

**Single Family - Category 1 Instructions** Single family means residential real property that includes or is intended to include a residential, detached, one-unit dwelling.

All required fields must be completed. If the field is not autopopulated, the information must be accurate and verifiable. General descriptions, such as "RES" or "COM" for zoning and N/A or "unknown," are not acceptable.

If "other" is selected in any field, the listing agent must provide a description in the Remarks.

Order	Field Name	Rule Reference	Violation Category	Auto Populate	Required
1	Area Number	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CMLS area and subarea boundaries are available at <a href="http://www.carolinamls.com">www.carolinamls.com</a> or from the TEMPO™ Sidebar. The area number chosen must correspond to the county selected. Do not type "0" before the area number, i.e., "01."					
2	Subarea Number	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CMLS areas and subarea boundaries are available at <a href="http://www.carolinamls.com">www.carolinamls.com</a> or from the TEMPO™ Sidebar. The subarea number chosen must correspond to the selected area. Do not type "0" before the subarea number, i.e., "01."					
3	County	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
County means the county where the real property exists. Select list. If county is not listed, request that it be added.					
4	City	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use the city in the physical address or mailing address. Select list. If the city is not listed, request that it be added.					
5	Street#	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The street number means the street number assigned by the local taxing or planning authority or U.S. Postal Service. Using a verifiable address ensures better mapping. Text					
6	Street Name	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The street name means the street name assigned by the local taxing or planning authority or U.S. Postal Service. No punctuation. Using a verifiable address ensures better mapping. To look up, type the first few letters and click Validate. To request a street name be added, e-mail <a href="mailto:support@carolinahome.com">support@carolinahome.com</a> . Text. Validated.					
7	Street Type	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The street type means the street type assigned by the local taxing or planning authority or U.S. Postal Service. Use U.S. Postal Service abbreviation guidelines. Streets with two suffixes are entered as in this example: "Park Road" as the Street Name and "Extension" as the Street Type. Text. Validated					
8	Street Direction	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Street names beginning with a direction, as in East W.T. Harris Boulevard - enter "East WT Harris" as the Street Name. Streets ending with direction, as in Cabarrus Avenue NW - enter "Cabarrus" as street name, "Avenue" as street type and "NW" as street direction. Select list.					
9	Unit#	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Typically used to describe a condominium or townhouse, however, unit number is often used as the lot number for new-construction listings in single family. Once the address is obtained, the address should be updated. Text. Five characters.					
10	Subdivision	Section 1.12	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
To lookup, type the first few letters and click Validate. If not listed, request to have the name added. Only subdivisions that have received final subdivision approval may be added. Verification includes: a copy of a deed or the final approved plat map recorded by the Register of Deeds. If marketing name differs, a photo, brochure or Web site may accompany the deed or plat map. Fax to 704-940-3120 or <a href="mailto:support@carolinahome.com">support@carolinahome.com</a> . Text. No punctuation. Validated.					
11	Tax Location	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If the real property is assessed city and county taxes, the tax location is the city. If the real property is only assessed county taxes, the tax location is the county. Select list. If tax location is not listed, request that it be added.					
12	Zip	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use the Zip Code assigned by the U.S. Postal Service. Make sure the Zip Code is correct to ensure proper mapping. Text. Ten characters. Zip + 4 allowed.					
13	List Price	Section 1#8	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Listing Brokerage must include the full gross listing price stated in the listing agreement in the listing submitted to CMLS. Numbers. No commas.					
14	Listing Agent		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Listing agent means the primary listing agent affiliated with the listing brokerage contracted as the agent of a seller. Dropdown list. If agent is not listed, contact CMLS.					
15	Co-Listing Agent	Section 1.3	1	<input type="checkbox"/>	<input type="checkbox"/>
The secondary listing agent affiliated with the same or a different listing brokerage who contracts as the agent of a seller. Co-listings with other licensees who are not Member Participants or Subscribers of CMLS must not be entered into the MLS. Co-listing agents with the same firm have add/edit privileges. A co-listing agent from a different firm does not have add/edit privileges.					

