MLS (Rental) Input Sheet - Roanoke Valley Association of REALTORS®

LISTING AGENT _____(Name or ID) CO-LISTING AGENT _____ (Name or ID)

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

AREA _____(4.A) **CITY** _____(15) **ZIP** _____(9) **MUNICIPALITY** _____(3.A)

LIST DATE _____/_____/_____ **EXPIRATION DATE** _____/_____/_____

FINDER'S FEE Y/N _____(1)

FINDER'S FEE $ or % _____

1. 1 OCCUPANT
☐ Owner
☐ Tenant
☐ Vacant

LOCKBOX
☐ RVAR
☐ Call LA
☐ Private Box, see Remarks
☐ None

2. 1 LOCKBOX HOURS
☐ 24 Hours
☐ Day-Time
☐ Other, see Remarks

YARD SIGN Y/N _____(1)

3. 1.D OWNER WEB AUTHORIZATION
☐ Public Web Sites – May Show Address
☐ Public Web Sites – No Address
☐ Not On Public Web Sites

4. 2.D OWNER VOW AUTHORIZATION
☐ Allow Automated Valuations on VOW
☐ Allow Comments on VOW

OWNER NAME _____(50) **OWNER PHONE** _____

TENANT NAME _____(35) TENANT PHONE _____

7. 1 SHOWING INSTR.
☐ Appointment
☐ Call Owner - Go
☐ Text Owner - 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

WHEN AVAILABLE FOR RENT? (mark one)
☐ Immediately
☐ Not available until _____/_____/_____.
(Available Date)

MONTHLY RENT _____ (6)

5. 1 RENTAL PERIOD
☐ < 30 Days
☐ Month to Month
☐ Minimum 3 Months
☐ Minimum 6 Months
☐ Minimum 12 Months
☐ Negotiable
☐ Other, See Remarks

OPTION TO PURCHASE Y/N _____(1)

6. 1 FURNISHED
☐ Partially
☐ Fully
☐ No

8. 1 RENTAL TYPE
☐ Detached (not attached to other res.)
☐ Attached (attached to other residence)

9. 1 UNIT LEVEL

☐ 1	☐ 11	☐ 21
☐ 2	☐ 12	☐ 22
☐ 3	☐ 13	☐ 23
☐ 4	☐ 14	☐ 24
☐ 5	☐ 15	☐ 25
☐ 6	☐ 16	☐ 26
☐ 7	☐ 17	☐ 27
☐ 8	☐ 18	☐ 28
☐ 9	☐ 19	☐ 29
☐ 10	☐ 20	☐ 30

10. 1 UNIT TYPE
☐ Apartment
☐ Condo
☐ Townhouse
☐ Single Family
☐ Duplex
☐ Quadruplex
☐ Triplex
☐ Other, See Remarks

YEAR BUILT – OWNER _____(4)

- - - - - - - 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)

11. 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

12. 1 PRIM. COVERED PARKING
☐ Not Applicable
☐ Garage Attached
☐ Garage Detached
☐ Garage Under
☐ Carport Attached
☐ Carport Detached
☐ Other, See Remarks

 # VEHICLE SPACES _____

Square Footage _____

13. 1 ADDIT. COVERED PARKING
☐ Garage Attached
☐ Garage Detached
☐ Garage Under
☐ Carport Attached
☐ Carport Detached
☐ Other, see Remarks

 # VEHICLE SPACES _____

Square Footage _____

14.1 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)

_____ _____ _____ _____ _____
Signature Date Signature Date DATE OF FULL EXECUTION

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PUBLIC REMARKS (INTERNET) _____

_____

_____

_____

_____

_____

_____(752)

PRIVATE REMARKS (REALTOR-TO-REALTOR) _____

_____

_____

_____(400)

DIRECTIONS _____

_____(200)

15. 1 WATER CLASS
☐ Not Applicable
☐ Waterfront Property
☐ Water Access Only
☐ Waterfront Community – No Access

16. 1 WATER ID
☐ Smith Mountain Lake
☐ Leesville Lake
☐ Claytor Lake
☐ River or Other

