



Multi-Family (2 to 8) DATA FORM

\*All fields marked with an asterisk (\*) and **Bold Text** are required. (Lookup) fields provide a list from which to select. (Range) fields allow Low-to-High values for searching.

**BASIC INFORMATION**

\*List Price: \_\_\_\_\_

\*Street#: \_\_\_\_\_ Street Dir: \_\_\_\_\_ \*Street Name: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*ZIP: \_\_\_\_\_

\*County: \_\_\_\_\_ \*County Acct No/Ad#: \_\_\_\_\_

\*Multiple County AcctNos:  (Y/N) Additional County AcctNo 3: \_\_\_\_\_

Additional County AcctNo 1: \_\_\_\_\_ Additional County AcctNo 4: \_\_\_\_\_

Additional County AcctNo 2: \_\_\_\_\_ Additional County AcctNo 5: \_\_\_\_\_

**GENERAL INFORMATION**

\*Type:  One Story (1STRY)  Two Story (2STRY)  Three Story (3STRY)  Four+ Story (4+STR)

\*Subdivision: \_\_\_\_\_

Subdivision (Commonly Known As): \_\_\_\_\_

\*Zoning: \_\_\_\_\_ \*Year Built: \_\_\_\_\_ or  Unknown Recent Rehab:  (Y/N)

Square Feet: \_\_\_\_\_ Source SQFT:  Appraiser (A)  Appsl Dist (D)  Bldr Plans (B)  HUD (H)

\*School District: \_\_\_\_\_

\*Elem School: \_\_\_\_\_

\*Middle School: \_\_\_\_\_

\*High School: \_\_\_\_\_

\*Construction:  New or  Pre-Owned \*Builder's Name: \_\_\_\_\_

\* Accessible/Adaptive Home:  (Y/N)

Sale Lease Includes		
<input type="checkbox"/> Buildings (BLDGS)	<input type="checkbox"/> Inventory (INVENTORY)	<input type="checkbox"/> Other-See Remarks (OTH)
<input type="checkbox"/> Equipment (EQUIP)	<input type="checkbox"/> Land (LAND)	
<input type="checkbox"/> Fixtures (FIXTRS)	<input type="checkbox"/> None (NONE)	
<input type="checkbox"/> Furniture (FURNITURE)		

Accessible/Adaptive Details			
<input type="checkbox"/> 2+ Access Exits (2+ACX)	<input type="checkbox"/> Entry Slope less than 1 ft. (ENT1F)	<input type="checkbox"/> Low Pile Carpet (LOWPC)	<input type="checkbox"/> Level Lot (LVLOT)
<input type="checkbox"/> Int Door Opening 32"+ (INTDR)	<input type="checkbox"/> Flashing Doorbell (FLSDB)	<input type="checkbox"/> No Carpet (NOCRPT)	<input type="checkbox"/> Level Drive (LVDRV)
<input type="checkbox"/> Ext Door Opening 36"+ (EXTDR)	<input type="checkbox"/> Flooring Modifications (FLRMO)	<input type="checkbox"/> Lower Fixtures (LOFIX)	<input type="checkbox"/> No Stairs (NOSTR)
<input type="checkbox"/> 36 Inch or more wide halls (36IND)	<input type="checkbox"/> Grab Bars in Bathroom(s) (GRBTH)	<input type="checkbox"/> Lowered Light Switches (LOLSW)	<input type="checkbox"/> First Floor Bath (1STBA)
<input type="checkbox"/> Hallways 42" Wide (42WID)	<input type="checkbox"/> Grab Bars Throughout (GRBALL)	<input type="checkbox"/> Modified Wall Outlets (MOWAL)	<input type="checkbox"/> Full Bath/bed on 1st Flr (1STFB)
<input type="checkbox"/> Chairlift (CHRLF)	<input type="checkbox"/> Hearing Modifications (HEAMO)	<input type="checkbox"/> Ramped Entrance (RAMPD)	<input type="checkbox"/> First Floor Bedroom (1STBD)
<input type="checkbox"/> Doors-Pocket (DRPOC)	<input type="checkbox"/> Kitchen Modifications (KITMO)	<input type="checkbox"/> No Steps Down (NOSTP)	<input type="checkbox"/> Disabled Parking (DSPKG)
<input type="checkbox"/> Doors-Swing-In (DRSWI)	<input type="checkbox"/> Low Bathroom Mirrors (LOBTM)	<input type="checkbox"/> Other Main Level Modifications (OTRMM)	<input type="checkbox"/> Ramp- Main Level (RMPMN)
<input type="checkbox"/> Doors w/Lever Handles (DRLVH)	<input type="checkbox"/> Low Closet Rods (LOCLR)	<input type="checkbox"/> Near Bus Line (NEAR)	<input type="checkbox"/> Stall Shower (STALL)
			<input type="checkbox"/> Thresholds less than 5/8 of an inch (5/8TR)
			<input type="checkbox"/> Vehicle Transfer Area (VXFER)
			<input type="checkbox"/> Wheelchair Accessible (WHLAC)
			<input type="checkbox"/> Wheelchair Adaptable (WHLAD)
			<input type="checkbox"/> Wheelchair Height Mailbox (WHLMB)
			<input type="checkbox"/> Wheelchair Height Shelves (WHLSH)
			<input type="checkbox"/> Wheelchair Modifications (WHLMO)
			<input type="checkbox"/> Wheelchair Ramp(s) (WHLRA)

