

LISTING AGENT _____ (Name or ID) CO-LISTING AGENT _____ (Name or ID)

HOUSE NUMBER (6.C) DIR PREFIX (1.C) STREET NAME (28.C) STREET SUFFIX (6.C) DIR SUFFIX (2.C) UNIT # (5.C)

AREA (4.A) CITY (15) ZIP (9) MUNICIPALITY (3.A)

LIST PRICE (8) LIST DATE / / EXPIRATION DATE / / Only if Coming Soon/Start Showing / /

2.1 LISTING TYPE

- Exclusive Agency
- Exclusive Right to Represent Seller
- REALTOR Sold FSBO

3.1 SHOWING INSTR.

- Appointment
- Call Seller - Go
- Text Seller - Go
- Call Listing Agent
- Text Listing Agent
- Call Tenant
- Text Tenant
- Key is at Office
- Other, see Remarks
- Call Rental Agent
- Text Rental Agent
- Vacant - Go

4.1 LOCKBOX

- RVAR
- Call LA
- Private Box, see Remarks
- None

6.1.D SELLER WEB AUTHORIZATION

- Public Web Sites - May Show Address
- Public Web Sites - No Address
- Not On Public Web Sites
- Public Web Sites - Exclude List Date

LIMITED SERVICE LISTING Y/N _____

VARIABLE Rate Brokerage Y/N _____

SUB AGENT Authorized Y/N _____

SUB AGENT Compensation _____

BUYER AGENT Authorized Y/N _____

BUYER AGENT Compensation _____

5.1 LOCKBOX HOURS

- 24 Hours
- Day-Time
- Other, see Remarks

7.2.D SELLER VOW AUTHORIZATION

- Allow Automated Valuations on VOW
- Allow Comments on VOW

REO Properties E REO

Owner / Seller Financing Available

Lease / Purchase Available

YARD SIGN Y/N _____(1)

OWNER NAME _____ (120)

OWNER PHONE _____ CONTACT NAME _____ (25) CONTACT PHONE _____

8.1 MULTI-FAMILY TYPE

- Apartments
- Boarding
- Duplex
- Efficiency
- Other, see Remarks
- Quadraplex
- Triplex

9.1 CONSTRUCTION STATUS

- Completed
- Proposed
- Under Construction

YEAR BUILT - SELLER _____(4)

10.1 PRESENT USE

- Built As
- Converted

TOTAL UNITS _____(5)

OF FURNISHED UNITS _____(3)

OF UNFURNISHED UNITS _____(3)

LEASED UNITS _____(5)

GROSS BUILDING SQFT _____(6)

LOT DIMENSIONS _____(27)

_____ (27)

TOTAL ACRE _____(7)

BASEMENT Y/N _____(1)

11.1 BASEMENT IF YES

- Full Basement
- Partial Basement
- Walkout - Full
- Walkout - Part
- Dirt - Full
- Dirt - Part
- Other, see Remarks

BASEMENT IF NO

- Crawl Space
- Slab

12.1 PARKING DESCRIPTION

- None
- Off Site
- Other, see Remarks
- Private (1 - 9)
- Private (10 or more)
- Public
- Street
- Unpaved

VEHICLE SPACES (PRKSPC) _____

TOTAL ANN. EXPENSES _____(6)

NET OPER. INCOME _____(6)

GROSS INCOME _____(6)

SUBDIVISION _____

PHASE _____(2)

SUBDIVISION MAP _____(18)

LOT _____(20)

BLOCK _____(4)

SECTION _____(4)

TAX I.D. _____(50)

ANNUAL TAXES _____(7)

ZONING CODE _____(9)

- Property Owner's / Condo Association -

POA Y/N _____(1)

CONDO ASSOC Y/N _____(1)

POA / CONDO CONTACT NAME _____(25)

PHONE / EMAIL _____(25)

_____ (25)

POA / CONDO DUES _____(5)

POA / CONDO TERMS A / M _____(1)

13.3 CONSTRUCTION

- Aluminum
- Cement Block
- Brick
- Cement
- "Dryvit" type
- Fiber Cement
- Hard Board
- Log Home
- Manufactured
- Other, see Remarks
- Stone
- Stucco
- Vinyl
- Wood

14.4 GREEN CERTIFICATIONS

- Green Building Certification
(applied for or approved)
- Certification Complete
Attached certification document(s) required
- HERS Score _____
(Home Energy Rating System)
- EPS _____
(Energy Performance Score)

ELEM SCH _____

MID SCH _____

HI SCH _____

29. 3 OWNER EXPENSE

- Cable TV
- Air Conditioning
- Electricity
- Gas
- Heating
- Hot Water
- Lawn Care
- Management Fee
- None
- Oil
- Other, see Remarks
- Parking
- Sewer
- Trash Disposal
- Water

