



CAPE COD & ISLANDS
MULTIPLE LISTING SERVICE, INC.

INCOME/MULTI-FAMILY DATA ENTRY FORM

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: _____

Subdivision: _____

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

Comments: _____

*Facilitator Commission: _____%

*Commissions Other: _____

*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: _____

*Number of Units: _____

*Property Subtypes:

(1 entry allowed) *Primary: 2 Family 3 Family 4 Family Duplex Converted

(1 entry allowed) Secondary: 2 Family 3 Family 4 Family Duplex Converted



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*Year Built: _____

*Year Built Desc:

(up to 8 entries allowed)

- | | |
|---|--|
| <input type="checkbox"/> Actual | <input type="checkbox"/> Approximate |
| <input type="checkbox"/> Cer. Historic | <input type="checkbox"/> New |
| <input type="checkbox"/> Renovated | <input type="checkbox"/> To Be Built |
| <input type="checkbox"/> Under Construction | <input type="checkbox"/> Unknown/Mixed |

*Approx Square Feet: _____

*Sq Ft Source

(1 entry allowed)

- | | | | |
|--|--|--|------------------------------------|
| <input type="checkbox"/> Appraisal | <input type="checkbox"/> Building Permit | <input type="checkbox"/> No Real Estate | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Assessors Records | <input type="checkbox"/> Building Plans | <input type="checkbox"/> Owner Estimated | <input type="checkbox"/> Unit Plan |
| <input type="checkbox"/> Agent Estimated | <input type="checkbox"/> Field Card | <input type="checkbox"/> Tax Bill | |

*Basement Description (answer if Yes):

(up to 8 entries allowed)

- | | |
|--|--|
| <input type="checkbox"/> Bulkhead Access | <input type="checkbox"/> Cape Cod |
| <input type="checkbox"/> Finished | <input type="checkbox"/> Full |
| <input type="checkbox"/> Garage Access | <input type="checkbox"/> Interior Access |
| <input type="checkbox"/> No Basement | <input type="checkbox"/> Other - see remarks |
| <input type="checkbox"/> Partial | <input type="checkbox"/> Walk Out |

*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 | |

*Lot Size: _____

Acres

SqFt

*Lot Size Source:

- | | | | | |
|--|-------------------------------------|---|---|-----------------------------------|
| <input type="checkbox"/> Appraisal | <input type="checkbox"/> Deed | <input type="checkbox"/> No Real Estate | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Tax Bill |
| <input type="checkbox"/> Agent Estimate | <input type="checkbox"/> Field Card | <input type="checkbox"/> Owner Estimate | <input type="checkbox"/> Subdivision Plan | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Assessors Records | <input type="checkbox"/> Map Book | <input type="checkbox"/> Plot Plan | | |

Topography/Lot Description:

(up to 8 entries allowed)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Cleared | <input type="checkbox"/> Corner |
| <input type="checkbox"/> Fenced/Enclosed | <input type="checkbox"/> Fill Needed |
| <input type="checkbox"/> Gentle Slope | <input type="checkbox"/> Interior |
| <input type="checkbox"/> Level | <input type="checkbox"/> Marsh |
| <input type="checkbox"/> Pond | <input type="checkbox"/> Sloping |
| <input type="checkbox"/> Steep Slope | <input type="checkbox"/> Stream |
| <input type="checkbox"/> View | <input type="checkbox"/> Wooded |

Road Frontage: _____

Lot Depth: _____

Parking:

(up to 8 entries allowed)

- | | |
|--|---|
| <input type="checkbox"/> Assigned Spaces | <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"/> Space Rental | <input type="checkbox"/> Unpaved Driveway |



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*Garage: Yes No

of Cars (answer if Yes): _____

Garage Description (answer if yes):
(up to 8 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"/> No Garage |
| <input type="checkbox"/> Under | <input type="checkbox"/> Storage Above |

