

Landlord Rental Documents

- One Key MLS - Exclusive **Right to Rent** Agreement
- NYS **Agency** Disclosure Form - **Landlord**
- NYS **Housing and Anti-Discrimination** Disclosure Form
- Notice Disclosing Tenants' Rights to **Reasonable Accommodations** (Managing Agent Information if Unknown) OR Notice Disclosing Tenants' Rights to Reasonable Accommodations (Managing Agent Information if Known) - **Informational - no signatures needed.**
- KWGC **Landlord's Authorization** Form
- KWGC Important Notice to Consumer Regarding **Wire Fraud** Advisory Form
- KWGC **Affiliate Services Advisory** to Agreement of Sale or Lease
- One Key MLS Rental **Property Data** Section Form
- Lessor **Lead Paint** Disclosure Form for Pre-1978 Construction
- Realtor Disclosure to Sellers & Landlords Regarding NYS **Smoke Detector** Law
- KWGC **Audio Recording Device** Disclosure Form
- KWGC Rental **Deal Sheet**

EXCLUSIVE RIGHT TO RENT AGREEMENT

THIS IS A LEGALLY BINDING CONTRACT ("AGREEMENT"). IF NOT FULLY UNDERSTOOD, WE RECOMMEND CONSULTING AN ATTORNEY BEFORE SIGNING.

I/WE _____ ("LANDLORD") the LANDLORD of property located at _____ ("PROPERTY")

do hereby give you, _____ ("LISTING BROKER")

the exclusive right to rent the PROPERTY for \$ _____ from 12:01 A.M. on ___/___/20___ until 11:59 P.M. on ___/___/20___ ("LISTING PERIOD") and to make an offer of compensation to all participants of the OneKey® Multiple Listing Service, LLC (OneKey® MLS) authorized under law to receive a commission. OWNER and LISTING BROKER agree that they are contractually bound by this AGREEMENT as of the Effective Date.

Further, OWNER and LISTING BROKER agree that no marketing, promotion, rental activity, or showings of the PROPERTY shall take place until the LISTING CONTENT is entered into the OneKey® MLS system and made available to other OneKey® MLS Participants on _____ (insert date).

No provision of this AGREEMENT is intended to nor shall be understood to establish or imply any contractual relationship between the LANDLORD and OneKey® MLS and/or any REALTOR® Associations nor has OneKey® MLS and/or any REALTOR® Associations in any way participated in any of the terms of this AGREEMENT, including the commission to be paid. **COMPENSATION**

1. The LANDLORD hereby agrees to pay the LISTING BROKER a total commission of _____.

Owner also agrees that said commission shall be shared with Cooperating Brokers as follows:

If the Cooperating Broker is a Landlord's Agent _____% of the rental price or \$ _____.

If the Cooperating Broker is a Broker's Agent _____% of the rental price or \$ _____.

If the Cooperating Broker is a Tenant's Agent _____% of the rental price or \$ _____.

OWNER INITIAL

This commission is offered to OneKey® MLS participants only.

COMMISSION EARNED AND OWNER(S) OBLIGATIONS AFTER THE EXPIRATION/TERMINATION OF AGREEMENT

2. A commission shall be earned and payable under any of the following conditions: (a) If the LISTING BROKER or cooperating broker produces a tenant ready, willing and able to rent the PROPERTY on such terms and conditions acceptable to the LANDLORD; (b) If through the LISTING BROKER's or cooperating broker's efforts a tenant and the OWNER reach an agreement upon all the essential terms of a transaction; (c) If the PROPERTY is rented or LANDLORD delivers possession during the term of this LISTING AGREEMENT whether or not the rental or delivery of possession is a result of the LISTING BROKER's efforts and even if the PROPERTY is rented or LANDLORD delivers possession as a result of the efforts of the LANDLORD or any other broker or agent not acting under this LISTING AGREEMENT; (d) If the LISTING BROKER or cooperating broker is the procuring cause of a transaction. If within _____ days after the expiration or termination of the LISTING PERIOD, LANDLORD accepts a rental offer, enters into a rental agreement, rents the property, or otherwise delivers possession of the PROPERTY to any person to whom the PROPERTY has been shown during the LISTING PERIOD, LANDLORD will pay LISTING BROKER the aforementioned commission/fee as if LISTING BROKER had made the rental provided the LANDLORD executes a valid rental agreement or delivers possession of the PROPERTY. The preceding sentence shall not apply if LANDLORD in good faith enters into a valid rental listing agreement for the PROPERTY with another New York State licensed real estate broker after the expiration or termination of this AGREEMENT.

3. If LANDLORD terminates this LISTING AGREEMENT or the LISTING BROKER's authority provided herein prior to the end of the LISTING PERIOD, the LISTING BROKER shall retain its contract rights (including but not limited to recovery of its commission, advertising expenses and/or any other damages incurred) by reason of LANDLORD's termination.

LANDLORDS' REPRESENTATIONS AND OBLIGATIONS

4. LANDLORD represents that all legal requirements including, but not limited to, rental permits, certificates of occupancy, or other governmental permits, to create and maintain the rental unit which is the subject of this AGREEMENT have been obtained by LANDLORD and are currently valid. The LANDLORD agrees at all times to act in good faith to assist the LISTING BROKER in the performance of the LISTING BROKER's obligations and to fully cooperate with the LISTING BROKER in its efforts to find a tenant for the property and complete the transaction contemplated by this AGREEMENT.

MARKETING

5. LANDLORD grants to the LISTING BROKER full discretion to determine the appropriate marketing approach for the PROPERTY. LISTING BROKER will undertake to find a ready, willing, and able tenant and in order to do so will engage in marketing activity which may include all forms of advertising.

AUTHORIZATION FOR "FOR RENT" SIGN AND OTHER SERVICES

6. LISTING BROKER _____ (is) _____ (is not) authorized to place a "For Rent" sign on the PROPERTY. (Check one)

7. LISTING BROKER _____ (is) _____ (is not) authorized to use a lockbox. (Check one)

8. LANDLORD _____ (gives permission) _____ (does not give permission) to the LISTING BROKER to share keys to the PROPERTY with cooperating brokers. (Check one)

PROPERTY FOR (NOT FOR) SALE

9. LANDLORD represents that the PROPERTY _____ (is) _____ (is not) for sale (Check one). In the event that the PROPERTY is currently for sale, the name of the listing sales broker, if any, is _____. LANDLORD represents that if the PROPERTY shall be placed on the market for sale at any time during the term of this AGREEMENT or any extension hereof, LANDLORD will promptly notify LISTING BROKER of the identity of the listing sales broker and that LISTING BROKER may elect to terminate this AGREEMENT at such time, in LISTING BROKER's sole discretion. In the event that the PROPERTY is sold by LANDLORD to anyone with whom the LISTING BROKER or any cooperating broker is or was negotiating during the term of this AGREEMENT or any extension hereof,

LISTING BROKER shall be entitled to a selling commission from LANDLORD in the amount of _____ of the sales price. This selling commission shall also be earned and payable from LANDLORD to LISTING BROKER in the event the tenant procured by LISTING BROKER purchases the PROPERTY during the term specified in the AGREEMENT with or without the existence of a written lease agreement. The selling commission shall be earned and payable to LISTING BROKER when the PROPERTY is sold and title is transferred and conveyed by LANDLORD to the tenant, or, if not to the tenant, to any other person with whom LISTING BROKER is or was negotiating during the term of this AGREEMENT. LANDLORD will not be obligated to pay such commission if after the expiration of this AGREEMENT, LANDLORD in good faith enters into a valid listing agreement with another New York State licensed real estate broker who receives a commission pursuant to such subsequent agreement.