30. 7 INTERIOR FEATURES

- Alarm
- All Drapes
- Attic Fan
- Audio-Video Wired
- Book Shelves
- Breakfast Area
- Cathedral Ceiling
- Ceiling Fan
- Flue Available
- Gas Log Fireplace
- Hot Tub
- Heatolater
- Indirect Lighting
- Masonry Fireplace
- Other, see Remarks
- Sauna
- Skylight
- Storage
- Theatre Room
- Walk-in Closet
- Wet Bar
- Whirlpool Bath
- Wood Stove

31. 4 MISC. FEATURES

- Condo Fee
- Fireplace Blower
- Handicap Access
- Handyman
- Historical Theme
- Horses Permitted
- In-Law Quarters
- Laundry Facility
- Current Lease
- Manufactured Home Allowed
- Maintenance Free
- New Construction
- Other, see Remarks
- Pets Allowed
- Pond
- Pool
- Walk to School
- Stream
- Underground Utilities
- Wireless Internet

32. 5 LEASED EQUIPMENT

- Propane Tank
- Security Alarm System
- Water Heater
- Water Softener
- Other, see Remarks

33. 3 INTERNET ACCESS

- Cable
- DSL
- Fiber
- Undetermined
- Other, see Remarks

CURRENT INTERNET PROVIDER _____

34. 7 VIEWS

- City
- Golf Course
- Lake
- Mountain
- River
- Sunrise
- Sunset

35. 3 TENANT EXPENSE

- All Utilities
- Cable TV
- Air Conditioning
- Deposit
- Electricity
- Exter. Maintenance
- Gas
- Heating
- Inter. Maintenance
- Insurance
- None
- No Utilities
- Other, see Remarks
- Sewer
- Taxes
- Trash Disposal
- Water

PUBLIC TRANSPORT Y/N _____

UPGRADES (UPGRD) _____ (25)

PAID UTILITIES _____ (25)

--- ANNUAL EXPENSES ---

MANAGEMENT _____ (4)

MAINTENANCE _____ (4)

TAXES _____ (4)

INSURANCE _____ (4)

ELECTRIC _____ (4)

GAS _____ (4)

OIL _____ (4)

WATER _____ (4)

OTHER _____ (4)

UNIT TYPE DESCRIPTIONS The use of this table is optional. Example Use: If a six-unit apartment building has one 3 BR unit, two 2 BR units, and three 1 BR units, the listing agent could choose to group the six units into three groups: Type One has 3 BR, Type Two has 2 BR, and Type Three has 1 BR. As long as the 2 BR units (in this example, Type Two) have similar characteristics (square footage, bathrooms, appliances) then the table below can be useful in documenting these characteristics. Another example would be a triplex with each unit dissimilar. Because each unit is dissimilar, each unit could be assigned its own Unit Type. The fields in this table are not required. Only use this table if it helps in describing the property.

Unit Type	Appliances	APPLIANCES
Type One	4	(up to 4 per Unit Type)
Type Two	4	1. Air Cleaner
Type Three	4	2. Compacter
Type Four	4	3. Cook Top
Type Five	4	4. Central Vacuum
		5. Dishwasher
		6. Disposer
		7. Down Draft Ventilation
		8. Clothes Dryer
		9. Freezer
		10. Generator
		11. Humidifier
		12. Intercom
		13. Microwave Oven Blt In
		14. None
		15. Garage Door Opener
		16. Other, see Remarks
		17. Wall Oven
		18. Refrigerator
		19. Range Electric
		20. Range Gas
		21. Range Hood
		22. In-House Stereo
		23. Sump Pump
		24. Clothes Washer

Unit Type	# of Units	# BR	# FB	# HB	SQFT
Type One					
Type Two					
Type Three					
Type Four					
Type Five					

Help Block A

MLS Areas
(sorted by Area#)

- 0110 City of Roanoke - Downtown
- 0120 City of Roanoke - South
- 0130 City of Roanoke - SW
- 0140 City of Roanoke - NW
- 0150 City of Roanoke - NE
- 0160 City of Roanoke - SE
- 0170 City of Roanoke - Garden City
- 0210 Roanoke County - North
- 0220 Roanoke County - East
- 0221 Roanoke County - Town of Vinton
- 0230 Roanoke County - South
- 0240 Roanoke County - West
- 0300 City of Salem
- 0400 Franklin County
- 0490 SML Franklin County
- 0600 Bedford County
- 0601 Town of Bedford
- 0690 SML Bedford County
- 0700 Botetourt County
- 0800 Craig County
- 0900 City of Radford
- 1000 Montgomery County
- 1100 Floyd County
- 1200 Patrick County
- 1300 City of Martinsville
- 1400 Henry County
- 1500 City of Danville
- 1600 Pittsylvania County
- 1690 SML Pittsylvania County
- 1700 Halifax County
- 1800 Charlotte County
- 1900 City of Lynchburg
- 2000 Campbell County
- 2100 Appomattox County
- 2200 Amherst County
- 2300 City of Buena Vista
- 2400 City of Lexington
- 2500 Rockbridge County
- 2600 City of Covington
- 2700 Alleghany County
- 2800 Giles County
- 2900 Bland County
- 3000 Pulaski County
- 3100 Wythe County
- 3200 City of Galax
- 3300 Carroll County
- 9900 All Other Counties / Cities

