

State-Wide Multiple Listing Service, Inc. Category 3



Condominium - CND

KEYWORDS: Fill in the Blanks for each keyword, enter information as prompted by the computer. (R)'s denote required entries for adding a listing.

(R)LA: _____ (R)LC: _____ (R)LS: _____ (R)LD: _____ / _____ / _____ (R)XD: _____ / _____ / _____ (R)LP: _____
Listing Agent Code Company Code/Branch Showing Associate Code M M D D Y Y M M D D Y Y List Price

(R)SB: _____ (R)BB: _____ (R)BX: _____ LX: _____ (R)INTL: _____ (R)IDX: _____
Compensation to Sub Agency Compensation To Buyers Agency Lock Box Lock Box Serial # Internet Y/N IDX Y/N

(R)PH: _____ EP: _____ (R)MU: _____ (R)NU: _____ - _____ (R)NA: _____ (R)CU: _____
Photo Instruct. Enhanced Photo Municipality Street Number Additional Street Number Street Name Complex Unit #

(R)CX: _____ (R)ZP: _____ - _____ (R)UC: _____ (R)AP: _____ AU: _____
Complex Name Zip Code +4 Extension Under Construct. (Y/N) Assessor's Plat/Map Assessor's Unit

AB: _____ (R)AL: _____ (R)AS: _____ (R)RE: _____ - (RE YR): _____ (R)FD: _____
Assessor's Block Assessor's Lot/Parcel Assessment Real Estate Taxes to the Nearest \$ Year Fire District Tax

ZN: _____ TU: _____ (R)PM: _____ AC: _____ (R)TKS: _____ - (R)TKT: _____ (R)YB: _____ (R)ALV: _____
Zoning (Not intended for 'Legal' Use) Total Units in Complex Pro. Mgt (Y/N) Site Acres Size Type Year Built Apprx. Above Grade Liv. Area

(R)BLV: _____ (R)BL: _____ (R)UF: _____ (R)UL: _____
Approx. Below Grade Liv. Area # Bldg Levels Unit Floor # Unit Levels

(R)TR: _____ (R)BR: _____ (R)FB: _____ (R)HB: _____ (R)FP: _____
Unit Total Rooms Unit Bedrms Unit Full Baths Unit Half Baths Unit Fireplaces

LR: (L) _____ X (W) _____ MB: (L) _____ X (W) _____
L.R. Dimensions MBR. Dimensions

(R)GS: _____ OS: _____ (R)OA: _____ (R)PA: _____
Garage Spaces # Onsite Parking Assigned/Unassigned (U/A) Pets Allowed (Y/N)

(R) BRO: _____ AF: _____ - (AF PER): _____
R/E Licensee- Owner (Y/N) Association Fee Year or Month (Y or M)