Green Certification		
<input type="checkbox"/> HERS Rated (HRTD)	<input type="checkbox"/> Energy star Certified (ESC)	<input type="checkbox"/> LEED Platinum (LPLT)
<input type="checkbox"/> HERS 0-85 (H0-85)	<input type="checkbox"/> LEED Certified (LCRT)	<input type="checkbox"/> NGBP - National Green (NTGR)
<input type="checkbox"/> HERS 86-100 (H86-100)	<input type="checkbox"/> LEED Silver (LSLVR)	<input type="checkbox"/> Build San Antonio Green (BSAG)
<input type="checkbox"/> HERS 101+ (H100+)	<input type="checkbox"/> LEED Gold (LGLD)	

\*Lot Size: \_\_\_\_\_

Miscellaneous	Energy Efficiency
<input type="checkbox"/> Latent Defect (LTDFC)	<input type="checkbox"/> Tankless Water Heater (TWH)
<input type="checkbox"/> Flood Plain Ins (FLDPL)	<input type="checkbox"/> Smart Electric Meter (SEM)
<input type="checkbox"/> Lender Owned (LNDOW)	<input type="checkbox"/> 13-15 SEER AX (SEERAX)
<input type="checkbox"/> Corporate Owned (CRPOW)	<input type="checkbox"/> 16+ SEER AC (SEERAC)
<input type="checkbox"/> Company Relocation (CMPRE)	<input type="checkbox"/> Programmable Thermostat (PTHRM)
<input type="checkbox"/> Estate Sale Probate (ESTPR)	<input type="checkbox"/> 12"+ Attic Insulation (12+AI)
<input type="checkbox"/> Home Service Plan (HMSRV)	<input type="checkbox"/> Double Pane Windows (DPWIN)
<input type="checkbox"/> Bldr 10yr Warranty (BLDWR)	<input type="checkbox"/> Variable Speed HVAC (VSH)
<input type="checkbox"/> M.U.D. (MUD)	<input type="checkbox"/> Energy Star Appliances (ESAPP)
<input type="checkbox"/> Handyman Special (HNDMN)	<input type="checkbox"/> Radiant Barrier (RADBAR)
<input type="checkbox"/> City Bus (CTYBS)	<input type="checkbox"/> Low E Windows (LOEWIN)
<input type="checkbox"/> Taxes Not Assessed (NTASD)	<input type="checkbox"/> Dehumidifier (DHUM)
<input type="checkbox"/> Converted Single Family (CNVRT)	<input type="checkbox"/> 90% Efficient Furnace (EFURN)
<input type="checkbox"/> Historic District (HSTDT)	<input type="checkbox"/> High Efficiency Water Heater (HEWH)
	<input type="checkbox"/> Foam Insulation (FOAMI)
	<input type="checkbox"/> Cellulose Insulation (CELLI)
	<input type="checkbox"/> Storm Windows (STWIN)
	<input type="checkbox"/> Storm Doors (STDOR)
	<input type="checkbox"/> Ceiling Fans (CFANS)
	<input type="checkbox"/> Wind Power (WNDPW)
	<input type="checkbox"/> Recirculating Hot Water (RHOTW)

Green Features		
<input type="checkbox"/> Solar Electric System (SEC)	<input type="checkbox"/> Low Flow Commode (LFC)	<input type="checkbox"/> Rain Water Catchment (RWC)
<input type="checkbox"/> Solar Hot Water (SHW)	<input type="checkbox"/> Low Flow Fixture (LFF)	<input type="checkbox"/> Energy Recovery Ventilator (ERV)
<input type="checkbox"/> Geo-Thermal HVAC (GTH)	<input type="checkbox"/> Rain/Freeze Sensors (RFS)	<input type="checkbox"/> Mechanical Fresh Air (MFA)
<input type="checkbox"/> Drought Tolerant Plants (DTP)	<input type="checkbox"/> EF Irrigation Control (EFIC)	<input type="checkbox"/> Enhanced Air Filtration (EAF)



