

**MULTIPLE LISTING SERVICE (MLS) ENTRY-ONLY AGREEMENT –**

This Agreement (hereinafter referred to as this "AGREEMENT") is by and between ,

(your name(s)), an individual residing at , (your address)

(hereinafter referred to as ("YOU")) and ALLIANCE REALTY NE LLC, a Limited Liability Company, a licensed CT, Mass and RI Real Estate Broker (hereinafter referred to as the "BROKER"), For your property located at  with an asking price of \$

YOU have purchased an exclusive\* entry-only listing on the MLS from a For Sale By Owner marketing company (hereinafter referred to as the "MARKETING COMPANY"). The MARKETING COMPANY has referred the listing of your property (the "PROPERTY") to the BROKER.

In order for your PROPERTY to be listed on the MLS, YOU will need to provide the information on the attached MLS Listing Detail Form and return them to the BROKER along with a signed copy of this AGREEMENT. Within 48 hours after the BROKER has received a signed copy of this AGREEMENT and the completed MLS Listing Detail Form, the BROKER will list your PROPERTY on the MLS. **You must notify the BROKER of any changes to the status of the listing!**

This listing will begin on \_\_/\_\_/\_\_\_\_ and terminate on (6 or 12 month listing) \_\_/\_\_/\_\_\_\_

**NOTICE: THE AMOUNT OR RATE OF REAL ESTATE COMMISSIONS IS NOT FIXED BY LAW. THEY ARE SET BY EACH BROKER INDIVIDUALLY AND MAY BE NEGOTIABLE BETWEEN THE SELLER AND THE BROKER.**

In addition, if the BROKER or any other Realtor(r) brings YOU a ready, willing and able buyer, then the BROKER or other Realtor(r) shall receive a commission from YOU for acting as a buyer's agent, please check,

2%  2.5%  3% other

Unless otherwise agreed to, You will not be charged a fee by the BROKER for the entry-only listing.

*Modification Submissions: All requests to modify or add to an MLS listing must be submitted in writing or via e-mail to [info@AlliancerealtyNE.com](mailto:info@AlliancerealtyNE.com) or faxed to 866-866-7978. Modifications must be submitted via email from the email address on file. All submissions must include your AD number and MLS Number.*

*Price Changes: Owners are allowed unlimited number of price changes. There is no modification fee for changing price.*

*Open Houses: Upon request, we will post the open house to the MLS and Realtor.Com. There is no modification fee for open house announcements in the MLS, however a fee of \$20 per open house announcement does apply to Realtor.Com postings. The deadline for open house additions for the upcoming weekend is 5PM the Wednesday prior to the weekend.*

*Photo Changes: Owners are allowed (1) updated/addition to the originally posted images to the MLS listing. Additional updates additions will be charged a \$15 modification fee per image.*

*Additional Updates: Any additional updates and modifications to the MLS listing, after the initial necessary modifications for accuracy, will be charged a \$15 modification fee.*

*Status Changes: Owners will not be charged a modification fee if the property's status needs to be changed to "under Contract", "sold", or "withdrawn" from the MLS regardless of the reason it is being withdrawn. YOU MUST TELL US WHEN YOU GO UNDER CONTRACT! WITHIN 24 HOURS!!*

*Cancellations: You can only list your property "For Sale" with one Real Estate firm at a time! Seller agrees to contact this Brokerage prior to entering into talks with any unaffiliated Brokerage firm. You may cancel this agreement with 30 days written notice.*

The BROKER provides no services other than entering your PROPERTY in the MLS System. BROKER will not accept offers on behalf of the owner. YOU are responsible for all showings, negotiations, document preparation, contracts, open houses, signs and lock boxes.

Seller acknowledges that Broker is a brokerage firm and that in some cases it may represent prospective purchasers. Owner desires that the property be presented to such persons or entities and consents to the dual representation created thereby. Agent shall not disclose the confidential information of one principal to the other.

Broker reserves the right to advertise property in such media as the broker may select at no cost to seller.

Seller agrees and acknowledges that BROKER could be fined by an MLS board for not promptly reporting (within 24 hours) any change of status on an MLS listed property. Seller agrees, any fines imposed by MLS will be passed onto the seller

BROKER strongly suggests that you retain a real estate attorney to represent YOU in all aspects of the sale of your PROPERTY including the preparation of purchase and sale agreements, disclosure forms, and closing documents. YOU have read, understood and agree to the terms and conditions of this Agreement.

Note on "Digital Signatures": a Digital Signature is a way of signing an electronic document in leu of an actual handwritten signature .

PLEASE DO NOT FILL IN SIGATURE INFORMATION UNTIL YOU HAVE READ DIRECTIONS

Directions for Digitally Signing [Online form only]:

- 1.) Owner(s) Name typed into "print or type" field(s)
- 2.) Enter Date
- 3.) Verify all information on this form is correct
- 4.) Select Digital Signature for **Owner 2**, follow "signature wizard" instructions for creating a new Digital Signature. **Do not start with Owner 1, creating a Digital Signature for Owner 1 will "seal" this document and it will no longer be changeable.**
- 5.) Select Digital Signature for Owner 1, follow "signature wizard" instructions for creating a new Digital Signature.

Sign   Digital Signature 1

Printed Name: Date

Sign   Digital Signature 2

Printed Name: Date

BROKER \_\_\_\_\_

\* The term "exclusive" as used in this Agreement refers to the MLS rule that only one real estate broker can list any property on the MLS at one time.

**This Document must be signed prior to your home being in the MLS.**

**Please sign and return to us - Make a copy for yourself.**

Alliance Realty NE, LLC 33 Loveland Road, North Granby, CT 06060  
866-866-7978

Ct/Mass/RI Licenses # REB078926 / 150195 / REB.0018122

# State-Wide Multiple Listing Service, Inc. Category 1



# Single Family - SF

KEYWORDS: Fill in the Blanks for each keyword, enter information as prompted by the computer. (R)'s denote required entries for adding a listing. Shaded Keywords are explained on Back of Form

(R)Listing Member ID: \_\_\_\_\_ (R)Company Code: \_\_\_\_\_ Showing Associate ID: \_\_\_\_\_ Showing Associate Phone: \_\_\_\_\_

Showing Assoc. Email: \_\_\_\_\_ (R)List Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (R)Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (R)List Price: \$ \_\_\_\_\_

(R)Compensation to Coop. Broker: \_\_\_\_\_ (R)Lockbox: \_\_\_\_ (R)Photo Instructions: \_\_\_\_ Enhanced Photo Service: \_\_\_\_

44 CHARACTERS MAX

### Choose Your Internet Display Options:

If the fields below are N, then all other Internet display options will not apply and Seller Opt out form must be completed.