Order	Field Name	Rule Reference	Violation Category	Auto Populate	Required
16	Listing Date	Section 1.4	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The listing brokerage must input each listing required to be submitted to the Service within 48 hours (excluding holidays and weekends) of the beginning date of the term of the listing and after obtaining the Seller's signature on the listing agreement. The list date must be equal to today's date or no more than seven days prior. A listing to be active on a future date can be entered completely with a current date and saved as incomplete. When the listing is to go active, change the date and Save as Act.</p>					
17	Expiration Date	Section 1#9	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Listings submitted to the Service shall bear a definite and final termination date as negotiated between the Listing Brokerage and the Seller. The expiration date must be at least two days greater than the list date.</p>					
18	Parcel ID	Section 1#7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The parcel identification number is assigned by the county assessor's office. Text. Limited to 20 characters.</p>					
19	Seller Name	Section 1.10	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Seller(s) (excluding CMLS members) can withhold their names. However, CMLS members with ownership interest in the listed property must show their name(s) in the "Seller" field and click "Yes" in the Agent/Owner field. Text. Limited to 25 characters.</p>					
20	Deed Reference	Section 1#7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Obtained from the county Register of Deeds. Include the book and page, i.e., "10223-769." Text.</p>					
21	State	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Only N.C. or S.C. Dropdown list.</p>					
22	Zoning Description	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
<p>The zoning description list provides choices so members can classify listings by the type of use of the property regardless of the zoning classification designated by local authorities. Dropdown list.</p>					
23	Zoning	Section 1#7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>This field refers to the zoning classification assigned by the local planning department, such as R3 or R4 in Mecklenburg County, O-I or RM-2 for Cabarrus, RA40 in Union County, etc. General descriptions such as "RES" or "COM" are not acceptable. Text. Seven characters.</p>					
24	Legal Description	Section 1#7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>A statement containing a designation by which land can be identified sufficiently to meet the requirements established by law. Appropriate legal descriptions include metes and bounds, reference to plat or map, or lot and block. Text. Thirty characters.</p>					
25	Tax Value	Section 1#7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Tax value or assessed value is the value of property established for ad valorem tax purposes. Numbers. No commas.</p>					
26	Seller Phone			<input type="checkbox"/>	<input type="checkbox"/>
<p>The contact phone number for the seller. Text. 14 characters.</p>					
27	Appointment Phone	Section 1#7		<input type="checkbox"/>	<input type="checkbox"/>
<p>Use the phone number cooperating brokers should call to schedule an appointment to show the property. Text. 14 characters.</p>					
28	Agent/Owner	Section 1.10	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Member Participants and Subscribers must show their name(s) in the Seller field, and check "Yes" in the Agent/Owner field if they are the owners or have an ownership interest in the property submitted to the Service. If the owner is not obvious (i.e., ownership by a business entity and the Member Participant or Subscriber has an ownership interest), the Listing Brokerage shall make the disclosure in the Agent Remarks section. Yes/No</p>					
29	Exclusive Rt/Agency	Section 1#4	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>CMLS only accepts Exclusive Right to Sell or Exclusive Agency listing agreements. Select list.</p>					
30	Sub Agent Comp	Section 6.1	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Compensation offered to cooperating brokerage. Compensation must be offered to a sub agent, buyer agent or both. Numbers</p>					
31	Sub Agent Comp Type	Section 6.2	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Compensation must be expressed as a percentage of the gross sales price or a flat dollar amount. Dropdown list. % or \$</p>					
32	Buyer Agent Comp	Section 6.1	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Compensation offered to cooperating brokerage. Compensation must be offered to a sub agent, buyer agent or both. Numbers</p>					
33	Buyer Agent Comp Type	Section 6.2	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Compensation must be expressed as a percentage of the gross sales price or a flat dollar amount. Dropdown list. % or \$</p>					
34	Variable Rate Commission	Section 6.6	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>There are two forms of variable rate commissions. 1)X% for in-house sale and Y% for co-broke. 2) X% if the seller sells the property him/herself and Y% if the listing brokerage sells the property. Yes/No</p>					
35	Named Prospects Exempted	Section 1.17	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Listings where a prospective buyer identified by the seller may be interested in purchasing the property, and if so, no commission will be paid to the listing brokerage. The named prospect exempted must be stated in the listing agreement. Yes/No</p>					

Order	Field Name	Rule Reference	Violation Category	Auto Populate	Required
36	Bonus	Section 6.2		<input type="checkbox"/>	<input type="checkbox"/>
Be extremely careful when offering a bonus. Indicate whether the bonus is negotiable, who is offering the bonus and whether the bonus is contingent upon a full price offer. Bonuses w/o qualifying terms are treated as all other offers of compensation. Numbers. No commas.					
37	Office Inventory			<input type="checkbox"/>	<input type="checkbox"/>
Office inventory is an optional field used by some firms for internal coding purposes. Text. Limited to eight characters.					
