



REALTOR® Association of the Sioux Empire, Inc.

Multiple Listing Service

Multi-Family Data Form

*Required **Conditionally required based on other fields



Property Details Section

MLS# _____

*Property Subtype: ☐ Duplex ☐ Triplex ☐ Four-plex ☐ Six-Plex ☐ Eight- Plex ☐ Twelve-Plex ☐ Other

*County: ☐ Lake ☐ Lincoln ☐ McCook ☐ Minnehaha ☐ Turner ☐ Union ☐ Other (Out of Jurisdiction)

*Parcel ID: _____ (or) Parcel ID Exception: ☐ No Parcel ID

*Address: _____
*St. # Modifier St. *Street Name *Suffix Post Unit # *City *State *Zip Code
(ex: A or 1/2) Direction (ex: Ave) Direction

*Legal Description: (max 100 characters) _____

*MLS Area: In Sioux Falls: ☐ SF- _____ ☐ Outside Sioux Falls: SF- _____ (SF-60 / 70 / 80 / 90 within 6 county service area)

☐ Other – Outside Jurisdiction (Property is not in Lake, Lincoln, McCook, Minnehaha, Turner, or Union County) Inside City Limits? ☐ Yes ☐ No

*Subdivision: _____ Cross Street: (max 30 characters) _____

*Directions to Property: [max 100] _____

*School District: _____ *Elementary School: _____

*Middle School: _____ *High School: _____

Contact Info Section

*Office ID: _____ *Agent ID: _____

Co-Office ID: _____ Co-Agent ID: _____

List Team: _____ *Listing Price: _____

*Listing Date: ____ / ____ / ____ *Expiration Date: ____ / ____ / ____ **Showing/Offer Start Date: ____ / ____ / ____

* Listing Agreement Type: ☐ Exclusive Agency ☐ Exclusive Right to Sell ☐ Exclusive Right to Sell with Exclusions

*Listing Service Type: ☐ Entry Only ☐ Full Service ☐ Limited Service *Listing Agent Must Be Present for Offer: ☐ Yes ☐ No

*REO/Bank Owned: ☐ Yes ☐ No *Potential Short Sale: ☐ Yes ☐ No Special Conditions: ☐ In Foreclosure Proc ☐ Probate ☐ Notice of Default

*Owner: _____ Owner Phone: () _____ - _____

*Occupant: _____ *Occupant Type: ☐ Owner ☐ Tenant ☐ Vacant

* Use BrokerBay ☐ Yes ☐ No Lockbox Location: _____

General Info Section

*Lot Size (Sq Ft): _____ *Lot Size Source: ☐ Tax Data ☐ Owner ☐ Appraiser ☐ Listing Agent

*Lot Dimensions: _____ ☐ Builder Plans ☐ Survey ☐ Unknown

*Taxes: \$ _____

**Lake Description: ☐ Lake Front ☐ Lake View **Lake Name: _____

**Golf Course Description: ☐ Near Golf Course ☐ On Golf Course **Golf Course Name: _____

*Year Built: _____ (or) Year Built Exception: ☐ Unknown New Construction Estimated Completion Date: ____ / ____ / ____

* ☐ Bedrooms Varies by Unit: ☐ Yes ☐ No **Bedrooms Per Unit: _____

* ☐ Bathrooms Varies by Unit: ☐ Yes ☐ No ** Baths Per Unit: _____

*Building SqFt: _____ Building SqFt Source: ☐ Appraiser ☐ Tax Data ☐ Listing Agent ☐ Owner ☐ Builder Plans ☐ Unknown

*Apps Fin SqFt: _____ Apps Fin SqFt Source: ☐ Appraiser ☐ Tax Data ☐ Listing Agent ☐ Owner ☐ Builder Plans ☐ Unknown

**Multi-Family Data Form****Required **Conditionally required based on other fields****Parking:** ☐ Paved Area ☐ Carport Attached ☐ Carport Detached ☐ Garage Attached ☐ Garage Detached ☐ Off Side Street ☐ None**Unit Info Section**

*# of Stories: _____

Total Units: _____

Unit 1 Lease/End: _____

Unit 5 Lease/End: _____

Unit 2 Lease/End: _____

Unit 6 Lease/End: _____

Unit 3 Lease/End: _____

Unit 7 Lease/End: _____

Unit 4 Lease/End: _____

Unit 8 Lease/End: _____

Unit Info	Rent	Occupant	Occupant Phone	Finished SqFt	# of Baths	# of Beds
Unit 1	\$ _____	_____	(____) _____ - _____	_____	_____	_____
Unit 2	\$ _____	_____	(____) _____ - _____	_____	_____	_____
Unit 3	\$ _____	_____	(____) _____ - _____	_____	_____	_____
Unit 4	\$ _____	_____	(____) _____ - _____	_____	_____	_____
Unit 5	\$ _____	_____	(____) _____ - _____	_____	_____	_____
Unit 6	\$ _____	_____	(____) _____ - _____	_____	_____	_____
Unit 7	\$ _____	_____	(____) _____ - _____	_____	_____	_____
Unit 8	\$ _____	_____	(____) _____ - _____	_____	_____	_____

