 Other - see remarks Partial
 Walk Out

***Association:**

Yes No Unknown

Membership Required (answer if Yes):

Yes No Unknown

Monthly Assoc. Fee (answer if Yes):

\$ _____

Fee Year (answer if Yes):

Assoc. Fee Includes (answer if Yes):

(up to 8 entries allowed)

55+ Community Community Room Landscaping Road Mainten
 Basic Cable Dock Laundry Rubbish Rmvl
 Beach Elevator Lifeguard Sauna
 Child Play Area Exercise Room Pets Allowed Security
 Clubhouse Extra Storage Pool Shuffle Board
 Common Area Golf Course Putting Green Snow Removal
 Tennis



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Neighborhood Amen:

(up to 8 entries allowed)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Basic Cable | <input type="checkbox"/> Deeded Beach Rights | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Road Mainten |
| <input type="checkbox"/> Beach | <input type="checkbox"/> Dock | <input type="checkbox"/> Laundry | <input type="checkbox"/> Rubbish Rmvl |
| <input type="checkbox"/> Child Play Area | <input type="checkbox"/> Elevator | <input type="checkbox"/> Lifeguard | <input type="checkbox"/> Sauna |
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Exercise Room | <input type="checkbox"/> Marina | <input type="checkbox"/> Security |
| <input type="checkbox"/> Common Area | <input type="checkbox"/> Extra Storage | <input type="checkbox"/> Pool | <input type="checkbox"/> Shuffle Board |
| <input type="checkbox"/> Community Room | <input type="checkbox"/> Golf Course | <input type="checkbox"/> Putting Green | <input type="checkbox"/> Snow Removal |
| | | | <input type="checkbox"/> Tennis |

*Garage: Yes No
*# of Cars (answer if Yes): _____

*Garage Description (answer if yes):
(up to 7 entries allowed)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Attached | <input type="checkbox"/> Detached |
| <input type="checkbox"/> Direct Entry | <input type="checkbox"/> Door Opener |
| <input type="checkbox"/> Heated | <input type="checkbox"/> Storage Above |
| <input type="checkbox"/> Under | |

Parking:
(up to 8 entries allowed)

- | | |
|--|---|
| <input type="checkbox"/> Assigned Spaces | <input type="checkbox"/> Carport |
| <input type="checkbox"/> Carriage Shed | <input type="checkbox"/> Guest |
| <input type="checkbox"/> Improved Driveway | <input type="checkbox"/> No Parking |
| <input type="checkbox"/> Other - Remarks | <input type="checkbox"/> Paved Driveway |
| <input type="checkbox"/> Shell | <input type="checkbox"/> Space Rental |
| <input type="checkbox"/> Stone/Gravel | <input type="checkbox"/> Unpaved Driveway |

*Year Round: Yes No

*Waterfront: Yes No

Waterfront Desc. (answer if yes):
(up to 8 entries allowed)

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Bay | <input type="checkbox"/> Beach |
| <input type="checkbox"/> Bog | <input type="checkbox"/> Canal |
| <input type="checkbox"/> Creek | <input type="checkbox"/> Deep Water Access |
| <input type="checkbox"/> Fresh | <input type="checkbox"/> Harbor |
| <input type="checkbox"/> Lake/Pond | <input type="checkbox"/> Marina |
| <input type="checkbox"/> Marsh | <input type="checkbox"/> Nantucket Sound |
| <input type="checkbox"/> Ocean | <input type="checkbox"/> Private |
| <input type="checkbox"/> Public | <input type="checkbox"/> River |
| <input type="checkbox"/> Salt | <input type="checkbox"/> Sound |

*Water View: Yes No

Waterview Desc. (answer if yes):
(up to 8 entries allowed)

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Bay | <input type="checkbox"/> Beach |
| <input type="checkbox"/> Bog | <input type="checkbox"/> Canal |
| <input type="checkbox"/> Creek | <input type="checkbox"/> Deep Water Access |
| <input type="checkbox"/> Harbor | <input type="checkbox"/> Fresh |
| <input type="checkbox"/> Lake/Pond | <input type="checkbox"/> Marina |
| <input type="checkbox"/> Marsh | <input type="checkbox"/> Nantucket Sound |
| <input type="checkbox"/> Ocean | <input type="checkbox"/> Private |
| <input type="checkbox"/> Public | <input type="checkbox"/> River |
| <input type="checkbox"/> Salt | <input type="checkbox"/> Sound |

Convenient To:

(up to 8 entries allowed)

