

HGMLS - CONDO - Input Form – Required Fields in Yellow.

Agent Tab

Listing Agent Information					
Find an Agent Listing Agent ID ? <input type="text"/> Refresh	Name: Email: Direct Phone:	Office Name: Office ID: Office Phone:			
Co-Listing Agent Information					
Find a Co-Listing Agent Co-Listing Agent ID ? <input type="text"/> Refresh	Name: Email: Direct Phone:	Office Name: Office ID: Office Phone:			
Showing and Compensation Information					
Access <input type="checkbox"/> Broker <input type="checkbox"/> Combo Lockbox <input type="checkbox"/> Courtesy Key Avail <input type="checkbox"/> Key At Listing Broker <input type="checkbox"/> Occupant <input type="checkbox"/> Sentri Lock Box <input type="checkbox"/> Supra Lock Box <input type="checkbox"/> Use the Showing Assist icon for appointments		Appointment Phone ? <input type="text"/> Appointment Phone 2 ? <input type="text"/> Showing Instructions ? <input type="text"/>			
Seller/Sub Agent Comp ? <input type="text"/>	Buyer Agent Comp ? <input type="text"/>	Broker Agent Comp ? <input type="text"/>	Negotiate Through ? <input type="text"/>	Agreement Type ? <input type="text"/>	Office Ext for Agent ? <input type="text"/>
Internet Information					
Publish to Internet ? <input type="text"/> Yes	Show Address ? <input type="text"/> Yes	Publish to Realtor.com ? <input type="text"/> Yes	Publish to LoHud.com ? <input type="text"/> Yes	Show AVM on VOW ? <input type="text"/> No	Show Comments VOW ? <input type="text"/> No

General Tab

Address										
	County ? <input type="text"/>	Tax ID ? <input type="text"/>								
	City/Town ? <input type="text"/>	Owner Name ? <input type="text"/>								
	Village ? <input type="text"/>	Post Office ? <input type="text"/>	Hamlet ? <input type="text"/>							
	Street # ? <input type="text"/>	Street Dir ? <input type="text"/>	Street Name ? <input type="text"/>	Street Suffix ? <input type="text"/>						
	Street # Mod ? <input type="text"/>	Unit # ? <input type="text"/>	Zip Code ? <input type="text"/>	Zip Code+4 ? <input type="text"/>	State ? <input type="text"/> NY					
	Floor Number ? <input type="text"/>									
	Latitude ? <input type="text"/> Longitude ? <input type="text"/>	To set the latitude and longitude, click "Set Lat/Long". On the map click where the property is located, adjust the blue pin, then click Done.								
Update Map Get Lat/Long from address Set Lat/Long Choose Google Street View										

Listing Information			
List Price ? <input type="text"/>	REO/Bank Owned ? <input type="text"/>	List Date ? <input type="text"/>	Expiration Date ? <input type="text"/>

Property Info			
Property Subtype ? <input type="text"/>	Year Built ? <input type="text"/>	Year Built Description ? <input type="text"/>	Year Renovated ? <input type="text"/>
Levels in Complex ? <input type="text"/>	Enter the Name of the Complex or Lake or Pond ? <input type="text"/>	Model ? <input type="text"/>	Lot Size ? <input type="text"/>
Street Type ? <input type="text"/>	Water Access ? <input type="text"/>	Adult 55 Community ? <input type="text"/>	Lease Available ? <input type="text"/>
HERS Index Score ? <input type="text"/>	PUD ? <input type="text"/>	Parking Fee ? <input type="text"/>	Number of Assigned Parking Space ? <input type="text"/>

