

State-Wide Multiple Listing Service, Inc. Category 2



Multi-Family - MF

KEYWORDS: Fill in the Blanks for each keyword, enter information as prompted by the computer. (R)'s denote required entries for adding a listing. Shaded Keywords are explained on Back of Form

(R)Listing Member ID: _____ (R)Company Code: _____ Showing Associate ID: _____ Showing Associate Phone: _____

Showing Assoc. Email: _____ (R>List Date: ____/____/____ (R)Exp Date: ____/____/____ (R>List Price: \$ _____

(R)Compensation to Coop. Broker: _____ (R)Lockbox: ____ (R)Photo Instructions: ____ Enhanced Photo Service: ____

15 CHARACTERS MAX

Choose Your Internet Display Options:

If the fields below are N, then all other Internet display options will not apply and Seller Opt out form must be completed.

Display Property on Agent/Broker Sites Y/N (R)IDX: ____

Display Property on Consumer Sites (i.e. RILiving.com) Y/N (R)Consumer Sites: ____

Allow Property Value Estimates on VOWs Y/N Allow AVM: ____

(R)Internet Display: ____

Display Property Address on Agent/Broker Sites Y/N (R)IDX Address Display: ____

Display Property Address on Consumer Sites (i.e. RILiving.com) Y/N (R)Consumer Sites Address Display: ____

Allow Property Comments/Reviews on VOWs Y/N Allow Comments: ____

(R)Internet Address Display: ____

(R)State: _____ (R)County: _____ (R)Municipality: _____ (R)Street #: _____ - _____ (R)Street Name: _____ ADDL ST. # 50 CHARACTERS MAX

(R)Street Suffix: _____ (R)Zip: _____ - _____ (R)Neighborhood: _____ (R)Under Construction: _____ (R)Year Built: _____ ZIP + 4 22 CHARACTERS MAX Y/N

(R)Assessor's Plat/Map: _____ Block: _____ (R)Lot/Parcel: _____ (R)Assessment: \$ _____ (R)Real Estate Taxes: \$ _____ (R)Tax Year: _____ TO THE NEAREST \$

(R)Fire District Tax: _____ Zoning: _____ Lot Frontage: _____ (R)Approx. Lot Square Ft: _____ Approx. Lot Acres: _____ Not intended for Legal Use

(R)Under Ground Tank: _____ - _____ Foundation Size: _____ x _____ (R)Gross Bldg Living Area: _____ Assoc. Fee: \$ _____ per _____ SIZE TYPE L W Y/M (Yearly/Monthly)

(R)Buildings: _____ (R)Bldg Levels: _____ (R)Units: _____ (R)Heating Systems: _____ (R)Fireplaces: _____ (R)Garage Spaces: _____ (R)Onsite Parking Spaces: _____

(R)Other Monthly Rents: \$ _____ (R)Owner Annual Expenses: \$ _____ (R)Profit/Loss Stmt: _____ (R)RE Licensee Owner: _____ (R)Entry Only Listing: _____ Y/N Y/N Y/N

(R)Limited Service Listing: _____ (R)Sign on Property: _____ (R)Subsidized Housing: _____ Short Sale: _____ (R)REO/Lender Owned: _____ Y/N Y/N Y/N Y/N

Showing Instructions: _____ (100 CHAR. MAX)

Compensation Comments: (31 CHARACTERS MAX)

Unit Descriptions: All fields below are (R) required.

Table with 4 columns: Unit (1-4), Description, Monthly Rent, Occupancy. Includes fields for TR, BR, FB, HB.