- | | |
|---|--|
| <input type="checkbox"/> Bike Path | <input type="checkbox"/> Conservation Area |
| <input type="checkbox"/> Golf Course | <input type="checkbox"/> Horse Trail |
| <input type="checkbox"/> House of Worship | <input type="checkbox"/> In Town Location |
| <input type="checkbox"/> Major Highway | <input type="checkbox"/> Marina |
| <input type="checkbox"/> Medical Facility | <input type="checkbox"/> Public Tennis |
| <input type="checkbox"/> School | <input type="checkbox"/> Shopping |

Water Access:

(up to 8 entries allowed)

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Bay | <input type="checkbox"/> Beach |
| <input type="checkbox"/> Bog | <input type="checkbox"/> Canal |
| <input type="checkbox"/> Creek | <input type="checkbox"/> Deep Water Access |
| <input type="checkbox"/> Harbor | <input type="checkbox"/> Lake/Pond |
| <input type="checkbox"/> Marina | <input type="checkbox"/> Marsh |
| <input type="checkbox"/> Mooring | <input type="checkbox"/> Nantucket Sound |
| <input type="checkbox"/> Ocean | <input type="checkbox"/> Private |
| <input type="checkbox"/> Public | <input type="checkbox"/> Ramp |
| <input type="checkbox"/> River | <input type="checkbox"/> Sound |

Beach Description:

(up to 8 entries allowed)

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Bay | <input type="checkbox"/> Creek |
| <input type="checkbox"/> Harbor | <input type="checkbox"/> Lake/Pond |
| <input type="checkbox"/> None | <input type="checkbox"/> Ocean |
| <input type="checkbox"/> Other - see remarks | <input type="checkbox"/> River |

Beach/Lake/Pond Name: _____

***Beach Ownership:**

(up to 6 entries allowed)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Association | <input type="checkbox"/> Deeded Rights |
| <input type="checkbox"/> None | <input type="checkbox"/> Other - see remarks |
| <input type="checkbox"/> Private | <input type="checkbox"/> Public |

***Miles To Beach:**

- Beachfront 0 - .1 .1 - .3 .3 - .5 .5 - 1 1 to 2 2 Plus

Security:

(up to 5 entries allowed)

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Doorman | <input type="checkbox"/> Gated |
| <input type="checkbox"/> Intercom | <input type="checkbox"/> Private Guard |
| <input type="checkbox"/> TV Cameras | |

Restrictions:

(up to 8 entries allowed)

- | | |
|---|--|
| <input type="checkbox"/> Boats | <input type="checkbox"/> None |
| <input type="checkbox"/> Other-Remarks | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Pets-See Remarks | <input type="checkbox"/> Rec. Vehicle |
| <input type="checkbox"/> Rentals | <input type="checkbox"/> Trucks-Trailers |

INTERIOR PAGE (* indicates required field)

*Fireplace: Yes No

Number of Fireplaces (answer if Yes): _____



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Other Room #3 Length: _____ Width: _____ Level: Bsmnt Loft 1st Flr 2nd Flr 3rd Flr
 Other Room #3 Type: Bedroom Exercise Room In-Law Apt Utility Room
 (choose 1 entry) Den Game Room Studio Workshop
 Entertainment Home Office Sun Room Unfurnished
 Other Room #3 Features: _____

Appliances: Central Vac Intercom Security Alarm
 (up to 8 entries allowed) Compactor Microwave Stack Washer/Dryer
 Dishwasher Range - Electric Stove Hood
 Disposal Range - Gas TV Antenna
 Dryer - Electric Refrigerator Wall/Oven Cook Top
 Dryer - Gas Satellite Dish Washer

*Floors: Hardwood Other
 (up to 7 entries allowed) Partial Carpet Tile
 Vinyl Wall-to-Wall Carpet
 Wood

Interior Features: Attic Storage Dry/HU-G Steam Bath/Sauna
 (up to 8 entries allowed) Cedar Closet HU Washer Whirlpool
 Handicap Equipped Interior Balcony Wine Cooler
 Hot Tub/Spa Linen Closet Walk-In Closet
 HU Cable TV Pantry Wet Bar
 Dry/HU-E Sound System

EXTERIOR PAGE (* indicates required field)

*Pool: Yes No Unknown

Pool Description (answer if Yes): Above Ground Association
 (up to 8 entries allowed) Concrete Covered
 Gunitite Heated
 In Ground Indoor
 Lap Pool None
 Pool House Self Cleaner
 Vinyl

*Dock: Yes No Unknown

Dock Description (answer if Yes): Association Deep Water
 (up to 8 entries allowed) No License None
 Pending Permit 99 Years
 Present Owner Private

***Exterior Features:**

(up to 8 entries allowed)