17. 1 WATER ACCESS ONLY-A
☐ Water Access – On Site
☐ Water Access – Off Site

DRIVING DISTANCE TO OFF SITE WATER ACCESS _____

18. 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

19. 5 BOAT DOCK DESCRIPTION
☐ A-Roof
☐ Party Deck
☐ Floater
☐ Stationary
☐ Boat Hoist
☐ Personal WaterCraft Lift
☐ Storage/Utility Building

20. 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 _____

ELEM SCH _____

MID SCH _____

HI SCH _____

- Property Owner's / Condo Association -

POA OR CONDO ASSOC Y/N _____(1)

POA/CONDO CONTACT NAME_____

_____25)

PHONE/EMAIL_____

_____(25)

POA / CONDO DUES _____(5)

POA / CONDO TERMS A/M _____(1)

21. 1 POA/CONDO FEES PAID BY
☐ Owner
☐ Tenant
☐ Shared

22. 9 RENT INCLUDES
☐ Boat Slip
☐ Cable / Satellite TV
☐ Electricity
☐ Gas
☐ Heat
☐ Internet (broadband)
☐ Lawn Care
☐ Oil
☐ Other, See Remarks
☐ Parking
☐ Trash Disposal
☐ Water

- - - - - - - - - Other Rental Terms - - - - - - - - -

APPLICATION FEE Y/N _____(1)

APPLICATION FEE $ _____(3)

SECURITY DEPOSIT Y/N _____(1)

SECURITY DEPOSIT $ _____(5)

RENTER'S INSURANCE REQUIRED Y/N _____(1)

23. 4 OTHER RENTAL TERMS
☐ No Smoking
☐ No Pets
☐ Pet Restrictions
☐ Pet Fee
☐ Pet Deposit
☐ Additional Fees - See Remarks

24. 4 PARKING DETAILS
☐ Assigned / Reserved
☐ Parking Fee
☐ Permit Required
☐ Secured
☐ Visitor Parking

25. 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

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)

_____ _____ _____ _____ _____
Signature Date Signature Date DATE OF FULL EXECUTION

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26. 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)

27. 3 HEATING
☐ Active Solar Heat
☐ Baseboard Electric
☐ Baseboard Gas
☐ Baseboard Oil
☐ Ductless Split System
☐ Electric Ceiling
☐ Heated Floor
☐ Forced Air Electric
☐ Forced Air Gas
☐ Forced Air Oil
☐ Gas – Natural
☐ Gas – Propane
☐ Heat Pump Electric
☐ Heat Pump Gas
☐ Heat Pump Ground
☐ Heat Pump Water
☐ Other, see Remarks
☐ Passive Solar Heat
☐ Radiator Gas Heat
☐ Radiator Oil Heat
☐ Wood Furnace
☐ Zoned Heat

28.3 COOLING
☐ Central Cooling
☐ Ductless Split System
☐ Heat Pump Electric
☐ Heat Pump Gas
☐ Heat Pump Ground
☐ Heat Pump Water
☐ No Cooling System
☐ Other, see Remarks
☐ Window Air Conditioner
☐ Zoned Cooling

OF FIREPLACES _____(1)

29. 3 FIREPLACE LOCATION
☐ Basement
☐ Den
☐ Dining Room
☐ Family Room
☐ Great Room
☐ Kitchen
☐ Living Room
☐ Master Bedroom
☐ Other, see Remarks
☐ Recreation Room

30. 7 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
☐Theatre Room
☐ Walk-in closet
☐ Wet Bar
☐ Whirlpool Bath
☐ Wood Stove

31. 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

32. 5 FENCE
☐ Chain Link
☐ Decorative
☐ Front
☐ Full
☐ Invisible
☐ Metal
☐ Other, see Remarks
☐ Partial
☐ Privacy
☐ Rail
☐ Rear
☐ Side
☐ Underground
☐ Vinyl / Fiberglass / PVC
☐ Wood
☐ Wrought Iron

33. 7 VIEWS
☐ City
☐ Golf Course
☐ Lake
☐ Mountain
☐ River
☐ Sunrise
☐ Sunset

34. 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

35. 4 MISC. FEATURES
☐ Cable TV
☐ Cul-de-sac
☐ Elevator Available
☐ 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

36. 2 AREA AMENITIES
☐ Beach Access
☐ Private Golf
☐ Marina Access
☐ Common Pool
☐ Public Transportation
☐ Restaurant
☐ Stables
☐ Tennis
☐ Trail Access

