

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

REO Properties E REO

Owner / Seller Financing Available

Lease/Purchase Available

7.2.D SELLER VOW AUTHORIZATION

- Allow Automated Valuations on VOW
Allow Comments on VOW

8.1 PROPERTY SUBTYPE

- Condo
Manufactured
Single-Family
Townhouse

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)

11.3 STYLE OF HOUSE

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

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

ENTRY - ABOVE GRD

UPPER - ABOVE GRD

OTHER - ABOVE GRD

ENTRY - BELOW GRD

LOWER - BELOW GRD

OTHER - BELOW GRD

-- Unfinished SQFT (exclude garage) --

ENTRY - ABOVE GRD

UPPER - ABOVE GRD

OTHER - ABOVE GRD

ENTRY - BELOW GRD

LOWER - BELOW GRD

OTHER - BELOW GRD

----- Detached SQFT -----

ABOVE GRD - FINISHED

BASEMENT Y/N (1)

12.1 BASEMENT IF YES

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

BASEMENT IF NO

- Crawl Space
Slab

13.1 PRIM. COVERED PARKING

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

# PRIM COV SPACES

Square Footage

14.1 ADDIT. COVERED PARKING

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

# ADD COV SPACES

Square Footage

15.1 UNCOVERED PARKING

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

# UNCOV SPACES

-Dimensions or Acreage must be provided-

LOT DIMENSIONS (27)

TOTAL ACRE (7)

SUBDIVISION

PHASE (2)

SUBDIVISION MAP (18)

LOT (20)

BLOCK (4)

SECTION (4)

TAX I.D. (50)

ANNUAL TAXES (7)

ZONING CODE (9)



**26.3 COOLING**

- Central Cooling
- Ductless Split System
- 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

**29.7 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

**30.7 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
- Outdoor Kitchen
- 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 Ventilation
- Clothes Dryer
- Freezer
- Generator
- Humidifier
- Intercom
- Microwave Oven Built In
- None
- Garage Door Opener
- Other, see Remarks
- Wall Oven
- Refrigerator
- Range Electric
- Range Gas
- Range Hood
- 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
- Luxury Vinyl Plank
- 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
- Trigglass

**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

**40.1.E SEWER DESCRIPTION**

- Community System
- None
- Other, see Remarks
- Shared Septic
- Public Sewer
- Private Septic

**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
- Fiber
- Undetermined
- Other, see Remarks

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

**44.5 LEASED EQUIPMENT**

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

ROOMS ON EACH LEVEL 2

ROOM NAME	ENTRY	UPPER	LOWER	OTHER
1. Bedroom # 1 REMARKS: _____(50)	<input type="checkbox"/> 1.	<input type="checkbox"/> 1.	<input type="checkbox"/> 1.	<input type="checkbox"/> 1.
2. Bedroom # 2 REMARKS: _____(50)	<input type="checkbox"/> 2.	<input type="checkbox"/> 2.	<input type="checkbox"/> 2.	<input type="checkbox"/> 2.
3. Bedroom # 3 REMARKS: _____(50)	<input type="checkbox"/> 3.	<input type="checkbox"/> 3.	<input type="checkbox"/> 3.	<input type="checkbox"/> 3.
4. Bedroom # 4 REMARKS: _____(50)	<input type="checkbox"/> 4.	<input type="checkbox"/> 4.	<input type="checkbox"/> 4.	<input type="checkbox"/> 4.
5. Bedroom # 5 REMARKS: _____(50)	<input type="checkbox"/> 5.	<input type="checkbox"/> 5.	<input type="checkbox"/> 5.	<input type="checkbox"/> 5.
6. Bedroom # 6 REMARKS: _____(50)	<input type="checkbox"/> 6.	<input type="checkbox"/> 6.	<input type="checkbox"/> 6.	<input type="checkbox"/> 6.
7. Bedroom # 7 REMARKS: _____(50)	<input type="checkbox"/> 7.	<input type="checkbox"/> 7.	<input type="checkbox"/> 7.	<input type="checkbox"/> 7.
8. Bedroom # 8 REMARKS: _____(50)	<input type="checkbox"/> 8.	<input type="checkbox"/> 8.	<input type="checkbox"/> 8.	<input type="checkbox"/> 8.
9. Apartment REMARKS: _____(50)	<input type="checkbox"/> 9.	<input type="checkbox"/> 9.	<input type="checkbox"/> 9.	<input type="checkbox"/> 9.
10. Attic REMARKS: _____(50)	<input type="checkbox"/> 10.	<input type="checkbox"/> 10.	<input type="checkbox"/> 10.	<input type="checkbox"/> 10.
11. Breakfast Area REMARKS: _____(50)	<input type="checkbox"/> 11.	<input type="checkbox"/> 11.	<input type="checkbox"/> 11.	<input type="checkbox"/> 11.
12. Den REMARKS: _____(50)	<input type="checkbox"/> 12.	<input type="checkbox"/> 12.	<input type="checkbox"/> 12.	<input type="checkbox"/> 12.
13. Dining Area REMARKS: _____(50)	<input type="checkbox"/> 13.	<input type="checkbox"/> 13.	<input type="checkbox"/> 13.	<input type="checkbox"/> 13.
14. Dining Room REMARKS: _____(50)	<input type="checkbox"/> 14.	<input type="checkbox"/> 14.	<input type="checkbox"/> 14.	<input type="checkbox"/> 14.
15. Eat-In Kitchen REMARKS: _____(50)	<input type="checkbox"/> 15.	<input type="checkbox"/> 15.	<input type="checkbox"/> 15.	<input type="checkbox"/> 15.
16. Family Room REMARKS: _____(50)	<input type="checkbox"/> 16.	<input type="checkbox"/> 16.	<input type="checkbox"/> 16.	<input type="checkbox"/> 16.
17. Sun Room REMARKS: _____(50)	<input type="checkbox"/> 17.	<input type="checkbox"/> 17.	<input type="checkbox"/> 17.	<input type="checkbox"/> 17.
18. Foyer REMARKS: _____(50)	<input type="checkbox"/> 18.	<input type="checkbox"/> 18.	<input type="checkbox"/> 18.	<input type="checkbox"/> 18.
19. Game Room REMARKS: _____(50)	<input type="checkbox"/> 19.	<input type="checkbox"/> 19.	<input type="checkbox"/> 19.	<input type="checkbox"/> 19.
20. Great Room REMARKS: _____(50)	<input type="checkbox"/> 20.	<input type="checkbox"/> 20.	<input type="checkbox"/> 20.	<input type="checkbox"/> 20.

