



## MULTI-FAMILY LISTING ADAPTION FORM FOR EASTERN THUMB REALTORS

To submit prior listings to Realcomp II Ltd for inclusion in Realcomp II Ltd s MLS database, this form may be used when accompanied by a full listing printout from the Eastern Thumb MLS computer system.

All listings obtained by the subscribing agent/office post Realcomp II Ltd participation should be submitted to Realcomp II Ltd on approved Realcomp II Ltd listing profile forms. These forms can be obtained from Realcomp II Ltd or any Realcomp II Ltd Shareholder Board or Association and copied. You may also access the newest forms on line at no charge, go to [www.realcomponline.com](http://www.realcomponline.com) and under the Agent menu select Online Forms

### ADDITIONAL FIELDS REQUIRED FOR DATA ENTRY INTO REALCOMP II LTD. MLS – MULTI-FAMILY PROPERTIES

1. Property Address (required):									
2. Office License#:		3. Realcomp Agent ID# (last 6 digits of license#):							
4. Map Letter:		5. Map Number:		6. Protection Period:					
7. Legal Description (required):									
8. Land Contract: Y/N	8a. Down Pay:	8b. Interest:	8c. Monthly Pay:	8d. Term:					
9. Lower Level Finished Square feet (if applicable):									
10. Additional Documents [required, Example: City Certifications, etc]:				? YES	? NO				
11. Homestead [required, <i>is this a homestead property?</i> ]:				? YES	? NO				
12. Total Number of Baths:			13. Total Number of Lavs:						
14. Total# of Units:	14a. #of Efficiencies:	14b. #of 1BR Units:	14c. #of 2BR Units	14d. #of 3BR Units					
15. Mo Rent Income:		16. Ann Gross Income:	17. Ann Op Exp:	18. Net Ann Income					
19. Other/Special Assessments (if applicable):									
20. Photo (required, <i>Would you like Realcomp to supply a photo?</i> ):				? YES	? NO				
21. Contact Name:			22. Contact Phone Number:						
23. Agent Phone (required, <i>Example: Agent direct line, cell phone, office phone, etc</i> ):									
24. City, Village or Township (choose only one):				? City	? Village	? Township			
25. Compensation Arrangements (if applicable):					? Bonus	? Dual	? Variable	? Exclusion	
26. Foundation:					? Basement	? Crawl	? Slab	? Michigan Basement	? Other
27. Exterior Feat: ? Disabled Access ? Pool, In-ground ? Pool, Above Ground ? Patio ? Deck ? Porch ? Sprinkler ? Shed ? Fenced ? Outside Lights ? Tennis Court ? Club House ? Gate House ? Spa/Hot Tub ? Satellite Dish ? Private Entry ? Sec Patrol ? Playground									

27. Road (required):  Paved  Gravel  Private  Public Sidewalk