Select the sites where you would like this listing and/or property address to appear:

(R)IDX Sites:  Y/N

(R)IDX Sites Address Display:  Y/N

Allow Property Value Estimates on VOWs Y/N

Allow AVM: \_\_\_\_

(R)RILiving.com:  Y/N

(R)RILiving.com Address Display:  Y/N

Allow Property Comments/Reviews on VOWs Y/N

Allow Comments: \_\_\_\_

(R)Internet Display: \_\_\_\_

(R)Internet Address Display: \_\_\_\_

(R)Realtor.com:  Y/N

(R)Realtor.com Address Display:  Y/N

(R)State: \_\_\_\_\_ (R)County: \_\_\_\_\_ (R)Municipality: \_\_\_\_\_ (R)Street #: \_\_\_\_\_ - \_\_\_\_\_ (R)Street Name: \_\_\_\_\_  
ADDL ST. # 50 CHARACTERS MAX

(R)Street Suffix: \_\_\_\_\_ (R)Zip: \_\_\_\_\_ - \_\_\_\_\_ (R)Neighborhood: \_\_\_\_\_ (R)Under Construction:  Y/N (R)Year Built: \_\_\_\_\_  
ZIP + 4 22 CHARACTERS MAX

(R)Assessor's Plat/Map: \_\_\_\_\_ Block: \_\_\_\_\_ (R)Lot/Parcel: \_\_\_\_\_ (R)Assessment: \$ \_\_\_\_\_ (R)Real Estate Taxes: \$ \_\_\_\_\_ (R)Tax Year: \_\_\_\_\_  
TO THE NEAREST \$

(R)Fire District Tax: \_\_\_\_\_ Zoning: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_ (R)Approx. Lot Sq Ft: \_\_\_\_\_ Approx. Lot Acres: \_\_\_\_\_  
Not intended for Legal Use

(R)Under Ground Tank: \_\_\_\_\_ - \_\_\_\_\_ Foundation Size: \_\_\_\_\_ x \_\_\_\_\_ (R)Abv Gr Liv Area: \_\_\_\_\_ (R)Below Gr Liv Area: \_\_\_\_\_ Liv Rm Dimensions: \_\_\_\_\_ x \_\_\_\_\_  
SIZE TYPE L W Approx Sq. Ft. Approx Sq. Ft. L W

MBR Dimensions: \_\_\_\_\_ x \_\_\_\_\_ (R)Total Rooms: \_\_\_\_\_ (R)Bedrooms: \_\_\_\_\_ (R)Full Baths: \_\_\_\_\_ (R)Half Baths: \_\_\_\_\_ (R)Bldg Levels: \_\_\_\_\_ (R)Fireplaces: \_\_\_\_\_  
L W

(R)Garage: \_\_\_\_\_ Assoc. Fee: \$ \_\_\_\_\_ per \_\_\_\_\_ Onsite Parking: \_\_\_\_\_ (R)RE Licensee Owner:  Y/N (R)Entry Only Listing:  Y/N (R)Limited Service Listing:  Y/N  
# of Spaces Y=Yearly M=Monthly # of Spaces

(R)Sign on Property:  Y/N (R)Subsidized Housing:  Y/N (R)Short Sale:  Y/N (R)REO/Lender Owned:  Y/N AccuShow:  Y/N

Showing Instructions: \_\_\_\_\_  
(200 CHAR. MAX)

Compensation Comments: \_\_\_\_\_  
(62 CHARACTERS MAX)

Floor Descriptions: \_\_\_\_\_  
 LOWER LEVEL (31 CHARACTERS MAX)  
 \_\_\_\_\_  
 FIRST FLOOR (36 CHARACTERS MAX)  
 \_\_\_\_\_  
 SECOND FLOOR (31 CHARACTERS MAX)  
 \_\_\_\_\_  
 THIRD FLOOR (31 CHARACTERS MAX)  
 \_\_\_\_\_

### FEATURES:

- (R)TYPE
- Colonial
  - Cape Cod
  - Ranch
  - Split Level
  - Raised Ranch
  - Contemporary
  - Victorian
  - Tudor
  - Bungalow
  - Cottage
  - Log Home
  - Historic
  - Manufactured/Mobile
  - Vacation
  - Manufactured/Modular
  - Green Construction
  - Reg. Adult Community
  - Other

- (R)GARAGE
- Carport
  - Attached
  - Detached
  - Integral
  - Door Opener
  - None

- (R)FIREPLACE
- Brick
  - Marble
  - Stone
  - Tile
  - Woodframe

- Zero Clearance
- None

#### EQUIPMENT

- Refrigerator
- Oven/Range
- Disposal
- Dishwasher
- Hood
- Exhaust Fan
- Ceiling Fan
- Trash Comp.
- Washer
- Dryer
- Microwave
- Intercom
- Central Vacuum
- Alarm Owned
- Alarm Rented
- Wood Stove
- Coal Stove
- Hot Tub
- Sauna
- Whirlpool
- Elevator
- BBQ Grill
- TV Antenna
- Cable TV
- Satellite Dish
- Pellet Stove

#### ROOMS

- Foyer Hall
- Dining Room

- Dining Area
- Eat in Kit
- Family Room
- Den
- Library
- Rec. Room
- MBR w/Bath
- Florida Room
- Solar Room
- Greenhouse
- Laundry Area
- Laundry Room
- Utility Room
- Workshop
- In-law Apartment
- Great Room
- Media Room
- Living Room
- MBR on 1<sup>st</sup> Floor

#### INTERIOR

- Cathedral Ceilings
- Skylight
- Dry Bar
- Wet Bar
- Cedar Closet
- Attic Storage
- Attic Stairs
- Internal Expansion
- Rough Bath
- Indoor Pool

#### HANDICAP ACCESS

- Ramps/No Steps

- Wide Doors
- Elevator
- Complete Handicap Fixtures
- Low Pile Carpet
- Extra Wide Shower
- Adjusted Height Sink - No Cabinets Below
- Extra Wide Halls & Doors
- Flat Thresholds
- One Level
- All of the Above
- Other

#### (R)EXTERIOR

- Brick
- Masonry
- Shingles
- Clapboard
- Wood
- Aluminum Siding
- Vinyl Siding
- Other Siding
- Insulated Glass Windows
- Storm Windows
- Storm Door
- Patio
- Deck
- Porch
- Breezeway
- Screened Patio, Deck, Porch, or Breezeway
- Needs Work
- Guest House
- Balcony

#### (R)FINISHED FLOOR

- Plywood
- Particle Board
- Hardwood
- Pine
- Parquet
- Ceramic
- Marble
- Vinyl
- Wall to wall Carpet
- Laminate
- Other