38	Full Service	Section 1.5	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Limited-service listings must be noted by indicating "no" in the Full Service field. This is to inform cooperating brokerages of the extent of the services the listing brokerage provides to the seller(s), and any potential for the seller(s) to ask the cooperating brokerages to provide some or all of these services. Yes/No. Default is Yes.					
39	Allow Internet Address Display	Section 17.6	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seller allows the display of the listing address on the Internet. Default is "yes."					
40	Allow Internet Listing Display	Section 17.6	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seller allows the display of the listing on the Internet. Default is "yes."					
41	Allow VOW AVM	Section 17.7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seller allows display of an automated estimate of the market value (or hyperlink to such estimate) in immediate conjunction with the listing. Default is "yes."					
42	Allow VOW Comment	Section 17.7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seller allows third parties to write comments or reviews or display a hyperlink to such comments or reviews in immediate conjunction with the listing. Default is "yes."					
43	HLA: Main, Upper, Third, Lower	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Includes above- or on-grade, heated, finished living area directly accessible from other living area through a door or by a heated hallway or stairway. A finished, heated garage cannot be counted as HLA. Enter 0 if there is no upper, third or lower level. Numbers. No commas. Displayed as a range for active listings (10 percent down rounded down to nearest 100, 5 percent up rounded up to nearest 100).					
44	HLA: Bsmt	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Includes heated, finished, below-grade living area directly accessible by interior stairs, with earth adjacent to any exterior wall on that level. If earth is adjacent to any portion of a wall, the entire level is considered below-grade. Numbers. No commas. Displayed as a range for active listings (10 percent down rounded down to nearest 100, 5 percent up rounded up to nearest 100).					
45	Unheated SqFt: Main, Upper, Third, Lower	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Includes unheated or unfinished square footage above- or on-grade directly accessible from other living area through a door or by a heated hallway or stairway (e.g., enclosed porch, attached garage, unheated sunroom, etc.). Enter 0 if there is no unheated SqFt. Numbers. No commas. Displayed as a range for active listings (10 percent down rounded down to nearest 100, 5 percent up rounded up to nearest 100).					
46	Unheated SqFt: Bsmt	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Includes unheated or unfinished square footage below-grade, accessible by interior stairs, with earth adjacent to any exterior wall on that level. If earth is adjacent to any portion of a wall, the entire level is considered below-grade. Enter 0 if there is no unheated SqFt. Numbers. No commas. Displayed as a range for active listings (10 percent down rounded down to nearest 100, 5 percent up rounded up to nearest 100).					
47	Total HLA	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Includes finished, heated living area above- and below-grade, and directly accessible from other living area through a door or by a heated hallway or stairway. Numbers. No commas. Displayed as a range for active listings (10 percent down rounded down to nearest 100, 5 percent up rounded up to nearest 100).					
48	Total Unheated SqFt	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Includes unheated or unfinished square footage above- and below-grade, and directly accessible from other living area through a door or by a heated hallway or stairway. Numbers. No commas. Displayed as a range for active listings (10 percent down rounded down to nearest 100, 5 percent up rounded up to nearest 100).					
49	Additional SqFt	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Includes heated, unheated or unfinished SqFt not directly accessible from other living area through a door or by heated hallway or stairway (e.g., second living quarters or basement not directly accessible from the main dwelling, detached garage, etc.). Additional SqFt should be described in the Remarks or Agent Remarks. Numbers. No commas. Displayed as a range for active listings (10 percent down rounded down to nearest 100, 5 percent up rounded up to nearest 100).					
50	Year Built	Section 1#7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The earliest year in which any part of the structure was built. For example, if a home built in 1920 was completely rebuilt in 1999 but any part of the original structure remains, the year built is 1920. Numbers. The valid range is from 1800 to 9999.					

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51	New Construction	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
New construction means the Certificate of Occupancy is no more than two years old and the home has never been lived in. New Construction does not include remodeling. Yes/No					
52	Completion Date	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
This field is used for new construction to estimate the proposed date of completion. Only numbers and forward slash allowed in this field.					
53	Builder	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Used to indicate the builder in both new construction and resale. Text. 20 character limit.					
54	Main Level Rooms	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The main level is typically the entry level. This field may be used for above- or on-grade. Multiselect list. Twelve rooms may be selected.					
55	Upper Level Rooms	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
This field may be used for upper-level rooms that are above- or on-grade. Select none if there is no upper level. Multiselect list. Twelve rooms may be selected.					