*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 |

*Waterview: 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 |

*Miles To Beach: Beachfront 0 - .1 .1 - .3 .3 - .5 .5 - 1 1 to 2 2 Plus

Beach/Lake/Pond Name: _____



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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 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 |

INTERIOR PAGE (* indicates required field)

Interior Features:

(up to 8 entries allowed)

- | | |
|--|--|
| <input type="checkbox"/> Attic Storage | <input type="checkbox"/> Handicap Equipped |
| <input type="checkbox"/> Hot Tub/Spa | <input type="checkbox"/> HU Cable TV |
| <input type="checkbox"/> HU Dryer - Electric | <input type="checkbox"/> HU Dryer - Gas |
| <input type="checkbox"/> HU Washer | <input type="checkbox"/> Interior Balcony |
| <input type="checkbox"/> Linen Closet | <input type="checkbox"/> None |
| <input type="checkbox"/> Pantry | <input type="checkbox"/> Walk-In Closet |

Feature List:

1 Bay/Bow Windows	12 Dishwasher	23 Gas Meter	34 Sliding Door
2 Beamed Ceilings	13 Disposal	24 HU Cable TV	35 Steam Bath/Sauna
3 Breakfast Bar	14 Dryer Hook-up	25 HU High Speed Internet	36 Tile Floor
4 Built-Ins	15 Dryer-Electric	26 Intercom	37 Vinyl Floor
5 Cedar Closet	16 Dryer-Gas	27 Office/Sitting Area	38 Walk in Closet
6 Ceiling Fan	17 Electric Meter	28 Other Floor	39 Wall to Wall Carpet
7 Closet	18 Electric Stove	29 Patio	40 Washer Hook-up
8 Coal/Wood Stove	19 Fireplace	30 Refridgerator	41 Water Heater
9 Compactor	20 French/Patio Door	31 Satalite Dish	42 Water Meter
10 Deck	21 Furnance	32 Security Alarm	43 Wet Bar
11 Dining Area	22 Gas Fireplace	33 Skylight	44 Wood Floor

Unit #1

- Unit 1 # of Rooms: _____
 Unit 1 # of Bedrooms: _____
 Unit 1 # of Full Baths: _____
 Unit 1 # of Floors/Levels: _____

Unit 1 # of Half Baths: _____



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Unit 1 Floor/Level Desc:

(up to 3 entries allowed)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Basement | <input type="checkbox"/> Corner Unit |
| <input type="checkbox"/> Detached | <input type="checkbox"/> End Unit |
| <input type="checkbox"/> First Floor | <input type="checkbox"/> Interior Unit |
| <input type="checkbox"/> Loft | <input type="checkbox"/> Lower Level |
| <input type="checkbox"/> Second Floor | <input type="checkbox"/> Street Level |
| <input type="checkbox"/> Third Floor | |

Unit 1 Leased: Yes No Unknown

Lease Expires *(answer is Yes)*: _____

Unit 1 Monthly Rent: \$ _____

Unit 1 Features: _____ _____ _____ _____ _____ _____ _____
(up to 15 entries allowed)

Unit #2

Unit 2 # of Rooms: _____

Unit 2 # of Bedrooms: _____

Unit 2 # of Full Baths: _____

Unit 2 # of Half Baths: _____

Unit 2 # of Floors/Levels: _____

Unit 2 Floor/Level Desc:

(up to 3 entries allowed)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Basement | <input type="checkbox"/> Corner Unit |
| <input type="checkbox"/> Detached | <input type="checkbox"/> End Unit |
| <input type="checkbox"/> First Floor | <input type="checkbox"/> Interior Unit |
| <input type="checkbox"/> Loft | <input type="checkbox"/> Lower Level |
| <input type="checkbox"/> Second Floor | <input type="checkbox"/> Street Level |
| <input type="checkbox"/> Third Floor | |