CREDIT REPORTS

10. LANDLORD ____ (does) ____ (does not) hereby authorizes LISTING BROKER to obtain credit reports to the extent permissible by law with respect to any prospective tenant and to provide same to and for the benefit of LANDLORD (Check one).

USE OF AUDIO RECORDING DEVICES

11. LANDLORD is advised that it is in violation of NYS Penal Law to mechanically overhear a conversation by having any device (or devices) recording, streaming, or otherwise documenting the conversation of an individual during real estate-related activities at the property (open houses, showings etc.) if you are not a party to that conversation. If such a device is present and will be operating at any time a potential tenant is viewing the property, the LANDLORD understands that the listing agent must disclose the presence of the device. The property (check one) does ____ does not ____ have a device that can mechanically overhear a conversation.

ADDITIONAL POINTS

12. Additional Points, if any:

ALL MODIFICATIONS TO BE MADE IN WRITING

13. LANDLORD and LISTING BROKER agree that no change, amendment, modification or termination of this AGREEMENT shall be binding on any party unless the same shall be in writing and signed by the parties.

MAINTENANCE OF PROPERTY

14. LANDLORD is responsible for the condition, maintenance and/or utilities for the PROPERTY including snow removal and lawn maintenance. LANDLORD agrees to indemnify and hold harmless the LISTING BROKER and cooperating brokers from any claim arising out of personal injuries to any persons injured on the PROPERTY and/or loss or damage to personal property except if caused by the gross negligence of the LISTING BROKER or cooperating broker. LANDLORD shall have the right to select counsel in such event, subject to the approval of the LISTING BROKER and/or cooperating broker, which approval shall not be unreasonably withheld.

ESCROW AND RECOVERY OF FEES

15. (a) Escrow. If, for any reason, LISTING BROKER is not paid the compensation set forth herein on the due date, LANDLORD shall establish an escrow account with a party mutually agreeable to LISTING BROKER and LANDLORD or a title insurance agent or company, and shall place into said escrow account an amount equal to the compensation set forth herein. The escrow monies shall be paid by LANDLORD to said escrow agent and shall be held in escrow until the parties' rights to the escrow monies have been determined (i) by the written agreement of the parties; (ii) pursuant to an arbitration award; (iii) by order of a court of competent jurisdiction; or (iv) some other process to which the parties agree to in writing.

(b) Attorney Fees. In any action, proceeding or arbitration to enforce any provision of this AGREEMENT, or for damages caused by default, the prevailing party shall be entitled to reasonable attorney fees, costs and related expenses, such as expert witness fees and fees paid to investigators. In the event LISTING BROKER hires an attorney to enforce the collection of any commission due hereunder and is successful in collecting all or any portion thereof with or without commencing a legal action or proceeding, LANDLORD agrees to pay the reasonable attorney fees, costs and related expenses incurred by LISTING BROKER.

INDEMNITY

16. In the event any claim or action is commenced against the LISTING BROKER or a cooperating broker as a result of the LISTING BROKER or cooperating broker obeying the lawful instructions of the LANDLORD or relying on any representations made by LANDLORD with respect to this Agreement, including but not limited to, the legality of the property, then, and in such event, the LANDLORD hereby agrees to defend, indemnify and hold harmless the LISTING BROKER or cooperating broker in any such claim or action. LANDLORD shall have the right to select counsel in such event, subject to the approval of the LISTING BROKER and/or cooperating broker, which approval shall not be unreasonably withheld.

COPYRIGHT NOTICE

17. LANDLORD authorizes the LISTING BROKER to enter information and any photograph, image, graphics or video recording, virtual tours, drawings, written descriptions, remarks, narratives, pricing information, and other copyrightable elements relating to the PROPERTY whether taken by the LISTING BROKER's agent, supplied by LANDLORD, or otherwise ("LISTING CONTENT"), into a listing content compilation owned by OneKey® MLS. The LANDLORD understands and agrees that said compilation is exclusively owned by OneKey® MLS who alone possess the right to publish said compilation in any media form it deems appropriate. LISTING CONTENT may be aggregated with that of other properties listed by participants in OneKey® MLS, computer online networks and websites and become copyrightable data pursuant to agreements with LISTING BROKER and such other third parties. By the act of submitting any LISTING CONTENT to OneKey® MLS, the LISTING BROKER has been authorized to grant and also thereby does grant authority to OneKey® MLS to include the LISTING CONTENT in its copyrighted MLS compilation and also in any statistical report. OneKey® MLS may license, sell, lease, and commercially utilize its compilation. Among other uses OneKey® MLS may license or sell the LISTING CONTENT to aggregators who will aggregate the LISTING CONTENT and resell the same. If any LISTING CONTENT are delivered by LANDLORD to the LISTING BROKER for use in the OneKey® MLS compilation, by virtue of such delivery and the execution of this AGREEMENT, the LANDLORD hereby represents and warrants that the LANDLORD either: (1) holds all intellectual property rights including the copyrights of the LISTING CONTENT; or (2) has a nonexclusive, perpetual, royalty-free, worldwide license to copy, distribute, display, create derivative works, and publicly perform the LISTING CONTENT and the right to grant sublicenses through multiple tiers.

18. LANDLORD hereby grants to LISTING BROKER a non-exclusive, irrevocable, worldwide, royalty free license to use, sublicense through multiple tiers, publish, display, reproduce and distribute the LISTING CONTENT or any derivative works thereof. LANDLORD agrees to indemnify LISTING BROKER from any claim of

infringement relating to the same. LANDLORD acknowledges and agrees that as between LANDLORD and LISTING BROKER, all LISTING CONTENT developed by either the LANDLORD OR the LISTING BROKER is deemed owned exclusively by LISTING BROKER, and LANDLORD has no right, title or interest in it.

ACKNOWLEDGEMENT

19. LANDLORD has read and understands this LISTING AGREEMENT and does hereby acknowledge receipt of a copy thereof. ALL ORAL OR PRIOR AGREEMENTS BETWEEN THE PARTIES ARE HEREBY MERGED INTO THIS AGREEMENT AND THE PARTIES AGREE THAT THEIR RELATIONSHIP SHALL BE GOVERNED SOLELY BY THIS AGREEMENT. This AGREEMENT is the entire agreement between the parties and may not be changed except in a writing signed by both parties. This LISTING AGREEMENT shall be binding upon the parties hereto, and their respective heirs, successors, or assigns as of the EFFECTIVE DATE. For purposes of this LISTING AGREEMENT, "LANDLORD" refers to each and all parties who have an ownership interest in the PROPERTY and the undersigned LANDLORD represents that he/she is/are the sole and exclusive owner and is fully authorized to enter into this LISTING AGREEMENT. As used in this LISTING AGREEMENT, the neuter includes the masculine and feminine, the singular includes the plural and the plural includes the singular, as the context may require. LANDLORD and LISTING BROKER understand that all extensions of this LISTING AGREEMENT must be done in writing and automatic renewals are specifically prohibited by 19 NYCRR§175.15. Any change to the LISTING AGREEMENT which would make the PROPERTY unavailable for rent through the OneKey® MLS, including but not limited to any withdrawal, cancellation, reduction in term of listing or termination thereof, must be in writing signed by the LISTING BROKER or authorized representative/manager in order to have any binding legal force and effect.

