



## Rental Listing Form

### Maxfield & Company

#### Landlord Information

Landlord: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Email: \_\_\_\_\_

Location: \_\_\_\_\_ Type: **Rental**  
Bedrooms: **Loft Studio 1 1+ 2 2+ 3 3+ 4 4+ 5 5+** Bathrooms: **1 1.5 2 2.5 3 3.5 4 4.5** # of Rooms: \_\_\_\_\_  
Heating: \_\_\_\_\_ Type: **By Oil** Hot Water: \_\_\_\_\_ Type: **By Oil**  
 — **Tenant Pays** **By Electric** — **Tenant Pays** **By Electric**  
**LL Pays Both Pay** **By Gas** **LL Pays** **By Gas**

#### Availability, Price & Address

Available Date: \_\_\_\_\_ Price: \_\_\_\_\_ Price Negotiable: **No Yes**  
Location: \_\_\_\_\_  
 # Address Apt # Floor Zipcode

#### Fee & Status

Fee: **No Fee 1/4 Fee 1/2 Fee 3/4 Fee Fee\_Negotiable Full\_Fee** Advertising: **No Yes** Vacancy: **No Yes**  
Availability: **No Yes**  
Listing Type: Lease Type:  
**Landlord direct Standard form Term**  
**Co-broke Tenant-at-will**  
**Exclusive Simple fixed-term Tax Clause: No Yes**  
**Open Listing Commercial Commercial NNN**

**Funds Required:** **Parking:** **Pets:**  
 Tenant Fee: \$ \_\_\_\_\_ # of Spaces: \_\_\_\_\_ ----- **NO PETS**  
 Landlord Fee: \$ \_\_\_\_\_ **Small pets ok Cat ok**  
 First Month: \$ \_\_\_\_\_ Type: --- **Off Street Cat (declawed) Cat (indoor)**  
 Last Month: \$ \_\_\_\_\_ **On Street Garage Small dog ok Pets OK**  
 Security: \$ \_\_\_\_\_ **Lot Driveway Pet Friendly Pet Negotiable**  
 Key Deposit: \$ \_\_\_\_\_ **Tandem**  
 Cleaning Deposit \$ \_\_\_\_\_ **Cost per space: \_\_\_\_\_**

#### No Yes Automatically List Features & Amenities in Advertisements

**Features:**

Dealed	Hot Water	Working Fireplace	Microwave	Skylight
Furnished	Heat & Hot Water	Decorative Fireplace	Pantry	Balcony
Non-Smoking	All Utilities	Hardwood Floors	Gas Range	Patio
Alarm	High Speed Internet	Carpet	Electric Range	Porch
High Ceilings	Walk-in Closet	Galley Kitchen	Disposal	Enclosed Porch
Central AC	Modern Bath	Kitchenette	Dishwasher	Deck
AC	Whirlpool Tub	Eat-in-kitchen	Dining Room	Duplex

**Amenities:**

<b>Concierge</b>	<b>Roof Deck</b>	<b>Health Club</b>	<b>Sauna</b>
<b>Security</b>	<b>Garden</b>	<b>Pool</b>	<b>Storage in Attic</b>
<b>Superintendent</b>	<b>Yard</b>	<b>Tennis</b>	<b>Storage in Basement</b>
<b>On Site Management</b>	<b>Elevator</b>	<b>Lounge</b>	<b>Storage in Bin</b>

Building Type:

---

**Single Family**  
**Two Family**  
**Three Family**  
**Four Family**  
**Condo**  
**Townhouse**  
**Brownstone**  
**Mid-rise**  
**High-rise**  
**Duplex**  
**Apartment Building**

Building Style:

---

**Modern**  
**Brick**  
**Victorian**  
**Older**  
**Renovated**  
**...**

Laundry:

---

**Basement coin**  
**Basement free**  
**Laundry Nearby**  
**Hookup**  
**In unit**  
**Hookup in unit**

Show Instructions:

---

---

---

---

Tenant's Name: \_\_\_\_\_ Phone Numbers \_\_\_\_\_

Key Info:

---

**Key in office**  
**Master key in office**  
**Borrow from other office**  
**Call tenant**  
**Call owner**  
**Lockbox**

Students:

---

**Undergraduate**  
**Graduate**  
**J1 visa**

Alarm Code:

---

Notes:

---

---

---

---

Previous Lease Expires: \_\_\_\_\_ Rented By: **Our Office** **Not Our Office**

Listed By: \_\_\_\_\_ Referred By: \_\_\_\_\_

List Date: \_\_\_\_\_