FEATURES: For "Equipment Feature" choose only those included in list price

- (R)TYPE
A. Side/Side
B. Up/Down
C. Apartment
D. Green Construction
Z. Other

- (R)GARAGE
A. Carport
B. Attached
C. Detached
D. Integral
E. Door Opener
Z. None

- LAUNDRY
A. In Bldg
B. In Units
C. Common
D. Off Site

- EQUIPMENT
A. Refrigerator
B. Oven/Range
C. Disposal
D. Dishwasher
E. Hood
F. Exhaust Fan
G. Ceiling Fan
H. Trash Comp.
I. Washer
J. Dryer

- K. Microwave
L. Intercom
M. Central Vacuum
N. Alarm Owned
O. Alarm Rented
P. Wood Stove
Q. Coal Stove
R. Hot Tub
S. Sauna
T. Whirlpool
U. Elevator
V. BBQ Grill
W. TV Antenna
X. Cable TV
Y. Satellite Dish
Z. Furniture

- HANDICAP ACCESSIBLE
A. Ramps/No Steps
B. Wide Doors
C. Elevator
D. Complete Handicap Fixtures
E. Low Pile Carpet
F. Extra Wide Shower
G. Adjusted Hgt Sink - No Cabinets Below
H. Extra Wide Halls & Doors
I. Flat Thresholds
J. One Level

- K. All of the Above
Z. Other
(R)EXTERIOR
A. Brick
B. Masonry
C. Shingles
D. Clapboard
E. Wood
F. Aluminum Siding
G. Vinyl Siding
H. Other Siding
I. Insld Glass Windows
J. Storm Window
K. Storm Door
L. Patio
M. Deck
N. Porch
O. Breezeway
P. Above Mentioned Screened
Q. Needs Work

- INTERIOR
A. Cathedral Ceiling
B. Skylight
C. Attic
D. Stairs

- (R)BASEMENT
A. Slab
B. Crawl Space

- C. Partial
D. Full
E. Concrete
F. Finished
G. Part Finished
H. Unfinished
I. Bulkhead
J. Walkout
K. Storage Area
L. Common
M. Piers

- (R)FINISHED FLOOR
A. Plywood
B. Particle Board
C. Hardwood
D. Pine
E. Parquet
F. Ceramic
G. Vinyl
H. Wall to Wall Carpet
I. Marble
J. Laminate
Z. Other

- WALLS
A. Plaster
B. Dry wall
C. Paneled
D. Ceramic
E. Wood

- (R)INSULATION
A. Walls
B. Ceiling
C. Floors
D. Cap
E. UFFI
F. Unknown
Z. None

- (R)ELECTRIC
A. 30 Amps
B. 60 Amps
C. 100 Amps
D. 150 Amps
E. 200 Amps
F. 220 Volts
G. Fuses
H. Circuit Breaker
I. Individual Meter
J. Common Meter
K. Generator
Z. None

- (R)WATER SUPPLY
A. Connected
B. Available
C. Assessment Buyer
D. Assessment Seller
E. Well
F. Individual Meter
G. Common Meter

FEATURES (continued)

- (R)SEWER**
 A. Connected
 B. Available
 C. Assessment Buyer
 D. Assessment Seller
 E. Septic System
 F. Cesspool
 G. Other Private System
 Z. Unknown

- (R)PLUMBING**
 A. Mixed
 B. Copper
 C. PVC
 D. Galvanized
 Y. None
 Z. Other

- (R)HOT WATER**
 A. Gas
 B. Oil
 C. Electric
 D. Solar
 E. Tank
 F. Tankless
 G. Rented
 H. Tenant Pays
 I. Owner Pays
 J. Indirect

- (R)HEAT FUEL**
 A. Gas
 B. Oil
 C. Electric
 D. Solar
 E. Bottle Gas
 F. Wood
 G. Coal
 Y. None
 Z. Other

- (R)HEAT SYSTEM**
 A. Forced Air
 B. Forced Water
 C. Steam
 D. Heat Pump
 E. Space
 F. Radiant
 G. Baseboard
 H. Elect. Air Cleaner
 I. Humidifier
 J. Rented. Burner
 K. Common
 L. Individual Control
 M. Gas on Gas
 N. Hydro-Air
 Z. None

- (R)HEAT PAID BY**
 A. Owner
 B. Tenant
 C. Mixed

- (R)COOLING**
 A. Central
 B. Individual Unit
 C. Wall Unit
 Z. None

- LOT**
 A. Wooded
 B. Underground Utilities
 C. Sidewalks
 D. Paved Drive
 E. Fenced Yard
 F. Private Compound
 G. Pool Inground
 H. Pool Above
 I. Out Bldg.
 J. Extra Lot
 K. Corner
 L. Cul De Sac
 M. Sprinklers

