

# State-Wide Multiple Listing Service, Inc. Category 2



# Multi Family (2-4 Units) – 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.

(R)LA: \_\_\_\_\_ Listing Agent Code  
 (R)LC: \_\_\_\_\_ Company Code/Branch  
 LS: \_\_\_\_\_ Showing Associate Code  
 (R)LD: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ M M D D Y Y  
 (R)XD: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ M M D D Y Y  
 (R)LP: \_\_\_\_\_ List Price  
 (R)SB: \_\_\_\_\_ Compensation to Sub Agency  
 (R)BB: \_\_\_\_\_ Compensation To Buyers Agency  
 (R)BX: \_\_\_\_\_ Lock Box  
 (R)LX: \_\_\_\_\_ Lock Box Serial #  
 (R)PH: \_\_\_\_\_ Photo Instruct.  
 EP: \_\_\_\_\_ Enhanced Photo Services  
 (R)MU: \_\_\_\_\_ Municipality  
 (R)NU: \_\_\_\_\_ Street Number  
 \_\_\_\_\_ Additional Street Number  
 (R)NA: \_\_\_\_\_ Street Name  
 (R)State: \_\_\_\_\_  
 (R)ZP: \_\_\_\_\_ Zip Code  
 \_\_\_\_\_ +4 Extension  
 (R)NB: \_\_\_\_\_ Neighborhood/Subdivision  
 (R)UC: \_\_\_\_\_ Under Construct. (Y or N)  
 (R)YB: \_\_\_\_\_ Year Built  
 (R)AP: \_\_\_\_\_ Assessors Plat/Map  
 AB: \_\_\_\_\_ Assessor's Block  
 (R)AL: \_\_\_\_\_ Assessor's Lot/Parcel  
 (R)AS: \_\_\_\_\_ Assessment  
 (R)RE: \_\_\_\_\_ Real Estate Taxes to the Nearest \$  
 (RE YR): \_\_\_\_\_ Year  
 (R)FD: \_\_\_\_\_ Fire District Tax  
 ZN: \_\_\_\_\_ Zoning (Not intended for 'Legal' Use)  
 FR: \_\_\_\_\_ Lot Frontage  
 (R)LT: \_\_\_\_\_ Lot Square Feet  
 AC: \_\_\_\_\_ Approx. Lot Acre  
 (R)TKS: \_\_\_\_\_ Size  
 (R)TKT: \_\_\_\_\_ Type  
 FS: \_\_\_\_\_ (L) Foundation Size x \_\_\_\_\_ (W) \_\_\_\_\_  
 (R)GB: \_\_\_\_\_ Gross Building Area  
 AF: \_\_\_\_\_ Association Fee  
 (AF PER): \_\_\_\_\_ Year or Month (Y/M)  
 (R)BD: \_\_\_\_\_ # Bldgs  
 (R)BL: \_\_\_\_\_ # Levels  
 (R)UN: \_\_\_\_\_ # Units  
 (R)NH: \_\_\_\_\_ # Heat System  
 (R)FP: \_\_\_\_\_ # Fireplaces  
 (R)GS: \_\_\_\_\_ # Garage Spaces  
 (R)OS: \_\_\_\_\_ Onsite Prkng Space  
 (R)OR: \_\_\_\_\_ Other Monthly Rents  
 (R)OE: \_\_\_\_\_ Owner Annual Expenses  
 (R)PL: \_\_\_\_\_ Profit/Loss Stmt Avail.  
 (R)BRO: \_\_\_\_\_ R/E Licensee Owner (Y/ N)  
 (R)INTL: \_\_\_\_\_ Internet Y/N  
 (R)IDX: \_\_\_\_\_ IDX Y/N  
 (R)EO: \_\_\_\_\_ Entry Only Listing (Y/N)  
 (R)LSL: \_\_\_\_\_ Limited Service Listing (Y/N)  
 (R)SG: \_\_\_\_\_ Sign on Property (Y/N)

**Showing Instructions:** (Max. 100 characters)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Compensation Comments:** (Max. 31 characters)  
 \_\_\_\_\_  
 \_\_\_\_\_

Shaded Keywords are explained on back of form

Unit Description			
(R) Unit 1:	TR BR FB HB (R) Description	(R) Monthly Rent	(R) Occupancy
(R) Unit 2:	TR BR FB HB (R) Description	(R) Monthly Rent	(R) Occupancy
(R) Unit 3:	TR BR FB HB (R) Description	(R) Monthly Rent	(R) Occupancy
(R) Unit 4:	TR BR FB HB (R) Description	(R) Monthly Rent	(R) Occupancy

(All fields above are required.)

