

LISTING AGENT \_\_\_\_\_ (Name or ID) CO-LISTING AGENT \_\_\_\_\_ (Name or ID)

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

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.E)

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

Public Web Sites - Exclude List Date

7.2.D SELLER VOW AUTHORIZATION

- Allow Automated Valuations on VOW
Allow Comments on VOW

REO Properties G REO

8.1 REALTOR.COM TYPE

- Condo / Townhomes
Mobile Home
Single-Family

Owner / Seller Financing Available

Lease/Purchase Available

OWNER NAME (50) OWNER PHONE

TENANT NAME (35) TENANT PHONE

9.1 RESIDENTIAL TYPE

- Detached (not attached to other res.)
Attached (attached to other residence)

10.1 CONSTRUCTION STATUS

- Completed
Proposed
Under Construction

YEAR BUILT - SELLER (4)

11.1 STYLE

- 1 & 1/2 Story
2 Story
Cape Cod
Colonial
Condominium
Contemporary
Cottage
Foursquare
Lower Entry
Other, see Remarks
Patio Home (zero)
Ranch
Split-Foyer
3 Level Split
4 Level Split
Townhouse
Tudor
Victorian

----- Finished / Heated SQFT -----

ENTRY - SQFT FIN/HTD

UPPER - SQFT FIN/HTD

LOWER - SQFT FIN/HTD

OTHER - SQFT FIN/HTD

--- Unfinished SQFT (exclude garage) ---

ENTRY - SQFT UNFIN

UPPER - SQFT UNFIN

LOWER - SQFT UNFIN

OTHER - SQFT UNFIN

BASEMENT Y/N (1)

12.1 BASEMENT

- Full Basement
Partial Basement
Walkout - Full
Walkout - Part
Dirt - Full
Dirt - Part
Crawl Space
Slab
Other, see Remarks

13.1 PRIM. COVERED PARKING

- Not Applicable
Garage Attached
Garage Detached
Garage Under
Carport Attached
Carport Detached
Other, See Remarks

# VEHICLE SPACES

14.1 ADDIT. COVERED PARKING

- Garage Attached
Garage Detached
Garage Under
Carport Attached
Carport Detached
Other, see Remarks

# VEHICLE SPACES

15.1 UNCOVERED PARKING

- Designated Spaces
Off Street Parking
Street Parking
Other, see Remarks

# VEHICLE SPACES

-Dimensions or Acreage must be provided-

LOT DIMENSIONS (27)

TOTAL ACRE (7)

SUBDIVISION

PHASE (2)

SUBDIVISION MAP (18)

LOT (7)

BLOCK (4)

SECTION (4)

TAX I.D. (20)

ANNUAL TAXES (7)

ZONING CODE (9)

- Property Owner's / Condo Association -

POA OR CONDO ASSOC Y/N (1)

POA / CONDO DUES (5)

POA / CONDO TERMS A/M (1)

ELEM SCH

MID SCH

HI SCH

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

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

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

**16. 1 WATER CLASS**  
 Not Applicable  
 Waterfront Property  
 Water Access Only  
 Waterfront Community - No Access

**17. 1 WATER ID**  
 Smith Mountain Lake  
 Leesville Lake  
 Clayton Lake  
 River or Other

**18. 1 WATER ACCESS ONLY-A**  
 Water Access - On Site  
 Water Access - Off Site

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

**19. 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

**20. 5 BOAT DOCK DESCRIPTION**  
 A-Roof  
 Party Deck  
 Floater  
 Stationary  
 Boat Hoist  
 Personal WaterCraft Lift  
 Storage/Utility Building

**21. 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)*

**22. 2 LOT DESCRIPTION**  
 Cleared  
 Down Slope  
 Gentle Slope  
 Hilly  
 Level Lot  
 Other, see Remarks  
 Secluded  
 Stream  
 Up Slope  
 Varied  
 Wooded

**23. 3 CONSTRUCTION**  
 Aluminum  
 Cement Block  
 Brick  
 Cement  
 "Dryvit" type  
 Fiber Cement  
 Hard Board  
 Log Home  
 Manufactured (also see related fields)  
 Other, see Remarks  
 Stone  
 Stucco  
 Vinyl  
 Wood

**24. 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)*

**25. 3 HEATING**  
 Active Solar Heat  
 Baseboard Electric  
 Baseboard Gas  
 Baseboard Oil  
 Electric Ceiling  
 Heated Floor  
 Forced Air Electric  
 Forced Air Gas  
 Forced Air Oil  
 Geothermal  
 Heat Pump Electric  
 Heat Pump Gas  
 Heat Pump Ground  
 Heat Pump Water  
 Other, see Remarks  
 Passive Solar Heat  
 Liquid Propane  
 Radiator Gas Heat  
 Radiator Oil Heat  
 Wood Furnace  
 Zoned Heat

**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)

**26.2 COOLING**

- Central Cooling
- Geothermal
- Heat Pump Electric
- Heat Pump Gas
- Heat Pump Ground
- Heat Pump Water
- No Cooling System
- Other, see Remarks
- Solar
- Window Air Conditioner
- Zoned Cooling

