

# State-Wide Multiple Listing Service, Inc. Category 1 Single Family - SF

**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: \_\_\_\_\_ EP: \_\_\_\_\_  
Compensation to Sub Agency Compensation To Buyers Agency Lock Box Lock Box Serial # Internet Y/N IDX Y/N Photo Instruct. Enhanced Photo Services

(R)MU: \_\_\_\_\_ (R)NU: \_\_\_\_\_ - \_\_\_\_\_ (R)NA: \_\_\_\_\_ (R)State: \_\_\_\_\_ (R)ZP: \_\_\_\_\_ - \_\_\_\_\_  
Municipality Street Number Additional Street Number Street Name Zip Code +4 Extension

(R)NB: \_\_\_\_\_ (R)UC: \_\_\_\_\_ (R)YB: \_\_\_\_\_ (R)AP: \_\_\_\_\_ AB: \_\_\_\_\_ (R)AL: \_\_\_\_\_  
Neighborhood/Subdivision Under Construct. (Y/N) Year Built Assessor's Plat/Map Assessor's Block Assessor's Lot/Parcel

(R)AS: \_\_\_\_\_ (R)RE: \_\_\_\_\_ - (RE YR): \_\_\_\_\_ (R)FD: \_\_\_\_\_ ZN: \_\_\_\_\_ FR: \_\_\_\_\_  
Assessment Real Estate Taxes to the Nearest \$ Year Fire District Tax Zoning (Not intended for 'Legal' Use) Lot Frontage

(R)LT: \_\_\_\_\_ AC: \_\_\_\_\_ (R)TKS: \_\_\_\_\_ - (R)TKT: \_\_\_\_\_ FS: (L) \_\_\_\_\_ X (W) \_\_\_\_\_ (R)ALV: \_\_\_\_\_ (R)BLV: \_\_\_\_\_  
Lot Square Feet Approx. Lot Acres Undgrd Tank: Size Type Foundation Size Approx. Above Grade Liv. Area Approx. Below Grade Liv. Area

LR: (L) \_\_\_\_\_ X (W) \_\_\_\_\_ MB: (L) \_\_\_\_\_ X (W) \_\_\_\_\_ (R)TR: \_\_\_\_\_ (R)BR: \_\_\_\_\_ (R)FB: \_\_\_\_\_ (R)HB: \_\_\_\_\_ (R)BL: \_\_\_\_\_ (R)FP: \_\_\_\_\_ (R)GS: \_\_\_\_\_  
LR Dimensions MBR Dimensions # Rooms # Bedrooms # Full Baths # Half Baths # Bldg Levels # Fireplaces Garage Spaces