#### WALL

- Plaster
- Dry Wall
- Paneled
- Ceramic
- Wood

#### (R)INSULATION

- Walls
- Ceiling
- Floor
- Cap
- UFFI
- Unknown
- None

**FEATURES (continued)**

<p><b>(R)ELECTRIC</b></p> <p><input type="checkbox"/> 30 Amps</p> <p><input type="checkbox"/> 60 Amps</p> <p><input type="checkbox"/> 100 Amps</p> <p><input type="checkbox"/> 150 Amps</p> <p><input type="checkbox"/> 200Amps</p> <p><input type="checkbox"/> 220 Volts</p> <p><input type="checkbox"/> Fuses</p> <p><input type="checkbox"/> Circuit Breaker</p> <p><input type="checkbox"/> Generator</p> <p><input type="checkbox"/> 400 Amps</p> <p><input type="checkbox"/> None</p> <p><b>(R)WATER SUPPLY</b></p> <p><input type="checkbox"/> Connected</p> <p><input type="checkbox"/> Available</p> <p><input type="checkbox"/> Assessment to Buyer</p> <p><input type="checkbox"/> Assessment to Seller</p> <p><input type="checkbox"/> Well</p> <p><input type="checkbox"/> None</p> <p><b>(R)SEWER</b></p> <p><input type="checkbox"/> Connected</p> <p><input type="checkbox"/> Available</p> <p><input type="checkbox"/> Assessment to Buyer</p> <p><input type="checkbox"/> Assessment to Seller</p> <p><input type="checkbox"/> Septic System</p> <p><input type="checkbox"/> Cesspool</p> <p><input type="checkbox"/> Other Private System</p> <p><input type="checkbox"/> Unknown</p> <p><b>(R)PLUMBING</b></p> <p><input type="checkbox"/> Mixed</p> <p><input type="checkbox"/> Copper</p> <p><input type="checkbox"/> PVC</p> <p><input type="checkbox"/> Galvanized</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Other</p>	<p><b>(R)HOT WATER</b></p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Oil</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Solar</p> <p><input type="checkbox"/> Tank</p> <p><input type="checkbox"/> Tankless</p> <p><input type="checkbox"/> Rented</p> <p><input type="checkbox"/> Indirect</p> <p><input type="checkbox"/> None</p> <p><b>(R)HEAT FUEL</b></p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Oil</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Solar</p> <p><input type="checkbox"/> Bottle Gas</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Coal</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Other</p> <p><b>HEAT FUEL - Usage (Gal/Yr)</b> (only applies if oil is selected above)</p> <p><input type="checkbox"/> 0-399</p> <p><input type="checkbox"/> 400-800</p> <p><input type="checkbox"/> 800-1200</p> <p><input type="checkbox"/> 1200-1600</p> <p><input type="checkbox"/> 1600+</p> <p><input type="checkbox"/> Unknown</p> <p><b>(R)HEAT SYSTEM</b></p> <p><input type="checkbox"/> Forced Air</p> <p><input type="checkbox"/> Forced Water</p> <p><input type="checkbox"/> Steam</p> <p><input type="checkbox"/> Heat Pump</p> <p><input type="checkbox"/> Space</p> <p><input type="checkbox"/> Radiant</p> <p><input type="checkbox"/> Baseboard</p> <p><input type="checkbox"/> Electric Air Cleaner</p>	<p><input type="checkbox"/> Humidifier</p> <p><input type="checkbox"/> Rented Burner</p> <p><input type="checkbox"/> Hydro-air</p> <p><input type="checkbox"/> None</p> <p><b>(R)APRX. HEAT\$</b></p> <p><input type="checkbox"/> 0-300</p> <p><input type="checkbox"/> 301-600</p> <p><input type="checkbox"/> 601-900</p> <p><input type="checkbox"/> 901-1200</p> <p><input type="checkbox"/> 1201-1500</p> <p><input type="checkbox"/> 1501-1800</p> <p><input type="checkbox"/> 1801-2100</p> <p><input type="checkbox"/> 2101-2400</p> <p><input type="checkbox"/> 2401-2800</p> <p><input type="checkbox"/> 2801+</p> <p><input type="checkbox"/> Undetermined</p> <p><input type="checkbox"/> Excl. Wood</p> <p><input type="checkbox"/> Excl. Coal</p> <p><input type="checkbox"/> Incl. Hot Water</p> <p><input type="checkbox"/> Incl. Cooking</p> <p><input type="checkbox"/> Incl. Dryer</p> <p><b>(R)COOLING</b></p> <p><input type="checkbox"/> Central</p> <p><input type="checkbox"/> Individual Unit</p> <p><input type="checkbox"/> Attic Fan</p> <p><input type="checkbox"/> Whole House Fan</p> <p><input type="checkbox"/> Wall Unit</p> <p><input type="checkbox"/> Ductless AC System</p> <p><input type="checkbox"/> None</p> <p><b>LOT</b></p> <p><input type="checkbox"/> Wooded</p> <p><input type="checkbox"/> Underground Utilities</p> <p><input type="checkbox"/> Horse Perm.</p> <p><input type="checkbox"/> Sidewalks</p> <p><input type="checkbox"/> Paved Drive</p> <p><input type="checkbox"/> Fenced Yard</p> <p><input type="checkbox"/> Priv. Compound</p>	<p><input type="checkbox"/> Stable</p> <p><input type="checkbox"/> Barn</p> <p><input type="checkbox"/> Pool Inground</p> <p><input type="checkbox"/> Pool Above</p> <p><input type="checkbox"/> Out Building</p> <p><input type="checkbox"/> Extra Lot</p> <p><input type="checkbox"/> Corner</p> <p><input type="checkbox"/> Cul de Sac</p> <p><input type="checkbox"/> Sprinklers</p> <p><input type="checkbox"/> Electronic Pet Fence</p> <p><b>WATER AMENTIES</b></p> <p><input type="checkbox"/> Front Salt</p> <p><input type="checkbox"/> Front Fresh</p> <p><input type="checkbox"/> View Salt</p> <p><input type="checkbox"/> View Fresh</p> <p><input type="checkbox"/> River</p> <p><input type="checkbox"/> Walk to Water</p> <p><input type="checkbox"/> Access</p> <p><input type="checkbox"/> Flood Insurance</p> <p><input type="checkbox"/> Dock</p> <p><input type="checkbox"/> Beach</p> <p><input type="checkbox"/> Mooring</p> <p><input type="checkbox"/> Oceanfront</p> <p><input type="checkbox"/> Walk to Salt Water</p> <p><input type="checkbox"/> Walk to Fresh Water</p> <p><b>NEAR</b></p> <p><input type="checkbox"/> Shopping</p> <p><input type="checkbox"/> Bus</p> <p><input type="checkbox"/> Commuter Bus</p> <p><input type="checkbox"/> Highway Access</p> <p><input type="checkbox"/> Private School</p> <p><input type="checkbox"/> Public School</p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Rec. Facility</p> <p><input type="checkbox"/> Swimming</p> <p><input type="checkbox"/> Tennis</p> <p><input type="checkbox"/> Golf</p> <p><input type="checkbox"/> Marina</p>	<p><b>TERMS</b></p> <p><input type="checkbox"/> Assumable</p> <p><input type="checkbox"/> Seller 1st</p> <p><input type="checkbox"/> Seller 2nd</p> <p><input type="checkbox"/> Rent W/ Option</p> <p><input type="checkbox"/> Exchange Considered</p> <p><input type="checkbox"/> Closing Cost Assistance</p> <p><input type="checkbox"/> Special</p> <p><input type="checkbox"/> Subject to Lender Approval</p> <p><b>(R)OCCUPANCY</b></p> <p><input type="checkbox"/> 1-30 Days</p> <p><input type="checkbox"/> 30-60 Days</p> <p><input type="checkbox"/> Negotiable</p> <p><input type="checkbox"/> Available For Rent</p> <p><input type="checkbox"/> Leases</p> <p><input type="checkbox"/> Month to Month</p> <p><input type="checkbox"/> Week to Week</p> <p><input type="checkbox"/> Vacant</p> <p><b>(R)HISTORIC</b></p> <p><input type="checkbox"/> National Register</p> <p><input type="checkbox"/> Local Historic District</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Unknown</p> <p><b>(R)LISTING CONTRACT</b></p> <p><input type="checkbox"/> Exclusive Right to Sell</p> <p><input type="checkbox"/> Exclusive Brokerage</p> <p><b>(R)APPROX. LIVING AREA SOURCE</b></p> <p><input type="checkbox"/> Tax Assessor</p> <p><input type="checkbox"/> Seller</p> <p><input type="checkbox"/> Licensee Estimated</p> <p><input type="checkbox"/> Appraisal</p> <p><input type="checkbox"/> Builder</p> <p><input type="checkbox"/> Other</p>
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**BASEMENT FEATURES** (CR) - denotes fields that are conditionally required based on other selections

<p><b>(R)BASEMENT TYPE</b></p> <p><input type="checkbox"/> Full</p> <p><input type="checkbox"/> Partial</p> <p><input type="checkbox"/> Crawl Space</p> <p><input type="checkbox"/> None</p> <p><b>(CR)BASEMENT ACCESS:</b></p> <p><input type="checkbox"/> Bulkhead</p> <p><input type="checkbox"/> Walkout</p> <p><input type="checkbox"/> Interior Only</p> <p><input type="checkbox"/> Interior &amp; Exterior</p>	<p><b>(CR)BASEMENT FINISH</b></p> <p><input type="checkbox"/> Finished</p> <p><input type="checkbox"/> Part Finished</p> <p><input type="checkbox"/> Unfinished</p> <p><b>(CR)PERCENT FINISHED:</b> _____ %</p>	<p><b>(CR)No. of BASEMENT ROOMS:</b> _____</p> <p><b>(CR)BASEMENT ROOMS TYPE:</b></p> <p><input type="checkbox"/> Kitchen</p> <p><input type="checkbox"/> Bathroom</p> <p><input type="checkbox"/> Bedroom(s)</p> <p><input type="checkbox"/> Laundry</p> <p><input type="checkbox"/> Utility</p> <p><input type="checkbox"/> Work Shop</p> <p><input type="checkbox"/> Playroom</p> <p><input type="checkbox"/> Storage Area</p> <p><input type="checkbox"/> Common</p>	<p><b>(R)FOUNDATION TYPE:</b></p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Cement Block</p> <p><input type="checkbox"/> Concrete</p> <p><input type="checkbox"/> Mixed</p> <p><input type="checkbox"/> Piers</p> <p><input type="checkbox"/> Slab</p> <p><input type="checkbox"/> Stone</p> <p><input type="checkbox"/> Unknown</p>
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Remarks: (250 CHAR. MAX)

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Photo Instructions: (56 CHAR. MAX)

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SELLER(S) AGREE(S) ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE OR AGREE(S) TO CHANGES IN ORIGINAL AGREEMENT. The listing broker has gathered the above information to the best of his/her ability based on information provided from other sources, including but not limited to the seller. This should in no way be a substitution for independent inquiries by the buyer.