# OF FIREPLACES \_\_\_\_\_(1)

**27.3 FIREPLACE LOCATION**

- Basement
- Den
- Dining Room
- Family Room
- Great Room
- Kitchen
- Living Room
- Master Bedroom
- Other, see Remarks
- Recreation Room

**28.2 ENERGY FEATURES**

- 2 X 6 Exterior Walls
- Active Solar Heat
- Attic Fan
- Heatolater
- Fireplace Insert
- Passive Solar Heat
- Wood Stove

**29.5 INTERIOR FEATURES**

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

**30.5 EXTERIOR FEATURES**

- Balcony
- Outdoor Barbeque
- Barn
- Bay Window
- Covered Porch
- Deck
- Fenced Yard
- Formal Garden
- Garden Space
- Borders Golf Course
- Natural Gas Line Outdoors
- Gas Grill and Line
- Gazebo
- Greenhouse
- Hot Tub
- Other, see Remarks
- Patio
- Paved Driveway
- Playhouse
- In-Ground Pool
- Above-Ground Pool
- Screened Porch
- Storage Shed
- Sunroom
- Tennis Court

**31.7 VIEWS**

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

**32.9 APPLIANCES**

- Air Cleaner
- Compacter
- Cook Top
- Central Vacuum
- Dishwasher
- Disposer
- Down Draft Stove
- Clothes Dryer
- Freezer
- Generator
- Humidifier
- Intercom
- Microwave Oven
- None
- Garage Door Opener
- Other, see Remarks
- Oven
- Refrigerator
- Range
- In-House Stereo
- Sump Pump
- Clothes Washer

**33.5 MISC. FEATURES**

- Cable TV
- Cul-de-sac
- Fireplace Blower
- Furnished
- Gated Community
- Handicap Access
- Horses Permitted
- In-Law Quarters
- Manufactured Allowed
- Maintenance-Free Exterior
- New Construction
- Other, see Remarks
- Pasture
- Paved Road
- Pond
- Private Road
- Satellite Dish
- Stream
- Underground Utilities

**34.2 AREA AMENITIES**

- Beach Access
- Private Golf
- Marina Access
- Common Pool
- Public Transportation
- Restaurant
- Stables
- Tennis
- Trail Access

**35.4 FLOORS**

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

**36.3 WINDOWS**

- Clad
- Insulated
- Low Emissivity
- Other, see Remarks
- Screen
- Storm
- Tilt-In
- Triglass

**37.2 EXTERIOR DOORS**

- Fiberglass
- French
- Full View
- Insulated Storm
- Insulated
- Metal
- Other, see Remarks
- Screen
- Sliding
- Wood

**38.2 PORCH**

- Front Porch
- Other, see Remarks
- Rear Porch
- Side Porch

**39.1 WATER DESCRIPTION**

- Community System
- Other, see Remarks
- Public Water
- Shared Spring
- Shared Well
- Spring
- Private Well

**40.1E SEWER DESCRIPTION**

- Community System
- Other, see Remarks
- Shared Septic
- Public Sewer
- Private Septic - 1 BR permit
- Private Septic - 2 BR permit
- Private Septic - 3 BR permit
- Private Septic - 4 BR permit
- Private Septic - 5+ BR permit
- Private Septic - permit unavailable
- Private Septic - permit unknown