*Income – Garage: _____

Income – Garage Comments: _____

*Income – Gross: _____

Income – Gross Comments: _____

*Income – Laundry: _____

Income – Laundry Comments: _____

Income – NOI Cap: _____

Income – NOI Cap Comments: _____

*Income – Net: _____

Income – Net Comments: _____

*Income – Other: _____

Income – Other Comments: _____

*Income – Rent: _____

Income – Rent Comments: _____

Expenses – Taxes: _____

Expenses – Taxes Comments: _____

Expenses – Water/Sewer: _____

Expenses – Water/Sewer Comments: _____

*Expenses – Electric: _____

Expenses – Electric Comments: _____

*Expenses – Garbage: _____

Expenses – Garbage Comments: _____

*Expenses – Heat: _____

Expenses – Heat Comments: _____

*Expenses – Insurance: _____

Expenses – Insurance Comments: _____

*Expenses – Management: _____

Expenses – Management Comments: _____

*Expenses – Maintenance: _____

Expenses – Maintenance Comments: _____

*Expenses – Other: _____

Expenses – Other Comments: _____



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Remarks Section

Public Remarks: (Note: Agent or Office Info, Showing Instructions, Seller Information, and 3rd Party Promotion is not allowed) Max 1000 Characters

Agent Remarks (Note: Agent or Office Info, Showing Instructions, Seller Information is allowed) Max 1000 Characters

Pass to Internet: ☐ Yes ☐ No Publication Print: ☐ Yes ☐ No

VOW Address Display: ☐ Yes ☐ No **Publication Date: ____ / ____ / ____ **PublicationLogoPhoto: ☐ Yes ☐ No

Show AVM on VOW: ☐ Yes ☐ No Publication Remarks:[Max 130 Characters]

VOW Consumer Comments: ☐ Yes ☐ No

Note: Publication Print, Publication Date, PublicationLogoPhoto, & Publication Remarks fields are used exclusively by the Argus Leader for print advertising. Contact the Argus Leader for more information on print advertising and how these fields should be used

Features Section

AA * Addl. Property Info

- 1 ☐ Outside City Limits
- 2 ☐ Lake
- 3 ☐ New Construction
- 4 ☐ None

AB Exterior

- 1 ☐ Part Brick
- 2 ☐ Brick Veneer
- 3 ☐ Stucco/Drivit
- 4 ☐ Wood
- 5 ☐ Metal/Vinyl
- 6 ☐ Hard Board
- 7 ☐ Stone/Stone Veneer
- 8 ☐ Concrete Block
- 9 ☐ Other

AC Foundation

- 1 ☐ Poured
- 2 ☐ Block
- 3 ☐ Slab – on – Grade
- 4 ☐ Dirt
- 5 ☐ Wood
- 6 ☐ Other

AD Basement

- 1 ☐ Full
- 2 ☐ Partial
- 3 ☐ Crawl Space
- 4 ☐ Comp Unfinished
- 5 ☐ None

AE Floors

- 1 ☐ Brick
- 2 ☐ Carpet
- 3 ☐ Vinyl
- 4 ☐ Laminate
- 5 ☐ Wood
- 6 ☐ Parquet
- 7 ☐ Tile
- 8 ☐ Slate
- 9 ☐ Ceramic
- 10 ☐ Marble
- 11 ☐ Concrete
- 12 ☐ Heated
- 13 ☐ Luxury Vinyl Plank
- 14 ☐ Other
- 15 ☐ None

AF Roof

- 1 ☐ Shingle Composition
- 2 ☐ Shingle Wood
- 3 ☐ Shake
- 4 ☐ Tar and Gravel
- 5 ☐ Tile
- 6 ☐ Other

AG Water

- 1 ☐ City Water
- 2 ☐ Rural Water
- 3 ☐ Community Water
- 4 ☐ Water Well
- 5 ☐ Membership Fee Water
- 6 ☐ Cistern
- 7 ☐ Holding Tank
- 8 ☐ Separate Meters
- 9 ☐ Other Water
- 10 ☐ No Water

AH Sewer

- 1 ☐ City Sewer
- 2 ☐ Septic
- 3 ☐ Other
- 4 ☐ No Sewer

AI Heating

- 1 ☐ Geothermal
- 2 ☐ Two or more units
- 3 ☐ Dual Fuel
- 4 ☐ Forced Air
- 5 ☐ Gravity
- 6 ☐ Heat Pump
- 7 ☐ Hot Water
- 8 ☐ Floor
- 9 ☐ Wall Furnace
- 10 ☐ Baseboard
- 11 ☐ Radiant
- 12 ☐ Space Heater
- 13 ☐ Zoned
- 14 ☐ Natural Gas
- 15 ☐ Propane
- 16 ☐ Electric
- 17 ☐ Fuel Oil
- 18 ☐ Wood
- 19 ☐ Other