EQUAL OPPORTUNITY IN HOUSING

20. LANDLORD and LISTING BROKER agree that the above listed property is to be listed and marketed in compliance with all Federal, State, Municipal and Local fair housing, human rights and civil rights laws concerning discrimination in the sale/rental of properties. LANDLORD and LISTING BROKER agree not to discriminate against any Protected Class in the sale/rent of the Property.

21. PLEASE INITIAL BELOW

___/___ **EXPLANATION:** An "exclusive right to rent" listing means that if you, the LANDLORD of the PROPERTY, find a tenant for your house, or if another broker finds a tenant, you must pay the agreed commission to the present broker. An "exclusive agency" listing means that if you, the LANDLORD of the PROPERTY, find a tenant, you will not have to pay a commission to the broker. However, if another broker finds a buyer, you will owe a commission to both the renting broker and your present broker.

PARTIES SIGNATURE

LANDLORD _____

Date: _____

LANDLORD _____

Date: _____

LISTING BROKER (Auth. Rep) _____

Date: _____

LISTING AGENT _____

Date: _____

The "EFFECTIVE DATE" of this Agreement shall be latest date entered alongside the parties' signatures



New York State Disclosure Form for Landlord and Tenant

THIS IS NOT A CONTRACT

New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.

Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.

If you need legal, tax or other advice, consult with a professional in that field.

Disclosure Regarding Real Estate Agency Relationships

Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable

skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the tenant.

Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord cannot provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their informed consent in writing. In such a dual agency situation, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency by indicating the same on this form.

Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate a sales agent to represent the tenant and another sales agent to represent the landlord. A sales agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the

New York State Disclosure Form for Landlord and Tenant

tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under

whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

This form was provided to me by _____ of _____
(Print Name of Licensee) (Print Name of Company, Firm or Brokerage)

a licensed real estate broker acting in the interest of the:

Landlord as a (check relationship below)

Tenant as a (check relationship below)

Landlord's Agent

Tenant's Agent

Broker's Agent

Broker's Agent

Dual Agent

Dual Agent with Designated Sales Agent

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

Advance Informed Consent Dual Agency

Advance Informed Consent to Dual Agency with Designated Sales Agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the landlord in this transaction.

(I) (We) _____ acknowledge receipt of a copy of this disclosure form:

Signature of Landlord(s) and/or Tenant(s):

Date: _____

Date: _____



New York State Housing and Anti-Discrimination Disclosure Form

Federal, State and local Fair Housing and Anti-discrimination Laws provide comprehensive protections from discrimination in housing. It is unlawful for any property owner, landlord, property manager or other person who sells, rents or leases housing, to discriminate based on certain protected characteristics, which include, but are not limited to **race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status**. Real estate professionals must also comply with all Fair Housing and Anti-discrimination Laws.

Real estate brokers and real estate salespersons, and their employees and agents violate the Law if they:

- Discriminate based on any protected characteristic when negotiating a sale, rental or lease, including representing that a property is not available when it is available.
- Negotiate discriminatory terms of sale, rental or lease, such as stating a different price because of race, national origin or other protected characteristic.
- Discriminate based on any protected characteristic because it is the preference of a seller or landlord.
- Discriminate by “steering” which occurs when a real estate professional guides prospective buyers or renters towards or away from certain neighborhoods, locations or buildings, based on any protected characteristic.
- Discriminate by “blockbusting” which occurs when a real estate professional represents that a change has occurred or may occur in future in the composition of a block, neighborhood or area, with respect to any protected characteristics, and that the change will lead to undesirable consequences for that area, such as lower property values, increase in crime, or decline in the quality of schools.
- Discriminate by pressuring a client or employee to violate the Law.
- Express any discrimination because of any protected characteristic by any statement, publication, advertisement, application, inquiry or any Fair Housing Law record.

YOU HAVE THE RIGHT TO FILE A COMPLAINT

If you believe you have been the victim of housing discrimination you should file a complaint with the New York State Division of Human Rights (DHR). Complaints may be filed by:

- Downloading a complaint form from the DHR website: www.dhr.ny.gov;
- Stop by a DHR office in person, or contact one of the Division’s offices, by telephone or by mail, to obtain a complaint form and/or other assistance in filing a complaint. A list of office locations is available online at: <https://dhr.ny.gov/contact-us>, and the Fair Housing HOTLINE at (844)-862-8703.

You may also file a complaint with the NYS Department of State, Division of Licensing Services. Complaints may be filed by:

- Downloading a complaint form from the Department of State’s website https://www.dos.ny.gov/licensing/complaint_links.html
- Stop by a Department’s office in person, or contact one of the Department’s offices, by telephone or by mail, to obtain a complaint form.
- Call the Department at (518) 474-4429.

There is no fee charged to you for these services. It is unlawful for anyone to retaliate against you for filing a complaint.



Division of Licensing Services

New York State
Department of State, Division of Licensing Services
(518) 474-4429
www.dos.ny.gov

New York State
Division of Consumer Rights
(888) 392-3644

New York State Housing and Anti-Discrimination Disclosure Form

For more information on Fair Housing Act rights and responsibilities please visit <https://dhr.ny.gov/fairhousing> and <https://www.dos.ny.gov/licensing/fairhousing.html>.

This form was provided to me by _____ (print name of Real Estate Salesperson/
Broker) of _____ (print name of Real Estate company, firm or brokerage)

(I)(We) _____

(Buyer/Tenant/Seller/Landlord) acknowledge receipt of a copy of this disclosure form:

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Real Estate broker and real estate salespersons are required by New York State law to provide you with this Disclosure.

NOTICE DISCLOSING TENANTS' RIGHTS TO REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Reasonable Accommodations

The New York State Human Rights Law requires housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities. For example, if you have a physical, mental, or medical impairment, you can ask your housing provider to make the common areas of your building accessible, or to change certain policies to meet your needs.

To request a reasonable accommodation, you should contact your property manager.

You will need to inform your housing provider that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider. A housing provider may request medical information, when necessary to support that there is a covered disability and that the need for the accommodation is disability related.

If you believe that you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights as described at the end of this notice.

Specifically, if you have a physical, mental, or medical impairment, you can request: Permission to change the interior of your housing unit to make it accessible (however, you are required to pay for these modifications, and in the case of a rental your housing provider may require that you restore the unit to its original condition when you move out); Changes to your housing provider's rules, policies, practices, or services; Changes to common areas of the building so you have an equal opportunity to use the building.

The New York State Human Rights Law requires housing providers to pay for reasonable modifications to common use areas.