- WATER AMENITIES**
 A. Front Salt
 B. Front Fresh
 C. View Salt
 D. View Fresh
 E. River
 F. Walk to Water
 G. Access
 H. Flood Insurance
 I. Dock
 J. Beach

- K. Mooring
 L. Oceanfront
 M. Walk to Salt Wtr
 N. Walk to Fresh Wtr

- NEAR**
 A. Shopping
 B. Bus
 C. Commuter Bus
 D. Highway Access
 E. Private School
 F. Public School
 G. Hospital
 H. Rec. Facility
 I. Swimming
 J. Tennis
 K. Golf
 L. Marina

- TERMS**
 A. Assumable
 B. Seller 1st
 C. Seller 2nd
 D. Rent W/ Option
 E. Exch. Considered
 F. Closing Cost Assistance
 G. Special
 H. Subject to Lender Apprvl

- (R)CLOSE**
 A. 1-30 Days

- B. 30-60 Days
 C. Negotiable
 D. Avail. For Rent
 E. Leases
 F. Month to Month
 G. Week to Week
 H. Vacant

- (R)HISTORIC**
 A. National Reg.
 B. Local Historic Dist
 C. None
 D. Unknown

- (R)LISTING CONTRACT**
 A. Excl. Right to Sell
 B. Excl. Brokerage

- (R)APPROX. LIVING AREA SOURCE**
 A. Tax Assessor
 B. Seller
 C. Licensee Estimated
 D. Appraisal
 E. Builder
 Z. Other

Remarks: (250 CHAR. MAX)

Photo Instructions: (56 CHAR. MAX)

SELLER(S) AGREE(S) ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE OR AGREE(S) TO CHANGES IN ORIGINAL AGREEMENT. The listing broker has gathered the above information to the best of his/her ability based on information provided from other sources, including but not limited to the seller. This should in no way be a substitution for independent inquiries by the buyer.

Seller(s) _____ Date: _____

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Category 2- Multi-Family Listing

The Seller must initial any and all crossovers. All owners must sign where indicated.

