

**LISTING AGENT** \_\_\_\_\_ (Name or ID)      **CO-LISTING AGENT** \_\_\_\_\_ (Name or ID)  
 \_\_\_\_\_ (6.B)      \_\_\_\_\_ (1.B)      \_\_\_\_\_ (28.B)      \_\_\_\_\_ (6.B)      \_\_\_\_\_ (2.B)      \_\_\_\_\_ (5.B)  
**HOUSE NUMBER**      **DIR PREFIX**      **STREET NAME**      **STREET SUFFIX**      **DIR SUFFIX**      **UNIT #**  
**AREA** \_\_\_\_\_ (4.C)      **CITY** \_\_\_\_\_ (15)      **ZIP** \_\_\_\_\_ (9)      **MUNICIPALITY** \_\_\_\_\_ (3.C)

**LIST PRICE** \_\_\_\_\_ (8)      **LIST DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_      **EXPIRATION DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**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
- None

**6.1.D SELLER WEB AUTHORIZATION**

- Public Web Sites - May Show Address
- Public Web Sites - No Address
- Not On Public Web Sites

**LIMITED SERVICE LISTING Y/N** \_\_\_\_\_ (1.F)

**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

**8.1 REALTOR.COM TYPE**

- Commercial

**REO Properties G**  REO

Owner / Seller Financing Available

Lease / Purchase Available

**OWNER NAME** \_\_\_\_\_ (50)      **OWNER PHONE** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_ (35)      **CONTACT PHONE** \_\_\_\_\_

**9.1 CONSTRUCTION STATUS**

- Completed
- Proposed
- Under Construction

**YEAR BUILT - SELLER** \_\_\_\_\_ (4)

**TYPE OF BUSINESS** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (34)

**LOT DIMENSIONS** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (27)

**TOTAL ACRE** \_\_\_\_\_ (7)

**ROAD FRONTAGE** \_\_\_\_\_ (7)

**TRAFFIC COUNT** \_\_\_\_\_ (7)

**FLOOD AREA Y/N** \_\_\_\_\_

**GROSS LOT SQFT** \_\_\_\_\_ (7)

**ONSITE PARKING Y/N** \_\_\_\_\_

**PARKING SPACES** \_\_\_\_\_ (3)

**PARKING SQFT** \_\_\_\_\_ (6)

**GROSS BLDG SQFT** \_\_\_\_\_ (7)

**RETAIL SQFT** \_\_\_\_\_ (7)

**INDUSTRIAL SQFT** \_\_\_\_\_ (4)

**OFFICE SQFT** \_\_\_\_\_ (7)

**WAREHOUSE SQFT** \_\_\_\_\_ (6)

**LEASE AVAILABLE Y/N** \_\_\_\_\_

**LEASABLE SQFT** \_\_\_\_\_ (5)

**NUMBER OF STORIES** \_\_\_\_\_ (2)

**BASEMENT Y/N** \_\_\_\_\_

**NUMBER OF RESTROOMS** \_\_\_\_\_ (2)

**SUBDIVISION MAP** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (18)

**LEGAL DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (63)

**TAX I.D.** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (20)

**ANNUAL TAXES** \_\_\_\_\_ (7)

**ZONING CODE** \_\_\_\_\_ (9)

**10.3 COMMERCIAL TYPE**

- Industrial
- Investment
- Land Only
- Office
- Retail
- Warehouse

**11.2 SALE INCLUDES**

- Building
- Building and Land
- Other, see Remarks

**ADDITIONAL LAND AVAIL Y/N** \_\_\_\_\_

--- Lease Information ---

**LEASE TERMS** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (60)

**LEASE AMOUNT** \_\_\_\_\_ (5)

**LEASE EXPIRES** \_\_\_\_/\_\_\_\_/\_\_\_\_

**MONTHLY LEASE INSUR.** \_\_\_\_\_ (6)

**LEASE TAXES** \_\_\_\_\_ (5)

**GAS INCLUDED Y/N** \_\_\_\_\_

**GAS AMOUNT** \_\_\_\_\_ (4)

**ELECTRIC INCLUD Y/N** \_\_\_\_\_

**ELECTRIC AMOUNT** \_\_\_\_\_ (4)

**WATR / SEWR INCLUDED Y/N** \_\_\_\_\_

**WATR / SEWR AMOUNT** \_\_\_\_\_ (4)

--- Income / Expense ---

**GRS INCOME** \_\_\_\_\_ (8)

**INCM PER YEAR** \_\_\_\_\_ (6)

**GRS EXPENSES** \_\_\_\_\_ (7)

**EXPEN PER YEAR** \_\_\_\_\_ (6)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DATE OF FULL EXECUTION** \_\_\_\_\_

PUBLIC REMARKS (INTERNET) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (752)

PRIVATE REMARKS (REALTOR-TO-REALTOR) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (400)

