

State-Wide Multiple Listing Service, Inc. Category 3



Condominium - CND

KEYWORDS: Fill in the Blanks for each keyword, enter information as prompted by the computer. (R)'s denote required entries for adding a listing.

(R)LA: _____ (R)LC: _____ LS: _____ (R)LD: _____ / _____ / _____ (R)XD: _____ / _____ / _____ (R)LP: _____
Listing Agent Code Company Code/Branch Showing Associate Code M M D D Y Y M M D D Y Y List Price

(R)SB: _____ (R)BB: _____ (R)BX: _____ LX: _____ (R)INTL: _____ (R)IDX: _____ (R)PH: _____
Compensation to Sub Agency Compensation To Buyers Agency Lock Box Lock Box Serial # Internet Y/N IDX Y/N Photo Instruct.

EP: _____ (R)MU: _____ (R)NU: _____ - _____ (R)NA: _____ (R)State: _____ (R)CU: _____
Enhanced Photo Municipality Street Number Additional Street Number Street Name Complex Unit #

(R)CX: _____ (R)ZP: _____ - _____ (R)NB: _____
Complex Name Zip Code +4 Extension Neighborhood/Subdivision

(R)UC: _____ (R)AP: _____ AU: _____ AB: _____ (R)AL: _____ (R)AS: _____ (R)RE: _____ - (RE YR): _____
Under Construct(Y/N) Assessor's Plat/Map Assessor's Unit Assessor's Block Assessor's Lot/Parcel Assessment Real Estate Taxes to the Nearest \$ Year

(R)FD: _____ ZN: _____ TU: _____ (R)PM: _____ AC: _____ (R)TKS: _____ (R)TKT: _____ (R)YB: _____ (R)ALV: _____
Fire District Tax Zoning (Not intended for 'Legal' Use) Total Units in Complex Pro. Mgt (Y/N) Approx. Site Acres Size Underground Storage Tank Type Year Built Approx. Above Grade Liv. Area

(R)BLV: _____ (R)BL: _____ (R)UF: _____ (R)UL: _____ (R)TR: _____ (R)BR: _____ (R)FB: _____ (R)HB: _____ (R)FP: _____ LR: _____ X _____ W _____
Approx. Below Grade Liv. Area # Bldg Levels Unit Floor # Unit Levels Unit Total Rooms Unit Bedrms Unit Full Baths Unit Half Baths Unit Fireplaces Liv. Room Dimensions

MB: _____ (L) _____ X _____ (W) _____ (R)GS: _____ OS: _____ (R)OA: _____ (R)PA: _____ (R)BRO: _____ (R)AF: _____ - (AF PER): _____ (R)EO: _____
MBR. Dimensions Garage Spaces # Onsite Parking Assigned/Unassigned (U/A) Pets Allowed (Y/N) R/E Licensee- Owner (Y/N) Association Fee Year or Month (Y or M) Entry Only Listing (Y/N)

(R)LSL: _____ (R)SG: _____
Limited Service Listing (Y/N) Sign on Property (Y/N)

Showing Instructions: (Max. 100 characters)

Compensation Comments: (Max. 31 characters)

Floor Descriptions:

Lower Level _____

 First Floor _____

 Second Floor _____

 Third Floor _____

Shaded Keywords are explained on Back of Form

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

<p>(R)TYPE</p> <p>A. One Level B. Town House C. High Rise D. Other E. Time Share F. Registered Adult Community G. Loft</p> <p>(R)ACCESS</p> <p>A. 1st Floor B. 2nd Floor C. 3rd Floor & Above D. Private Entry E. Elevator</p> <p>(R)GARAGE</p> <p>A. Carport B. Attached C. Detached D. Integral E. Door Opener Z. None</p> <p>(R)FIREPLACE</p> <p>A. Brick B. Marble C. Stone D. Tile E. Woodframe F. Zero Clearance Z. None</p> <p>(R)EQUIPMENT</p> <p>A. Refrigerator B. Oven/Range C. Disposal D. Dishwasher E. Hood F. Exhaust Fan</p>	<p>G. Dryer H. Microwave I. Intercom J. Ceiling Fan K. Trash Comp. L. Washer M. Central Vacuum N. Alarm Owned O. Alarm Rented P. Wood Stove Q. Coal Stove R. Hot Tub S. Sauna T. Whirlpool U. BBQ Grill V. Central Antenna W. TV Antenna X. Cable TV Y. Satellite Dish</p> <p>ROOMS</p> <p>A. Foyer Hall B. Dining Room C. Dining Area D. Eat in Kitchen E. Family Room F. Den G. Library H. Rec. Room I. MBR w/Bath J. Florida Room K. Solar Room L. Greenhouse M. Utility Room N. Workshop O. Great Room P. Living Room Q. MBR on 1st Flr.</p> <p>INTERIOR</p> <p>A. Cathedral Ceilings</p>	<p>B. Skylight C. Dry Bar D. Wet Bar E. Cedar Closet F. Attic Storage G. Attic Stairs H. Internal Expansion I. Rough Bath</p> <p>HANDICAP ACCESSIBLE</p> <p>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 H. No Cabinets Below I. Extra Wide Halls & Doors</p> <p>(R)BASEMENT</p> <p>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 Z. None</p> <p>(R)FINISHED FLOOR</p> <p>A. Plywood B. Particle Board C. Hardwood D. Pine E. Parquet F. Ceramic G. Marble H. Vinyl I. Wall to Wall Carpet Z. Other</p>	<p>G. Vinyl Siding H. Other Siding I. Insulated Glass Windows J. Storm Windows K. Storm Door L. Patio M. Deck N. Porch O. Breezeway P. Patio, Deck, Porch, Breezeway is Screened</p> <p>(R)ELECTRIC</p> <p>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. In Fee</p> <p>(R)WATER SUPPLY</p> <p>A. Connected B. Available C. Assmt. Buyer D. Assmt. Seller E. Well F. Individual Meter G. Common Meter H. In Fee</p> <p>(R)SEWER</p>	<p>WALL</p> <p>A. Plaster B. Dry Wall C. Paneled D. Ceramic E. Wood</p> <p>(R)INSULATION</p> <p>A. Walls B. Ceiling C. Floors D. Cap E. UFFI F. Unknown Z. None</p> <p>(R)PLUMBING</p> <p>A. Mixed B. Copper C. PVC D. Galvanized Z. Other</p> <p>(R)HOT WATER</p> <p>A. Gas B. Oil C. Electric D. Solar E. Tank F. Tankless G. Rented H. Individual I. Common J. In Fee</p> <p>(R)HEAT FUEL</p> <p>A. Gas B. Oil C. Electric D. Solar E. Bottle Gas F. Wood G. Coal Z. Other</p> <p>(R)HEAT SYSTEM</p> <p>A. Forced Air</p>	<p>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. Hydro-Air Z. None</p> <p>(R)APRX. HEATS</p> <p>A. 0-300 B. 301-600 C. 601-900 D. 901-1200 E. 1201-1500 F. 1501-1800 G. 1801-2100 H. 2101-2400 I. 2401-2800 J. 2801+ K. Undetermined L. Excl. Coal M. Excl. Wood N. Incl. Hot Water O. Incl. Cooking P. Incl. Dryer Q. In Fee</p> <p>(R)COOLING</p> <p>A. Central B. Individual Unit C. Attic Fan D. Whole Unit Fan Z. None</p>	<p>SITE</p> <p>A. Wooded B. Underground Util. C. Horse Perm D. Sidewalks E. Clubhouse F. Tennis G. Pool H. Stable I. Barn J. Security</p> <p>WATER AMENITIES</p> <p>A. Front Salt B. Front Fresh C. View Salt D. View Fresh E. River F. Walk to G. Access H. Flood Insurance I. Dock J. Beach K. Mooring L. Oceanfront M. Walk to Salt Wtr N. Walk to Fresh Wtr</p> <p>NEAR</p> <p>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</p>	<p>(R)PETS ALLOWED</p> <p>A. None B. Cats C. Small dogs (under 25lbs.) D. Large Dogs (over 25lbs.) E. Pets Negotiable</p> <p>TERMS</p> <p>A. Assumable B. Seller 1st C. Seller 2nd D. Rent W/Opt. E. Exchange Consd. F. Closing Cost Assistance G. Special</p> <p>(R)OCCUPANCY</p> <p>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</p> <p>(R)HISTORIC</p> <p>A. National Reg. B. Local Hist. Dist. C. None D. Unknown</p> <p>(R)LISTING CONTRACT</p> <p>A. Excl. Right to Sell B. Exclusive Agency</p>
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Remarks: _____

Photo Instructions: (Max. 56 characters)

OWNER(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 agent 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.

