

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

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

OWNER NAME (120) OWNER PHONE CONTACT NAME (25) CONTACT PHONE

8.1 CONSTRUCTION STATUS
Completed
Proposed
Under Construction
YEAR BUILT - SELLER (4)
TYPE OF BUSINESS
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
YARD SIGN Y/N (1)

TAX I.D.
ANNUAL TAXES (7)
ZONING CODE (9)
9.3 COMMERCIAL TYPE
Industrial
Investment
Land Only
Office
Retail
Warehouse
10.2 SALE INCLUDES
Building
Building and Land
Other, see Remarks
ADDITIONAL LAND AVAIL Y/N
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)

PUBLIC REMARKS (INTERNET) _____

_____ (752)

PRIVATE REMARKS (REALTOR-TO-REALTOR) _____

_____ (400)

DIRECTIONS _____
_____ (200)

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

12.1 WATER ID
 Smith Mountain Lake
 Leesville Lake
 Claytor Lake
 River or Other

13.1 WATER ACCESS ONLY-A
 Water Access - On Site
 Water Access - Off Site

DRIVING DISTANCE TO OFF SITE WATER ACCESS _____

LOCATION OF OFF SITE WATER ACCESS _____

14.3 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

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

16.5 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)

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

18.4 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)

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

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

21.2 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.G)
SINGLE-WIDE Y/N _____(1)
DOUBLE-WIDE Y/N _____(1)

22. 4 FLOORS

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

23. 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

24. 1 WATER DESCRIPTION

- None
- Private Water
- Public Water

25. 1 SEWER DESCRIPTION

- None
- Private Sewer
- Public Sewer
- Private Septic

26. 1 WATER HEATER TYPE

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

27. 1 WATER HEATER ENERGY SOURCE

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

28. 3 INTERNET ACCESS

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

CURRENT INTERNET PROVIDER _____

29. 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

30. 1 TOPOGRAPHY

- Level
- Other, see Remarks
- Sloped

31. 7 VIEWS

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

Signature _____ Date _____

Signature _____ Date _____

DATE OF FULL EXECUTION _____

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

Help Block C

<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 #

An explanation of the Seller Web Authorization field:

This field provides the seller with the ability to:

Help Block D

(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>