

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

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

3.1 SHOWING INSTR.

- Call Listing Agent
Text Listing Agent
Just Go
Key is at Office
Other, see Remarks

4.1 LOCKBOX

- RVAR
Call LA
Private Box, see Remarks
None

5.1 LOCKBOX HOURS

- 24 Hours
Day-Time
Other, see Remarks

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

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 OWNER PHONE (120)

8.1 LAND TYPE

- Land (Acreage)
Lot

9.1 LAND SUB-TYPE

- Commercial Land
Developed
Farm
Industrial
Office
Other, see Remarks
Residential - Multi
Residential - Single
Retail
Undeveloped

-Dimensions or Acreage must be provided-

LOT DIMENSIONS

(27)

TOTAL ACRE (7)

ACRES FENCED

ACRES WOODED

ACRES CLEARED

PRICE PER ACRE (6)

ROAD FRONTAGE (7)

ELEM SCH

MID SCH

HI SCH

SUBDIVISION

PHASE (2)

SUBDIVISION MAP (18)

LOT (20)

BLOCK (4)

SECTION (4)

TAX I.D. (50)

ANNUAL TAXES (7)

ZONING CODE (9)

MANUFACTURED HOME ALLOW Y/N

- Property Owner's / Condo Association -

POA Y/N (1) CONDO ASSOC Y/N (1)

POA/CONDO CONTACT NAME (25)

PHONE/EMAIL (25)

POA/ CONDO DUES (5)

POA/ CONDO TERMS A/M (1)

10.2 LAND DESCRIPTION

- Cut-Over
Down Slope
Fill
Gentle Slope
Hilly
Level
Other, see Remarks
Rolling Hills
Steep Slope
Up Slope
Varied

11.7 VIEWS

- City
Golf Course
Lake
Mountain
River
Sunrise
Sunset

12.9 BUILDINGS ON PROPERTY

- Barn
Chicken House
Feed Barn
Garage
Granary
Hay Shed
House
Milk Parlor
Mobile -- SW
Mobile - DW
Mobile - RV
Other, See Remarks
Silo
Smoke House
Stable
Swine Parlor
Tobacco Barn
Tractor Shed
Workshop

13.2 MISC. FEATURES

- Cable TV available
Horses Permitted
Lease Option
Other, see Remarks
Pasture
Pond
Swimming Pool
Walking Distance to School
Stream
Tennis Court
Underground Utilities

14.2 PROPERTY DESCRIPTION

- Cut-Over
Borders Golf Course
Other, see Remarks
Paved Road
Private Road
Seccluded
Stream
Views
Wooded

15.2 DOCUMENTS AVAILABLE

- Appraisal
Association By Law
Building Restrictions
Deed Restrictions
Easement
Percolation Test
Soil Map
Survey
Estimate on Timber Value
Tobacco Allotment
Topo / Aerial Map
Traffic Count
Zone Restrictions

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
 Claytor 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 _____

LOCATION OF 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)

22.1 ELECTRIC DESCRIPTION
 Above Ground
 Available
 Below Ground
 None Available
 Other, see Remarks

23.1 GAS DESCRIPTION
 Natural Gas
 None Available
 Propane

24.1 WATER DESCRIPTION
 Community System
 Other, see Remarks
 Public Water
 Shared Spring
 Shared Well
 Spring
 Private Well
 None

25.1 SEWER DESCRIPTION
 Community System
 Other, see Remarks
 Public Sewer
 Private Septic
 Shared Septic
 None

26.3 INTERNET ACCESS
 Cable
 DSL
 Fiber
 Undetermined
 Other, see Remarks

CURRENT INTERNET PROVIDER _____

27.5 LEASED EQUIPMENT
 Propane Tank
 Security Alarm System
 Water Heater
 Water Softener
 Other, see Remarks

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	street name	street	directional	unit #
	prefix		suffix	suffix	

Help Block C

An explanation of the Seller Web Authorization field:

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 public web sites. The display of the property address is subject to the authorization of (a) the seller, 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

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

Help Block E

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>