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

- |  |  |  |  |  |   |   |  |
|--|--|--|--|--|---|---|--|
| <p><b>(R)TYPE</b><br/>                 A. Side/Side<br/>                 B. Up/Down<br/>                 C. Apartment<br/>                 Z. Other</p> <p><b>(R)GARAGE</b><br/>                 A. Carport<br/>                 B. Attached<br/>                 C. Detached<br/>                 D. Integral<br/>                 E. Door Opener<br/>                 Z. None</p> <p><b>LAUNDRY</b><br/>                 A. In Bldg<br/>                 B. In Units<br/>                 C. Common<br/>                 D. Off Site</p> <p><b>EQUIPMENT</b><br/>                 A. Refrigerator<br/>                 B. Oven/Range<br/>                 C. Disposal<br/>                 D. Dishwasher<br/>                 E. Hood<br/>                 F. Exhaust Fan<br/>                 G. Ceiling Fan<br/>                 H. Trash Comp.<br/>                 I. Washer<br/>                 J. Dryer<br/>                 K. Microwave<br/>                 L. Intercom<br/>                 M. Central Vacuum<br/>                 N. Alarm Owned</p> | <p>O. Alarm Rented<br/>                 P. Wood Stove<br/>                 Q. Coal Stove<br/>                 R. Hot Tub<br/>                 S. Sauna<br/>                 T. Whirlpool<br/>                 U. Elevator<br/>                 V. BBQ Grill<br/>                 W. TV Antenna<br/>                 X. Cable TV<br/>                 Y. Satellite Dish<br/>                 Z. Furniture</p> <p><b>HANDICAP ACCESSIBLE</b><br/>                 A. Ramps/No Steps<br/>                 B. Wide Doors<br/>                 C. Elevator<br/>                 D. Complete Handicap Fixtures<br/>                 E. Low Pile Carpet<br/>                 F. Extra Wide Shower<br/>                 G. Adjusted Hgt Sink<br/>                 H. No Cabinets Below<br/>                 I. Extra Wide Halls &amp; Doors<br/>                 J. Flat Thresholds<br/>                 K. One Level<br/>                 L. All of the Above<br/>                 Z. Other</p> | <p><b>(R)EXTERIOR</b><br/>                 A. Brick<br/>                 B. Masonry<br/>                 C. Shingles<br/>                 D. Clapboard<br/>                 E. Wood<br/>                 F. Aluminum Siding<br/>                 G. Vinyl Siding<br/>                 H. Other Siding<br/>                 I. Insld Glass Windows<br/>                 J. Storm Window<br/>                 K. Storm Door<br/>                 L. Patio<br/>                 M. Deck<br/>                 N. Porch<br/>                 O. Breezeway<br/>                 P. Above Mentioned Screened<br/>                 Q. Needs Work</p> <p><b>(R)FINISHED FLOOR</b><br/>                 A. Plywood<br/>                 B. Particle Board<br/>                 C. Hardwood<br/>                 D. Pine<br/>                 E. Parquet<br/>                 F. Ceramic<br/>                 G. Vinyl<br/>                 H. Wall to Wall Carpet<br/>                 Z. Other</p> <p><b>WALLS</b><br/>                 A. Plaster<br/>                 B. Dry wall<br/>                 C. Paneled<br/>                 D. Ceramic<br/>                 E. Wood</p> <p><b>(R)INSULATION</b><br/>                 A. Walls<br/>                 B. Ceiling<br/>                 C. Floors<br/>                 D. Cap<br/>                 E. UFFI<br/>                 F. Unknown<br/>                 Z. None</p> <p><b>(R)BASEMENT</b><br/>                 A. Slab<br/>                 B. Crawl Space<br/>                 C. Partial<br/>                 D. Full<br/>                 E. Concrete<br/>                 F. Finished<br/>                 G. Part Finished</p> | <p>H. Unfinished<br/>                 I. Bulkhead<br/>                 J. Walkout<br/>                 K. Storage Area<br/>                 L. Common<br/>                 M. Piers</p> <p><b>(R)ELECTRIC</b><br/>                 A. 30 Amps<br/>                 B. 60 Amps<br/>                 C. 100 Amps<br/>                 D. 150 Amps<br/>                 E. 200 Amps<br/>                 F. 220 Volts<br/>                 G. Fuses<br/>                 H. Circuit Breaker<br/>                 I. Individual Meter<br/>                 J. Common Meter</p> <p><b>(R)WATER SUPPLY</b><br/>                 A. Connected<br/>                 B. Available<br/>                 C. Assessment Buyer<br/>                 D. Assessment Seller<br/>                 E. Well<br/>                 F. Individual Meter<br/>                 