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

# Category 1- Single Family Listing

*The Seller must initial any and all crossovers. All owners must sign where indicated.*

<p><b>VOW KEYWORDS</b></p> <p><b>Internet Display =</b> Y/N Does the seller want their listing to appear on the web? <i>If answer is No, the Seller Opt Out form is required</i></p> <p><b>Internet Address Display =</b> Y/N Does the seller want their address to appear on the web? <i>If answer is No, the Seller Opt Out form is required</i></p> <p><b>Allow AVM =</b> Y/N Does the seller want automated price estimates to appear on the web?</p> <p><b>Allow Comments =</b> Y/N Does the seller want comments about their property to appear on the web?</p> <p><b>IDX Address Display =</b> Y/N Allow the display of a listing's address to appear on IDX sites?</p> <p><b>Consumer Sites =</b> Y/N Allow the display of a listing to appear on public sites like RILiving?</p> <p><b>Consumer Sites Address Display =</b> Y/N Allow the display of a listing's address to appear on public sites like RILiving?</p>	<p><b>PHOTO INSTRUCTIONS</b></p> <p>In the first field, enter the letter value that corresponds with the meaning. In the second field, enter the number of photos sent in or to be taken by the MLS photographer.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Value</th> <th style="text-align: left; border-bottom: 1px solid black;">Meaning</th> </tr> </thead> <tbody> <tr><td>M</td><td>MLS Exterior Standard (one exterior shot only-no appointment needed).</td></tr> <tr><td>O</td><td>Exterior Rush (1 day turnaround)</td></tr> <tr><td>F</td><td>REALTOR photo to follow</td></tr> <tr><td>R</td><td>REALTOR Photo (s) submitted</td></tr> <tr><td>N</td><td>No photo is to be printed (owners' authorization on contract)</td></tr> <tr><td>C</td><td>Under Construction</td></tr> </tbody> </table>	Value	Meaning	M	MLS Exterior Standard (one exterior shot only-no appointment needed).	O	Exterior Rush (1 day turnaround)	F	REALTOR photo to follow	R	REALTOR Photo (s) submitted	N	No photo is to be printed (owners' authorization on contract)	C	Under Construction			
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<p><b>COMPENSATION TO COOPERATING BROKER</b></p> <p>MLS cannot accept the listing unless the CB keyword is completed. Specifying the compensation of each listing is necessary because the cooperating Broker has a right to know what the compensation shall be prior to his/her endeavor to sell.</p> <p>The compensation shall be shown in one of the following forms:</p> <ol style="list-style-type: none"> <li>1. By showing a percentage of the gross selling price</li> <li>2. By showing a definite dollar amount</li> </ol> <p>If you offer a DUAL OR VARIABLE RATE COMMISSION (i.e. one in which the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance, and a different commission if the sale results through the efforts of a cooperating broker) the listing broker must disclose by either one of the below formats followed by "V".</p> <p><b>EXAMPLE: CB: -%V</b></p> <p>If you take an EXCLUSIVE-RIGHT-TO-SELL contract with Named Prospects Exempted (Reservations) you will denote the compensation in either one of the below formats followed by "R".</p> <p><b>EXAMPLE: CB: %R</b></p> <p>If you take an EXCLUSIVE AGENCY CONTRACT the standard Exclusive-Right -to-Sell contract cannot be used. Fill in the keywords and features page (reverse side of page) in the usual manner and denote the compensation in either one of the below formats followed by the code "XA".</p> <p><b>EXAMPLE: CB: -%XA</b></p> <p><i>* All compensation offered through MLS to the cooperating company is paid based exclusively on its becoming procuring cause of the purchaser.</i></p> <p><b>Add to Compensation to Cooperating Broker -</b></p> <p>If you list a SHORT SALE property, denote the compensation in one of two forms: Example: X% SS OR X% of total commission received -SS This will alert a cooperating broker that the listing is a short sale</p> <p>When disclosed, participants may, at their discretion, advise other participants whether and how any reduction in the gross commission established in the listing contract, required by the lender as a condition of approving the sale, will be apportioned between listing and cooperating participants.</p> <p><b>Deductions</b> from Compensation on non-service related fees or expenses are not allowed. Only fees which are payable to a third party such as MLS Photographer, Home Warranty plan, sharing of a referral fee, etc., are allowed.</p> <p>The amount or percentage that is to be deducted, must specify and describe the deduction.</p>	<p><b>ENHANCED PHOTO SERVICES</b></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>A</td><td>Appt. needed - Interior/Exterior Enhanced Photos</td></tr> <tr><td>E</td><td>Supplement Photos</td></tr> <tr><td>S</td><td>"Rush" Supplement Photos</td></tr> <tr><td>V</td><td>Visual Tour</td></tr> </tbody> </table>	A	Appt. needed - Interior/Exterior Enhanced Photos	E	Supplement Photos	S	"Rush" Supplement Photos	V	Visual Tour									
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V	Visual Tour																	
<p><b>COMPENSATION COMMENTS</b></p> <p>This field is to be used to explain any deductions or terms from the compensation fields - CB (Compensation to Cooperating Broker) If there are any deductions to be made from compensation, the deduction MUST be stated in the CB field. This is just an additional field to accommodate the explanation.</p>	<p><b>REALTOR OWNED Y/N</b></p> <p>This field should be filled in with "Y" if the property is considered to be a broker owned property according to RI State law and/or defined by the Code of Ethics of the National Association of REALTORS</p>																	
<p><b>LOCK BOX ABBREVIATIONS</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Value</th> <th style="text-align: left; border-bottom: 1px solid black;">Meaning</th> </tr> </thead> <tbody> <tr><td>N</td><td>None</td></tr> <tr><td>C</td><td>Company</td></tr> <tr><td>O</td><td>Office</td></tr> </tbody> </table>	Value	Meaning	N	None	C	Company	O	Office	<p><b>STREET NUMBER</b></p> <p>Street number is limited to two sets of six characters. Therefore, in some instances it is necessary to abbreviate information about the type of number that you are using to identify the property. The street number must comply with the 911 system whenever possible. The first six-digit field is required and can be filled with numbers only. The second six character field is not required and should be used for all additional information (i.e. Box #, Pole #, opposite pole, lot, 1/2 ending house #) as shown below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">EXAMPLE</th> <th style="text-align: left; border-bottom: 1px solid black;">Street Address</th> <th style="text-align: left; border-bottom: 1px solid black;">With Additions</th> </tr> </thead> <tbody> <tr> <td>123- PL 1957</td> <td>123 Main Street</td> <td>Pole 1957</td> </tr> <tr> <td>123-A</td> <td>123 A Main Street</td> <td></td> </tr> </tbody> </table>	EXAMPLE	Street Address	With Additions	123- PL 1957	123 Main Street	Pole 1957	123-A	123 A Main Street	
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N	None																	
C	Company																	
O	Office																	
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<p><b>UNDERGROUND STORAGE TANK</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">SIZE</th> <th style="text-align: left; border-bottom: 1px solid black;">TYPE</th> </tr> </thead> <tbody> <tr><td>N=None</td><td>N=None</td></tr> <tr><td>U=Unknown</td><td>U=Unknown</td></tr> <tr><td>O=Over 1,100 Gallons</td><td>H=Heating Oil</td></tr> <tr><td>L=Less than 1, 100 Gallons</td><td>O=Other</td></tr> </tbody> </table> <p>EX: If an underground storage tank contains over 1, 100 gallons of heating oil, you would enter: O - H EX: If an underground tank held less than 1, 100 gallons of an unknown substance, you would enter: L - U</p>	SIZE	TYPE	N=None	N=None	U=Unknown	U=Unknown	O=Over 1,100 Gallons	H=Heating Oil	L=Less than 1, 100 Gallons	O=Other	<p><b>YEAR BUILT</b></p> <p>Year Built is a numeric field (i.e. no alphabetic characters will be accepted). Year Built is the year that the property was built. When the property listed is in new construction, enter as the current year. When the age of the building is unknown, show its age as 9999.</p>							
SIZE	TYPE																	
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<p><b>FINISHED LIVING AREA</b></p> <p><i>These fields are to be used for approx. finished living square feet only.</i></p> <p><b>Above grade living area:</b> Heated Living Area on any level, which is AT, or ABOVE grade. This area SHOULD NOT include the finished areas of basements, nor should it include the finished lower level areas of a Raised Ranch, unfinished rooms on any level or additional finished areas outside the main dwelling such as a carriage house.</p> <p><b>Below Grade Living Area:</b> Finished, Heated Living Area which is below grade, and/or EXTRANEIOUS (separate) to the main living area can be included in this field: such as finished basements, the finished portion of the lower level of a Raised Ranch, finished attics, carriage houses, etc.</p>	<p><b>APPROXIMATE LIVING AREA SOURCE</b> - Please indicate the source from which the value for the "Approximate Above Grade Living Area" field was obtained.</p>																	