AF: \_\_\_\_\_ - (AF PER): \_\_\_\_\_ OS: \_\_\_\_\_ (R)BRO: \_\_\_\_\_ (R)EO: \_\_\_\_\_ (R)LSL: \_\_\_\_\_ (R)SG: \_\_\_\_\_  
Association Fee Yearly/Monthly (Y or M) # Onsite Pkng. Spaces R/E Licensee- Owner (Y/N) Entry Only Listing (Y/N) 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><b>(R)TYPE</b><br/>                 A. Colonial<br/>                 B. Cape Cod<br/>                 C. Ranch<br/>                 D. Split Level<br/>                 E. Raised Ranch<br/>                 F. Contemporary<br/>                 G. Victorian<br/>                 H. Tudor<br/>                 I. Bungalow<br/>                 J. Cottage<br/>                 K. Log Home<br/>                 L. Historic<br/>                 M. Mobile Home<br/>                 N. Vacation<br/>                 O. Modular<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>(R)FIREPLACE</b><br/>                 A. Brick<br/>                 B. Marble<br/>                 C. Stone<br/>                 D. Tile<br/>                 E. Woodframe<br/>                 F. Zero Clearance<br/>                 Z. None</p> <p><b>(R)EQUIPMENT</b><br/>                 A. Refrigerator<br/>                 B. Oven/Range<br/>                 C. Disposal</p> | <p>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<br/>                 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</p> <p><b>ROOMS</b><br/>                 A. Foyer Hall<br/>                 B. Dining Room<br/>                 C. Dining Area<br/>                 D. Eat in Kit<br/>                 E. Family Room<br/>                 F. Den<br/>                 G. Library<br/>                 H. Rec. Room<br/>                 I. MBR w/Bath<br/>                 J. Florida Room<br/>                 K. Solar Room<br/>                 L. Greenhouse<br/>                 M. Laundry Area<br/>                 N. Laundry Room<br/>                 O. Utility Room</p> | <p>P. Workshop<br/>                 Q. In-law Apt.<br/>                 R. Great Room<br/>                 S. Media Room<br/>                 T. Living Room<br/>                 U. MBR on 1<sup>st</sup> Flr</p> <p><b>INTERIOR</b><br/>                 A. Cathedral Ceilings<br/>                 B. Skylight<br/>                 C. Dry Bar<br/>                 D. Wet Bar<br/>                 E. Cedar Closet<br/>                 F. Attic Storage<br/>                 G. Attic Stairs<br/>                 H. Internal Expansion<br/>                 I. Rough Bath<br/>                 J. Indoor Pool</p> <p><b>HANDICAP ACCESS</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 - No Cabinets Below<br/>                 H. Extra Wide Halls &amp; Doors<br/>                 I. Flat Thresholds<br/>                 J. One Level<br/>                 K. All of the Above<br/>                 Z. Other</p> <p><b>(R)EXTERIOR</b><br/>                 A. Brick</p> | <p>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. Insulated Glass Windows<br/>                 J. Storm Wind.<br/>                 K. Storm Door<br/>                 L. Patio<br/>                 M. Deck<br/>                 N. Porch<br/>                 O. Breezeway<br/>                 P. Screened Patio, Deck, Porch, or Breezeway<br/>                 Q. Needs Work<br/>                 R. Guest House</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<br/>                 H. Unfinished<br/>                 I. Bulkhead<br/>                 J. Walkout<br/>                 Z. None</p> <p><b>(R)FINISHED FLOOR</b><br/>                 A. Plywood<br/>                 B. Particle Board<br/>                 C. Hardwood<br/>                 D. Pine</p> | <p>E. Parquet<br/>                 F. Ceramic<br/>                 G. Marble<br/>                 H. Vinyl<br/>                 I. Wall to wall Carpet<br/>                 Z. Other</p> <p><b>WALL</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. Floor<br/>                 D. Cap<br/>                 E. UFFI<br/>                 F. Unknown<br/>                 Z. None</p> <p><b>(R)ELECTRIC</b><br/>                 A. 30 Amps<br/>                 B. 60 Amps<br/>                 C. 100 Amps<br/>                 D. 150 Amps<br/>                 E. 200Amps<br/>                 F. 220 Volts<br/>                 G. Fuses<br/>                 H. Circuit Breaker</p> <p><b>(R)WATER SUPPLY</b><br/>                 A. Connected<br/>                 B. Available<br/>                 C. Assmt. Buyer<br/>                 D. Assmt. Seller<br/>                 E. Well</p> | <p>Z. None</p> <p><b>(R)SEWER</b><br/>                 A. Connected<br/>                 B. Available<br/>                 C. Assmt. Buyer<br/>                 D. Assmt. 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/>                 Z. None</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<br/>                 F. Radiant<br/>                 G. Baseboard<br/>                 H. Elect. Air Cleaner<br/>                 I. Humidifier<br/>                 J. Rented Burner<br/>                 K. Hydro-air<br/>                 Z. None</p> <p><b>(R)APRX. HEATS</b><br/>                 A. 0-300<br/>                 B. 301-600<br/>                 C. 601-900<br/>                 D. 901-1200<br/>                 E. 1201-1500<br/>                 F. 1501-1800<br/>                 G. 1801-2100<br/>                 H. 2101-2400<br/>                 I. 2401-2800<br/>                 J. 2801+<br/>                 K. Undetermined<br/>                 L. Excl. Wood<br/>                 M. Excl. Coal<br/>                 N. Incl. Hot Water<br/>                 O. Incl. Cooking<br/>                 P. Incl. Dryer</p> <p><b>(R)COOLING</b><br/>                 A. Central<br/>                 B. Individual Unit<br/>                 C. Attic Fan<br/>                 D. Whole House Fan<br/>                 Z. None</p> | <p><b>LOT</b><br/>                 A. Wooded<br/>                 B. Underground Util<br/>                 C. Horse Perm.<br/>                 D. Sidewalks<br/>                 E. Paved Drive<br/>                 F. Fenced Yard<br/>                 G. Priv. Compound<br/>                 H. Stable<br/>                 I. Barn<br/>                 J. Pool Inground<br/>                 K. Pool Above<br/>                 L. Out Bldg.<br/>                 M. Extra Lot<br/>                 N. Corner<br/>                 O. Cul de Sac<br/>                 P. 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</p> | <p>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/Opt.<br/>                 E. Exchange Consd.<br/>                 F. Closing Cost Assistance<br/>                 G. Special</p> <p><b>(R)OCCUPANCY</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 Hist. 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:** \_\_\_\_\_  
 \_\_\_\_\_  
 (Max. 250 characters)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 1- Single Family 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