Unit 2 Leased: Yes No Unknown

Lease Expires *(answer is Yes)*: _____

Unit 2 Monthly Rent: \$ _____

Unit 2 Features: _____ _____ _____ _____ _____ _____ _____
(up to 15 entries allowed)

Unit #3

Unit 3 # of Rooms: _____

Unit 3 # of Bedrooms: _____

Unit 3 # of Full Baths: _____

Unit 3 # of Half Baths: _____

Unit 3 # of Floors/Levels: _____

Unit 3 Floor/Level Desc:

(up to 3 entries allowed)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Basement | <input type="checkbox"/> Corner Unit |
| <input type="checkbox"/> Detached | <input type="checkbox"/> End Unit |
| <input type="checkbox"/> First Floor | <input type="checkbox"/> Interior Unit |
| <input type="checkbox"/> Loft | <input type="checkbox"/> Lower Level |
| <input type="checkbox"/> Second Floor | <input type="checkbox"/> Street Level |
| <input type="checkbox"/> Third Floor | |



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Unit 3 Leased: Yes No Unknown

Lease Expires (answer is Yes): _____

Unit 3 Monthly Rent: \$ _____

Unit 3 Features: _____
(up to 15 entries allowed)

Unit #4

Unit 4 # of Rooms: _____

Unit 4 # of Bedrooms: _____

Unit 4 # of Full Baths: _____

Unit 4 # of Half Baths: _____

Unit 4 # of Floors/Levels: _____

Unit 4 Floor/Level Desc:

(up to 3 entries allowed)

- Basement
- Detached
- First Floor
- Loft
- Second Floor
- Third Floor
- Corner Unit
- End Unit
- Interior Unit
- Lower Level
- Street Level

Unit 4 Leased: Yes No Unknown

Lease Expires (answer is Yes): _____

Unit 4 Monthly Rent: \$ _____

Unit 4 Features: _____
(up to 15 entries allowed)

EXTERIOR PAGE (* indicates required field)

*Pool: Yes No Unknown

Pool Description (answer if Yes):

(up to 8 entries allowed)

- Above Ground
- Concrete
- Gunite
- In Ground
- Lap Pool
- Pool House
- Vinyl
- Association
- Covered
- Heated
- Indoor
- None
- Self Cleaner

*Dock: Yes No Unknown

Dock Description (answer if Yes):

(up to 8 entries allowed)

- Association
- No License
- Pending
- Present Owner
- Deep Water
- None
- Permit 99 Years
- Private



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***Exterior Features:**
(up to 8 entries allowed)

- | | |
|--|--|
| <input type="checkbox"/> Barn/Stable | <input type="checkbox"/> Outbuilding |
| <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"/> Outdoor Shower | |

***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 | |

MECHANICAL PAGE (* indicates required field)

***Heating/Cooling:**
(up to 8 entries allowed)

- | | |
|--|---|
| <input type="checkbox"/> 2 Zone Heat | <input type="checkbox"/> Hot Water |
| <input type="checkbox"/> 3+ Zone Heat | <input type="checkbox"/> Hydro-air |
| <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"/> Solar Energy |
| <input type="checkbox"/> Floor Furnace | <input type="checkbox"/> Space Heater |
| <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Unheated |
| <input type="checkbox"/> Hot Air | <input type="checkbox"/> Wood Stove |



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All Office Remarks: _____

Directions to Property: _____

In-Company Remarks: _____

*Publish to Internet: Yes No
*Publish to REALTOR.COM (answer if Yes): Yes No

LEGAL/TAX PAGE (* indicates required field)

*Annual Tax: \$ _____
*Tax Year: _____
*Land Assessments: \$ _____
*Improved Assessments: \$ _____
Other Assessments \$ _____
Total Assessments: \$ _____
Annual Betterment: \$ _____
Unpaid Betterment: \$ _____
*To be Assessed: Yes No Unknown
Special Assessment Pending: Yes No Unknown



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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/Swimming	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: _____

*Title Reference Page: _____

*Land Court 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