General Tab Continued

<p>Pets</p> <p><input type="text"/></p> <p>Utilities Included</p> <p><input type="checkbox"/> Air Conditioning</p> <p><input type="checkbox"/> Cable</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Heat</p> <p><input type="checkbox"/> Hot Water</p> <p>Style</p> <p><input type="checkbox"/> Apartment</p> <p><input type="checkbox"/> Garden Apartment</p> <p><input type="checkbox"/> High Rise</p> <p><input type="checkbox"/> Mid Rise</p> <p><input type="checkbox"/> Other/See Remarks</p> <p><input type="checkbox"/> Town House</p> <p>Renting Allowed</p> <p><input type="text"/></p>	<p>Construction</p> <p><input type="checkbox"/> Advanced Framing Technique</p> <p><input type="checkbox"/> Batt Insulation</p> <p><input type="checkbox"/> Block</p> <p><input type="checkbox"/> Blown-In Insulation</p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Cellulose Insulation</p> <p><input type="checkbox"/> Energy Star</p> <p><input type="checkbox"/> Fiberglass Insulation</p> <p><input type="checkbox"/> Frame</p> <p><input type="checkbox"/> Insulated Concrete Forms</p> <p><input type="checkbox"/> LEED-Gold</p> <p><input type="checkbox"/> LEED-Platinum</p> <p><input type="checkbox"/> LEED-Silver</p> <p><input type="checkbox"/> Log</p> <p><input type="checkbox"/> Modular</p> <p><input type="checkbox"/> NAHB Green-Bronze</p> <p><input type="checkbox"/> NAHB Green-Gold</p> <p><input type="checkbox"/> NAHB Green-Silver</p> <p><input type="checkbox"/> Other/See Remarks</p> <p><input type="checkbox"/> Other/See Remarks</p> <p><input type="checkbox"/> Post and Beam</p> <p><input type="checkbox"/> Recycled/Renewable materials/Resources used</p> <p><input type="checkbox"/> Stone</p> <p><input type="checkbox"/> Structurally Insulated Panels</p> <p>Approval Required</p> <p><input type="text"/></p>	<p>Siding Description</p> <p><input type="checkbox"/> Aluminum</p> <p><input type="checkbox"/> Asbestos</p> <p><input type="checkbox"/> Block</p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Cedar</p> <p><input type="checkbox"/> Cedar Shake</p> <p><input type="checkbox"/> Clap Board</p> <p><input type="checkbox"/> Concrete Fiber Board</p> <p><input type="checkbox"/> Hardiplank</p> <p><input type="checkbox"/> Log</p> <p><input type="checkbox"/> Masonry</p> <p><input type="checkbox"/> Other/See Remarks</p> <p><input type="checkbox"/> Shingle</p> <p><input type="checkbox"/> Stone</p> <p><input type="checkbox"/> Stucco</p> <p><input type="checkbox"/> T111</p> <p><input type="checkbox"/> Vinyl</p> <p><input type="checkbox"/> Wood</p> <p>Management</p> <p><input type="text"/></p> <p>Management Phone</p> <p><input type="text"/></p>
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School Info

<p>School District</p> <p><input type="text"/></p> <p>Jr. High</p> <p><input type="text"/></p> <p>High School</p> <p><input type="text"/></p>	<p>Elementary School</p> <p><input type="text"/></p>	<p>Please select an Elementary school by clicking on an entry in the list of available elementary schools, even when only one option is available in the list.</p> <p>Multiple schools can be selected by holding the Ctrl key.</p>
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Financial Information

<p>Monthly Common/HOA Fee</p> <p><input type="text"/></p> <p>Additional Fee</p> <p><input type="text"/></p> <p>Addition Fee Desc</p> <p><input type="text"/></p> <p>Addition Fee Amount</p> <p><input type="text"/></p> <p>Addition Fee Freq</p> <p><input type="text"/></p>	<p>HOA Fee Includes</p> <p><input type="checkbox"/> Common Area Costs</p> <p><input type="checkbox"/> Exterior Maintenance</p> <p><input type="checkbox"/> Other/See Remarks</p> <p><input type="checkbox"/> Snow Removal</p> <p><input type="checkbox"/> Trash Collection</p> <p><input type="checkbox"/> Water/Sewer</p>	<p>Tax Assessment</p> <p><input type="text"/></p> <p>Estimated Tax</p> <p><input type="text"/></p> <p>Tax Year</p> <p><input type="text"/></p> <p>Tax Source</p> <p><input type="text"/></p>	<p>Tax Includes</p> <p><input type="checkbox"/> Sewer</p> <p><input type="checkbox"/> Trash</p> <p><input type="checkbox"/> Water</p>
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Modifications/Exclusions

