

PROPERTY DESCRIPTION FORM – Condo or Cooperative

Address: St # _____ St Name _____ Unit _____ City _____

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

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

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

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

For Sale Sign *check one:* **YES** or **NO** **Property Type** *check one:* **Condominium** or **Cooperative**

	Kitchen	Living Rm	Dining Rm	Bedrm	Full Bath	Half Bath	Other
Lower Level							
1 st Level							
2 nd Level							
3 rd Level & Other							
TOTALS							

Annual Totals Year

Condo Taxes \$ _____ / _____ **Monthly Maintenance Fee** \$ _____ **Appx Sq Ft** _____
Taxes required for Condos only

Assessed Value \$ _____ / _____ **Complex Name** _____ **Floor #** _____

Items Excluded

Items Included

Remarks to Co-operating Broker

The Seller represents that all information on this Property Description Form is complete and accurate. This Property Description Form is made a part of the attached Exclusive Right to Sell Agreement. Any information on this form may be used in advertising to market this property.

Owner #1 Signature _____ Date Signed _____ Owner #2 Signature _____ Date Signed _____

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

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

Advertisement Remarks

Condo/Coop Feature Form
Circle 1 or more under features 1 through 7 (8 – 10 are optional)

1. Showing

Call Listing Office
Call Owner
Call Tenant
Key in Office
Other-See Remarks

Other-See Remarks
None

Hot Water
Air Conditioner
None
Other-See Remarks

2. Building Style

Brownstone
Carriage House
Contemporary
Mediterranean
Row House
Townhouse
Multi-Level
Loft
Other-See Remarks

5. 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

8. Amenities Include

Intercom
Terrace
Hardwood Floor
Fireplace
Wall To Wall Carpet

3. Exterior Finish

Aluminum/Vinyl
Block
Brick
Shingle
Stone
Stucco
Wood
Other-See Remarks

6. Appliances Included

Dishwasher
Compactor
Disposal
Microwave
Refrigerator
Washer/Dryer
Oven/Range Gas
Oven/Range Electric
None
Other-See Remarks

9. Common Amenities

Doorman
Security
Pool
Health club
Community Room
Sauna
Tennis Court
Exercise Room
Jacuzzi
Play Area
Marina
Shops On Premises
Elevator
Washer/Dryer Room
Storage

4. Parking Available

1 Car
2 Cars
3+ Cars
Attached
Detached
Covered
Garage
Tandem-Private
Tandem-Shared

7. Maintenance Fee Includes

Taxes
Heat
Water
Gas
Electric
Parking

10. Miscellaneous

New York View
River View
Near Train
Near Shopping
Near Bus
Near Parks
Near Schools
Near Path