Examples of reasonable modifications and accommodations that may be requested under the New York State Human Rights Law include: If you have a mobility impairment, your housing provider may be required to provide you with a ramp or other reasonable means to permit you to enter and exit the building; If your healthcare provider provides documentation that having an animal will assist with your disability, you should be permitted to have the animal in your home despite a "no pet" rule; If you need grab bars in your bathroom, you can request permission to install them at your own expense. If your housing was built for first occupancy after March 13, 1991 and the walls need to be reinforced for grab bars, your housing provider must pay for that to be done; If you have an impairment that requires a parking space close to your unit, you can request your housing provider to provide you with that parking space, or

place you at the top of a waiting list if no adjacent spot is available; If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be made available to you electronically, you can request that accommodation from your landlord.

Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards: Public and common areas must be readily accessible to and usable by persons with disabilities; All doors must be sufficiently wide to allow passage by persons in wheelchairs; and All multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms, and kitchens.

If you believe that your building does not meet the required accessibility standards, you can file a complaint with the New York State Division of Human Rights.

How to File a Complaint

A complaint must be filed with the Division within one year of the alleged discriminatory act or in court within three years of the alleged discriminatory act. You can find more information on your rights, and on the procedures for filing a complaint, by going to www.dhr.ny.gov, or by calling 1-888-392-3644. You can obtain a complaint form on the website, or one can be e-mailed or mailed to you. You can also call or e-mail a Division regional office. The regional offices are listed on the website.

+ This Notice provides information about your rights under the New York State Human Rights Law, which applies to persons residing anywhere in New York State. Local laws may provide protections in addition to those described

LANDLORD AUTHORIZATION FORM

Landlord: _____

Rental Address: _____

Listing Agent(s): _____

ML #: _____

- I, the landlord, request that all offers go through the listing agent.

Agree Disagree Initial: _____

- I, the landlord, request to use "Name Withheld" on the listing instead of my own name.

Agree Disagree Initial: _____

Signature - Landlord

Date

Signature - Agent

Date

AFFILIATE SERVICES DISCLOSURE / KELLER WILLIAMS NOTICES / and ELECTIONS
FOR BUYERS, SELLERS, LANDLORDS, and TENANTS (CONSUMERS)

Disclosure of Ownership and Financial Interest

This is to give notice that some owners and agents of the following real estate companies have common ownership and financial interests:

Keller Williams NYC - New York, NY

Keller Williams Realty Greater Nassau - Garden City, NY

Keller Williams Points North - Woodbury, NY

Keller Williams Realty Legendary - Franklin Square, NY

Keller Williams Realty Liberty - Ozone Park, NY

Keller Williams Realty Empire - Brooklyn, NY

Keller Williams Realty Gold Coast - Manhasset, NY

Keller Williams Realty Elite - Massapequa, NY

Disclosure of Business Relationship:

Further, this is to give notice that some owners and agents of the above-named real estate companies have a business relationship which may have financial or other benefits with certain providers of services related to your sale, purchase, or leasing of real estate. Consumers are **not required** to utilize any of these service providers. The names of the service providers and nature of the relationship are set forth below:

- 1) **1st Equity** - (Title and Closing Service) - 1st Equity National Title and Closing Services was established under the laws of New York and commenced business in 2003. Located in Melville, NY with offices in NJ and PA, they are a national title agency, licensed to do business across the country. Some owners and agents of the above referenced real estate companies and 1st Equity National Title and Closing Services have common ownership and financial interest.
- 2) **Prosper Abstract** - (Title and Closing Service) - Prosper Abstract is a premiere title and closing agency located in Garden City, New York. Some owners and agents of the above referenced real estate companies and Prosper Abstract have common ownership and financial interest.
- 3) **Cliffco Mortgage Bankers** - Cliffco Mortgage Bankers is a fully delegated mortgage banking institution located in Uniondale, New York. Cliffco is fully licensed in New York, New Jersey, Pennsylvania, Connecticut, Florida, and Texas. Some owners and agents of the above referenced real estate companies and Cliffco Mortgage Bankers have common ownership and financial interest.

Consumers (Buyers, Sellers, Landlords, and Tenants) are **NOT** required to use the above-referenced service providers as a condition of settlement of the loan on a subject property, or the purchase, sale, or lease of a subject property. **THERE ARE FREQUENTLY OTHER SETTLEMENT SERVICE PROVIDERS AVAILABLE WITH SIMILAR SERVICES. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST SERVICES AND THE BEST RATES FOR THESE SERVICES** (The above-named real estate companies believe the named service providers' charges would be competitive with charges of other providers of the same services).

Furthermore, any referral or recommendation by agents of the above-named real estate companies for contractors or service providers are as a convenience and suggestion to consumers. The above-named real estate companies, agents, and staff assume no liability for the performance, quality, or warranty for any work performed or service provided. The above-named real estate companies, agents, and staff assume no liability for any improper service, or workmanship, or their lack of insurance coverage for a referred or suggested contractor or service provider. Consumer information such as contact numbers, email addresses, and/or property addresses may be shared with named service providers.

The above-named real estate companies may request Cashier's Checks or ACH (Automated Clearing House) payment only on all escrows/deposits/rents after a fully executed Contract/Agreement of Sale or Lease.

Notice to parties to an Agreement of Sale: There may be instances, possibly in multiple offer situations where buyers and sellers may consider having contingencies waived such as appraisal, mortgage, inspections, and verifications which are considered to be for the protection and benefit of the parties to an Agreement of Sale. Buyers and sellers may feel that waiving contingencies may appeal to sellers with the anticipation the seller will accept the buyer's agreement over other offers with contingencies.

This notice is to inform parties to Agreements of Sale that the above-named real estate companies considers this practice **ill-advised and will NOT recommend, encourage, or compel parties to Agreements of Sale to waive any contingencies which may be applicable to the property being sold or the parties involved.** Furthermore, the parties to an Agreement of Sale understand that the decision to waive any contingency is at the sole discretion of the parties and has not been initiated, recommended, influenced, or encouraged in any way by the above-named real estate companies their sales associates, brokers, staff, and/or employees.

Sellers/Landlords and Buyers/Tenants hereby acknowledge their receipt and understanding of this disclosure.

_____	_____	_____	_____	_____	_____
Consumer Signature	Date	Consumer Signature	Date	Consumer Signature	Date
		_____	_____		
		Agent Signature	Date		

Election(s) for Consumer(s)

Consumer(s) request a representative from one of the above-referenced Mortgage Service Providers contact them for a No Charge, No Obligation rate quote and pre-approval.

Yes No

Initials: _____

****An important note regarding electronic funds transfers: DO NOT ACCEPT NEW, REVISED, OR ALTERED WIRE INSTRUCTIONS WITHOUT VOICE CALL VERIFICATION TO A KNOWN TELEPHONE NUMBER. Alerts of fraudulent email messages containing fraudulent wire instructions have occurred.**

CONSUMER WIRE FRAUD ADVISORY

While conducting business and communicating electronically has become a matter of convenience, and in most cases a reality in nearly all aspects of our lives, it has also provided hackers/criminals new opportunities for their criminal activity. In the course of your real estate transaction, you may receive fraudulent/deceptive wiring instructions via email, fax, text, and/or social media. These communications are becoming regular and likely, while having the appearance of being authentic, are actually counterfeit requests for information directing consumers to input private banking information on a fake website or email. Please note that Keller Williams will not send instructions to wire funds beyond advising you to contact your Title Manager / Closing Attorney.