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

*When entering the number of bedrooms, include Primary Bedrooms.  
 \* These fields are used to calculate Total BR, Total FB, and Total HB.*

**\* BEDROOMS**   \_\_\_\_\_

**\* FULL BATHS**   \_\_\_\_\_

**\* HALF BATHS**   \_\_\_\_\_

  
 Account for a **PRIMARY BEDROOM** in two places

ENTRY   UPPER   LOWER   OTHER

*You should account for a Primary Bedroom in both the Bedrooms field (above) and the Primary Bedrooms field (below). Only the Bedrooms field (above) is used to calculate Total Bedrooms.*

**PRIMARY BEDROOMS**   \_\_\_\_\_

**LAUNDRY**   \_\_\_\_\_

ROOM NAME	ENTRY	UPPER	LOWER	OTHER
21. Kitchen REMARKS: _____(50)	<input type="checkbox"/> 21.	<input type="checkbox"/> 21.	<input type="checkbox"/> 21.	<input type="checkbox"/> 21.
22. Laundry REMARKS: _____(50)	<input type="checkbox"/> 22.	<input type="checkbox"/> 21.	<input type="checkbox"/> 22.	<input type="checkbox"/> 22.
23. Living Room REMARKS: _____(50)	<input type="checkbox"/> 23.	<input type="checkbox"/> 23.	<input type="checkbox"/> 23.	<input type="checkbox"/> 23.
24. Library REMARKS: _____(50)	<input type="checkbox"/> 24.	<input type="checkbox"/> 24.	<input type="checkbox"/> 24.	<input type="checkbox"/> 24.
25. Primary Bedroom REMARKS: _____(50)	<input type="checkbox"/> 25.	<input type="checkbox"/> 25.	<input type="checkbox"/> 25.	<input type="checkbox"/> 25.
26. Mud Room REMARKS: _____(50)	<input type="checkbox"/> 26.	<input type="checkbox"/> 26.	<input type="checkbox"/> 26.	<input type="checkbox"/> 26.
27. Office REMARKS: _____(50)	<input type="checkbox"/> 27.	<input type="checkbox"/> 27.	<input type="checkbox"/> 27.	<input type="checkbox"/> 27.
28. Recreation Room REMARKS: _____(50)	<input type="checkbox"/> 28.	<input type="checkbox"/> 28.	<input type="checkbox"/> 28.	<input type="checkbox"/> 28.
29. Work Room REMARKS: _____(50)	<input type="checkbox"/> 29.	<input type="checkbox"/> 29.	<input type="checkbox"/> 29.	<input type="checkbox"/> 29.

Choose up to nine (9) rooms per level.

**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

**Help Block A**

**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 #

**Help Block D**

**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 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/mls/mhshome.cfm>