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**UNIT INFO**

**Style**

<input type="checkbox"/> One Story (1STRY)	<input type="checkbox"/> Traditional (TRDNL)	<input type="checkbox"/> Manufactured Home-Single Wide (MANUSINGLE)
<input type="checkbox"/> Two Story (2STRY)	<input type="checkbox"/> Mediterranean (MDTRN)	<input type="checkbox"/> Manufactured Home-Double Wide (MANUDOUBLE)
<input type="checkbox"/> 3 or More (3+)	<input type="checkbox"/> Texas Hill Country (TEXAS)	<input type="checkbox"/> Wide (WIDE)
<input type="checkbox"/> Split Level (SPLIT)	<input type="checkbox"/> A-Frame (A-FRM)	<input type="checkbox"/> Other (OTHER)
<input type="checkbox"/> Contemporary (CONT)	<input type="checkbox"/> Log Cabin (CABIN)	
<input type="checkbox"/> Colonial (COLNL)	<input type="checkbox"/> Victorian (VCTRN)	
<input type="checkbox"/> Tudor (TUDOR)	<input type="checkbox"/> Craftsman (CRAFTSMAN)	
<input type="checkbox"/> Spanish (SPNSH)	<input type="checkbox"/> Dome (DOME)	
<input type="checkbox"/> Ranch (RANCH)		
<input type="checkbox"/> Historic/Older (HSTRC)		

**\*Exterior**

Asbestos Siding (ASBSD)  
 Brick (BRICK)  
 3 Sides Masonry (3SDMS)  
 4 Sides Masonry (4SDMS)  
 Stone/Rock (STONE)  
 Wood (WOOD)  
 Stucco (STCCO)  
 Siding (SDING)  
 Cement Fiber (CMTFB)  
 Aluminum (ALUMN)  
 Vinyl (VINYL)  
 Frame (FRAME)  
 Masonry/Steel (MASONRYSTEEL)  
 Rock/Stone Veneer (ROCKSTONE)  
 Steel Frame (STEEL)  
 Log (LOG)  
 1 Side Masonry (1SIDEMASONRY)  
 2 Sides Masonry (2SIDEMASONRY)  
 Metal Structure (METAL)  
 Other (OTHER)