SI: _____
Showing Instructions

LL: _____
Lower Level

F1: _____
First Floor

F2: _____
Second Floor

F3: _____
Third Floor

Shaded Keywords are explained on Back of Form

FEATURES: For "Equipment Feature" choose only those included in list price

- | | | | | | | | |
|--|---|---|--|--|---|--|---|
| <p>(R)TYPE/ACCESS - TY3</p> <p>A. 1Level
B. Town House
C. High Rise
D. Other
E. Time Share
F. Reg. Adult Community</p> <p>ACCESS</p> <p>G. 1st Floor
H. 2nd Floor
I. 3rd Floor & Above
J. Private Entry
K. Elevator</p> <p>(R)GARAGE - GAR</p> <p>A. Carport
B. Attached
C. Detached
D. Integral
E. Door Opener
F. None</p> <p>(R)FIREPLACE - FRP</p> <p>A. Brick
B. Marble
C. Stone
D. Tile
E. Woodframe
F. Zero Clearance
G. None</p> <p>(R)EQUIPMENT-EQ3</p> <p>A. Refrigerator
B. Oven/Range
C. Disposal</p> | <p>D. Dishwasher
E. Hood
F. Exhaust Fan
G. Dryer
H. Microwave
I. Intercom
J. Ceiling Fan
K. Trash Comp.
L. Washer
M. Central Vac
N. Alarm Owned
O. Wood Stove
P. Coal Stove
Q. Hot Tub
R. Sauna
S. Whirlpool
T. BBQ Grill
U. Central Anten.
V. TV Antenna
W. Cable TV
X. Satellite Dish</p> <p>ROOMS - RM3</p> <p>A. Foyer Hall
B. Dining Room
C. Dining Area
D. Eat in Kitchen
E. Family Room
F. Den
G. Library
H. Rec. Room
I. MBR w/Bath
J. Florida Rm
K. Solar Room
L. Greenhouse
M. Utility Room
N. Workshop</p> <p>(R)EXTERIOR-EXT3</p> <p>A. Brick
B. Masonry
C. Shingles
D. Clapboard</p> | <p>INTERIOR - INT</p> <p>A. Cathd Ceilings
B. Skylight
C. Dry Bar
D. Wet Bar
E. Cedar Closet
F. Attic Storage
G. Attic Stairs
H. Intrnl Expansion
I. Rough Bath</p> <p>HANDICAP ACCESSIBLE - HA</p> <p>A. Ramps, No steps
B. Wide Doors
C. Elevator
D. Complete Handi. Fixtures
E. Low Pile Carpet
F. Extra Wide Shwr Stall for Stool
G. Adjusted Hgt Sink No Cabinets Below
H. Extra Wide Halls and Doors
I. Flat Thresholds
J. All of the Above</p> <p>LAUNDRY - LDY</p> <p>A. In Building
B. In Units
C. Common
D. Off Site</p> <p>(R)FINISHED FLOOR- FL3</p> <p>A. Plywood
B. Particle Board
C. Hardwood
D. Pine
E. Parquet</p> | <p>E. Wood
F. Aluminum Siding
G. Vinyl Siding
H. Other Siding
I. Insulated Glass Windows
J. Storm Windows
K. Storm Door
L. Patio
M. Deck
N. Porch
O. Breezeway
P. Patio, Deck, Porch, Brzway is Screened</p> <p>(R)BASEMENT - BAS3</p> <p>A. Slab
B. Crawl Space
C. Partial
D. Full
E. Concrete
F. Finished
G. Part. Finished
H. Unfinished
I. Bulkhead
J. Walkout
K. Storage Area
L. Common
M. None</p> <p>(R)INSULATION IN</p> <p>A. Walls
B. Ceiling
C. Floors
D. Cap
E. UFFI
F. Unknown
G. None</p> <p>(R)ELECTRIC-EL3</p> <p>A. 30 Amps
B. 60 Amps
C. 100 Amps
D. 150 Amps
E. 200+ Amps
F. 220 Volts
G. Fuses
H. Circuit Breaker
I. Individual Meter
J. Common Meter
K. In Fee</p> | <p>F. Ceramic
G. Marble
H. Vinyl
I. Wall to Wall Carpet
J. Other</p> <p>WALL - WAL</p> <p>A. Plaster
B. Dry Wall
C. Paneled
D. Ceramic
E. Wood</p> <p>(R)SEWER - SWR3</p> <p>A. Connected
B. Available
C. Assmt. Buyer
D. Assmt. Seller
E. Well
F. Individual Meter
G. Common Meter
H. In Fee</p> <p>(R)PLUMBING - PLM</p> <p>A. Mixed
B. Copper
C. PVC
D. Galvanized
E. Other</p> <p>(R)HOT WATER-HW3</p> <p>A. Gas
B. Oil
C. Electric
D. Solar
E. Tank
F. Tankless
G. Rented
H. Individual
I. Common
J. In Fee</p> | <p>(R)WATER SUPPLY- WTR3</p> <p>A. Connected
B. Available
C. Assmt. Buyer
D. Assmt. Seller
E. Well
F. Individual Meter
G. Common Meter
H. In Fee</p> <p>(R)HEAT FUEL-FUL</p> <p>A. Gas
B. Oil
C. Electric
D. Solar
E. Bottle Gas
F. Wood
G. Coal
H. Other</p> <p>(R)HEAT SYSTEM- HTS3</p> <p>A. Forced Air
B. Forced Water
C. Steam
D. Heat Pump
E. Space
F. Radiant
G. Baseboard
H. Elect. Air Clnr
I. Humidifier
J. Rented Burner
K. Common
L. Individual
M. None</p> <p>(R)APRX. HEATS- HTC3</p> <p>A. 0-300
B. 301-600
C. 601-900
D. 901-1200
E. 1201-1500
F. 1501-1800
G. 1801-2100
H. 2101-2400
I. 2401-2800
J. 2801+</p> | <p>K. Undetermined
L. Excl. Coal
M. Excl. Wood
N. Incl. Hot Water
O. Incl. Cooking
P. Incl. Dryer
Q. In Fee</p> <p>(R)COOLING - CL3</p> <p>A. Central
B. Individual Unit
C. Attic Fan
D. Whole Unit Fan
E. None</p> <p>SITE - STE3</p> <p>A. Wooded
B. Underground Util.
C. Horse Perm.
D. Sidewalks
E. Clubhouse
F. Tennis
G. Pool
H. Stable
I. Barn
J. Security</p> <p>(R)OCCUPANCY - OC3</p> <p>A. 1-30 Days
B. 30-60 Days
C. Negotiable
D. Avail. For Rent</p> <p>(R)HISTORIC - HS</p> <p>A. National Reg.
B. Local Hist. Dist.
C. None
D. Unknown</p> | <p>NEAR - NR3</p> <p>A. Shopping
B. Bus
C. Commuter Bus
D. Hgwy Access
E. Private School
F. Public School
G. Hospital
H. Rec. Facility
I. Swimming
J. Tennis
K. Golf
L. Marina</p> <p>TERMS - TRM3</p> <p>A. Assumable
B. Seller 1st
C. Seller 2nd
D. Rent W/Opt.
E. Exch. Consd.
F. Closing Cost Assistance
G. Special</p> |
|--|---|---|--|--|---|--|---|