**DIRECTIONS** \_\_\_\_\_  
 \_\_\_\_\_ (200)

**12.1 WATER CLASS**  
 Not Applicable  
 Waterfront Property  
 Water Access Only  
 Waterfront Community - No Access

**13.1 WATER ID**  
 Smith Mountain Lake  
 Leesville Lake  
 Claytor Lake  
 River or Other

**14.1 WATER ACCESS ONLY-A**  
 Water Access - On Site  
 Water Access - Off Site

**DRIVING DISTANCE TO OFF SITE WATER ACCESS** \_\_\_\_\_

**15.3 WATER ACCESS ONLY-B**  
 Deeded/Assigned Dock  
 Community Dock  
 Comm. Boat Ramp  
 Leased Covered Boat Dock / Slip  
 Leased Uncovered Boat Dock / Slip  
 Other, see Remarks

**16.5 BOAT DOCK DESCRIPTION**  
 A-Roof  
 Party Deck  
 Floater  
 Stationary  
 Boat Hoist  
 Personal WaterCraft Lift  
 Storage/Utility Building

**17.5 WATER FEATURES**  
 Cove  
 Point  
 Main Channel  
 Riprap Shoreline  
 Beach  
 No Wake Area  
 Southern Exposure to Water

**LENGTH OF WFRONT** \_\_\_\_\_  
**RIVER OR OTHER** \_\_\_\_\_

CHAN MARKER \_\_\_\_\_  
 SH'LINE MNGMT PLAN \_\_\_\_\_

NUMBER OF COV SLIPS \_\_\_\_\_  
 NUMBER OF UNC SLIPS \_\_\_\_\_

Short Term Rental  
*(POA / Covenants / Restrictions do not prohibit)*

**18.3 CONSTRUCTION**  
 Cement Block  
 Brick  
 Cement  
 "Dryvit" type  
 Frame  
 Hard Board  
 Metal  
 Other, see Remarks  
 Stone  
 Stucco  
 Vinyl  
 Wood

**19.4 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)*

CEILING HEIGHT \_\_\_\_\_(2)  
 DOOR HEIGHT \_\_\_\_\_(2)

EQUIPMENT PASSES Y/N \_\_\_\_\_  
 INVENTORY INCLUDED Y/N \_\_\_\_\_  
 INVENTORY VALUE \_\_\_\_\_(6)

ELECTRIC DESCRIPTION \_\_\_\_\_(7)  
 VOLTS \_\_\_\_\_(3)  
 AMPS \_\_\_\_\_(3)  
 SIZE OF SEWER LINE \_\_\_\_\_(3)  
 COMMON CHARGES \_\_\_\_\_(7)

**20.1 ROOF SYSTEM**  
 Built Up  
 cDeck  
 Metal  
 Other, see Remarks  
 Shingle  
 Wood

**21.2 HEATING**  
 Electric Heat  
 Gas Heat  
 Geothermal  
 Heat Pump  
 None  
 Oil Heat  
 Other, see Remarks  
 Solar

**22.2 COOLING**  
 Electric  
 Geothermal  
 Heat Pump  
 None  
 Other, see Remarks  
 Solar  
 Window Units

**Manufactured Homes**  
 (A HUD Tag and Data Plate are installed on all Manufactured Homes by the manufacturer in accordance with HUD.gov)

**HUD TAG (or Data Plate) Y/N** \_\_\_\_\_(1.H)

**SINGLE-WIDE Y/N** \_\_\_\_\_(1)

**DOUBLE-WIDE Y/N** \_\_\_\_\_(1)

**23. 4 FLOORS**

- Carpet
- Concrete
- Laminate
- Marble
- Other, see Remarks
- Slate
- Tile (i.e. ceramic)
- Vinyl
- Wood

**24. 4 ADDITIONAL FEATURES**

- Additional Buildings
- Convey Belt
- Crane
- Display Window
- Loading Dock
- Dry Sprinkler Sys.
- Fenced
- Freight Elevator
- Industrial Cooler
- Other, see Remarks
- Overhead Door
- Passenger Elevator
- Rail Siding
- Industrial Refrigeration
- Security Fence

**25. 1 WATER DESCRIPTION**

- None
- Private Water
- Public Water

**26. 1 SEWER DESCRIPTION**

- None
- Private Sewer
- Public Sewer
- Private Septic

**27. 1 WATER HEATER TYPE**

- Tank
- Tank-less
- Hybrid
- Other, see Remarks

**28. 1 WATER HEATER ENERGY SOURCE**

- Electric
- Natural Gas
- Propane
- Wood
- Geothermal
- Solar
- Other, see Remarks