G. Common Meter</p> <p><b>(R)SEWER</b><br/>                 A. Connected<br/>                 B. Available<br/>                 C. Assessment Buyer<br/>                 D. Assessment Seller<br/>                 E. Septic System<br/>                 F. Cesspool<br/>                 G. Other Private System<br/>                 Z. Unknown</p> | <p><b>(R)PLUMBING</b><br/>                 A. Mixed<br/>                 B. Copper<br/>                 C. PVC<br/>                 D. Galvanized<br/>                 Z. Other</p> <p><b>(R)HOT WATER</b><br/>                 A. Gas<br/>                 B. Oil<br/>                 C. Electric<br/>                 D. Solar<br/>                 E. Tank<br/>                 F. Tankless<br/>                 G. Rented<br/>                 H. Tenant Pays<br/>                 I. Owner Pays</p> <p><b>(R)HEAT PAID BY</b><br/>                 A. Gas<br/>                 B. Oil<br/>                 C. Electric<br/>                 D. Solar<br/>                 E. Tank<br/>                 F. Tankless<br/>                 G. Rented<br/>                 H. Tenant Pays<br/>                 I. Owner Pays</p> <p><b>(R)HEAT FUEL</b><br/>                 A. Gas<br/>                 B. Oil<br/>                 C. Electric<br/>                 D. Solar<br/>                 E. Bottle Gas<br/>                 F. Wood<br/>                 G. Coal<br/>                 Z. Other</p> <p><b>(R)HEAT SYSTEM</b><br/>                 A. Forced Air<br/>                 B. Forced Water<br/>                 C. Steam<br/>                 D. Heat Pump<br/>                 E. Space</p> | <p>F. Radiant<br/>                 G. Baseboard<br/>                 H. Elect. Air Cleaner<br/>                 I. Humidifier<br/>                 J. Rented. Burner<br/>                 K. Common<br/>                 L. Individual Control<br/>                 M. Gas on Gas<br/>                 N. Hydro-Air<br/>                 Z. None</p> <p><b>(R)HEAT PAID BY</b><br/>                 A. Owner<br/>                 B. Tenant<br/>                 C. Mixed</p> <p><b>(R)COOLING</b><br/>                 A. Central<br/>                 B. Individual Unit<br/>                 Z. None</p> <p><b>LOT</b><br/>                 A. Wooded<br/>                 B. Underground Utilities<br/>                 C. Sidewalks<br/>                 D. Paved Drive<br/>                 E. Fenced Yard<br/>                 F. Private Compound<br/>                 G. Pool Inground<br/>                 H. Pool Above<br/>                 I. Out Bldg.<br/>                 J. Extra Lot<br/>                 K. Corner</p> | <p>L. Cul De Sac<br/>                 M. Sprinklers</p> <p><b>WATER AMENITIES</b><br/>                 A. Front Salt<br/>                 B. Front Fresh<br/>                 C. View Salt<br/>                 D. View Fresh<br/>                 E. River<br/>                 F. Walk to Water<br/>                 G. Access<br/>                 H. Flood Insurance<br/>                 I. Dock<br/>                 J. Beach<br/>                 K. Mooring<br/>                 L. Oceanfront<br/>                 M. Walk to Salt Wtr<br/>                 N. Walk to Fresh Wtr</p> <p><b>NEAR</b><br/>                 A. Shopping<br/>                 B. Bus<br/>                 C. Commuter Bus<br/>                 D. Highway Access<br/>                 E. Private School<br/>                 F. Public School<br/>                 G. Hospital<br/>                 H. Rec. Facility<br/>                 I. Swimming<br/>                 J. Tennis<br/>                 K. Golf<br/>                 L. Marina</p> | <p><b>TERMS</b><br/>                 A. Assumable<br/>                 B. Seller 1st<br/>                 C. Seller 2nd<br/>                 D. Rent W/ Option<br/>                 E. Exch. Considered<br/>                 F. Closing Cost Assistance<br/>                 G. Special</p> <p><b>(R)CLOSE</b><br/>                 A. 1-30 Days<br/>                 B. 30-60 Days<br/>                 C. Negotiable<br/>                 D. Avail. For Rent<br/>                 E. Leases<br/>                 F. Month to Month<br/>                 G. Week to Week<br/>                 H. Vacant</p> <p><b>(R)HISTORIC</b><br/>                 A. National Reg.<br/>                 B. Local Historic Dist<br/>                 C. None<br/>                 D. Unknown</p> <p><b>(R)LISTING CONTRACT</b><br/>                 A. Excl. Right to Sell<br/>                 B. Exclusive Agency</p> |
|--|--|--|--|--|---|---|--|