## STANDARD ROOM ABBREVIATION GUIDE

To keep the MLS book consistent the following room abbreviations are to be used when filling in the keywords separated by commas.

### Lower Level, First Floor Rooms, Second Floor Rooms, Third Floor Rooms

**MAIN ROOMS**

DR	Dining Room
FDR	Formal Dining Room
K	Kitchen
EIK	Eat in Kitchen
KDA	Kitchen w/ Dining Area
PTRY	Pantry
LR	Living Room
DBLLR	Double Living Room
<b>BEDROOMS</b>	
BR	Bedroom
MBR	Master Bedroom

TBR	Twin Bedroom
SBR	Small Bedroom
<b>BATH</b>	
B	Bath
FESH	Fiberglass Enclsd. Shower
PESH	Plastic Enclosed Shower
TBTS	Tile Bath w/ Tub & Shower
OBT	Old Bath w/Tub
OBTS	Old Bath w/ Tub & Shower
TBT	Tile Bath w/ Tub
BSS	Bathroom w/ Shower Stall

TBSS	Tile Bath w/Shower Stall
BT	Bath w/ Tub
BTS	Bath w/ Tub & Shower
LAV	Lavette
WHRL	Whirlpool

**MISCELLANEOUS ROOMS**

CH	Center Hall
DEN	Den
EF	Entry Foyer
EH	Entry Hall
FR	Family Room
FP	Fireplace
FLRM	Florida Room
LDRY	Laundry Room
LIB	Library
PRCH	Porch
RH	Rear Hall
RECRM	Recreation Room
SOLRM	Solarium
STDY	Study
SNRM	Sun Room
VEST	Vestibule
WKSHOP	Workshop

# State-Wide Multiple Listing Service, Inc. Category 1



# Single Family - SF

KEYWORDS: Fill in the Blanks for each keyword, enter information as prompted by the computer. (R)'s denote required entries for adding a listing. Shaded Keywords are explained on Back of Form

(R)Listing Member ID: \_\_\_\_\_ (R)Company Code: \_\_\_\_\_ Showing Associate ID: \_\_\_\_\_ Showing Associate Phone: \_\_\_\_\_

Showing Assoc. Email: \_\_\_\_\_ (R)List Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (R)Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (R)List Price: \$ \_\_\_\_\_

(R)Compensation to Coop. Broker: \_\_\_\_\_ (R)Lockbox: \_\_\_\_ (R)Photo Instructions: \_\_\_\_ Enhanced Photo Service: \_\_\_\_

44 CHARACTERS MAX

### Choose Your Internet Display Options:

If the fields below are N, then all other Internet display options will not apply and Seller Opt out form must be completed.

Select the sites where you would like this listing and/or property address to appear:

(R)IDX Sites:  Y/N (R)IDX Sites Address Display:  Y/N  
 (R)RILiving.com:  Y/N (R)RILiving.com Address Display:  Y/N  
 (R)Realtor.com:  Y/N (R)Realtor.com Address Display:  Y/N

Allow Property Value Estimates on VOWs Y/N  
 Allow AVM: \_\_\_\_  
 Allow Property Comments/Reviews on VOWs Y/N  
 Allow Comments: \_\_\_\_

(R)Internet Display: \_\_\_\_  
 (R)Internet Address Display: \_\_\_\_

(R)State: \_\_\_\_\_ (R)County: \_\_\_\_\_ (R)Municipality: \_\_\_\_\_ (R)Street #: \_\_\_\_\_ - \_\_\_\_\_ (R)Street Name: \_\_\_\_\_  
ADDL ST. # 50 CHARACTERS MAX

(R)Street Suffix: \_\_\_\_\_ (R)Zip: \_\_\_\_\_ - \_\_\_\_\_ (R)Neighborhood: \_\_\_\_\_ (R)Under Construction: \_\_\_\_\_ (R)Year Built: \_\_\_\_\_  
ZIP + 4 22 CHARACTERS MAX Y/N

(R)Assessor's Plat/Map: \_\_\_\_\_ Block: \_\_\_\_\_ (R)Lot/Parcel: \_\_\_\_\_ (R)Assessment: \$ \_\_\_\_\_ (R)Real Estate Taxes: \$ \_\_\_\_\_ (R)Tax Year: \_\_\_\_\_  
TO THE NEAREST \$

(R)Fire District Tax: \_\_\_\_\_ Zoning: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_ (R)Approx. Lot Sq Ft: \_\_\_\_\_ Approx. Lot Acres: \_\_\_\_\_  
Not intended for Legal Use

(R)Under Ground Tank: \_\_\_\_\_ - \_\_\_\_\_ Foundation Size: \_\_\_\_\_ x \_\_\_\_\_ (R)Abv Gr Liv Area: \_\_\_\_\_ (R)Below Gr Liv Area: \_\_\_\_\_ Liv Rm Dimensions: \_\_\_\_\_ x \_\_\_\_\_  
SIZE TYPE L W Approx Sq. Ft. Approx Sq. Ft. L W

MBR Dimensions: \_\_\_\_\_ x \_\_\_\_\_ (R)Total Rooms: \_\_\_\_\_ (R)Bedrooms: \_\_\_\_\_ (R)Full Baths: \_\_\_\_\_ (R)Half Baths: \_\_\_\_\_ (R)Bldg Levels: \_\_\_\_\_ (R)Fireplaces: \_\_\_\_\_  
L W

(R)Garage: \_\_\_\_\_ Assoc. Fee: \$ \_\_\_\_\_ per \_\_\_\_\_ Onsite Parking: \_\_\_\_\_ (R)RE Licensee Owner: \_\_\_\_\_ (R)Entry Only Listing: \_\_\_\_\_ (R)Limited Service Listing: \_\_\_\_\_  
# of Spaces Y=Yearly M=Monthly # of Spaces Y/N Y/N Y/N