<p>VOW KEYWORDS</p> <p>Internet Display = Y/N Does the seller want their listing to appear on the web? <i>If answer is No, the Seller Opt Out form is required</i></p> <p>Internet Address Display = Y/N Does the seller want their address to appear on the web? <i>If answer is No, the Seller Opt Out form is required</i></p> <p>Allow AVM = Y/N Does the seller want automated price estimates to appear on the web?</p> <p>Allow Comments = Y/N Does the seller want comments about their property to appear on the web?</p> <p>IDX Address Display = Y/N Allow the display of a listing's address to appear on IDX sites?</p> <p>Consumer Sites = Y/N Allow the display of a listing to appear on public sites like RILiving?</p> <p>Consumer Sites Address Display = Y/N Allow the display of a listing's address to appear on public sites like RILiving?</p>	<p>PHOTO INSTRUCTIONS</p> <p>In the first field, enter the letter value that corresponds with the meaning. In the second field, enter the number of photos sent in or to be taken by the MLS photographer.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Value</th> <th style="text-align: left; border-bottom: 1px solid black;">Meaning</th> </tr> </thead> <tbody> <tr><td>M</td><td>MLS Exterior Standard (one exterior shot only-no appointment needed).</td></tr> <tr><td>O</td><td>Exterior Rush (1 day turnaround)</td></tr> <tr><td>F</td><td>REALTOR photo to follow</td></tr> <tr><td>R</td><td>REALTOR Photo (s) submitted</td></tr> <tr><td>N</td><td>No photo is to be printed (owners' authorization on contract)</td></tr> <tr><td>C</td><td>Under Construction</td></tr> </tbody> </table>	Value	Meaning	M	MLS Exterior Standard (one exterior shot only-no appointment needed).	O	Exterior Rush (1 day turnaround)	F	REALTOR photo to follow	R	REALTOR Photo (s) submitted	N	No photo is to be printed (owners' authorization on contract)	C	Under Construction			
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<p>COMPENSATION TO COOPERATING BROKER</p> <p>MLS cannot accept the listing unless the CB keyword is completed. Specifying the compensation of each listing is necessary because the cooperating Broker has a right to know what the compensation shall be prior to his/her endeavor to sell.</p> <p>The compensation shall be shown in one of the following forms:</p> <ol style="list-style-type: none"> 1. By showing a percentage of the gross selling price 2. By showing a definite dollar amount <p>If you offer a DUAL OR VARIABLE RATE COMMISSION (i.e. one in which the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance, and a different commission if the sale results through the efforts of a cooperating broker) the listing broker must disclose by either one of the below formats followed by "V".</p> <p>EXAMPLE: CB: -%V</p> <p>If you take an EXCLUSIVE-RIGHT-TO-SELL contract with Named Prospects Exempted (Reservations) you will denote the compensation in either one of the below formats followed by "R".</p> <p>EXAMPLE: CB: -%R</p> <p>If you take an EXCLUSIVE AGENCY CONTRACT the standard Exclusive-Right -to-Sell contract cannot be used. Fill in the keywords and features page (reverse side of page) in the usual manner and denote the compensation in either one of the below formats followed by the code "XA".</p> <p>EXAMPLE: CB: -%XA</p> <p><i>* All compensation offered through MLS to the cooperating company is paid based exclusively on its becoming procuring cause of the purchaser.</i></p> <p>Add to Compensation to Cooperating Broker -</p> <p>If you list a SHORT SALE property, denote the compensation in one of two forms: Example: X% SS OR X% of total commission received -SS</p> <p>This will alert a cooperating broker that the listing is a short sale</p> <p>When disclosed, participants may, at their discretion, advise other participants whether and how any reduction in the gross commission established in the listing contract, required by the lender as a condition of approving the sale, will be apportioned between listing and cooperating participants.</p> <p>Deductions from Compensation on non-service related fees or expenses are not allowed. Only fees which are payable to a third party such as MLS Photographer, Home Warranty plan, sharing of a referral fee, etc., are allowed.</p> <p>The amount or percentage that is to be deducted, must specify and describe the deduction.</p>	<p>ENHANCED PHOTO SERVICES</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>A</td><td>Appt. needed – Interior/Exterior Enhanced Photos</td></tr> <tr><td>E</td><td>Supplement Photos</td></tr> <tr><td>S</td><td>"Rush" Supplement Photos</td></tr> <tr><td>V</td><td>Visual Tour</td></tr> </tbody> </table>	A	Appt. needed – Interior/Exterior Enhanced Photos	E	Supplement Photos	S	"Rush" Supplement Photos	V	Visual Tour									
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<p>COMPENSATION COMMENTS</p> <p>This field is to be used to explain any deductions or terms from the compensation fields – CB (Compensation to Cooperating Broker) if there are any deductions to be made from compensation, the deduction MUST be stated in the CB field. This is just an additional field to accommodate the explanation.</p>	<p>REALTOR OWNED Y/N</p> <p>This field should be filled in with "Y" if the property is considered to be a broker owned property according to RI State law and/or defined by the Code of Ethics of the National Association of REALTORS</p>																	
<p>LOCK BOX ABBREVIATIONS</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Value</th> <th style="text-align: left; border-bottom: 1px solid black;">Meaning</th> </tr> </thead> <tbody> <tr><td>N</td><td>None</td></tr> <tr><td>C</td><td>Company</td></tr> <tr><td>O</td><td>Office</td></tr> </tbody> </table>	Value	Meaning	N	None	C	Company	O	Office	<p>STREET NUMBER</p> <p>Street number is limited to two sets of six characters. Therefore, in some instances it is necessary to abbreviate information about the type of number that you are using to identify the property. The street number must comply with the 911 system whenever possible. The first six-digit field is required and can be filled with numbers only. The second six character field is not required and should be used for all additional information (i.e. Box #, Pole #, opposite pole, lot, ½ ending house #) as shown below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">EXAMPLE</th> <th style="text-align: left; border-bottom: 1px solid black;">Street Address</th> <th style="text-align: left; border-bottom: 1px solid black;">With Additions</th> </tr> </thead> <tbody> <tr><td>123- PL 1957</td><td>123 Main Street</td><td>Pole 1957</td></tr> <tr><td>123-A</td><td>123 A Main Street</td><td></td></tr> </tbody> </table>	EXAMPLE	Street Address	With Additions	123- PL 1957	123 Main Street	Pole 1957	123-A	123 A Main Street	
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<p>UNDERGROUND STORAGE TANK</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">SIZE</th> <th style="text-align: left; border-bottom: 1px solid black;">TYPE</th> </tr> </thead> <tbody> <tr><td>N=None</td><td>N=None</td></tr> <tr><td>U=Unknown</td><td>U=Unknown</td></tr> <tr><td>O=Over 1,100 Gallons</td><td>H=Heating Oil</td></tr> <tr><td>L=Less than 1, 100 Gallons</td><td>O=Other</td></tr> </tbody> </table> <p>EX: If an underground storage tank contains over 1, 100 gallons of heating oil, you would enter: O – H EX: If an underground tank held less than 1, 100 gallons of an unknown substance, you would enter: L – U</p>	SIZE	TYPE	N=None	N=None	U=Unknown	U=Unknown	O=Over 1,100 Gallons	H=Heating Oil	L=Less than 1, 100 Gallons	O=Other	<p>MLS Entry-Only Listing shall mean a form of listing submitted to the Service under which the listing broker will provide none of the following services: (a) present offers to purchase directly to the seller; (b) advise the seller as to the merits of the offer; (c) assist the seller in developing, communicating or presenting counteroffers; and (d) participate on the seller's behalf in negotiations leading to the sale of the listing property. Indicate by Y (yes) or N (no) in this field.</p>							
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<p>FINISHED LIVING AREA</p> <p><i>These fields are to be used for approx. finished living square feet only.</i></p> <p>Above grade living area: Heated Living Area on any level, which is AT, or ABOVE grade. This area SHOULD NOT include the finished areas of basements, nor should it include the finished lower level areas of a Raised Ranch, unfinished rooms on any level or additional finished areas outside the main dwelling such as a carriage house.</p> <p>Below Grade Living Area: Finished, Heated Living Area which is below grade, and/or EXTRANEIOUS (separate) to the main living area can be included in this field; such as finished basements, the finished portion of the lower level of a Raised Ranch, finished attics, carriage houses, etc.</p>	<p>APPROXIMATE LIVING AREA SOURCE - Please indicate the source from which the value for the "Approximate Above Grade Living Area" field was obtained.</p>																	

