

# Birmingham Area MLS – Seller Information Sheet – Multifamily

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

County: \_\_\_\_\_ ListDate: \_\_\_\_\_ ExpDate: \_\_\_\_\_ ListPrice: \_\_\_\_\_

**Property Type:**

Apartment Bldg  Duplex/Twinhome  Triplex  Quadraplex

## LOCATIONAL INFORMATION:

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_ Direction: \_\_\_\_\_

Unit/Lot#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Area: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Tax District: \_\_\_\_\_

Subdivision (*common name, not legal description*): \_\_\_\_\_

MapBook/Page (*from tax record*): \_\_\_\_\_

Elementary: \_\_\_\_\_ Jr/Middle: \_\_\_\_\_ Sr High: \_\_\_\_\_

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

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

## AGENT INFORMATION:

List Agent ID: \_\_\_\_\_ List Agent Name: \_\_\_\_\_

Co-List ID: \_\_\_\_\_ CoList Agent: \_\_\_\_\_ Owner Name: \_\_\_\_\_

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

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

Owner Phone: \_\_\_\_\_ Broker Relationship:  Agency  Transaction Broker

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

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

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

Contact Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_ Lockbox:  Electronic  Combination  Key  None

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

## PROPERTY DETAILS

**Type 1:** Efficiency Unit(s):  Yes  No #Bedrooms: \_\_\_\_\_ #FullBaths: \_\_\_\_\_ #HalfBaths: \_\_\_\_\_

Furnished:  All  None  Some

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

#Total Type 1 Units: \_\_\_\_\_

**Type 2:** Efficiency Unit(s):  Yes  No #Bedrooms: \_\_\_\_\_ #FullBaths: \_\_\_\_\_ #HalfBaths: \_\_\_\_\_

Furnished:  All  None  Some

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

#Total Type 2 Units: \_\_\_\_\_

**Type 3:** Efficiency Unit(s):  Yes  No #Bedrooms: \_\_\_\_\_ #FullBaths: \_\_\_\_\_ #HalfBaths: \_\_\_\_\_

Furnished:  All  None  Some

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

#Total Type 3 Units: \_\_\_\_\_

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Annual Tax: \_\_\_\_\_ Gross Income: \_\_\_\_\_ Gross Term:  Per Month  Per Year

Expenses: \_\_\_\_\_ Expense Term:  Per Month  Per Year

Year Built: \_\_\_\_\_ Year Built Description:  Existing  NewComplete  New Incomplete

Lead Paint Disclosure:  Yes  No \_\_\_\_\_ **Seller's Initials**

Flood Plain:  Yes  No \_\_\_\_\_ **Seller's Initials** Foreclosure:  Yes  No

**Termite Contract:**  Yes  No Name: \_\_\_\_\_ Zoning: \_\_\_\_\_

LotDimensions: \_\_\_\_\_

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

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Agent Notes: \_\_\_\_\_

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

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

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

<b>Foundation:</b>	Basement	Crawl	Slab
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*(Basement field required if Basement is selected in Foundation field)*

<b>Basement:</b>	Full Basement	Fully Finished	Partially Finished
Partial Basement	Unfinished Basement		

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

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

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

\_\_\_\_\_ Sellers' Initials

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

\_\_\_\_\_  
 Seller \_\_\_\_\_ Date      Seller \_\_\_\_\_ Date