**\*Exterior Features**

<input type="checkbox"/> Private Tennis (PRVTN)	<input type="checkbox"/> Wire Fence (WIRE)	<input type="checkbox"/> Dock (DOCK)	<input type="checkbox"/> Creek (CREEK)
<input type="checkbox"/> Patio Slab (PTSLB)	<input type="checkbox"/> Stone/Masonry Fence (STONE)	<input type="checkbox"/> Storm Doors (STORMDOORS)	<input type="checkbox"/> Creek-Seasonal (CREEKSEASON)
<input type="checkbox"/> Covered Patio (CVPAT)	<input type="checkbox"/> Outdoor Kitchen (OTKT)	<input type="checkbox"/> Garage Apartment (GARAGEAPT)	<input type="checkbox"/> Canal (CANAL)
<input type="checkbox"/> Bar-B-Que Pit/Grill (BBQGR)	<input type="checkbox"/> In-Ground Pool (INGRD)	<input type="checkbox"/> Water Front Improved (WFIMPROV)	<input type="checkbox"/> Pond/Stock Tank (POND)
<input type="checkbox"/> Gas Grill (GRILL)	<input type="checkbox"/> Diving Board (DVBRD)	<input type="checkbox"/> Water Front Unimproved (WFUNIMPROV)	<input type="checkbox"/> Lake Dunlap (LAKE DUNLAP)
<input type="checkbox"/> Deck/Balcony (DECK)	<input type="checkbox"/> Above Ground Pool (ABGRD)	<input type="checkbox"/> Xeriscaped (XERISCAPED)	<input type="checkbox"/> Canyon Lake (CANYONLAKE)
<input type="checkbox"/> Privacy Fence (PRVFN)	<input type="checkbox"/> Pool is Heated (PLHTD)	<input type="checkbox"/> Other-See Remarks (OTHER)	<input type="checkbox"/> Lake McQueeney (LAKEMCQUEENEY)
<input type="checkbox"/> Chain Link Fence (CHNLN)	<input type="checkbox"/> Spa Adjoining Pool (SPAAD)	<input type="checkbox"/> Ag Exempt (AGEXEMPT)	<input type="checkbox"/> Lake Placid (LAKEPLACID)
<input type="checkbox"/> Wrought Iron Fence (WRGHT)	<input type="checkbox"/> Hot Tub (HOTTB)	<input type="checkbox"/> Borders State Park/Game Ranch (BORDERSST)	<input type="checkbox"/> Lake Seguin (LAKESEGUIN)
<input type="checkbox"/> Partial Fence (PRTFN)	<input type="checkbox"/> Neighborhood Pool (NBRPL)	<input type="checkbox"/> Hunting Permitted (HUNTING)	<input type="checkbox"/> Lake Medina (LAKE MEDINA)
<input type="checkbox"/> Sprinkler System (SPRKL)	<input type="checkbox"/> Neighborhood Tennis (NBRTN)	<input type="checkbox"/> Partially Wooded (PARTWOODED)	<input type="checkbox"/> Meadow Lake (MEADOWLAKE)
<input type="checkbox"/> Partial Sprinkler System (PRSPR)	<input type="checkbox"/> Cable TV Available (CABLE)	<input type="checkbox"/> Wooded (WOODED)	<input type="checkbox"/> Comal River (COMALRIVER)
<input type="checkbox"/> Storm Windows (STRWN)	<input type="checkbox"/> Park/Playground (PKPLG)	<input type="checkbox"/> Mature Trees(ext feat) (MATURETREES)	<input type="checkbox"/> Guadalupe River (GUADALUPERIVER)
<input type="checkbox"/> Double Pane Windows (DBLPN)	<input type="checkbox"/> Controlled Access (CNTRL)	<input type="checkbox"/> Secluded (SECLUDED)	<input type="checkbox"/> San Marcos River (SANMARCOSRIVER)
<input type="checkbox"/> Solar Screens (SOLAR)	<input type="checkbox"/> Tennis Court (PKPLG)	<input type="checkbox"/> Gently Rolling (GENTLYROLL)	<input type="checkbox"/> Blanco River (BLANCORIVER)
<input type="checkbox"/> Decorative Bars (DECBR)	<input type="checkbox"/> Clubhouse (CLBHS)	<input type="checkbox"/> Sloping (SLOPING)	<input type="checkbox"/> Pedernales River (PEDERNALESRIVER)
<input type="checkbox"/> Storage Building/Shed (STRGE)	<input type="checkbox"/> Common Utility Room (CMNUT)	<input type="checkbox"/> Level (LEVEL)	<input type="checkbox"/> Water Access (WATERACCESS)
<input type="checkbox"/> Gazebo (GAZE)	<input type="checkbox"/> Aircraft Hangar (HANGR)	<input type="checkbox"/> Improved Water Front (IMPROVWF)	<input type="checkbox"/> Other Water Access-See Remarks (OTHERWATERACCESS)
<input type="checkbox"/> Has Gutters (GTRS)	<input type="checkbox"/> Workshop (WKSHP)	<input type="checkbox"/> Unimproved Water Front (UNIMPROVWF)	<input type="checkbox"/> Not Applicable/None (NA)
<input type="checkbox"/> Special Yard Lighting (SPCL)	<input type="checkbox"/> Cross Fenced (CROSSFENCE)		
<input type="checkbox"/> Mature Trees (TREES)	<input type="checkbox"/> Ranch Fence (RANCHFENCE)		
<input type="checkbox"/> Detached Quarters (DTQTR)	<input type="checkbox"/> Glassed in Porch (GLASSEDINPORCH)		
<input type="checkbox"/> Additional Dwelling (ADDDW)	<input type="checkbox"/> Screened Porch (SCREENEDPORCH)		
<input type="checkbox"/> Horse Stalls/Barn (HORSE)	<input type="checkbox"/> Boat House (BOATHOUSE)		
<input type="checkbox"/> Dog Run Kennel (DGRUN)			

**\*Roofing**

Built-Up/Gravel (BLTUP)  
 Composition (COMP)  
 Heavy Composition (HVCMP)  
 Metal (METAL)  
 Wood Shingle/Shake (WDSHN)  
 Tile (TILE)  
 Slate (SLATE)  
 Wood (WOOD)  
 Flat (FLAT)  
 Clay (CLAY)  
 Other (OTHER)  
 Not Applicable (NA)