**29. 3 INTERNET ACCESS**

- Cable
- DSL
- Undetermined
- Other, see Remarks

**CURRENT INTERNET**

PROVIDER \_\_\_\_\_

**30. 4 DOCUMENTS AVAILABLE**

- Appraisal
- Association By Law
- Building Restrictions
- Deed Restrictions
- Easement
- Elevation Survey
- Environmental Assessment
- Percolation Test
- Phase One
- Phase Two
- Soil Map
- Soil Report
- Survey
- Timber Value Est
- Tobacco Allotment
- Topo / Aerial Map
- Traffic Count
- Zone Restrictions

**31. 1 TOPOGRAPHY**

- Level
- Other, see Remarks
- Sloped

**32. 7 VIEWS**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

MLS INFORMATION DEEMED RELIABLE BUT NOT GUARANTEED

Signature \_\_\_\_\_ Date \_\_\_\_\_

DATE OF FULL EXECUTION \_\_\_\_\_

Copyright Date 2/2016

**Help Block A**

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

**Help Block B**

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

<u>1234</u>	<u>N.</u>	<u>Elm</u>	<u>Ave</u>	<u>SW</u>	<u># 203</u>
house #	directional prefix	street name	street suffix	directional suffix	unit #

**Help Block C**

MLS Areas (sorted by Area #)	MLS Municipalities (sorted by Name)
0110 City of Roanoke - Downtown	Alleghany County (M01)
0120 City of Roanoke - South	Amherst County (M02)
0130 City of Roanoke - SW	Appomattox County (M03)
0140 City of Roanoke - NW	<b>Bedford County (M04)</b>
0150 City of Roanoke - NE	Bland County (M05)
0160 City of Roanoke - SE	<b>Botetourt County (M06)</b>
0170 City of Roanoke - Garden City	Campbell County (M07)
0210 Roanoke County - North	Carroll County (M08)
0220 Roanoke County - East	Charlotte County (M09)
0221 Roanoke County - Town of Vinton	City of Buena Vista (M11)
0230 Roanoke County - South	City of Covington (M12)
0240 Roanoke County - West	City of Danville (M13)
0300 City of Salem	City of Galax (M14)
0400 Franklin County	City of Lexington (M15)
0600 Bedford County	City of Lynchburg (M16)
0601 Town of Bedford	City of Martinsville (M17)
0700 Botetourt County	City of Radford (M18)
0800 Craig County	<b>City of Roanoke (M19)</b>
0900 City of Radford	<b>City of Salem (M20)</b>
1000 Montgomery County	<b>Craig County (M21)</b>
1100 Floyd County	Floyd County (M22)
1200 Patrick County	<b>Franklin County (M23)</b>
1300 City of Martinsville	Giles County (M24)
1400 Henry County	Halifax County (M25)
1500 City of Danville	Henry County (M26)
1600 Pittsylvania County	Montgomery County (M27)
1700 Halifax County	Other, See Remarks (M28)
1800 Charlotte County	Patrick County (M29)
1900 City of Lynchburg	Pittsylvania County (M30)
2000 Campbell County	Pulaski County (M31)
2100 Appomattox County	<b>Roanoke County (M32)</b>
2200 Amherst County	Rockbridge County (M33)
2300 City of Buena Vista	Town of Bedford (M10)
2400 City of Lexington	Town of Boones Mill (M34)
2500 Rockbridge County	Town of Buchanan (M35)
2600 City of Covington	Town of Rocky Mount (M36)
2700 Alleghany County	<b>Town of Vinton (M37)</b>
2800 Giles County	Wythe County (M38)
2900 Bland County	
3000 Pulaski County	
3100 Wythe County	
3200 City of Galax	
3300 Carroll County	
9900 All Other Counties / Cities	

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

*Example: M19 for the City of Roanoke.*

**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 10 of the MLS Rules and Regulations:*

10.1 (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.

**Help Block E**

**An explanation of the Private Septic Choices (Sewer Description) field:**

**Private Septic - permit unavailable** - The septic permit is unavailable from the Health Department. The listing agent must obtain a letter from the Health Department stating that no septic permit is available.

**Private Septic - permit unknown** - *The listing agent does not know the status of the septic permit. This choice is only appropriate when a listing agent first enters a listing in the MLS and has not yet had time to research the septic permit. This choice should only be selected temporarily.*

**Help Block F**

**An explanation of the Limited Service Y/N field:**

If a listing agent/broker, pursuant to the exclusive listing agreement with the seller, will not provide one or more of following services, this limitation will be indicated in the MLS listing data by use of a "Limited Service Listing Y/N" field being set to "Y":

- Conduct marketing activities on behalf of the seller
- Assist in the drafting and negotiating of offers and counteroffers, amendments and addenda to the purchase agreement and in the establishment of strategies for accomplishing the seller's objectives
- Receive and present in a timely manner written offers and counteroffers to and from the seller and purchaser(s)
- Provide reasonable assistance to the seller to satisfy the seller's contract obligations and to facilitate settlement of the purchase contract

**Help Block G**

**REO Properties**

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 H**

**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.com>