Category 1- Single Family 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	Glocester
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

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

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.*

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 (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

ENHANCED PHOTO SERVICES (EP)

A	Appt. needed – Interior/Exterior Enhanced Photos
E	Supplement Photos
S	"Rush" Supplement Photos
V	Visual Tour

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

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, ½ 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 ½ 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 included 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 EXTRANEOUS (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.)

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