**\*Foundation**

Slab (SLAB)  
 Basement (BSMNT)  
 Cedar Post (CEDAR)  
 Other (OTHER)  
 Pier & Beam (PIER)

**\*Flooring**

<input type="checkbox"/> Carpeting (CRPT)	<input type="checkbox"/> Wood (WOOD)	<input type="checkbox"/> Unstained Concrete (UNSTAINEDCONCRETE)
<input type="checkbox"/> Saltillo Tile (STILE)	<input type="checkbox"/> Vinyl (VINYL)	<input type="checkbox"/> Stone (STONE)
<input type="checkbox"/> Ceramic Tile (CTILE)	<input type="checkbox"/> Laminate (LMNAT)	<input type="checkbox"/> Terrazzo (TERRAZZO)
<input type="checkbox"/> Marble (MRBLE)	<input type="checkbox"/> Stained Concrete (STDCT)	<input type="checkbox"/> Other(BRICK)
<input type="checkbox"/> Linoleum (LNLEM)	<input type="checkbox"/> Brick (BRICK)	
<input type="checkbox"/> Parquet (PRQUT)		

**\*Total Units:** \_\_\_\_\_

**\*UNIT 1**      **\*Occupied:**  (Y/N)      **\*Rent:** \_\_\_\_\_

**\*Bdrm:**       **\*F/Bath:**       **\*H/Bath:**       **\*# Park/Spaces:** \_\_\_\_\_      **\*Handicap Access:**  (Y/N)

**\*Unit 1 Parking Type**

Attached (A)  
 Carport (C)  
 Detached (D)  
 Pad (P)  
 Street (S)  
 Underground (U)

**\*Unit 1 - Info**

<input type="checkbox"/> Furnished (FRNSD)	<input type="checkbox"/> Dishwasher (DSHWS)	<input type="checkbox"/> Dryer (DRYER)	<input type="checkbox"/> Dryer Connection (DRYCN)	<input type="checkbox"/> Window Coverings (WNDCV)
<input type="checkbox"/> Oven/Stove (OVNST)	<input type="checkbox"/> Refrigerator (RFGTR)	<input type="checkbox"/> Stacked Wsh/DryConnect (STCON)	<input type="checkbox"/> Stacked Washer/Dryer (STCKD)	<input type="checkbox"/> Other (OTHER)
<input type="checkbox"/> Disposal (DSPL)	<input type="checkbox"/> Washer (WSHR)	<input type="checkbox"/> Washer Connection (WSHCN)	<input type="checkbox"/> Security System (SECSY)	<input type="checkbox"/> Not Applicable (NA)

**\*UNIT 2**      **\*Occupied:**  (Y/N)      **\*Rent:** \_\_\_\_\_

**\*Bdrm:**       **\*F/Bath:**       **\*H/Bath:**       **\*# Park/Spaces:** \_\_\_\_\_      **\*Handicap Access:**  (Y/N)

**\*Unit 2 Parking Type**

Attached (A)  
 Carport (C)  
 Detached (D)  
 Pad (P)  
 Street (S)  
 Underground (U)

**\*Unit 2 - Info**

<input type="checkbox"/> Furnished (FRNSD)	<input type="checkbox"/> Dishwasher (DSHWS)	<input type="checkbox"/> Dryer (DRYER)	<input type="checkbox"/> Dryer Connection (DRYCN)	<input type="checkbox"/> Window Coverings (WNDCV)
<input type="checkbox"/> Oven/Stove (OVNST)	<input type="checkbox"/> Refrigerator (RFGTR)	<input type="checkbox"/> Stacked Wsh/DryConnect (STCON)	<input type="checkbox"/> Stacked Washer/Dryer (STCKD)	<input type="checkbox"/> Other (OTHER)
<input type="checkbox"/> Disposal (DSPL)	<input type="checkbox"/> Washer (WSHR)	<input type="checkbox"/> Washer Connection (WSHCN)	<input type="checkbox"/> Security System (SECSY)	<input type="checkbox"/> Not Applicable (NA)

**\*UNIT 3**      **\*Occupied:**  (Y/N)      **\*Rent:** \_\_\_\_\_

**\*Bdrm:**       **\*F/Bath:**       **\*H/Bath:**       **\*# Park/Spaces:** \_\_\_\_\_      **\*Handicap Access:**  (Y/N)

**\*Unit 3 Parking Type**

Attached (A)  
 Carport (C)  
 Detached (D)  
 Pad (P)  
 Street (S)  
 Underground (U)