(R)Sign on Property: \_\_\_\_\_ (R)Subsidized Housing: \_\_\_\_\_ (R)Short Sale: \_\_\_\_\_ (R)REO/Lender Owned: \_\_\_\_\_ AccuShow: \_\_\_\_\_  
Y/N Y/N Y/N Y/N Y/N

Showing Instructions: \_\_\_\_\_  
(200 CHAR. MAX)

Compensation Comments: \_\_\_\_\_  
(62 CHARACTERS MAX)

Floor Descriptions: \_\_\_\_\_  
 LOWER LEVEL (31 CHARACTERS MAX)  
 \_\_\_\_\_  
 FIRST FLOOR (36 CHARACTERS MAX)  
 \_\_\_\_\_  
 SECOND FLOOR (31 CHARACTERS MAX)  
 \_\_\_\_\_  
 THIRD FLOOR (31 CHARACTERS MAX)  
 \_\_\_\_\_

### FEATURES:

- (R)TYPE
- Colonial
  - Cape Cod
  - Ranch
  - Split Level
  - Raised Ranch
  - Contemporary
  - Victorian
  - Tudor
  - Bungalow
  - Cottage
  - Log Home
  - Historic
  - Manufactured/Mobile
  - Vacation
  - Manufactured/Modular
  - Green Construction
  - Reg. Adult Community
  - Other

- (R)GARAGE
- Carport
  - Attached
  - Detached
  - Integral
  - Door Opener
  - None

- (R)FIREPLACE
- Brick
  - Marble
  - Stone
  - Tile
  - Woodframe

- Zero Clearance
- None

#### EQUIPMENT

- Refrigerator
- Oven/Range
- Disposal
- Dishwasher
- Hood
- Exhaust Fan
- Ceiling Fan
- Trash Comp.
- Washer
- Dryer
- Microwave
- Intercom
- Central Vacuum
- Alarm Owned
- Alarm Rented
- Wood Stove
- Coal Stove
- Hot Tub
- Sauna
- Whirlpool
- Elevator
- BBQ Grill
- TV Antenna
- Cable TV
- Satellite Dish
- Pellet Stove

#### ROOMS

- Foyer Hall
- Dining Room

- Dining Area
- Eat in Kit
- Family Room
- Den
- Library
- Rec. Room
- MBR w/Bath
- Florida Room
- Solar Room
- Greenhouse
- Laundry Area
- Laundry Room
- Utility Room
- Workshop
- In-law Apartment
- Great Room
- Media Room
- Living Room
- MBR on 1<sup>st</sup> Floor

#### INTERIOR

- Cathedral Ceilings
- Skylight
- Dry Bar
- Wet Bar
- Cedar Closet
- Attic Storage
- Attic Stairs
- Internal Expansion
- Rough Bath
- Indoor Pool

#### HANDICAP ACCESS

- Ramps/No Steps

- Wide Doors
- Elevator
- Complete Handicap Fixtures
- Low Pile Carpet
- Extra Wide Shower
- Adjusted Height Sink - No Cabinets Below
- Extra Wide Halls & Doors
- Flat Thresholds
- One Level
- All of the Above
- Other

#### (R)EXTERIOR

- Brick
- Masonry
- Shingles
- Clapboard
- Wood
- Aluminum Siding
- Vinyl Siding
- Other Siding
- Insulated Glass Windows
- Storm Windows
- Storm Door
- Patio
- Deck
- Porch
- Breezeway
- Screened Patio, Deck, Porch, or Breezeway
- Needs Work
- Guest House
- Balcony

#### (R)FINISHED FLOOR

- Plywood
- Particle Board
- Hardwood
- Pine
- Parquet
- Ceramic
- Marble
- Vinyl
- Wall to wall Carpet
- Laminate
- Other