**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 2 - Multi Family Listing

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

## MUNICIPALITY CODES

<b>RHODE ISLAND</b>		HOPK	Hopkinton	RICH	Richmond	BELL	Bellingham	WPRT	Westport
BARR	Barrington	JAME	Jamestown	SCIT	Scituate	BLCK	Blackstone	WRNT	Wrentham
BRIS	Bristol	JOHN	Johnston	SMTH	Smithfield	FRIV	Fall River		
BURR	Burrillville	LCOM	Little Compton	SKNG	South Kingstown	MANS	Mansfield	<b>CONNECTICUT</b>	
CFLS	Central Falls	LINC	Lincoln	TIVR	Tiverton	MEND	Mendon	GROT	Groton
CHAR	Charlestown	MDLT	Middletown	WARN	Warren	MLVL	Millville	MYST	Mystic
CRAN	Cranston	NARR	Narragansett	WARW	Warwick	NATL	North Attleboro	NEWL	New London
CUMB	Cumberland	NEWP	Newport	WEST	Westerly	NORT	Norton	NSTN	North Stonington
CVEN	Coventry	NSHM	New Shoreham	WGRN	West Greenwich	PLNV	Plainville	PAWC	Pawcatuck
EGRN	East Greenwich	NKNG	North Kingstown	WWAR	West Warwick	REHB	Rehoboth	STON	Stonington
EPRO	East Providence	NPRO	North Providence	WOON	Woonsocket	SEEK	Seekonk		
ESID	East Side of Prov.	NSMF	North Smithfield			SOMR	Somerset	<b>OUT OF STATE</b>	
EXET	Exeter	PAWT	Pawtucket	<b>MASSACHUSETTS</b>		SWAN	Swansea	OTHC	Connecticut
FOST	Foster	PORT	Portsmouth	ATTL	Attleboro	TAUN	Taunton	OTHM	Massachusetts
GLOC	Glocester	PROV	Providence	DIGH	Dighton	UXBR	Uxbridge	OTHR	Other

### 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

### OCCUPANCY IS (U1C, U2C, U3C, U4C)

O= Owner	M= Third Party No Lease
R= Relative	N= No Unit (Only Applies to Units 3 and 4)
T=Third Party w/Lease	V= Vacant

### 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	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 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.

**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		BATH		MISCELLANEOUS ROOMS	
DR	Dining Room	B	Bath	CH	Center Hall
FDR	Formal Dining Room	FESH	Fiberglass Enclsd. Shower	DEN	Den
K	Kitchen	PESH	Plastic Enclosed Shower	EF	Entry Foyer
EIK	Eat in Kitchen	TBTS	Tile Bath w/ Tub & Shower	EH	Entry Hall
KDA	Kitchen w/ Dining Area	OB	Old Bath w/Tub	FR	Family Room
PTRY	Pantry	OBTS	Old Bath w/ Tub & Shower		
LR	Living Room	TBT	Tile Bath w/ Tub		
DBLLR	Double Living Room	BSS	Bathroom w/ Shower Stall		
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				