WARNING: When wiring funds, never rely exclusively on any electronic means of communication. Call the Title Agent / Closing Attorney at a number that you obtained on your own (i.e., sales contract, their website, etc.). Do not use a phone number that is obtained from any electronic communication. *INITIALS: _____

BUYERS: Keller Williams recommends that if you receive wiring instructions, supposedly from a settlement/title company, lender, attorney, or any other entity, verify the authenticity of the instructions prior to initiating any transfer of funds.

- Contact your Title Manager / Closing Attorney at the phone number you received at the beginning of your transaction. NEVER WIRE FUNDS PRIOR TO CALLING YOUR TITLE MANAGER / CLOSING ATTORNEY TO CONFIRM.
- Do not use any phone numbers provided to you in emailed wire transfer instructions. ONLY USE A KNOWN AND CONFIRMED PHONE NUMBER FOR YOUR TITLE MANAGER / CLOSING ATTORNEY.
- Orally confirm, with your Title Manager / Closing Attorney, that the wire transfer instruction is legitimate and confirm the bank routing number, account numbers, and other codes before transferring the funds.
- Avoid sending any personal information via electronic transmission. Provide such information in person or over the phone directly to the Title Manager / Closing Attorney.
- It is recommended that you take steps to secure your information (i.e., create strong passwords, only use secure Wi-Fi, do not use free services, etc.).

SELLERS: Keller Williams recommends that if you send wiring instructions of any kind (i.e., for the receipt of your proceeds) via electronic means, you must call immediately and verify that the correct instructions were received by the Title Manager / Closing Attorney. Also, it is important to confirm with the Title Manager / Closing Attorney that the wire instructions are not to be substituted without verbal consent.

Additionally: Keller Williams, Closing Attorneys, or Title Managers may request Cashier's Checks only on escrows/deposits/rents after a fully executed contract/agreement of sale or lease. Your real estate agent can help you find out what is required for deposits and closings.

If you believe that you have received fraudulent wire instructions, immediately notify your bank, the Title Manager / Closing Attorney, and your real estate agent. The sources below, as well as others, can also provide information:

- Federal Bureau of Investigation: <http://www.fbi.gov>
- Internet Crime Complaint Center: <http://www.ic3.gov>
- National White Collar Crime Center: <http://www.nw3c.org>
- On Guard Online: <http://www.onguardonline.gov>

By signing below, the undersigned acknowledge that each has read, understands, and has received a copy of this Consumer Wire Fraud Advisory.

Consumer: _____ Date: _____

Consumer: _____ Date: _____

Agent: _____ Date: _____

Rental Property Data Section

* Required Fields

Privacy

Public/Private:* _____

Location

Street #:* _____ Street Dir: _____ Street Name:* _____

St Suffix: _____ St Dir Suffix: _____ St Type: _____

Apt #: _____ County:* _____ Town:* _____

Zone:* _____ Zip:* _____ Sec./Area: _____

Development: _____ Cross St:* _____

District: _____ Section: _____ Block: _____ Lot: _____

Building: _____ Tax Unit #: _____

Adult Community:* _____ Minimum Age: _____

School Dist. Name:* _____

High School:* _____ Junior Middle School:* _____

Elementary School: _____

Location Features:

- | | | |
|--|---|--|
| <input type="checkbox"/> Close to Bus | <input type="checkbox"/> Close to Shops | <input type="checkbox"/> Privacy |
| <input type="checkbox"/> Close to Park | <input type="checkbox"/> Cul-De-Sac | <input type="checkbox"/> Protected Wetland |
| <input type="checkbox"/> Close to Railroad | <input type="checkbox"/> Horse Property | |
| <input type="checkbox"/> Close to School | <input type="checkbox"/> Near Public Transportation | |

Price/Dates/Term

Price Range Listing?:* _____ Listing Price:* _____

Seasonal Or Year Round Rental:* _____

MemDay-LaborDay Rental Amount: _____

June Rental Amount: _____ July Rental Amount: _____

Aug-LaborDay Rental Amount: _____ July-August Rental Amount: _____

Weekly Rental Amount: _____

Year Round Monthly Rental Amount: _____

Off Season Rental Amount: _____

Off Season Rental Description: _____

HOA Fee Includes:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Common Area Costs | <input type="checkbox"/> Sewer | <input type="checkbox"/> Water/Sewer |
| <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Snow Removal | |
| <input type="checkbox"/> Other/See Remarks | <input type="checkbox"/> Trash Collection | |

Utilities Included:

- Air Conditioning
- Air Conditioning Allowed
- Cable
- Electric
- Garbage Removal
- Gas
- Ground Care
- Heat
- Hot Water
- Housekeeping
- Pool Care
- Sewer
- Water

Additional Fee: _____ Additional Fee Desc: _____

Additional Fee Frequency: _____

Landlord Pays:

- All Utilities
- Association Fee
- Electric
- Garbage/Trash Collection
- Gas Cooking
- Heat
- Hot Water
- Lawn Maintenance
- No Utilities
- Recycling
- See Remarks
- Sewer
- Snow Removal
- Water

Dates:

Listing Date:* _____ Exp Date:* _____

Rental Availability Date:* _____

Terms:

Is this a Legal Rental?:* _____ Is a Permit Required: _____

Permit #:* _____ Permit Exp Date:* _____

Terms: _____

Lease Term:

- 12 Months
- 1-6 Months
- 24 Months
- 6-12 Month
- August-Labor Day
- Flexible
- July
- July-August
- June
- Memorial-Labor
- Monthly
- Off Season
- Over 12 Months
- Sublease
- Weekly

Lease: _____

Rental Type: For 'Rental Type', you can select up to 6 choices.

- Weekly
- Month-Month
- 1 Year
- 2 Year
- Flexible
- Memorial-Labor
- June
- July
- July/August
- August-Labor Day
- Off Season

Security Deposit: _____

Pets Allowed:*

- All Dogs
- Call Listing Agent
- Cats
- No Dogs
- No Restrictions
- None Allowed
- Restricted Weight

Lease Conditions:

- Board Approval Required
- Pet Deposit
- Purchase Option
- Security Deposit
- See Remarks

Characteristics

Whole House Rental:* _____ Style:* _____

Detached/Attached:* _____ Type of Dwelling: _____

Model Name: _____ # Floors in Building: _____

Unit on Floor #:* _____ # Floors in Unit:* _____ Rooms:* _____

Total Rms Finished: _____

Bedrooms:* _____ Baths - Full:* _____ Baths - Half:* _____

Approx Int Square Footage:* _____ Square Footage Source:* _____

Basement:*

- | | |
|--|---|
| <input type="checkbox"/> Bilco Door(s) | <input type="checkbox"/> Partial |
| <input type="checkbox"/> Crawl | <input type="checkbox"/> Partially Finished |
| <input type="checkbox"/> Finished | <input type="checkbox"/> See Remarks |
| <input type="checkbox"/> Full | <input type="checkbox"/> Slab |
| <input type="checkbox"/> None | <input type="checkbox"/> Unfinished |
| <input type="checkbox"/> Opt | <input type="checkbox"/> Walk Out |

