



## Category 2- Multi Family Listing

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

### 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

### MUNICIPALITY CODES

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

ATTL Attleboro  
BELL Bellingham  
BLCK Blackstone  
FRIV Fall River  
MEND Mendon  
MLVL Millville  
NATL North Attleboro  
PLNV Plainville  
REHB Rehoboth  
SEEK Seekonk  
SOMR Somerset  
SWAN Swansea  
UXBR Uxbridge

WPRT Westport  
WRNT Wrentham

### CONNECTICUT

GROT Groton  
MYST Mystic  
NEWL New London  
PAWC Pawcatuck  
STON Stonington

### OUT OF STATE

OTHM 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.

### 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.

### 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)
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

### ENHANCED PHOTO SERVICES (EP)

A	Apt. needed - Interior/Exterior Enhanced Photos
E	Supplement Photos
S	"Rush" supplement Photos
V	Visual Tour

### OCCUPANCY IS (U1C, U2C, U3C, U4C)

O= Owner	M= Third Party No Lease
R= Relative	N= No Unit (Only Applies to Units 3 and 4)
T=Third Party w/Lease	V Vacant

### 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

<b>MAIN ROOMS</b>	TBR Twin Bedroom	BT Bath w/ Tub	LDRY Laundry Room
DR Dining Room	SBR Small Bedroom	BTS Bath w/ Tub & Shower	LIB Library
FDR Formal Dining Room		LAV Lavette	PRCH Porch
K Kitchen	<b>BATH</b>	WHRL Whirlpool	RH Rear Hall
EIK Eat in Kitchen	B Bath		RECRM Recreation Room
KDA Kitchen w/ Dining Area	FESH Fiberglass Enclsd. Shower	<b>MISCELLANEOUS ROOMS</b>	SOLRM Solarium
PTRY Pantry	PESH Plastic Enclosed Shower	CH Center Hall	STDY Study
LR Living Room	TBTS Tile Bath w/ Tub & Shower	DEN Den	SNRM Sun Room
DBLLR Double Living Room	OBT Old Bath w/Tub	EF Entry Foyer	VEST Vestibule
	OBTS Old Bath w/ Tub & Shower	EH Entry Hall	WKSHOP Workshop
<b>BEDROOMS</b>	TBT Tile Bath w/ Tub	FR Family Room	
BR Bedroom	BSS Bathroom w/ Shower Stall	FP Fireplace	
MBR Master Bedroom	TBSS Tile Bath w/Shower Stall	FLRM Florida Room	

### 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).

### 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

### 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.

### 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.)