56	Third Level Rooms	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
This field may be used for third-level rooms that are above- or on-grade. Select none if there is no third level. Multiselect list. Twelve rooms may be selected.					
57	Basement Level Rooms	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
This field may be used only for below-grade rooms. Multiselect list. Twelve rooms may be selected.					
58	Lower Level Rooms	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
This field may be used for lower-level rooms that are above- or on-grade. Select none if there is no lower level. Multiselect list. Twelve rooms may be selected.					
59	Model/Plan	Section 1#7		<input type="checkbox"/>	<input type="checkbox"/>
Used for model and/or plan names in new construction and resale. Text. 20 character limit.					
60	Total Bedrooms	Section 1#7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A bedroom should be at least 80 SqFt, accommodate typical bedroom furniture, permanent or fixed clothes storage, emergency egress (i.e., operable window that someone could climb through or an exterior door), and directly accessible from other living area through a door, or by a heated hallway or stairway. A bedroom should not be accessible only through another bedroom. Any room counted as a bedroom that varies from this definition must be described in the Remarks. Numbers. 0-99 valid range.					
61	Total Full Baths: Main, Upper, Third, Lower, Bsmt	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Full baths includes all finished bathrooms that include either a bathtub or shower. Numbers. 0-99 valid range.					
62	Total Half Baths: Main, Upper, Third, Lower, Bsmt	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Half baths include all finished bathrooms that do not include a bathtub nor a shower. Numbers. 0-99 valid range.					
63	Approximate Lot Dimensions	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Enter actual dimensions for the listed property. It is permissible to enter "Per Survey," "Per Plat," "Per Tax Records" where appropriate. Call assessor, look up in public records, check deed, title, survey. The information is available. Text. 50 characters.					
64	Approximate Acres	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Approximate acres means the approximate acreage of the listed property. 1 acre=43,560 SqFt. Calculate width times depth divided by 43,560 SqFt. If triangular - width times depth divided by two then divide by 43,560. If irregular, create triangles and use the triangular method by adding together the values calculated for each triangular section. Option: Check the online tax records or call the local assessor. Numbers and decimals. Valid range is from 0-9999.999					
65	HOA Fee	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
The amount of money paid to the neighborhood homeowner association. Numbers. Valid range is from 0-9999					
66	HOA Fee Paid	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
How often is the HOA fee paid? Monthly, quarterly, semi-annually or annually? Select list.					
67	HOA Management	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Provide the appropriate contact information so cooperating brokers can obtain subdivision documents. Text. 60 character limit.					
68	HOA Phone	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate phone number to use to contact a representative of the homeowner association. Text. 10 character limit.					
69	High School	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
The public high school assignment for the listed property. Select list. If school is not listed, request that it be added.					
70	Middle School	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
The public middle school assignment for the listed property. Select list. If school is not listed, request that it be added.					

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71	Elementary School	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
The public elementary school assignment for the listed property. Select list. If school is not listed, request that it be added.					
72	Type	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Type includes ranch, two story, manufactured, etc. Only one type can be selected. Dropdown list.					
73	Style	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Style includes A-frame, bungalow, Cape Cod, contemporary, etc. Only one style can be selected. If "other" is selected, the listing agent must provide a description in the Remarks. Dropdown list.					
74	Exterior Construction	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
"Brick veneer full" means all exterior walls are brick (excluding dormers or bay windows). Multiselect list. Up to three items may be selected.					
75	Parking	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describes whether the property has a carport, garage, the number of parking spaces and other parking features. Multiselect list. Up to six items may be selected.					
76	Driveway	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describes the driveway composition and whether the driveway is shared. Multiselect list. Up to two items may be selected.					
77	Exterior Features	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Features includes permanent fixtures or amenities deeded to the property. For example, a boat slip in a subdivision is not considered an exterior feature unless it is deeded to the property. Multiselect list. Up to 10 items may be selected.					
78	Community Features	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision amenities deeded to the listed property. "55 and older" means qualified senior housing defined by HUD. Listing agents must submit a statement of qualification to CMLS signed by a representative of the homeowners association (HOA), and witnessed (the witness does not have to be a representative of the HOA) when selecting "55 and older." Multiselect list. Restricted to eight selections.					
79	Doors and Windows	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Describes windows and exterior doors. Multiselect list. Up to four items may be selected.					
80	Foundation	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Describes whether the foundation is a basement, crawl space or slab. Multiselect list. Up to two items may be selected.					