Multi-Family Data Form

**Required **Conditionally required based on other fields*

AJ Air Conditioning

- 1 ☐ Central Gas
- 2 ☐ Central Electric
- 3 ☐ Window Unit
- 4 ☐ Zoned
- 5 ☐ Heat Pump
- 6 ☐ Attic Fan
- 7 ☐ Solar
- 8 ☐ Other
- 9 ☐ None

AK Appliances

- 1 ☐ Refrigerator
- 2 ☐ Oven/Range
- 3 ☐ Dishwasher
- 4 ☐ Disposal
- 5 ☐ Trash Compactor
- 6 ☐ Washer
- 7 ☐ Dryer
- 8 ☐ Humidifier
- 9 ☐ Microwave
- 10 ☐ All Units
- 11 ☐ Some Units
- 12 ☐ Other
- 13 ☐ None

AL Unit Features

- 1 ☐ Carpets
- 2 ☐ Window Covering
- 3 ☐ Furnished
- 4 ☐ Washer/Dryer Hookups
- 5 ☐ Patio
- 6 ☐ Balcony Deck
- 7 ☐ Fence Area
- 8 ☐ Extra Storage
- 9 ☐ Unfinished Basement
- 10 ☐ Finished Basement
- 11 ☐ Fireplace
- 12 ☐ Formal Living Room
- 13 ☐ Family Room
- 14 ☐ Formal Dining Room
- 15 ☐ Living/Dining Room
- 16 ☐ Kitchen/Dining Room
- 17 ☐ Inside Utility Room
- 18 ☐ Common Utility Room
- 19 ☐ All Units
- 20 ☐ Some Units
- 21 ☐ Other
- 22 ☐ None

AM Entrance

- 1 ☐ Private
- 2 ☐ Community
- 3 ☐ More than One Per Unit
- 4 ☐ Other

AN Occupancy

- 1 ☐ Over 95%
- 2 ☐ 90-95%
- 3 ☐ Under 90%
- 4 ☐ Owner Occupied
- 5 ☐ Vacant

AO Type Tenancy

- 1 ☐ Month to Month
- 2 ☐ Six Monty Lease
- 3 ☐ One Year Lease
- 4 ☐ Negotiable

AP Zoned

- 1 ☐ RD
- 2 ☐ RA 1
- 3 ☐ RA 2
- 4 ☐ Not Verified
- 5 ☐ Other

AQ Utility Included In Rent

- 1 ☐ Electric
- 2 ☐ Gas
- 3 ☐ Cable TV
- 4 ☐ Water
- 5 ☐ Trash Collection
- 6 ☐ Lawn Service
- 7 ☐ Snow Removal
- 8 ☐ Sewer
- 9 ☐ All Units
- 10 ☐ Some Units
- 11 ☐ Other
- 12 ☐ None

AR Miscellaneous Info

- 1 ☐ Separate Meters
- 2 ☐ Master Meter
- 3 ☐ Pet Restrictions
- 4 ☐ Individual Water Meters
- 5 ☐ Community Water Heater
- 6 ☐ Individual Heat and Air
- 7 ☐ Multi-Unit Heat and Air
- 8 ☐ Dead Bolt
- 9 ☐ Other Restrictions

AS Warranty Program

- 1 ☐ Available
- 2 ☐ Private Company Available
- 3 ☐ Other
- 4 ☐ None

AT Safety Features

- 1 ☐ Smoke Detectors
- 2 ☐ Fire Alarm
- 3 ☐ Fire Walls
- 4 ☐ Sprinkler System
- 5 ☐ Controlled Access
- 6 ☐ Security Lighting
- 7 ☐ Other
- 8 ☐ None

AU *Showing Instructions

- 1 ☐ RASE Lockbox Occupied
- 2 ☐ Use BrokerBay
- 3 ☐ RASE Lockbox Vacant
- 4 ☐ No RASE Lockbox
- 5 ☐ Call First (NAS)
- 6 ☐ Appointment Necessary
- 7 ☐ Call Broker
- 8 ☐ 24 Hour Notice
- 9 ☐ Pets
- 10 ☐ Security System
- 11 ☐ Please Leave Card
- 12 ☐ See Agent Remarks
- 13 ☐ Leave Message

ZD Possession

- 1 ☐ Immediate
- 2 ☐ Negotiable
- 3 ☐ Subject to Tenant
- 4 ☐ At Closing
- 5 ☐ Other

AW Will Sell

- 1 ☐ Buy Down
- 2 ☐ CFD
- 3 ☐ Owner Financing
- 4 ☐ Lease Purchase
- 5 ☐ Assumption
- 6 ☐ Exchange
- 7 ☐ Owner 2nd
- 8 ☐ Other