Attic Description:*

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Dormer | <input type="checkbox"/> Pull Stairs |
| <input type="checkbox"/> Finished | <input type="checkbox"/> Scuttle |
| <input type="checkbox"/> Full | <input type="checkbox"/> See Remarks |
| <input type="checkbox"/> None | <input type="checkbox"/> Unfinished |
| <input type="checkbox"/> Partial | <input type="checkbox"/> Walkup |
| <input type="checkbox"/> Partially Finished | |

Interior Features:

- | | |
|---|---|
| <input type="checkbox"/> 1st Fl Master Bedroom | <input type="checkbox"/> Pool Indoor |
| <input type="checkbox"/> 1st Floor Bedrm | <input type="checkbox"/> Powder Room |
| <input type="checkbox"/> ADA Inside | <input type="checkbox"/> Sauna/Steam Room |
| <input type="checkbox"/> Cathedral/Vaulted/High Ceiling | <input type="checkbox"/> Security System |
| <input type="checkbox"/> Combo Kitchen | <input type="checkbox"/> Separate Thermostat |
| <input type="checkbox"/> Eat in Kitchen | <input type="checkbox"/> Shared Kitchen |
| <input type="checkbox"/> Efficiency Kitchen | <input type="checkbox"/> Sky Light |
| <input type="checkbox"/> Elevator | <input type="checkbox"/> Sprinkler Fire Sys |
| <input type="checkbox"/> Exercise Room | <input type="checkbox"/> Steam Room |
| <input type="checkbox"/> Formal Dining Room | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Foyer | <input type="checkbox"/> Walk In Closet |
| <input type="checkbox"/> Furnished | <input type="checkbox"/> Walk Out Basement |
| <input type="checkbox"/> Granite Countertops | <input type="checkbox"/> Walk Through Kitchen |
| <input type="checkbox"/> Guest Quarters | <input type="checkbox"/> Wall To Wall Carpet |
| <input type="checkbox"/> Hardwood Floors As Seen | <input type="checkbox"/> WD Hookup |
| <input type="checkbox"/> Marble Countertops | <input type="checkbox"/> Wetbar |
| <input type="checkbox"/> Master Bath | <input type="checkbox"/> Wood Burning Stove |
| <input type="checkbox"/> Pantry | |

Association Amenities:

- | | | |
|--|---|---|
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Doorman | <input type="checkbox"/> Laundry Services |
| <input type="checkbox"/> Community Pool | <input type="checkbox"/> Golf Course | <input type="checkbox"/> Private Laundry |
| <input type="checkbox"/> Community Spa | <input type="checkbox"/> Laundry Room/Common | |
| <input type="checkbox"/> Community Tennis Courts | <input type="checkbox"/> Laundry Room/Private | |

Included:

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

Fireplaces:* _____

Approx Year Built: _____ Year Built Exception: _____

Appearance: _____ New Construction:* _____

Year Renovated: _____ Bylaws Attached: _____ Smoking:* _____

#Levels: _____

Rooms

<u>Level</u>	<u>Type</u>	<u>Description</u>
*	*	*

Ext/Util

Construction:

- | | | |
|---|---|--|
| <input type="checkbox"/> Advanced Framing Technique | <input type="checkbox"/> Frame | <input type="checkbox"/> Manufactured |
| <input type="checkbox"/> Batt Insulation | <input type="checkbox"/> HERS | <input type="checkbox"/> Modular |
| <input type="checkbox"/> Block | <input type="checkbox"/> Insulated Concrete Forms | <input type="checkbox"/> NAHB Green-Bronze |
| <input type="checkbox"/> Blown-In Insulation | <input type="checkbox"/> LEED | <input type="checkbox"/> NAHB Green-Gold |
| <input type="checkbox"/> Brick | <input type="checkbox"/> LEED-Gold | <input type="checkbox"/> NAHB Green-Silver |
| <input type="checkbox"/> Cellulose Insulation | <input type="checkbox"/> LEED-Platinum | <input type="checkbox"/> Other/See Remarks |
| <input type="checkbox"/> Energy Star | <input type="checkbox"/> LEED-Silver | <input type="checkbox"/> Post and Beam |
| <input type="checkbox"/> Fiberglass Insulation | <input type="checkbox"/> Log | |

Siding:

- | | | | |
|-----------------------------------|---|--|--------------------------------|
| <input type="checkbox"/> Aluminum | <input type="checkbox"/> Cedar Shake | <input type="checkbox"/> Masonry | <input type="checkbox"/> T111 |
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Clap Board | <input type="checkbox"/> Other/See Remarks | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Block | <input type="checkbox"/> Concrete Fiber Board | <input type="checkbox"/> Shingle | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Hardiplank | <input type="checkbox"/> Stone | |
| <input type="checkbox"/> Cedar | <input type="checkbox"/> Log | <input type="checkbox"/> Stucco | |

Parking:*

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> 1 Car Attached | <input type="checkbox"/> Assigned | <input type="checkbox"/> Lot Parking | <input type="checkbox"/> Private Parking |
| <input type="checkbox"/> 1 Car Detached | <input type="checkbox"/> Attached | <input type="checkbox"/> No Garage | <input type="checkbox"/> Public Parking |
| <input type="checkbox"/> 2 Car Attached | <input type="checkbox"/> Carport | <input type="checkbox"/> No Parking | <input type="checkbox"/> Storage |
| <input type="checkbox"/> 2 Car Detached | <input type="checkbox"/> Common | <input type="checkbox"/> None | <input type="checkbox"/> Street Parking |
| <input type="checkbox"/> 3 Car Attached | <input type="checkbox"/> Covered | <input type="checkbox"/> Off-Site Parking | <input type="checkbox"/> Tandem |
| <input type="checkbox"/> 3 Car Detached | <input type="checkbox"/> Detached | <input type="checkbox"/> Off-Street Parking | <input type="checkbox"/> Unassigned |
| <input type="checkbox"/> 4+ Car Attached | <input type="checkbox"/> Driveway | <input type="checkbox"/> Other/See Remarks | <input type="checkbox"/> Under Home/Ground |
| <input type="checkbox"/> 4+ Car Detached | <input type="checkbox"/> Garage Parking | <input type="checkbox"/> Party | <input type="checkbox"/> Waitlist |

Parking: _____ Parking Facilities: _____ Parking Charges: _____

Lot Size: _____ Lot Sq Footage: _____

Lot Description:

- | | |
|---|--|
| <input type="checkbox"/> Borders State Land | <input type="checkbox"/> Paved |
| <input type="checkbox"/> Cleared | <input type="checkbox"/> Possible Sub Division |
| <input type="checkbox"/> Corner Lot | <input type="checkbox"/> Restrictions |
| <input type="checkbox"/> Easement | <input type="checkbox"/> Sloping |
| <input type="checkbox"/> Historic District | <input type="checkbox"/> Stone/Brick Wall |
| <input type="checkbox"/> Level | <input type="checkbox"/> Unpaved |
| <input type="checkbox"/> Partly Wooded | <input type="checkbox"/> Wooded |