**\*Unit 3 - Info**

<input type="checkbox"/> Furnished (FRNSD)	<input type="checkbox"/> Dishwasher (DSHWS)	<input type="checkbox"/> Dryer (DRYER)	<input type="checkbox"/> Dryer Connection (DRYCN)	<input type="checkbox"/> Window Coverings (WNDCV)
<input type="checkbox"/> Oven/Stove (OVNST)	<input type="checkbox"/> Refrigerator (RFGTR)	<input type="checkbox"/> Stacked Wsh/DryConnect (STCON)	<input type="checkbox"/> Stacked Washer/Dryer (STCKD)	<input type="checkbox"/> Other (OTHER)
<input type="checkbox"/> Disposal (DSPL)	<input type="checkbox"/> Washer (WSHR)	<input type="checkbox"/> Washer Connection (WSHCN)	<input type="checkbox"/> Security System (SECSY)	<input type="checkbox"/> Not Applicable (NA)

**\*UNIT 4**      **\*Occupied:**  (Y/N)      **\*Rent:** \_\_\_\_\_

**\*Bdrm:**       **\*F/Bath:**       **\*H/Bath:**       **\*# Park/Spaces:** \_\_\_\_\_      **\*Handicap Access:**  (Y/N)

**\*Unit 4 Parking Type**

Attached (A)  
 Carport (C)  
 Detached (D)  
 Pad (P)  
 Street (S)  
 Underground (U)

**\*Unit 4 - Info**

<input type="checkbox"/> Furnished (FRNSD)	<input type="checkbox"/> Dishwasher (DSHWS)	<input type="checkbox"/> Dryer (DRYER)	<input type="checkbox"/> Dryer Connection (DRYCN)	<input type="checkbox"/> Window Coverings (WNDCV)
<input type="checkbox"/> Oven/Stove (OVNST)	<input type="checkbox"/> Refrigerator (RFGTR)	<input type="checkbox"/> Stacked Wsh/DryConnect (STCON)	<input type="checkbox"/> Stacked Washer/Dryer (STCKD)	<input type="checkbox"/> Other (OTHER)
<input type="checkbox"/> Disposal (DSPL)	<input type="checkbox"/> Washer (WSHR)	<input type="checkbox"/> Washer Connection (WSHCN)	<input type="checkbox"/> Security System (SECSY)	<input type="checkbox"/> Not Applicable (NA)



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**\*UNIT 5** \*Occupied:  (Y/N) \*Rent: \_\_\_\_\_

\*Bdrm:  \*F/Bath:  \*H/Bath:  \*# Park/Spaces: \_\_\_\_\_ \*Handicap Access:  (Y/N)

**\*Unit 5 Parking Type**

Attached (A)  
 Carport (C)  
 Detached (D)  
 Pad (P)  
 Street (S)  
 Underground (U)

**\*Unit 5 - Info**

Furnished (FRNSD)  Dishwasher (DSHWS)  Dryer (DRYER)  Dryer Connection (DRYCN)  Window Coverings (WNDCV)  
 Oven/Stove (OVNST)  Refrigerator (RFGTR)  Stacked Wsh/DryConnect (STCON)  Stacked Washer/Dryer (STCKD)  Other (OTHER)  
 Disposal (DSPL)  Washer (WSHR)  Washer Connection (WSHCN)  Security System (SECSY)  Not Applicable (NA)

**\*UNIT 6** \*Occupied:  (Y/N) \*Rent: \_\_\_\_\_

\*Bdrm:  \*F/Bath:  \*H/Bath:  \*# Park/Spaces: \_\_\_\_\_ \*Handicap Access:  (Y/N)

**\*Unit 6 Parking Type**

Attached (A)  
 Carport (C)  
 Detached (D)  
 Pad (P)  
 Street (S)  
 Underground (U)

**\*Unit 6 - Info**

Furnished (FRNSD)  Dishwasher (DSHWS)  Dryer (DRYER)  Dryer Connection (DRYCN)  Window Coverings (WNDCV)  
 Oven/Stove (OVNST)  Refrigerator (RFGTR)  Stacked Wsh/DryConnect (STCON)  Stacked Washer/Dryer (STCKD)  Other (OTHER)  
 Disposal (DSPL)  Washer (WSHR)  Washer Connection (WSHCN)  Security System (SECSY)  Not Applicable (NA)

**\*UNIT 7** \*Occupied:  (Y/N) \*Rent: \_\_\_\_\_

\*Bdrm:  \*F/Bath:  \*H/Bath:  \*# Park/Spaces: \_\_\_\_\_ \*Handicap Access:  (Y/N)