M1 Buyer Exclusions

M2 Agent Exclusions

M3 IAW Compensation If and When

M4 Commission Modification

M6 Disclosure of Ownership Interest

M7 Insufficiency of Funds

M7A Litigation Policy

M7B Litigation Policy

M8 Short Sale Notification

None

Features Tab

Features

Amenities

- 1st Fl Master Bedroom
- 1st Floor Bedrm
- Above Ground Pool
- ADA Access
- ADA Inside
- Balcony
- Basketball Court
- Beach
- Cathedral/Vaulted/High Ceiling
- Close to Bus
- Close to Park
- Close to Railroad
- Close to School
- Close to Shops
- Clubhouse
- Community Pool
- Community Spa
- Community Tennis Courts
- Cul-De-Sac
- Deck
- Dock/Mooring
- Eat in Kitchen
- Elevator
- Energy Star Doors
- Energy Star Skylight(s)
- Energy Star Windows
- Exercise Room
- Formal Dining Room
- Foyer
- Gated Community
- Golf Course
- Granite Countertops
- Greenhouse
- Guest Quarters
- Hardwood Floors As Seen
- Heated Parking
- Horse Property
- In Ground Pool
- Kitchen In Clubhouse
- Lake Association
- Lake/Pond/Stream
- Legal Accessory Apartment
- Marble Countertops
- Master Bath
- Out Building
- Pantry
- Patio
- Porch
- Powder Room
- Privacy
- Riding Ring
- River
- Sauna/Steam Room
- Security System
- Sky Light
- Sprinkler Fire Sys
- Sprinkler Lawn Sys
- Stable/Paddock
- Storage
- Tennis
- Tot Lot
- Trash Collection
- Triple Thermo Windows
- View
- Walk In Closet
- Walk Out Basement
- Wall To Wall Carpet
- Water Access
- Water View
- Waterfront
- Wetbar
- Wood Burning Stove
- Workshop

Included Items

- A/C Units
- Air Filter System
- Alarm System
- Attic Fan
- Awning
- B/I Audio/Visual Equip
- B/I Shelves
- Basketball Hoop
- Bread Warmer
- Ceiling Fan
- Central Vacuum
- Chandelier(s)
- Compactor
- Convection Oven
- Cook Top
- Craft/Table/Bench
- Curtains/Drapes
- Dehumidifier
- Dishwasher
- Disposal
- Door Hardware
- Dryer
- Energy Star Appliance(s)
- Entertainment Cabinets
- Fireplace Equip
- Flat Screen TV Bracket
- Freezer
- Front Gate
- Garage Door Opener
- Garage Remote
- Gas Grill
- Gas Tank
- Generator
- Greenhouse
- Hot Tub
- Humidifier
- Intercom
- Lawn Maint Equip
- Light Fixtures
- Low Flow fixtures
- Mailbox
- Microwave
- Nanny Cam/Comp Serv
- Oven/Range
- Pellet Stove
- Playset
- Pool Equip/Cover
- Refrigerator
- Screens
- Second Refrigerator
- Second Dishwasher
- Second Dryer
- Second Freezer
- Second Stove
- Second Washer
- See Remarks
- Shades/Blinds
- Shed
- Speakers Indoor
- Speakers Outdoor
- Stained Glass Window
- Storm Windows
- TV Dish
- Video Cameras
- Wall Oven
- Wall to Wall Carpet
- Washer
- Water Conditioner Owned
- Water Conditioner Rented
- Whirlpool Tub
- Whole House Ent. Syst
- Wine Cooler
- Woodburning Stove