Lot Exposure:

- Exposure East
- Exposure North
- Exposure North East
- Exposure North West
- Exposure South
- Exposure South East
- Exposure South West
- Exposure West

Exterior Features:

- | | | |
|--|--|---|
| <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> Fencing | <input type="checkbox"/> Private Entrance |
| <input type="checkbox"/> ADA Access | <input type="checkbox"/> Gated Community | <input type="checkbox"/> Riding Ring |
| <input type="checkbox"/> Balcony | <input type="checkbox"/> Heated Parking | <input type="checkbox"/> Sprinkler Lawn Sys |
| <input type="checkbox"/> Deck | <input type="checkbox"/> In Ground Pool | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Fenced | <input type="checkbox"/> Patio | |
| <input type="checkbox"/> Fenced Yard | <input type="checkbox"/> Porch | |

Other Structures:

- Greenhouse
- Out Building
- Stable/Paddock
- Workshop

View:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Bridge View | <input type="checkbox"/> Park View |
| <input type="checkbox"/> City View | <input type="checkbox"/> Scenic View |
| <input type="checkbox"/> Mountain Views | <input type="checkbox"/> Skyline View |
| <input type="checkbox"/> Open View | <input type="checkbox"/> View |

Auxiliary Rooms: _____

Waterfront Features:

- | | | | |
|---------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Bay | <input type="checkbox"/> Dock/Mooring | <input type="checkbox"/> Lake/Pond/Stream | <input type="checkbox"/> River Views |
| <input type="checkbox"/> Beach | <input type="checkbox"/> Harbor | <input type="checkbox"/> Lakefront | <input type="checkbox"/> Sound |
| <input type="checkbox"/> Beach Rights | <input type="checkbox"/> Inlet | <input type="checkbox"/> Motor Boats Allowed | <input type="checkbox"/> Water Access |
| <input type="checkbox"/> Bulkhead | <input type="checkbox"/> Lake | <input type="checkbox"/> Ocean | <input type="checkbox"/> Water View |
| <input type="checkbox"/> Canal | <input type="checkbox"/> Lake Association | <input type="checkbox"/> Pond | <input type="checkbox"/> Waterfront |
| <input type="checkbox"/> Creek | <input type="checkbox"/> Lake Views | <input type="checkbox"/> River | |

Utilities:

A/C:*

- | | | |
|--|---|--|
| <input type="checkbox"/> Air Purification System | <input type="checkbox"/> Energy Star Unit(s) | <input type="checkbox"/> SEER Rating 12+ |
| <input type="checkbox"/> Central | <input type="checkbox"/> Geothermal | <input type="checkbox"/> Wall Units |
| <input type="checkbox"/> Ductless | <input type="checkbox"/> High Pressure System | <input type="checkbox"/> Window Units |
| <input type="checkbox"/> Ductwork | <input type="checkbox"/> Individual | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Energy Star CAC | <input type="checkbox"/> None | |

Heating Fuel:*

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Coal | <input type="checkbox"/> Oil Above Ground |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Oil Below Ground |
| <input type="checkbox"/> Kerosene | <input type="checkbox"/> Other/See Remarks |
| <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Propane |
| <input type="checkbox"/> None | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Oil | <input type="checkbox"/> Wood |

Heating Type:*

- | | |
|--|---|
| <input type="checkbox"/> Base Board | <input type="checkbox"/> Heat Recovery System |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Hot Water |
| <input type="checkbox"/> Energy Star Unit(s) | <input type="checkbox"/> Hydro Air |
| <input type="checkbox"/> Forced Air | <input type="checkbox"/> None |
| <input type="checkbox"/> Geothermal | <input type="checkbox"/> Other |
| <input type="checkbox"/> Gravity Hot Air | <input type="checkbox"/> Passive Solar |
| <input type="checkbox"/> Heat Pump Air | |

HERS Index Score: _____

Green Features:

- | | | |
|---|---|--|
| <input type="checkbox"/> Double Pane Windows | <input type="checkbox"/> Energy Star Water Heater | <input type="checkbox"/> Programmable Thermostat |
| <input type="checkbox"/> Energy Star Dishwasher | <input type="checkbox"/> Energy Star Windows | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Energy Star Doors | <input type="checkbox"/> Geothermal Water Heater | <input type="checkbox"/> Solar Pool Cover |
| <input type="checkbox"/> Energy Star Dryer | <input type="checkbox"/> Gray Water System | <input type="checkbox"/> Solar Water Heater |
| <input type="checkbox"/> Energy Star Furnace | <input type="checkbox"/> Green Certified | <input type="checkbox"/> Storm Doors |
| <input type="checkbox"/> Energy Star Refrigerator | <input type="checkbox"/> Insulated Doors | <input type="checkbox"/> Tankless Water Heater |
| <input type="checkbox"/> Energy Star Skylight(s) | <input type="checkbox"/> Insulated Windows | <input type="checkbox"/> Triple Thermo Windows |
| <input type="checkbox"/> Energy Star Stove | <input type="checkbox"/> Low Flow Showers/Fixtures | <input type="checkbox"/> Windmill |
| <input type="checkbox"/> Energy Star Washer | <input type="checkbox"/> Low Flow/Dual Flush Toilet | |

Water Description:*

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Community | <input type="checkbox"/> Other/See Remarks |
| <input type="checkbox"/> Drilled Well | <input type="checkbox"/> Private |
| <input type="checkbox"/> Dug Well | <input type="checkbox"/> Shared |
| <input type="checkbox"/> Municipal | <input type="checkbox"/> Spring |
| <input type="checkbox"/> None | |

Hotwater:*

- | | |
|---|--|
| <input type="checkbox"/> Electric | <input type="checkbox"/> None |
| <input type="checkbox"/> Electric Stand Alone | <input type="checkbox"/> On Demand |
| <input type="checkbox"/> Fuel Oil Stand Alone | <input type="checkbox"/> See Remarks |
| <input type="checkbox"/> Gas Stand Alone | <input type="checkbox"/> Solar Thermal |
| <input type="checkbox"/> Indirect Tank | <input type="checkbox"/> Tankless Coil |

Sewer:*

- | | |
|---|--|
| <input type="checkbox"/> Cesspool | <input type="checkbox"/> Septic |
| <input type="checkbox"/> Community | <input type="checkbox"/> Septic Above Ground |
| <input type="checkbox"/> Municipal | <input type="checkbox"/> Septic Approved |
| <input type="checkbox"/> None | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Others/See Remarks | |

Owner/Broker

Owner:* _____ Status/Showing Phone:* _____

Listing Agent:* _____ Listing Agent Phone#: _____

Co-Listing Agent: _____ Co-Listing Agent Phone#: _____

Landlord Agency Comp:* _____

Tenant Agency Comp:* _____ Broker Agency Compensation:* _____

Agreement Type:* _____ Negotiate Direct:* _____

Offer Presentation:* _____

Show Instructions: _____

Lockbox: _____ Access for Showing: _____

Remarks/Misc

Broker Remarks (Info for Realtors):

Directions:*

Property Desc is for description only. No name, PH#, refer to agent, office, status, etc.