**\*Unit 7 Parking Type**

Attached (A)  
 Carport (C)  
 Detached (D)  
 Pad (P)  
 Street (S)  
 Underground (U)

**\*Unit 7 - Info**

Furnished (FRNSD)  Dishwasher (DSHWS)  Dryer (DRYER)  Dryer Connection (DRYCN)  Window Coverings (WNDCV)  
 Oven/Stove (OVNST)  Refrigerator (RFGTR)  Stacked Wsh/DryConnect (STCON)  Stacked Washer/Dryer (STCKD)  Other (OTHER)  
 Disposal (DSPL)  Washer (WSHR)  Washer Connection (WSHCN)  Security System (SECSY)  Not Applicable (NA)

**\*UNIT 8** \*Occupied:  (Y/N) \*Rent: \_\_\_\_\_

\*Bdrm:  \*F/Bath:  \*H/Bath:  \*# Park/Spaces: \_\_\_\_\_ \*Handicap Access:  (Y/N)

**\*Unit 8 Parking Type**

Attached (A)  
 Carport (C)  
 Detached (D)  
 Pad (P)  
 Street (S)  
 Underground (U)

**\*Unit 8 - Info**

Furnished (FRNSD)  Dishwasher (DSHWS)  Dryer (DRYER)  Dryer Connection (DRYCN)  Window Coverings (WNDCV)  
 Oven/Stove (OVNST)  Refrigerator (RFGTR)  Stacked Wsh/DryConnect (STCON)  Stacked Washer/Dryer (STCKD)  Other (OTHER)  
 Disposal (DSPL)  Washer (WSHR)  Washer Connection (WSHCN)  Security System (SECSY)  Not Applicable (NA)

**UTILITIES**

**\*Meters**

Separate Electric (SPELC)  Common Electric (CMELC)  
 Separate Gas (SPGAS)  Common Gas (CMGAS)  
 Separate Water (SPWTR)  Other (OTH)  
 Common Water (CMWTR)

**\*Water/Sewer**

Water System (WTRSY)  
 Private Well (PRVT)  
 Sewer System (SWRSY)  
 Septic (SPTIC)  
 Aerobic Sceptic (ARBSP)  
 Water Storage (WTRST)  
 City (CITY)  
 Co-op Water (COOPWATER)  
 None-Water (NONEWATER)  
 None-Sewer (NONESEWER)  
 Other (OTHER)

**\*Air Conditioning**

Multi-Unit Central (MULTI)  
 Unit Central (UNIT)  
 Window/Wall (WINDOW)  
 One Central (1CNTR)  
 Two Central (2CNTR)  
 Three+ Central (3+CNT)  
 One Window/Wall (1WNDW)  
 Two Window/Wall (2WNDW)  
 3+ Window/Wall (3+WND)  
 Heat Pump (HTPMP)  
 Zoned (ZONED)  
 None (NONE)  
 Other (OTHER)

**\*Heat**

Central (CNTRL)  Zoned (ZONED)  
 Heat Pump (HTPMP)  1 Unit (1UNIT)  
 Floor Furnace (FLFR)  2 Units (2UNITS)  
 Jet (JET)  3+ Units (3+UNIT)  
 Panel (PANEL)  Other (OTHER)  
 Window Unit (WUNDUN)  None (NONE)  
 Wood Stove (WOODSTOVE)

**\*Heating Fuel**

Electric (ELEC)  
 Natural Gas (NTGAS)  
 Propane (PROPAN)  
 Solar (SOLAR)  
 Propane Leased (PPLNS)  
 Other (OTHER)

**Utility Suppliers**

Elec: \_\_\_\_\_ Gas: \_\_\_\_\_

Water: \_\_\_\_\_ Sewer: \_\_\_\_\_

Garbage: \_\_\_\_\_ Other: \_\_\_\_\_

**FINANCIAL**

\*Gross Annual Income: \_\_\_\_\_ \*Annual Operating Expense: \_\_\_\_\_

\*Net Operating Income: \_\_\_\_\_ \*% Vacancy Rate: \_\_\_\_\_

\*Taxed by Mltpl Counties:  (Y/N) \*Certified Tax Year: \_\_\_\_\_ \*Total Tax: \_\_\_\_\_

**\*Op Exp Includes:**

Taxes (TAXES)  
 Insurance (INSRN)  
 Maintenance (MAINT)  
 Management (MGMT)  
 Licenses/Permits (LICNS)  
 All Utilities (ALLUT)  
 Equipment (EQUIP)  
 Services (SRVCS)  
 Miscellaneous (MISC)  
 Reserves (RSRVS)  
 Not Applicable/None (NA)  
 Other (OTHER)



Multi-Family (2 to 8) DATA FORM

\*All fields marked with an asterisk (\*) and **Bold Text** are required. (Lookup) fields provide a list from which to select. (Range) fields allow Low-to-High values for searching.