**41.1 WATER HEATER TYPE**

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

**42.1 WATER HEATER ENERGY SOURCE**

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

**43.3 INTERNET ACCESS**

- Cable
- DSL
- Undetermined
- Other, see Remarks

CURRENT INTERNET PROVIDER \_\_\_\_\_

ROOMS ON EACH LEVEL 9

ROOM NAME	ENTRY	UPPER	LOWER	OTHER
1. Bedroom # 1	<input type="checkbox"/> 1.	<input type="checkbox"/> 1.	<input type="checkbox"/> 1.	<input type="checkbox"/> 1.
2. Bedroom # 2	<input type="checkbox"/> 2.	<input type="checkbox"/> 2.	<input type="checkbox"/> 2.	<input type="checkbox"/> 2.
3. Bedroom # 3	<input type="checkbox"/> 3.	<input type="checkbox"/> 3.	<input type="checkbox"/> 3.	<input type="checkbox"/> 3.
4. Bedroom # 4	<input type="checkbox"/> 4.	<input type="checkbox"/> 4.	<input type="checkbox"/> 4.	<input type="checkbox"/> 4.
5. Bedroom # 5	<input type="checkbox"/> 5.	<input type="checkbox"/> 5.	<input type="checkbox"/> 5.	<input type="checkbox"/> 5.
6. Bedroom # 6	<input type="checkbox"/> 6.	<input type="checkbox"/> 6.	<input type="checkbox"/> 6.	<input type="checkbox"/> 6.
7. Bedroom # 7	<input type="checkbox"/> 7.	<input type="checkbox"/> 7.	<input type="checkbox"/> 7.	<input type="checkbox"/> 7.
8. Bedroom # 8	<input type="checkbox"/> 8.	<input type="checkbox"/> 8.	<input type="checkbox"/> 8.	<input type="checkbox"/> 8.
9. Apartment	<input type="checkbox"/> 9.	<input type="checkbox"/> 9.	<input type="checkbox"/> 9.	<input type="checkbox"/> 9.
10. Attic	<input type="checkbox"/> 10.	<input type="checkbox"/> 10.	<input type="checkbox"/> 10.	<input type="checkbox"/> 10.
11. Breakfast Area	<input type="checkbox"/> 11.	<input type="checkbox"/> 11.	<input type="checkbox"/> 11.	<input type="checkbox"/> 11.
12. Den	<input type="checkbox"/> 12.	<input type="checkbox"/> 12.	<input type="checkbox"/> 12.	<input type="checkbox"/> 12.
13. Dining Area	<input type="checkbox"/> 13.	<input type="checkbox"/> 13.	<input type="checkbox"/> 13.	<input type="checkbox"/> 13.
14. Dining Room	<input type="checkbox"/> 14.	<input type="checkbox"/> 14.	<input type="checkbox"/> 14.	<input type="checkbox"/> 14.
15. Eat-In Kitchen	<input type="checkbox"/> 15.	<input type="checkbox"/> 15.	<input type="checkbox"/> 15.	<input type="checkbox"/> 15.
16. Family Room	<input type="checkbox"/> 16.	<input type="checkbox"/> 16.	<input type="checkbox"/> 16.	<input type="checkbox"/> 16.
17. Florida Room	<input type="checkbox"/> 17.	<input type="checkbox"/> 17.	<input type="checkbox"/> 17.	<input type="checkbox"/> 17.
18. Foyer	<input type="checkbox"/> 18.	<input type="checkbox"/> 18.	<input type="checkbox"/> 18.	<input type="checkbox"/> 18.
19. Game Room	<input type="checkbox"/> 19.	<input type="checkbox"/> 19.	<input type="checkbox"/> 19.	<input type="checkbox"/> 19.
20. Great Room	<input type="checkbox"/> 20.	<input type="checkbox"/> 20.	<input type="checkbox"/> 20.	<input type="checkbox"/> 20.
21. Kitchen	<input type="checkbox"/> 21.	<input type="checkbox"/> 21.	<input type="checkbox"/> 21.	<input type="checkbox"/> 21.
22. Laundry	<input type="checkbox"/> 22.	<input type="checkbox"/> 22.	<input type="checkbox"/> 22.	<input type="checkbox"/> 22.
23. Living Room	<input type="checkbox"/> 23.	<input type="checkbox"/> 23.	<input type="checkbox"/> 23.	<input type="checkbox"/> 23.
24. Library	<input type="checkbox"/> 24.	<input type="checkbox"/> 24.	<input type="checkbox"/> 24.	<input type="checkbox"/> 24.
25. Master Bedroom #1	<input type="checkbox"/> 25.	<input type="checkbox"/> 25.	<input type="checkbox"/> 25.	<input type="checkbox"/> 25.
26. Master Bedroom #2	<input type="checkbox"/> 26.	<input type="checkbox"/> 26.	<input type="checkbox"/> 26.	<input type="checkbox"/> 26.
27. Mud Room	<input type="checkbox"/> 27.	<input type="checkbox"/> 27.	<input type="checkbox"/> 27.	<input type="checkbox"/> 27.
28. Office	<input type="checkbox"/> 28.	<input type="checkbox"/> 28.	<input type="checkbox"/> 28.	<input type="checkbox"/> 28.
29. Recreation Room	<input type="checkbox"/> 29.	<input type="checkbox"/> 29.	<input type="checkbox"/> 29.	<input type="checkbox"/> 29.
30. Work Room	<input type="checkbox"/> 30.	<input type="checkbox"/> 30.	<input type="checkbox"/> 30.	<input type="checkbox"/> 30.

If a Bedroom, Full Bath, or Half Bath does not exist on the specified level, then place a zero in that space.

	ENTRY	UPPER	LOWER	OTHER
<i>When entering the number of bedrooms, include Master Bedrooms. * These fields are used to calculate Total BR, Total FB, and Total HB.</i>				
<b>* BEDROOMS</b>	_____	_____	_____	_____
<b>* FULL BATHS</b>	_____	_____	_____	_____
<b>* HALF BATHS</b>	_____	_____	_____	_____

↑  
Account for a MASTER BEDROOM in two places  
↓

	ENTRY	UPPER	LOWER	OTHER
<i>You should account for a Master Bedroom in both the Bedrooms field (above) and the Master Bedrooms field (below). Only the Bedrooms field (above) is used to calculate Total Bedrooms.</i>				
<b>MASTER BEDROOMS</b>	_____	_____	_____	_____
<b>LAUNDRY</b>	_____	_____	_____	_____

Choose up to nine (9) rooms per level.

**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 #)

- 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
- 0600 Bedford County
- 0601 Town of Bedford
- 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
- 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.*

**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>