#### WALL

- Plaster
- Dry Wall
- Paneled
- Ceramic
- Wood

#### (R)INSULATION

- Walls
- Ceiling
- Floor
- Cap
- UFFI
- Unknown
- None

**FEATURES (continued)**

<p><b>(R)ELECTRIC</b></p> <p><input type="checkbox"/> 30 Amps  <input type="checkbox"/> 60 Amps  <input type="checkbox"/> 100 Amps  <input type="checkbox"/> 150 Amps  <input type="checkbox"/> 200Amps  <input type="checkbox"/> 220 Volts  <input type="checkbox"/> Fuses  <input type="checkbox"/> Circuit Breaker  <input type="checkbox"/> Generator  <input type="checkbox"/> 400 Amps  <input type="checkbox"/> None</p> <p><b>(R)WATER SUPPLY</b></p> <p><input type="checkbox"/> Connected  <input type="checkbox"/> Available  <input type="checkbox"/> Assessment to Buyer  <input type="checkbox"/> Assessment to Seller  <input type="checkbox"/> Well  <input type="checkbox"/> None</p> <p><b>(R)SEWER</b></p> <p><input type="checkbox"/> Connected  <input type="checkbox"/> Available  <input type="checkbox"/> Assessment to Buyer  <input type="checkbox"/> Assessment to Seller  <input type="checkbox"/> Septic System  <input type="checkbox"/> Cesspool  <input type="checkbox"/> Other Private System  <input type="checkbox"/> Unknown</p> <p><b>(R)PLUMBING</b></p> <p><input type="checkbox"/> Mixed  <input type="checkbox"/> Copper  <input type="checkbox"/> PVC  <input type="checkbox"/> Galvanized  <input type="checkbox"/> None  <input type="checkbox"/> Other</p>	<p><b>(R)HOT WATER</b></p> <p><input type="checkbox"/> Gas  <input type="checkbox"/> Oil  <input type="checkbox"/> Electric  <input type="checkbox"/> Solar  <input type="checkbox"/> Tank  <input type="checkbox"/> Tankless  <input type="checkbox"/> Rented  <input type="checkbox"/> Indirect  <input type="checkbox"/> None</p> <p><b>(R)HEAT FUEL</b></p> <p><input type="checkbox"/> Gas  <input type="checkbox"/> Oil  <input type="checkbox"/> Electric  <input type="checkbox"/> Solar  <input type="checkbox"/> Bottle Gas  <input type="checkbox"/> Wood  <input type="checkbox"/> Coal  <input type="checkbox"/> None  <input type="checkbox"/> Other</p> <p><b>HEAT FUEL - Usage (Gal/Yr)</b>  <small>(only applies if oil is selected above)</small></p> <p><input type="checkbox"/> 0-399  <input type="checkbox"/> 400-800  <input type="checkbox"/> 800-1200  <input type="checkbox"/> 1200-1600  <input type="checkbox"/> 1600+  <input type="checkbox"/> Unknown</p> <p><b>(R)HEAT SYSTEM</b></p> <p><input type="checkbox"/> Forced Air  <input type="checkbox"/> Forced Water  <input type="checkbox"/> Steam  <input type="checkbox"/> Heat Pump  <input type="checkbox"/> Space  <input type="checkbox"/> Radiant  <input type="checkbox"/> Baseboard  <input type="checkbox"/> Electric Air Cleaner</p>	<p><input type="checkbox"/> Humidifier  <input type="checkbox"/> Rented Burner  <input type="checkbox"/> Hydro-air  <input type="checkbox"/> None</p> <p><b>(R)APRX. HEAT\$</b></p> <p><input type="checkbox"/> 0-300  <input type="checkbox"/> 301-600  <input type="checkbox"/> 601-900  <input type="checkbox"/> 901-1200  <input type="checkbox"/> 1201-1500  <input type="checkbox"/> 1501-1800  <input type="checkbox"/> 1801-2100  <input type="checkbox"/> 2101-2400  <input type="checkbox"/> 2401-2800  <input type="checkbox"/> 2801+  <input type="checkbox"/> Undetermined  <input type="checkbox"/> Excl. Wood  <input type="checkbox"/> Excl. Coal  <input type="checkbox"/> Incl. Hot Water  <input type="checkbox"/> Incl. Cooking  <input type="checkbox"/> Incl. Dryer</p> <p><b>(R)COOLING</b></p> <p><input type="checkbox"/> Central  <input type="checkbox"/> Individual Unit  <input type="checkbox"/> Attic Fan  <input type="checkbox"/> Whole House Fan  <input type="checkbox"/> Wall Unit  <input type="checkbox"/> Ductless AC System  <input type="checkbox"/> None</p> <p><b>LOT</b></p> <p><input type="checkbox"/> Wooded  <input type="checkbox"/> Underground Utilities  <input type="checkbox"/> Horse Perm.  <input type="checkbox"/> Sidewalks  <input type="checkbox"/> Paved Drive  <input type="checkbox"/> Fenced Yard  <input type="checkbox"/> Priv. Compound</p>	<p><input type="checkbox"/> Stable  <input type="checkbox"/> Barn  <input type="checkbox"/> Pool Inground  <input type="checkbox"/> Pool Above  <input type="checkbox"/> Out Building  <input type="checkbox"/> Extra Lot  <input type="checkbox"/> Corner  <input type="checkbox"/> Cul de Sac  <input type="checkbox"/> Sprinklers  <input type="checkbox"/> Electronic Pet Fence</p> <p><b>WATER AMENITIES</b></p> <p><input type="checkbox"/> Front Salt  <input type="checkbox"/> Front Fresh  <input type="checkbox"/> View Salt  <input type="checkbox"/> View Fresh  <input type="checkbox"/> River  <input type="checkbox"/> Walk to Water  <input type="checkbox"/> Access  <input type="checkbox"/> Flood Insurance  <input type="checkbox"/> Dock  <input type="checkbox"/> Beach  <input type="checkbox"/> Mooring  <input type="checkbox"/> Oceanfront  <input type="checkbox"/> Walk to Salt Water  <input type="checkbox"/> Walk to Fresh Water</p> <p><b>NEAR</b></p> <p><input type="checkbox"/> Shopping  <input type="checkbox"/> Bus  <input type="checkbox"/> Commuter Bus  <input type="checkbox"/> Highway Access  <input type="checkbox"/> Private School  <input type="checkbox"/> Public School  <input type="checkbox"/> Hospital  <input type="checkbox"/> Rec. Facility  <input type="checkbox"/> Swimming  <input type="checkbox"/> Tennis  <input type="checkbox"/> Golf  <input type="checkbox"/> Marina</p>	<p><b>TERMS</b></p> <p><input type="checkbox"/> Assumable  <input type="checkbox"/> Seller 1st  <input type="checkbox"/> Seller 2nd  <input type="checkbox"/> Rent W/ Option  <input type="checkbox"/> Exchange Considered  <input type="checkbox"/> Closing Cost Assistance  <input type="checkbox"/> Special  <input type="checkbox"/> Subject to Lender Approval</p> <p><b>(R)OCCUPANCY</b></p> <p><input type="checkbox"/> 1-30 Days  <input type="checkbox"/> 30-60 Days  <input type="checkbox"/> Negotiable  <input type="checkbox"/> Available For Rent  <input type="checkbox"/> Leases  <input type="checkbox"/> Month to Month  <input type="checkbox"/> Week to Week  <input type="checkbox"/> Vacant</p> <p><b>(R)HISTORIC</b></p> <p><input type="checkbox"/> National Register  <input type="checkbox"/> Local Historic District  <input type="checkbox"/> None  <input type="checkbox"/> Unknown</p> <p><b>(R)LISTING CONTRACT</b></p> <p><input type="checkbox"/> Exclusive Right to Sell  <input type="checkbox"/> Exclusive Brokerage</p> <p><b>(R)APPROX. LIVING AREA SOURCE</b></p> <p><input type="checkbox"/> Tax Assessor  <input type="checkbox"/> Seller  <input type="checkbox"/> Licensee Estimated  <input type="checkbox"/> Appraisal  <input type="checkbox"/> Builder  <input type="checkbox"/> Other</p>
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**BASEMENT FEATURES** (CR) - denotes fields that are conditionally required based on other selections

<p><b>(R)BASEMENT TYPE</b></p> <p><input type="checkbox"/> Full  <input type="checkbox"/> Partial  <input type="checkbox"/> Crawl Space  <input type="checkbox"/> None</p> <p><b>(CR)BASEMENT ACCESS:</b></p> <p><input type="checkbox"/> Bulkhead  <input type="checkbox"/> Walkout  <input type="checkbox"/> Interior Only  <input type="checkbox"/> Interior &amp; Exterior</p>	<p><b>(CR)BASEMENT FINISH</b></p> <p><input type="checkbox"/> Finished  <input type="checkbox"/> Part Finished  <input type="checkbox"/> Unfinished</p> <p><b>(CR)PERCENT FINISHED:</b> _____ %</p>	<p><b>(CR)No. of BASEMENT ROOMS:</b> _____</p> <p><b>(CR)BASEMENT ROOMS TYPE:</b></p> <p><input type="checkbox"/> Kitchen  <input type="checkbox"/> Bathroom  <input type="checkbox"/> Bedroom(s)  <input type="checkbox"/> Laundry  <input type="checkbox"/> Utility</p> <p><input type="checkbox"/> Work Shop  <input type="checkbox"/> Playroom  <input type="checkbox"/> Storage Area  <input type="checkbox"/> Common</p>	<p><b>(R)FOUNDATION TYPE:</b></p> <p><input type="checkbox"/> Brick  <input type="checkbox"/> Cement Block  <input type="checkbox"/> Concrete  <input type="checkbox"/> Mixed</p> <p><input type="checkbox"/> Piers  <input type="checkbox"/> Slab  <input type="checkbox"/> Stone  <input type="checkbox"/> Unknown</p>
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Remarks: (250 CHAR. MAX)

Photo Instructions: (56 CHAR. MAX)

SELLER(S) AGREE(S) ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE OR AGREE(S) TO CHANGES IN ORIGINAL AGREEMENT. The listing broker has gathered the above information to the best of his/her ability based on information provided from other sources, including but not limited to the seller. This should in no way be a substitution for independent inquiries by the buyer.

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

# Category 1- Single Family Listing

*The Seller must initial any and all crossovers. All owners must sign where indicated.*