**\*HOA**  
 Mandatory (**MAND**)  Voluntary (**VOLNT**)  None (**NONE**)

**\*Multiple HOA:**  (Y/N)

**HOA Name:** \_\_\_\_\_

**HOA Fee:** \_\_\_\_\_ **Assoc Transfer Fee:** \_\_\_\_\_

**HOA Website:** \_\_\_\_\_

**Payment Frequency**  
 Annually (**A**)  Monthly (**M**)  Quarterly (**Q**)  Semi-Annually (**S**)

**Contact Phone #1:** \_\_\_\_\_

**HOA Fee 2:** \_\_\_\_\_ **Assoc Transfer Fee 2:** \_\_\_\_\_

**HOA Name 2:** \_\_\_\_\_

**Payment Frequency 2**  
 Annually (**A**)  Monthly (**M**)  Quarterly (**Q**)  Semi-Annually (**S**)

**Website 2:** \_\_\_\_\_

**Contact Phone # 2:** \_\_\_\_\_

**HOA Fee 3:** \_\_\_\_\_ **Assoc Transfer Fee 3:** \_\_\_\_\_

**HOA Name 3:** \_\_\_\_\_

**Payment Frequency 3**  
 Annually (**A**)  Monthly (**M**)  Quarterly (**Q**)  Semi-Annually (**S**)

**Website 3:** \_\_\_\_\_

**Contact Phone # 3:** \_\_\_\_\_

**HOA Fee 4:** \_\_\_\_\_ **Assoc Transfer Fee 4:** \_\_\_\_\_

**HOA Name 4:** \_\_\_\_\_

**Payment Frequency 4**  
 Annually (**A**)  Monthly (**M**)  Quarterly (**Q**)  Semi-Annually (**S**)

**Website 4:** \_\_\_\_\_

**Contact Phone # 4:** \_\_\_\_\_

**OFFICE/SALES**

**\*Owner:** \_\_\_\_\_

**\*Owner LREA/LREB:**  (Y/N) **Approved for Short Sale:**  (Y/N) **Potential Short Sale:**  (Y/N)

**Short Sale Info:**  (APRSS)  Seller has Applied (SLRAP)  Subject to 3rd Party Approval (SBJ3P)

**\*Proposed Terms**

<input type="checkbox"/> Conventional ( <b>CONV</b> )	<input type="checkbox"/> Lease Option ( <b>LSOPT</b> )	<input type="checkbox"/> 100% Financing ( <b>100FN</b> )
<input type="checkbox"/> FHA ( <b>FHA</b> )	<input type="checkbox"/> Buydown ( <b>BYDWN</b> )	<input type="checkbox"/> VA Substitution ( <b>VASUB</b> )
<input type="checkbox"/> VA ( <b>VA</b> )	<input type="checkbox"/> Wraparound ( <b>WRAP</b> )	<input type="checkbox"/> Release Req ( <b>RELRE</b> )
<input type="checkbox"/> 1st Seller Carry ( <b>1ST</b> )	<input type="checkbox"/> TX Vet ( <b>TXVET</b> )	<input type="checkbox"/> Investors OK ( <b>INVOK</b> )
<input type="checkbox"/> 2nd Seller Carry ( <b>2ND</b> )	<input type="checkbox"/> Cash ( <b>CASH</b> )	<input type="checkbox"/> USDA ( <b>USDA</b> )
<input type="checkbox"/> Seller Req/Quality ( <b>SLREQ</b> )	<input type="checkbox"/> Trade ( <b>TRADE</b> )	<input type="checkbox"/> Other ( <b>OTHER</b> )

**\*Lockbox Type**

SABOR Supra (**SABORSUPRA**)  
 Four Rivers Supra (**4RIVERSSUPRA**)  
 Combo (**COMBO**)  
 Other (**OTHER**)  
 None (**NONE**)

**Preferred Title Company** (Lookup) \_\_\_\_\_

**\*Company Name:** \_\_\_\_\_ **Escrow Officer:** \_\_\_\_\_

**Street #:** \_\_\_\_\_ **Street Name:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(We the undersigned Owners acknowledge that we have examined the above data and verify the content.)

**Owners Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_