Excluded Items

- A/C Units
- Air Filter
- Alarm System
- Awnings
- B/I Audio/Visual Equip
- B/I Shelves
- Basketball Hoop
- Bread Warmer
- Ceiling Fan
- Chandelier(s)
- Compactor
- Convection Oven
- Craft/Table/Bench
- Curtains/Drapes
- Dehumidifier
- Dishwasher
- Disposal
- Door Hardware
- Dryer
- Entertainment Cabinets
- Fireplace Equipment
- Flat Screen TV Bracket
- Freezer
- Front Gate
- Garage Door Opener
- Garage Remote
- Gas Tank
- Generator
- Greenhouse
- Grill
- Hot Tub
- Humidifier
- Intercom
- Lap Pool
- Lawn Maint Equip
- Mailbox
- Microwave Oven
- Nanny Cam/Comp Serv
- Pellet Stove
- Playset
- Pool Above Ground
- Pool Equip/Cover
- Refrigerator
- Screens
- Second Dishwasher
- Second Dryer
- Second Freezer
- Second Refrigerator
- Second Stove
- Second Washer
- See Remarks
- Selected Light Fixtures
- Selected Plantings
- Selected Window Treatment
- Shades/Blinds
- Shed
- Speakers Indoor
- Speakers Outdoor
- Stained Glass Window
- Storm Windows
- TV Dish
- Video Cameras
- Wall To Wall Carpet
- Washer
- Water Conditioner
- Water Softner
- Whole House Ent. Syst
- Wine Cooler
- Wood Stove

Parking

- 1 Car Attached
- 1 Car Detached
- 2 Car Attached
- 2 Car Detached
- 3 Car Attached
- 3 Car Detached
- 4+ Car Attached
- 4+ Car Detached
- Assigned
- Attached
- Carport
- Common
- Covered
- Detached
- Driveway
- Garage Parking
- Lot Parking
- No Garage
- No Parking
- None
- Off-Street Parking
- Off-Site Parking
- Private Parking
- Public Parking
- Other/See Remarks
- Storage
- Street Parking
- Tandem
- Unassigned
- Under Home/Ground

Fireplaces

Utilities Tab

Utilities

Heat

- Base Board
- Energy Star Unit(s)
- Forced Air
- Geothermal
- Gravity Hot Air
- Heat Pump Air
- Heat Recovery System
- Hot Water
- Hydro Air
- None
- Passive Solar
- Radiant
- Radiator
- See Remarks
- Solar Thermal
- Steam

Fuel

- Coal
- Electric
- Kerosene
- Natural Gas
- Oil Above Ground
- Oil Below Ground
- Other/See Remarks
- Propane
- Solar
- Wood

Air Conditioning

- Air Purification System
- Central
- Ductless
- Energy Star Unit(s)
- Geothermal
- None
- SEER Rating 12+
- Wall Units
- Window Units

Hot Water

- Electric Stand Alone
- Fuel Oil Stand Alone
- Gas Stand Alone
- Indirect Tank
- None
- On Demand
- Solar Thermal
- Tank Less Coil

Sewer

- Cesspool
- Community
- Municipal
- None
- Others/See Remarks
- Septic
- Septic Above Ground
- Sewer

Water

- Community
- Drilled Well
- Dug Well
- Municipal
- None
- Other/See Remarks
- Shared
- Spring

Garbage

- Other/See Remarks
- Private
- Public

Heating Zones

Electric Company

Remarks Tab

Remarks

Agent Only Remarks

Characters Remaining: 1000

[Check Spelling](#)

Marketing/Public Remarks - may NOT contain agent or office information or website links.

Characters Remaining: 1000

[Check Spelling](#)

Directions

Characters Remaining: 250

[Check Spelling](#)

Virtual Tour Link: Must be Unbranded. Agent or office branding is not permitted.