<p><b>VOW KEYWORDS</b></p> <p><b>Internet Display =</b> Y/N Does the seller want their listing to appear on the web? <i>If answer is No, the Seller Opt Out form is required</i></p> <p><b>Internet Address Display =</b> Y/N Does the seller want their address to appear on the web? <i>If answer is No, the Seller Opt Out form is required</i></p> <p><b>Allow AVM =</b> Y/N Does the seller want automated price estimates to appear on the web?</p> <p><b>Allow Comments =</b> Y/N Does the seller want comments about their property to appear on the web?</p> <p><b>IDX Address Display =</b> Y/N Allow the display of a listing's address to appear on IDX sites?</p> <p><b>Consumer Sites =</b> Y/N Allow the display of a listing to appear on public sites like RILiving?</p> <p><b>Consumer Sites Address Display =</b> Y/N Allow the display of a listing's address to appear on public sites like RILiving?</p>	<p><b>PHOTO INSTRUCTIONS</b></p> <p>In the first field, enter the letter value that corresponds with the meaning. In the second field, enter the number of photos sent in or to be taken by the MLS photographer.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Value</th> <th style="text-align: left; border-bottom: 1px solid black;">Meaning</th> </tr> </thead> <tbody> <tr><td>M</td><td>MLS Exterior Standard (one exterior shot only-no appointment needed).</td></tr> <tr><td>O</td><td>Exterior Rush (1 day turnaround)</td></tr> <tr><td>F</td><td>REALTOR photo to follow</td></tr> <tr><td>R</td><td>REALTOR Photo (s) submitted</td></tr> <tr><td>N</td><td>No photo is to be printed (owners' authorization on contract)</td></tr> <tr><td>C</td><td>Under Construction</td></tr> </tbody> </table>	Value	Meaning	M	MLS Exterior Standard (one exterior shot only-no appointment needed).	O	Exterior Rush (1 day turnaround)	F	REALTOR photo to follow	R	REALTOR Photo (s) submitted	N	No photo is to be printed (owners' authorization on contract)	C	Under Construction			
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<p><b>COMPENSATION TO COOPERATING BROKER</b></p> <p>MLS cannot accept the listing unless the CB keyword is completed. Specifying the compensation of each listing is necessary because the cooperating Broker has a right to know what the compensation shall be prior to his/her endeavor to sell.</p> <p>The compensation shall be shown in one of the following forms:</p> <ol style="list-style-type: none"> <li>1. By showing a percentage of the gross selling price</li> <li>2. By showing a definite dollar amount</li> </ol> <p>If you offer a DUAL OR VARIABLE RATE COMMISSION (i.e. one in which the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance, and a different commission if the sale results through the efforts of a cooperating broker) the listing broker must disclose by either one of the below formats followed by "V".</p> <p><b>EXAMPLE: CB: -%V</b></p> <p>If you take an EXCLUSIVE-RIGHT-TO-SELL contract with Named Prospects Exempt (Reservations) you will denote the compensation in either one of the below formats followed by "R".</p> <p><b>EXAMPLE: CB: -%R</b></p> <p>If you take an EXCLUSIVE AGENCY CONTRACT the standard Exclusive-Right -to-Sell contract cannot be used. Fill in the keywords and features page (reverse side of page) in the usual manner and denote the compensation in either one of the below formats followed by the code "XA".</p> <p><b>EXAMPLE: CB: -%XA</b></p> <p><i>* All compensation offered through MLS to the cooperating company is paid based exclusively on its becoming procuring cause of the purchaser.</i></p> <p><b>Add to Compensation to Cooperating Broker -</b></p> <p>If you list a SHORT SALE property, denote the compensation in one of two forms: Example: X% SS OR X% of total commission received -SS This will alert a cooperating broker that the listing is a short sale</p> <p>When disclosed, participants may, at their discretion, advise other participants whether and how any reduction in the gross commission established in the listing contract, required by the lender as a condition of approving the sale, will be apportioned between listing and cooperating participants.</p> <p><b>Deductions</b> from Compensation on non-service related fees or expenses are not allowed. Only fees which are payable to a third party such as MLS Photographer, Home Warranty plan, sharing of a referral fee, etc., are allowed.</p> <p>The amount or percentage that is to be deducted, must specify and describe the deduction.</p>	<p><b>ENHANCED PHOTO SERVICES</b></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>A</td><td>Appt. needed - Interior/Exterior Enhanced Photos</td></tr> <tr><td>E</td><td>Supplement Photos</td></tr> <tr><td>S</td><td>"Rush" Supplement Photos</td></tr> <tr><td>V</td><td>Visual Tour</td></tr> </tbody> </table>	A	Appt. needed - Interior/Exterior Enhanced Photos	E	Supplement Photos	S	"Rush" Supplement Photos	V	Visual Tour									
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<p><b>COMPENSATION COMMENTS</b></p> <p>This field is to be used to explain any deductions or terms from the compensation fields - CB (Compensation to Cooperating Broker) If there are any deductions to be made from compensation, the deduction MUST be stated in the CB field. This is just an additional field to accommodate the explanation.</p>	<p><b>REALTOR OWNED Y/N</b></p> <p>This field should be filled in with "Y" if the property is considered to be a broker owned property according to RI State law and/or defined by the Code of Ethics of the National Association of REALTORS</p>																	
<p><b>LOCK BOX ABBREVIATIONS</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Value</th> <th style="text-align: left; border-bottom: 1px solid black;">Meaning</th> </tr> </thead> <tbody> <tr><td>N</td><td>None</td></tr> <tr><td>C</td><td>Company</td></tr> <tr><td>O</td><td>Office</td></tr> </tbody> </table>	Value	Meaning	N	None	C	Company	O	Office	<p><b>STREET NUMBER</b></p> <p>Street number is limited to two sets of six characters. Therefore, in some instances it is necessary to abbreviate information about the type of number that you are using to identify the property. The street number must comply with the 911 system whenever possible. The first six-digit field is required and can be filled with numbers only. The second six character field is not required and should be used for all additional information (i.e. Box #, Pole #, opposite pole, lot, 1/2 ending house #) as shown below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">EXAMPLE</th> <th style="text-align: left; border-bottom: 1px solid black;">Street Address</th> <th style="text-align: left; border-bottom: 1px solid black;">With Additions</th> </tr> </thead> <tbody> <tr> <td>123- PL 1957</td> <td>123 Main Street</td> <td>Pole 1957</td> </tr> <tr> <td>123-A</td> <td>123 A Main Street</td> <td></td> </tr> </tbody> </table>	EXAMPLE	Street Address	With Additions	123- PL 1957	123 Main Street	Pole 1957	123-A	123 A Main Street	
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<p><b>FINISHED LIVING AREA</b></p> <p><i>These fields are to be used for approx. finished living square feet only.</i></p> <p><b>Above grade living area:</b> Heated Living Area on any level, which is AT, or ABOVE grade. This area SHOULD NOT include the finished areas of basements, nor should it include the finished lower level areas of a Raised Ranch, unfinished rooms on any level or additional finished areas outside the main dwelling such as a carriage house.</p> <p><b>Below Grade Living Area:</b> Finished, Heated Living Area which is below grade, and/or EXTRANEIOUS (separate) to the main living area can be included in this field: such as finished basements, the finished portion of the lower level of a Raised Ranch, finished attics, carriage houses, etc.</p>	<p><b>APPROXIMATE LIVING AREA SOURCE</b> - Please indicate the source from which the value for the "Approximate Above Grade Living Area" field was obtained.</p>																	

## STANDARD ROOM ABBREVIATION GUIDE

To keep the MLS book consistent the following room abbreviations are to be used when filling in the keywords separated by commas.

### Lower Level, First Floor Rooms, Second Floor Rooms, Third Floor Rooms

**MAIN ROOMS**

DR	Dining Room
FDR	Formal Dining Room
K	Kitchen
EIK	Eat in Kitchen
KDA	Kitchen w/ Dining Area
PTRY	Pantry
LR	Living Room
DBLLR	Double Living Room
<b>BEDROOMS</b>	
BR	Bedroom
MBR	Master Bedroom

TBR	Twin Bedroom
SBR	Small Bedroom
<b>BATH</b>	
B	Bath
FESH	Fiberglass Enclsd. Shower
PESH	Plastic Enclosed Shower
TBTS	Tile Bath w/ Tub & Shower
OBT	Old Bath w/Tub
OBTS	Old Bath w/ Tub & Shower
TBT	Tile Bath w/ Tub
BSS	Bathroom w/ Shower Stall

TBSS	Tile Bath w/Shower Stall
BT	Bath w/ Tub
BTS	Bath w/ Tub & Shower
LAV	Lavette
WHRL	Whirlpool

**MISCELLANEOUS ROOMS**

CH	Center Hall
DEN	Den
EF	Entry Foyer
EH	Entry Hall
FR	Family Room
FP	Fireplace
FLRM	Florida Room
LDRY	Laundry Room
LIB	Library
PRCH	Porch
RH	Rear Hall
RECRM	Recreation Room
SOLRM	Solarium
STDY	Study
SNRM	Sun Room
VEST	Vestibule
WKSHOP	Workshop