STANDARD ROOM ABBREVIATION GUIDE

To keep the MLS book consistent the following room abbreviations are to be used when filling in the keywords separated by commas.

Lower Level, First Floor Rooms, Second Floor Rooms, Third Floor Rooms

MAIN ROOMS

DR	Dining Room
FDR	Formal Dining Room
K	Kitchen
EIK	Eat in Kitchen
KDA	Kitchen w/ Dining Area
PTRY	Pantry
LR	Living Room
DBLLR	Double Living Room
BEDROOMS	
BR	Bedroom
MBR	Master Bedroom

TBR	Twin Bedroom
SBR	Small Bedroom
BATH	
B	Bath
FESH	Fiberglass Enclsd. Shower
PESH	Plastic Enclosed Shower
TBTS	Tile Bath w/ Tub & Shower
OBT	Old Bath w/Tub
OBTS	Old Bath w/ Tub & Shower
TBT	Tile Bath w/ Tub
BSS	Bathroom w/ Shower Stall

TBSS	Tile Bath w/Shower Stall
BT	Bath w/ Tub
BTS	Bath w/ Tub & Shower
LAV	Lavette
WHRL	Whirlpool

MISCELLANEOUS ROOMS

CH	Center Hall
DEN	Den
EF	Entry Foyer
EH	Entry Hall
FR	Family Room
FP	Fireplace
FLRM	Florida Room
LDRY	Laundry Room
LIB	Library
PRCH	Porch
RH	Rear Hall
RECRM	Recreation Room
SOLRM	Solarium
STDY	Study
SNRM	Sun Room
VEST	Vestibule
WKSHOP	Workshop