81	Lot Description	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Describes the location of the lot on the street and any applicable views. Multiselect list. Up to three items may be selected.					
82	Water/Sewer	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describes the water and sewer services currently serving the listed property. Multiselect list. Up to three items may be selected.					
83	HVAC	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describes the heating and cooling systems present in the listed property. Multiselect list. Up to four items may be selected.					
84	Water Heater	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describes the type of water heater present in the listed property. Multiselect list. Up to two items may be selected.					
85	Equipment	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describes fixtures (and personal property, if any) that conveys with the real property. Multiselect list. Up to 12 items may be selected.					
86	Floor Coverings	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Describes the floor coverings used in the property. Multiselect list. Up to five selections may be made.					
87	Laundry Location	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describes the location of the laundry facilities. Multiselect list. Two items may be selected.					
88	Interior Features	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Describes the interior features of the property. Multiselect list. Eight items may be selected.					
89	Fireplace	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Describes the location and characteristics of the fireplace. Multiselect list. Five items may be selected.					
90	Proposed Financing	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describes the types of financing options the seller will entertain. Multiselect list. Five items may be selected.					
91	Assumable	Section 1#7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describes whether the current mortgage is assumable. Dropdown list. One item may be selected.					

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92	Agency Cooperation	Section 6.1	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The listing brokerage must choose whether to cooperate with buyer agents or sub agents or both. Dropdown list. One item may be selected.					
93	Showing Instructions	Section 1.5, Section 3	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Select options to describe conditions for showings. All listings that indicate "call seller" must also indicate "no" in the Full Service field. Multiselect list. Eighteen items may be selected.					
94	Green Certification	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
Entities that evaluate and certify a dwelling as environmentally friendly. Choices include: EarthCraft House (www.earthcrafthouse.com), Energy Star (www.energystar.gov), Environments for Living (www.environmentsforliving.com), LEED Home (www.usgbc.org), NAHB National Green Building Standard (www.nahbgreen.org), NC Healthy Built Homes (www.healthybuilthomes.org). Multiselect list. Seven items may be selected.					
95	HERS Index	Section 1#7	1	<input type="checkbox"/>	<input type="checkbox"/>
The HERS Index is a scoring system established by the Residential Energy Services Network. The lower a home's HERS Index, the more energy efficient it is. For more information visit www.energystar.gov. Numbers. Valid range is 0 to 100.					
96	Auction/Bid Type	Section 1.2#6	1	<input type="checkbox"/>	<input type="checkbox"/>
Auction listings must be subject to an auctioneer or auction-firm license, and must include the auctioneer name and auctioneer license number in the Agent Remarks. Multiselect list.					
97	Auction/Bid Info	Section 1#8, Section 1.2#6	1	<input type="checkbox"/>	<input type="checkbox"/>
If the listed property is subject to auction or bid, the listing must include an actual list price, assessed value, starting bid or market value in the List Price field. Multiselect list.					
98	Special Conditions	Section 1#7; Section 6.2.1	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
"Special Conditions" is searchable but not visible on any MLS-provided report. CMLS defines selected choices in the "Special Conditions" field as follows: In Foreclosure Process (owner has received notice of default pending foreclosure), Relocation (third party owns the property or must approve the purchase agreement), REO/Lender Owned (lender has completed the foreclosure and owns the property), Short Sale/Subject to Lender Approval (See Sec. 6.2.1). Multiselect list. Nine items may be selected.					
99	Directions	Section 1.8 and 1.9	3	<input type="checkbox"/>	<input type="checkbox"/>
Provides directions to the property. Directions appear on Customer Reports. Do not include confidential information, agent name or contact information. Do not include combination lockbox codes or security system codes. Text. Limited to 255 characters.					
100	Remarks	Section 1, 1.8 and 1.9	3	<input type="checkbox"/>	<input type="checkbox"/>
Describes the property. Elaborate when "other" is used elsewhere in the listing. Remarks appear on customer reports and Web sites. Do not include confidential info, agent name or contact info. Do not include combination lockbox or security system codes. Text. Limited to 400 characters.					
101	Agent Remarks	Section 1.9	3	<input type="checkbox"/>	<input type="checkbox"/>
Agent Remarks are visible to all CMLS Subscribers. Do not include combination lockbox codes or security system codes. Text. Limited to 400 characters.					
102	Company Remarks	Section 1.9	3	<input type="checkbox"/>	<input type="checkbox"/>
Company Remarks are only visible to other agents who belong to the same company as the listing agent. Do not include combination lockbox codes or security system codes. Text. Limited to 255 characters.					