- | | |
|--|--|
| <input type="checkbox"/> Barn/Stable | <input type="checkbox"/> Outdoor Shower |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Porch |
| <input type="checkbox"/> Fenced Yard | <input type="checkbox"/> Private Storage |
| <input type="checkbox"/> Garden | <input type="checkbox"/> Prof. Landscaping |
| <input type="checkbox"/> Gazebo | <input type="checkbox"/> Sauna |
| <input type="checkbox"/> Greenhouse | <input type="checkbox"/> Screened Porch |
| <input type="checkbox"/> Handicap Access | <input type="checkbox"/> Screens |
| <input type="checkbox"/> Hot Tub | <input type="checkbox"/> Storm Doors |
| <input type="checkbox"/> Insulated Doors | <input type="checkbox"/> Storm Windows |
| <input type="checkbox"/> Insulated Windows | <input type="checkbox"/> Tennis Court |
| <input type="checkbox"/> None | <input type="checkbox"/> Underground Sprinkler |
| <input type="checkbox"/> Other - see remarks | <input type="checkbox"/> Yard |
| <input type="checkbox"/> Outbuilding | |

***Roof Description:**

(up to 8 entries allowed)

- | | |
|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Flat |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Pitched |
| <input type="checkbox"/> Roof Walk | <input type="checkbox"/> Slate |
| <input type="checkbox"/> Tar/Gravel | <input type="checkbox"/> Tile |
| <input type="checkbox"/> Wood Shingle | |

***Siding Description:**

(up to 8 entries allowed)

- | | |
|--|--|
| <input type="checkbox"/> Barnboard | <input type="checkbox"/> Brick |
| <input type="checkbox"/> Clapboard | <input type="checkbox"/> Other - see remarks |
| <input type="checkbox"/> Shingle | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Stucco | <input type="checkbox"/> Verticle Siding |
| <input type="checkbox"/> Vinyl/Aluminium | |

***Foundation:**

(up to 8 entries allowed)

- | | |
|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Block | <input type="checkbox"/> Brick |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Crawl Space |
| <input type="checkbox"/> None | <input type="checkbox"/> Other |
| <input type="checkbox"/> Piers | <input type="checkbox"/> Poured |
| <input type="checkbox"/> Rubble | <input type="checkbox"/> Slab |
| <input type="checkbox"/> Stone | |

***Street Description:**

(up to 8 entries allowed)

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Assoc Maintained | <input type="checkbox"/> Cul-De-Sac |
| <input type="checkbox"/> Dead End St | <input type="checkbox"/> Dirt |
| <input type="checkbox"/> Paper Road | <input type="checkbox"/> Paved |
| <input type="checkbox"/> Private | <input type="checkbox"/> Public |
| <input type="checkbox"/> Unpaved | |

MECHANICAL PAGE (* indicates required field)

***Heating/Cooling:**

(up to 8 entries allowed)

- | | |
|--|---|
| <input type="checkbox"/> 2 Zone Heat | <input type="checkbox"/> Hydro-air |
| <input type="checkbox"/> 3+ Zone Heat | <input type="checkbox"/> Individual Heat |
| <input type="checkbox"/> AC Central | <input type="checkbox"/> Natural Gas |
| <input type="checkbox"/> AC Other | <input type="checkbox"/> Oil |
| <input type="checkbox"/> Coal Stove | <input type="checkbox"/> Propane Gas |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Radiant Electric |
| <input type="checkbox"/> Extra Flue | <input type="checkbox"/> Shared Heat |
| <input type="checkbox"/> Floor Furnace | <input type="checkbox"/> Solar Energy |
| <input type="checkbox"/> Gas Fireplace | <input type="checkbox"/> Space Heater |
| <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Unheated |
| <input type="checkbox"/> Hot Air | <input type="checkbox"/> Wood Stove |
| <input type="checkbox"/> Hot Water | |

***Water/Sewer/Utilities:**

(up to 8 entries allowed)

- | | |
|--|--|
| <input type="checkbox"/> Above Ground Septic | <input type="checkbox"/> Private Sewerage |
| <input type="checkbox"/> Cable | <input type="checkbox"/> Private Water |
| <input type="checkbox"/> Cesspool | <input type="checkbox"/> Septic |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Shared Sewer |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Shared Water |
| <input type="checkbox"/> High Speed Internet | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Individual Sewer | <input type="checkbox"/> Town Sewer |
| <input type="checkbox"/> Individual Water | <input type="checkbox"/> Town Water |
| <input type="checkbox"/> Inspection Req'd | <input type="checkbox"/> Underground Utilities |
| <input type="checkbox"/> Other - see remarks | |

***Hot Water/Water Heater:**

(up to 8 entries allowed)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Leased Heater |
| <input type="checkbox"/> Natural Gas | <input type="checkbox"/> None |
| <input type="checkbox"/> Oil | <input type="checkbox"/> Other |
| <input type="checkbox"/> Propane Gas | <input type="checkbox"/> Separate |
| <input type="checkbox"/> Solar | <input type="checkbox"/> Tank |
| <input type="checkbox"/> Tankless | |