Public Remarks (Info for consumers):

Excluded:

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

Modifications/Exclusions:*

- | | |
|---|---|
| <input type="checkbox"/> M1 Buyer Exclusions | <input type="checkbox"/> M7 Insufficiency of Funds |
| <input type="checkbox"/> M2 Agent Exclusions | <input type="checkbox"/> M7A Litigation Policy |
| <input type="checkbox"/> M3 IAW | <input type="checkbox"/> M7B Litigation Policy |
| <input type="checkbox"/> M4 Commission Modification | <input type="checkbox"/> M8 Short Sale Notification |
| <input type="checkbox"/> M6 Disclosure of Ownership | <input type="checkbox"/> None |

Supersedes:* _____ Supersedes ML#: _____

Do you want to display the address on the internet:* _____

Send Listing to Realtor.com: _____

Open House

Type: _____

Date: _____

Begin: _____

End: _____

Refreshments: _____

Description:

By signing this Property Data Form, Owner(s) acknowledges that Owner(s) read the form in its entirety and affirms to the best of their knowledge, recollection, or ability that the information contained therein is true and accurate as of the date Owner(s) signs the form. Should Owner(s) acquire knowledge which changes any of the information contained on this form, Owner(s) must immediately notify Listing Broker of such changes in writing.

By: _____
(Owner)

_____ (Owner)

_____ (Date)



RENTAL - DISCLOSURE FOR PRE-1978 HOUSING RENTAL AND LEASES DISCLOSURE OF INFORMATION AND ACKNOWLEDGMENT LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS



Lessor's Name: _____ Property Address: _____

City/State/Zip/Phone: _____

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

_____ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards are present in the housing (*explain*):

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

_____ (b) Records and Reports available to the lessor (*check one below*):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (*list documents below*):

Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

_____ (c) Lessee has received copies of all information listed above.

_____ (d) Lessee has received the pamphlet *Protect Your Family From Lead in Your Home*.

Agent's Acknowledgment (initial)

_____ (e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852 d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Lessor: _____ Date: _____ Lessor: _____ Date: _____

Lessee: _____ Date: _____ Lessee: _____ Date: _____

Agent: _____ Date: _____ Agent: _____ Date: _____

REALTOR DISCLOSURE TO SELLERS AND LANDLORDS
REGARDING NYS SMOKE DETECTOR LAW

The following is being presented to you as a service as this disclosure is not required to be supplied by Realtors to Sellers or Landlords under any present law.

As of April 1st, 2019, NYS General Obligations Law 399-ccc will be in effect. According to the new law, all sellers and landlords will need to either hard wire smoke detectors onto a property or replace old portable smoke detectors with 10 year non-removable or non-replaceable (sealed) batteries, but ONLY IF THE OLD SMOKE DETECTORS ON THE PREMISES REQUIRE REPLACEMENT!

If the smoke detectors on the premises are new or continue to be in working order, the landlord and/or seller is under no legal requirement to replace them! Replacement of working smoke detectors on any premises is not required unless and until the smoke detector on the premises is not working or needs to be replaced. All new smoke detectors placed on any premises after April 1st, 2019 will have to meet the standards of the new law, but LANDLORDS AND SELLERS ARE UNDER NO LEGAL OBLIGATION TO REPLACE SMOKE DETECTORS UNDER THE MANDATES OF SECTION 399-CCC IF THOSE PREMISES ARE RENTED OR SOLD AFTER THAT DATE IF THE SMOKE DETECTORS ON THE PREMISES ARE IN WORKING ORDER AT THE TIME OF RENTAL AND/OR SALE.

ANY PLACEMENT OF NEW OR REPLACEMENT OF OLD SMOKE DETECTORS AFTER APRIL 1ST, 2019 WILL HAVE TO MEET THE REQUIREMENTS OF THE NEW LAW.

Read and Understood,

Landlord/Seller

Date



AUDIO RECORDING DEVICE DISCLOSURE FORM

Property Address: _____

Owners/Landlords/Property Managers are advised that it is in violation of NYS Penal Law to mechanically overhear a conversation by having any device (or devices) recording, streaming or otherwise documenting the conversation of an individual during real estate-related activities at the property (open houses, showings, etc...) if you are not a party to that conversation.

If such a device is present and operating in the property, this disclosure must be completed. Individuals entering the property will be notified that such a device is present and operating in the property. Such devices may include but are not limited to: devices used for smart homes; security; computers; web cams; nanny cams or other covert devices.

DISCLOSURE:

The property set forth above has a device that can record, stream or otherwise document conversations of individuals that enter the property.

- This device is enabled and may record, stream or transcribe any conversation inside the property.

CAUTION: Buyers/Tenants/Cooperating Brokers should be aware that any conversation conducted inside the property may be available to the party utilizing the device.

- The device has been deactivated and will not record, stream or transcribe any conversation inside the property.

I have received and read this disclosure notice. I authorize and direct my agent to provide a copy of this disclosure notice to any prospective purchaser/tenant/cooperating broker acknowledging their consent prior to a showing.

Seller/Landlord/Property Manager

Date

Seller/Landlord/Property Manager

Date

OPTIONAL:

By signing below, purchaser/tenant/cooperating broker understand, acknowledges and consents that, if indicated above, the seller/landlord/property manager may have access to the audio portion of any conversation conducted inside the property.

Purchaser/Tenant/Cooperating Broker

Date

Purchaser/Tenant/Cooperating Broker

Date

RENTAL DEAL SHEET

APARTMENT DETAILS:

Date: _____

Address: _____ Apt #: _____ Zip Code: _____

Size/Bedrooms: _____ Landlord: _____ Lease Start Date: _____

Lease End Date: _____ Monthly Rent (\$): _____ Free Rent (Months): _____

Building Type: RENTAL CO-OP CONDO TOWNHOUSE PRIVATE HOME

Whom did you work with/for? TENANT-CUSTOMER TENANT-CLIENT

LANDLORD-CUSTOMER LANDLORD-CLIENT

TENANT(S)	TENANT	CO-TENANT
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Full Name:	_____	_____
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Cell:	_____	_____
-------	-------	-------

Work:	_____	_____
-------	-------	-------

Email:	_____	_____
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What was the source of the tenant(s)? KW REFERRAL PERSONAL REFERRAL NYTIMES OTHER

LISTING BROKER DETAILS	RENTING BROKER DETAILS
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Listing Broker Company: _____	Renting Broker Company: _____
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Listing Broker Agent _____	Renting Broker Agent: _____
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Listing Broker Phone: _____	Renting Broker Phone: _____
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Listing Broker Email: _____	Renting Broker Email: _____
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FEE/COMMISSION DETAILS

Total Fee Paid (\$): _____ Tenant Paid (\$): _____ Owner Paid (\$): _____

Listing Agent: _____ Listing Fee(%): _____

Listing Fee (\$): _____ Renting Broker Fee (\$): _____ (if applicable)

KWGC AGENT(S)	AGENT 1	AGENT 2
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Agent(s) Name:	_____	_____
----------------	-------	-------

Gross (\$): _____

Deal Split (%):	_____	_____
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Agent Split (%):	_____	_____
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