REMARKS:

R1: _____
R2: _____
R3: _____
R4: _____
PHI: _____

OWNER(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 agent 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.

Owner(s) _____ Date: _____

Category 3 – Condominium Listing

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

MUNICIPALITY CODES			
RHODE ISLAND BARR Barrington BRIS Bristol BURR Burrillville CFLS Central Falls CHAR Charlestown CRAN Cranston CUMB Cumberland CVEN Coventry EGRN East Greenwich EPRO East Providence ESID East Side of Prov. EXET Exeter FOST Foster GLOC Gloucester	HOPK Hopkinton JAME Jamestown JOHN Johnston LCOM Little Compton LINC Lincoln MDLT Middletown NARR Narragansett NEWP Newport NSHM New Shoreham NKNG North Kingstown NPRO North Providence NSMF North Smithfield PAWT Pawtucket PORT Portsmouth	PROV Providence RICH Richmond SCIT Scituate SMTH Smithfield SKNG South Kingstown TIVR Tiverton WARN Warren WARW Warwick WEST Westerly WGRN West Greenwich WWAR West Warwick WOON Woonsocket	MASSACHUSETTS WPRT Westport WRNT Wrentham CONNECTICUT GROT Groton MYST Mystic NEWL New London PAWC Pawcatuck STON Stonington OUT OF STATE OTHC Connecticut OTHM Massachusetts OTHR Other

COMPENSATION TO COOPERATING BROKER (SB, BB)
 MLS cannot accept the listing unless the SB and BB keywords are completed. Specifying the compensation of each listing is necessary because the cooperating Broker (Selling Broker or Buyer's Broker) has a right to know what the compensation shall be prior to his/her endeavor to sell.
 The compensation shall be shown in one of the following forms:
 1. By showing a percentage of the gross selling price
 2. By showing a definite dollar amount
 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". **EXAMPLE: SB: -%V BB: -%V**
 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". **EXAMPLE: SB: -%R BB: -%R**
 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". **EXAMPLE: SB: -%XA BB: -%XA**
 * All compensation offered through MLS to the cooperating company is paid based exclusively on its becoming procuring cause of the purchaser.

STREET NUMBER (NU)
 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:
EXAMPLE Street Address With Additions
 123-127 123-127 Main Street
 123- BX 138 123 Main Street Box 138
 123- PL 1957 123 Main Street Pole 1957
 123-OP 236 123 Main Street opposite Pole 236
 123-LT 463 123 Main Street Lot 463
 123-1/2 123 Main Street 123 1/2 Main Street
 123-A 123 A Main Street

YEAR BUILT (YB)
 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.

ASSESSOR'S BLOCK (AB)
 For those municipalities who use Assessor's "Block" (i.e. lot, block, and parcel) this field should be filled in appropriately. If not, this field will default to 0. Left fill in all entries with 0 (i.e. for assessors plat 23 enter 0023).

LOCK BOX ABBREVIATIONS (BX)

Value	Meaning
N	None
C	Company
O	Office
S	State-Wide MLS Supra System

If BX field contains an "S", fill in the LX field with lockbox serial number.

UNDERGROUND STORAGE TANK (TK)

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

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

PHOTO INSTRUCTIONS (PH)
 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.
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

FINISHED LIVING AREA (ALV and BLV)
These fields are to be used for approx. finished living square feet only.
ALV – Above grade living area: 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.
BLV – Below Grade Living Area: 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.

ENHANCED PHOTO SERVICES (EP)
 A Appt. needed – Interior/Exterior Enhanced Photos
 E Supplement Photos
 S "Rush" Supplement Photos
 V Visual Tour

SHOWING INSTRUCTIONS (SI)
 Any showing instructions or additional advertising should be placed in this field. This information will print out on broker translates only. It will not appear in the MLS books or any customer printouts. (Example: Bonuses to selling brokers, particulars about a property.)

REALTOR OWNED Y/N (BRO)
 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

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.
LL. Lower Level, F1 First Floor Rooms, F2 Second Floor Rooms, F3 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 BEDROOMS BR Bedroom MBR Master Bedroom	TBR Twin Bedroom SBR Small Bedroom BATH 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
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