List of Mass Use Codes

101-Single Family	311-Bottled/Propane	355-Funeral Homes	404-R&D Facilities	716-Tillable Forage
102-Condominium	313-Lumber Yards	356-Misc Public Serv	410-Sand and Gravel	717-Xmas Trees/Woodl
103-Mobile Home	315-Piers/Wharves/Do	360-Museums	412-Rock	718-Pasture
104-Two Family	316-Other Storage/Wa	361-Art Galleries	413-Other	719-Nurseries
105-Three-Family	317-Farm Buildings	362-Motion Picture t	420-Tanks	720-Necessary Relate
106-Accessory Land w	318-Commercial Green	364-Legitimate Theat	421-Tanks, Lng	722-Wetland, Scrub,
109-Mult Houses on P	319-Warehouse Condos	366-Arenas and Field	422-Electric Generat	801-Hiking
111-Four to Eight Un	321-Facl Providing B	368-Fairgrounds/Amus	423-Electric Trans R	802-Overnight Campin
112-More Than Eight	322-Discount/Dept St	369-Other Cultural P	424-Electric Reg Sub	803-Nature Study
121-Rooming&Boardi	323-Shopping Centers	370-Bowling	425-Gas Production P	804-Boating
123-Resid Halls/Dorm	324-Supermarkts 1000	371-Ice Skating	426-Gas Pipeline Rt-	805-Golfing
124-Rectories/Cnvnts	325-Retail/Svc (1000	373-Swimming Pools	427-Natural/Manuf Ga	806-Horseback Riding
13-Mult Use, Primar	326-Eating/Drinking	374-Health Spas	428-Gas Pressre Ctrl	807-Hunting
130-Developable Land	327-Retail Condo	375-Tennis/Racketbal	430-Telephone Exchng	808-Fishing
131-Potentially Deve	330-Auto-Sales/Servi	376-Gymnasium/Athlet	431-Telephone Relay	811-Swimming
132-Undevelopable La	331-Auto Supplies Sa	380-Golf Courses	432-Cable TV Trans.	812-Picnicing
201-Residential Open	332-Auto Repair Faci	381-Tennis Courts	433-Radio-TV Trans F	813-Public Non-Comm
202-Res Underwater L	333-Fuel Service Are	382-Riding Stables	440-Developable Land	814-Target Shooting
21-Mult Use, Prim O	334-Gasoline Sale/Sv	383-Beaches/Swiming	441-Potentially Deve	900-United States Go
210-Non-productive A	335-Car Wash Facilit	384-Marinas	442-Undevelopable La	901-Commonwealth of
211-Non-Prod Vacant	336-Parking Garages	385-Fish & Game Club	501-Indv/Ptnrsp/Asso	902-Counties
220-Commercial Vacan	337-Parking Lots	386-Camping Faciliti	502-Corp in Sect 30	903-Municipalities
221-Com Underwater L	338-Other Auto Sales	387-Summer Camps	503-CH 63 Sect 38C &	904-Colleges/Schools
230-Industrial Vacan	339-Auto Service Con	388-Other Outdoor Re	504-Public Utilities	905-Charitable Organ
231-Ind Underwater L	340-General Office B	389-Chapter 61B Rec	505-Utilities Valuat	906-Churches
300-Hotels	341-Bank Buildings	390-Developable Land	506-CH 59 Sect 38A	907-121A Corporation
301-Motels	342-Medical Office B	391-Potentially Deve	601-Land Undr 10 yr	908-Housing Authorit
302-Inns/Resorts/Tou	343-Office Condo	392-Undevelopable La	602-Land undr 5 yr m	Other
303-Motel Condos	350-Postal Services	393-Agric not in Cha	710-Cranberry Bog	
304-Nursing Homes	351-Educational Prop	400-Manufacturing Op	712-Truck Crops - Ve	
305-Private Hospital	352-Day Care Centers	401-Warehses for Man	713-Fields Crops-Hay	
31-Mult Use, Primar	353-Fraternal Organi	402-Office Building	714-Orchards - Pears	
310-Fuel/Oil Tanks	354-Bus Transport Fa	403-Land- Manuf Ops	715-Grape Vineyards	

*Mass Use Code: _____

Plan: _____

*Title Reference Book: _____

Master Deed Ref-Book: _____

*Title Reference Page: _____

Mstr Deed Ref-Page: _____

*Land Court Cert #: _____

Mstr Deed Land Cert: _____

*Underground Fuel Tank: Yes No Unknown

*Lead Paint: Yes Certified Treated No Unknown

Asbestos: Yes No Unknown

*Floodzone: 250 Year Flood 500 Year Flood
 A-Still Water Hit Not in Flood Zone
 Unknown v-Velocity Zone