PROPERTY DESCRIPTION FORM - 2 – 4 Family

Address: St # _____ St Name_____ City_____

Between _____ **Block #** _____ **Lot #** _____

Listing Office # _____ **Listing Salesperson #** _____ **Co-Listing Salesperson #** _____

Publish Owner Name, Phone Number, and Address *check one*: YES or NO

Compensation to SA _____ **BA** _____ **TB** _____ **Lead Paint Form** *check one*: YES or NO

Property Type *check one*: 2-Family 3-Family 4-Family **For Sale Sign** *check one*: YES or NO

	Kitchen	Living Rm	Dining Rm	Bedrm	Full Bath	Half Bath	Other	Monthly Rent
Basement								$
1st Floor								$
2nd Floor								$
3rd Floor								$
4th Floor & Other								$
TOTALS								$

	Annual Expense	Year		Annual Expense	Year	
Taxes	$_____ / ____	**Heat ***	$_____ / ____	**Lot Size** _____
Insurance	$_____ / ____	**Hot Water ***	$_____ / ____	
Water/Sewage	$_____ / ____	**Utilities ***	$_____ / ____	**Assessed Value** $_____ / ____ Year
Other	$_____ / ____	*At least one of these three must be completed*		

Items Excluded

Items Included

Remarks to Co-operating Broker

Check 1 or more under features 1 through 6

1. Showing

Call Listing Office

Call Owner

Call Tenant

Key in Office

Other-See Remarks

2. Building Style

Brownstone

Cape Cod

Carriage House

Colonial

Contemporary

Cottage

Mediterranean

Row House

Split Level

Townhouse

Tudor

Victorian

Other-See Remarks

3. Exterior Finish

Aluminum/Vinyl

Block

Brick

Shingle

Stone

Stucco

Wood

Other-See Remarks

4. Parking Available

1 Car

2 Cars

3+ Cars

Attached

Detached

Covered

Garage

Tandem-Private

Tandem-Shared

Other-See Remarks

None

5. Basement

Crawl Space

Finished

Full

None

Partial Finish

Unfinished

Walk-Out

6. Heating/Cooling

A/C-Central

A/C-Window

A/C-Wall

Baseboard

Electric

Gas

Gas on Gas

Hot Water

Heat Pump

Hot Air

Oil

Radiators

Steam

Other-See Remarks

Owner #1 Signature_____ Owner #2 Signature_____
Date Signed   Date Signed

Owner #1 Name (*print*)_____ Owner #2 Name (*print*)_____

Signature Broker's Representative_____ Broker's Representative (*print*)_____
Date Signed

Advertisement Remarks