37. 4 FLOORS
☐ Carpet
☐ Concrete
☐ Laminate
☐ Marble
☐ Other, see Remarks
☐ Slate
☐ Tile (i.e. ceramic)
☐ Vinyl
☐ Wood

38. 1 WATER DESCRIPTION
☐ Community System
☐ Other, see Remarks
☐ Public Water
☐ Shared Spring
☐ Shared Well
☐ Spring
☐ Private Well

39. 1.E 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

40. 3 INTERNET ACCESS
☐ Cable
☐ DSL
☐ Undetermined
☐ Other, see Remarks

CURRENT INTERNET
PROVIDER _____

_____ _____ _____ _____ _____
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ROOMS ON EACH LEVEL 9

ROOM NAME	ENTRY	UPPER	LOWER	OTHER
1. Bedroom # 1	☐ 1.	☐ 1.	☐ 1.	☐ 1.
2. Bedroom # 2	☐ 2.	☐ 2.	☐ 2.	☐ 2.
3. Bedroom # 3	☐ 3.	☐ 3.	☐ 3.	☐ 3.
4. Bedroom # 4	☐ 4.	☐ 4.	☐ 4.	☐ 4.
5. Bedroom # 5	☐ 5.	☐ 5.	☐ 5.	☐ 5.
6. Bedroom # 6	☐ 6.	☐ 6.	☐ 6.	☐ 6.
7. Bedroom # 7	☐ 7.	☐ 7.	☐ 7.	☐ 7.
8. Bedroom # 8	☐ 8.	☐ 8.	☐ 8.	☐ 8.
9. Apartment	☐ 9.	☐ 9.	☐ 9.	☐ 9.
10. Attic	☐ 10.	☐ 10.	☐ 10.	☐ 10.
11. Breakfast Area	☐ 11.	☐ 11.	☐ 11.	☐ 11.
12. Den	☐ 12.	☐ 12.	☐ 12.	☐ 12.
13. Dining Area	☐ 13.	☐ 13.	☐ 13.	☐ 13.
14. Dining Room	☐ 14.	☐ 14.	☐ 14.	☐ 14.
15. Eat-In Kitchen	☐ 15.	☐ 15.	☐ 15.	☐ 15.
16. Family Room	☐ 16.	☐ 16.	☐ 16.	☐ 16.
17. Florida Room	☐ 17.	☐ 17.	☐ 17.	☐ 17.
18. Foyer	☐ 18.	☐ 18.	☐ 18.	☐ 18.
19. Game Room	☐ 19.	☐ 19.	☐ 19.	☐ 19.
20. Great Room	☐ 20.	☐ 20.	☐ 20.	☐ 20.
21. Kitchen	☐ 21.	☐ 21.	☐ 21.	☐ 21.
22. Laundry	☐ 22.	☐ 22.	☐ 22.	☐ 22.
23. Living Room	☐ 23.	☐ 23.	☐ 23.	☐ 23.
24. Library	☐ 24.	☐ 24.	☐ 24.	☐ 24.
25. Master Bedroom #1	☐ 25.	☐ 25.	☐ 25.	☐ 25.
26. Master Bedroom #2	☐ 26.	☐ 26.	☐ 26.	☐ 26.
27. Mud Room	☐ 27.	☐ 27.	☐ 27.	☐ 27.
28. Office	☐ 28.	☐ 28.	☐ 28.	☐ 28.
29. Recreation Room	☐ 29.	☐ 29.	☐ 29.	☐ 29.
30. Work Room	☐ 30.	☐ 30.	☐ 30.	☐ 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
When entering the number of bedrooms, include Master Bedrooms.				
** These fields are used to calculate Total BR, Total FB, and Total HB.*				
*** BEDROOMS**	_____	_____	_____	_____
*** FULL BATHS**	_____	_____	_____	_____
*** HALF BATHS**	_____	_____	_____	_____

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

	ENTRY	UPPER	LOWER	OTHER
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.				
MASTER BEDROOMS	_____	_____	_____	_____
LAUNDRY	_____	_____	_____	_____

Choose up to nine (9) rooms per level.

_____ _____ _____ _____ _____

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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.

Help Block C

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

1234	N.	Elm	Ave	SW	# 203
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.

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

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 G

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

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