Owner(s) _____ Date: _____

Category 3 - Condominium Listing

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

RHODE ISLAND

BARR Barrington
BRIS Bristol
BURR Burrillville
CFLS Central Falls
CHAR Charlestown
CRAN Cranston
CUMB Cumberland
CVEN Coventry
EGRN East Greenwich
EPRO East Providence
ESID East Side of Prov.
EXET Exeter
FOST Foster
GLOC Gloucester

HOPK Hopkinton
JAME Jamestown
JOHN Johnston
LCOM Little Compton
LINC Lincoln
MDLT Middletown
NARR Narragansett
NEWP Newport
NSHM New Shoreham
NKNG North Kingstown
NPRO North Providence
NSMF North Smithfield
PAWT Pawtucket
PORT Portsmouth
PROV Providence

MUNICIPALITY CODES

RICH Richmond
SCIT Scituate
SMTH Smithfield
SKNG South Kingstown
TIVR Tiverton
WARN Warren
WARW Warwick
WEST Westerly
WGRN West Greenwich
WWAR West Warwick
WOON Woonsocket

BELL Bellingham
BLCK Blackstone
FRIV Fall River
MANS Mansfield
MEND Mendon
MLVL Millville
NATL North Attleboro
NORT Norton
PLNV Plainville
REHB Rehoboth
SEEK Seekonk
SOMR Somerset
SWAN Swansea
TAUN Taunton
UXBR Uxbridge

WPRT Westport
WRNT Wrentham

CONNECTICUT

GROT Groton
MYST Mystic
NEWL New London
NSTN North Stonington
PAWC Pawcatuck
STON Stonington

OUT OF STATE

OTHC Connecticut
OTHM Massachusetts
OTHR Other

MASSACHUSETTS

ATTL Attleboro
DIGH Dighton

COMPENSATION TO COOPERATING BROKER (SB, BB)

MLS cannot accept the listing unless the SB and BB keywords are completed. Specifying the compensation of each listing is necessary because the cooperating Broker (Selling Broker or Buyer's Broker) has a right to know what the compensation shall be prior to his/her endeavor to sell.

The compensation shall be shown in one of the following forms:

1. By showing a percentage of the gross selling price
2. By showing a definite dollar amount

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".

EXAMPLE: SB: -%V BB: -%V

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".

EXAMPLE: SB: -%R BB: -%R

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".

EXAMPLE: SB: -%XA BB: -%XA

* All compensation offered through MLS to the cooperating company is paid based exclusively on its becoming procuring cause of the purchaser.

COMPENSATION COMMENTS

This field is to be used to explain any deductions or terms from the compensation fields – SB (Compensation to Sub Agency) and BB (Compensation to Buyers Agency). If there are any deductions to be made from compensation, the deduction MUST be stated in the SB and BB fields. This is just an additional field to accommodate the explanation.

LOCK BOX ABBREVIATIONS (BX)

Value	Meaning
N	None
C	Company
O	Office
S	State-Wide MLS Supra System

If BX field contains an "S", fill in the LX field with lockbox serial number.

PHOTO INSTRUCTIONS (PH)

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.

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

ENHANCED PHOTO SERVICES (EP)

A Appt. needed – Interior/Exterior Enhanced Photos
E Supplement Photos
S "Rush" Supplement Photos
V Visual Tour

REALTOR OWNED Y/N (BRO)

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

STREET NUMBER (NU)

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, 1/2 ending house #) as shown below:

EXAMPLE	Street Address	With Additions
123- PL 1957	123 Main Street	Pole 1957
123-A	123 A Main Street	

YEAR BUILT (YB)

Year Built is a numeric field (i.e. no alphabetic characters will be accepted). Year Built is the year that the property was built. When the property listed is in new construction, enter as the current year. When the age of the building is unknown, show its age as 9999.

EO = "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.**

UNDERGROUND STORAGE TANK (TK)

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

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

FINISHED LIVING AREA (ALV and BLV)

These fields are to be used for approx. finished living square feet only.

ALV – Above grade living area: Heated Living Area on any level, which is AT, or ABOVE grade. This area SHOULD NOT included 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.

BLV – 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.

SHOWING INSTRUCTIONS (SI)

Any showing instructions or additional advertising should be placed in this field. This information will print out on broker translates only. It will not appear in the MLS books or any customer printouts. (Example: Bonuses to selling brokers, particulars about a property.)

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.

LL. Lower Level, F1 First Floor Rooms, F2 Second Floor Rooms, F3 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

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

BEDROOMS

BR Bedroom
MBR Master Bedroom