103	Photos	Section 1.8	1	<input type="checkbox"/>	<input type="checkbox"/>
Limited to photos or renderings of the property only. All graphics such as logos or messages are prohibited. Company or agent "for sale" signs must not be included in the photo of the property. Photos appear on Customer Reports and Web sites. Photos must be in JPG format and limited to 300kb size.					
104	Virtual Tour Hyperlink URL	Section 1.8	1	<input type="checkbox"/>	<input type="checkbox"/>
Virtual tours are limited to photos of the property. Graphics, logos or messages are prohibited. Company or agent "for sale" signs must not be included in the virtual tour. Do not include agent name or contact info. Virtual tours appear on Customer Reports. Virtual tour description limited to 250 characters.					
105	Web Hyperlink URL			<input type="checkbox"/>	<input type="checkbox"/>
Do not upload Web hyperlinks intended to solicit agents to your firm. Web hyperlinks appear on Agent Reports.					
106	Adobe Acrobat (PDF) file			<input type="checkbox"/>	<input type="checkbox"/>
Upload contract addenda, sketches, disclosures, etc. 500kb size limit. PDFs appear on Agent Reports only.					
107	Text (TXT) file			<input type="checkbox"/>	<input type="checkbox"/>
Upload any text file desired. 30kb size limit. TXT files appear on Agent Reports only.					
108	Rich Text (RTF) file.			<input type="checkbox"/>	<input type="checkbox"/>
Upload any rich text file desired. 200k size limit. RTF files appear on agent reports only.					

Order	Field Name	Rule Reference	Violation Category	Auto Populate	Required
109	Return to Active	Section 1.14, Section 3.5	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>On market date is the date the listing is returned to active status and cannot be greater than today's date. Expiration date must be greater than the original expiration date.</p>					
110	Contingent Continue to Show	Section 1.16, Section 3.5	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Pending sales with contingencies that will remain on the market may be reported as contingent or conditional within two business days after execution of the purchase agreement. "Contingent" means the listing is under contract with the Contingent Sale Addendum. Contingent means the listing is available for showing; offers are being taken.</p>					
111	Conditional Continue to Show	Section 1.16, Section 3.5	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Pending sales with contingencies that will remain on the market may be reported as contingent or conditional within two business days after execution of the purchase agreement. "Conditional" means the listing is under contract with conditions (except for the Contingent Sale Addendum). Conditional means the listing is available for showing; backup offers are being taken.</p>					
112	Pending	Section 3.5, a	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Pending sales shall be reported to the MLS (pending status) by the Listing Brokerage within two business days after execution of the purchase agreement. If the listing agreement expires while the listing is in pending status and no sale occurs, and the Listing Brokerage has not extended or renewed the listing agreement, then the Listing Brokerage must withdraw the listing within two business days. Must be greater than or equal to the list date and must be less than or equal to the current date.</p>					
113	Expired	Section 1.19	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Listings automatically expire on the expiration date unless prior to that date the Listing Brokerage extends or renews the listing. If the Listing Brokerage renews or extends the listing after it has expired, the Listing Brokerage can either return the listing to active or enter a new listing. The Seller(s) must sign the extension or renewal of listing and the Listing Brokerage must report the extension or renewal to the MLS.</p>					
114	Temporarily Off Market	Section 1.15	2	<input type="checkbox"/>	<input type="checkbox"/>
<p>A listing that is temporarily off-market is off the market for a time and is not available for showing. However, a listing contract still exists. The seller must authorize in writing the status change to temporarily off-market. Days-on-market will continue to accrue until the listing becomes expired or the status is updated.</p>					
115	Withdrawn	Section 1.15	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Withdrawn status is used when the listing agreement has been terminated prior to the expiration date. Listings can only be withdrawn from the system when authorized in writing by the seller. Any change to a listing agreement shall not constitute a new listing unless the change is made following the expiration. Withdrawn listings cannot be copied. Withdrawn listings cannot be returned to active status. Only the Member Participant (broker-in-charge) can withdraw listings.</p>					
116	Sold	Section 3.5	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>"Selling agent" means the cooperating broker who brings the buyer. The gross sales price established in the purchase agreement is the sale price reported to the MLS. "Sold terms" means the financing obtained by the buyer. "Seller contributions" are costs which, in the market where the property is located, are customarily paid by the buyer but were paid by the seller in the transaction at hand. Sold listings can be edited for only 90 days after the closed date (this rule does not apply to CMLS staff).</p>					