MLS Municipalities
(sorted by Name)

- Alleghany County (M01)
- Amherst County (M02)
- Appomattox County (M03)
- Bedford County (M04)**
- Bland County (M05)
- Botetourt County (M06)**
- Campbell County (M07)
- Carroll County (M08)
- Charlotte County (M09)
- City of Buena Vista (M11)
- City of Covington (M12)
- City of Danville (M13)
- City of Galax (M14)
- City of Lexington (M15)
- City of Lynchburg (M16)
- City of Martinsville (M17)
- City of Radford (M18)
- City of Roanoke (M19)**
- City of Salem (M20)**
- Craig County (M21)**
- Floyd County (M22)
- Franklin County (M23)**
- Giles County (M24)
- Halifax County (M25)
- Henry County (M26)
- Montgomery County (M27)
- Other, See Remarks (M28)
- Patrick County (M29)
- Pittsylvania County (M30)
- Pulaski County (M31)
- Roanoke County (M32)**
- Rockbridge County (M33)
- Town of Bedford (M10)
- Town of Boones Mill (M34)
- Town of Buchanan (M35)
- Town of Rocky Mount (M36)
- Town of Vinton (M37)**
- Wythe County (M38)

On page 1 of the input sheet write the Municipality code as applicable.

Example: M19 for the City of Roanoke.

Help Block B

Black background = Required / **Grey background** = Conditionally required
(Example: If Lockbox = RVAR, then Lockbox Hours is Required)
Underlined numeral (2) = Maximum number of choices for this field.
Underlined letter (E) = See Help Block E for explanation.

Address Format: 1234 N. Elm Ave. SW #203

1234	N.	Elm	Ave	SW	# 203
house #	directional prefix	street name	street suffix	directional suffix	unit #

Help Block C

An explanation of the Seller Web Authorization field:

Help Block D

This field provides the seller with the ability to:

- (1) Allow the broker and the Roanoke Valley MLS to display both the property information and address on public web sites. The display of the property address is subject to the authorization of (a) the seller, (b) the broker, and (c) the Roanoke Valley MLS. If one of these three authorities prohibits the display of the property address, neither the broker nor the Roanoke Valley MLS will display the address on public web sites.
- (2) Allow the broker and the Roanoke Valley MLS to display the property information on public web sites, excluding the address.
- (3) Absolutely prohibit the broker and the Roanoke Valley MLS from displaying the property information on public web sites.

An explanation of the Seller VOW Authorization field:

Virtual Office Website (VOW), as defined by Section 11 of the MLS Rules and Regulations:

11.1(a): A Virtual Office Website ("VOW") is a Participant's Internet website, or a feature of a Participant's website, through which the Participant is capable of providing real estate brokerage services to consumers with whom the Participant has first established a broker-consumer relationship (as defined by state law) where the consumer has the opportunity to search MLS Listing Information, subject to the Participant's oversight, supervision, and accountability. A non-principal broker or sales licensee affiliated with a Participant may, with his or her Participant's consent, operate a VOW. Any VOW of a non-principal broker or sales licensee is subject to the Participant's oversight, supervision, and accountability.

This field provides the seller with the ability to:

- (1) Allow the agent/broker who operates a VOW to include a feature that produces an automated valuation (a computerized estimate of the value of the property).
- (2) Allow the agent/broker who operates a VOW to include a feature that allows the public to write online reviews (comments) about the property.

REO Properties

Help Block E

REO = "Real Estate Owned" - *Property acquired by a lender through foreclosure and held in inventory.*

Source: Barron's Real Estate Guide - Dictionary of Real Estate Terms, 4th Edition

By checking the REO checkbox on REO properties listed in the MLS system, (1) listing reports will clearly identify such properties and (2) MLS property searches will accurately find such properties.

Help Block F

What is a manufactured home? A manufactured home (formerly known as a mobile home) is built to the Manufactured Home Construction and Safety Standards (HUD Code) and displays a red certification label (the HUD tag) on the exterior of each transportable section. Manufactured homes are built in the controlled environment of a manufacturing plant and are transported in one or more sections on a permanent chassis.

What is a HUD Tag? The HUD Tag is a red metal plate that is affixed to the outside of the manufactured home. Section 3280.11(b) states, "The label shall be approximately 2 in. by 4 in. in size and shall be permanently attached to the manufactured home..."

What is a Data Plate? The Data Plate is a paper label affixed inside the home and is located in a kitchen cabinet, an electrical panel, or a bedroom closet. The Data Plate includes information such as the manufacturer name and address, the serial number and model designation, the manufacture date, the HUD Tag number(s), and appliance information.

For more info: <http://www.hud.gov/offices/hsg/ramh/mhs/mhshome.cfm>