

Condo/Townhouse – Category 2

[R] = Required [N] = Not Required

Note: There are look-up tables for city, county, tax location, schools and complex name. Dates should be: MM/DD/YY



Carolina Multiple Listing Services, Inc.

<u>Area Number [R]</u>	<u>Listing Date [R]</u>	<u>Exclusive Rt/Agency [R]</u> <i>Exclusive Right</i> <i>Exclusive Agency</i>	<u>HLA: Main [R]</u>	<u>Units Level in Building [N]</u> 1-20+
<u>Sub Area Number [R]</u>	<u>Expire Date [R]</u>	<u>Sub Agent Comp [R]</u>	<u>HLA: Upper [R]</u>	<u>Main Level Rooms [R]</u> None 2nd Kitchen 2nd Living Quarters 2nd Master Bar/Entertainment Bedroom 2 Bedroom 3 Bedroom 3/Bonus Bedroom 4 Bedroom 4/Bonus Bedroom 5 Bedroom 5/Bonus Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer Great Room Kitchen Laundry Library Living Room Loft Master Bedroom Media Mud Office Pantry Parlor Play Room Rec Room Sewing Sitting Solarium Study Sunroom Utility Wine Cellar Workshop
<u>County [R]</u>	<u>Parcel ID [R]</u>	<u>Sub Agent Comp Type [R]</u> \$ %	<u>HLA: Third [R]</u>	
<u>City [R]</u>	<u>Deed Reference [R]</u>	<u>Buyer Agent Comp [R]</u>	<u>HLA: Bsmt [R]</u>	
<u>Street # [R]</u>	<u>State [R]</u> NC SC	<u>Buyer Agent Comp Type [R]</u> \$ %	<u>HLA: Lower [R]</u>	
<u>Street Name [R]</u>	<u>Zoning Desc. [N] see list in TEMPO™</u>	<u>Variable Rate Commission [R]</u> Yes No	<u>Unheated SqFt: Main [R]</u>	
<u>Street Type [R]</u> Rd., St., Ave., Etc.	<u>Zoning [R]</u>	<u>Named Prospects Exempted [R]</u> Yes No	<u>Unheated SqFt: Upper [R]</u>	
<u>Street Direction [N]</u> N, S, E, W NE, NW, SE, SW	<u>Legal Description [R]</u>	<u>Bonus \$ [N]</u>	<u>Unheated SqFt: Third [R]</u>	
<u>Lot/Unit # [R]</u>	<u>Block/Section [N]</u>	<u>Office Inventory [N]</u>	<u>Unheated SqFt: Bsmt [R]</u>	
<u>Subdivision [N]</u>	<u>Plat Book/Slide [N]</u>	<u>Full Service [R]</u> Yes No	<u>Unheated SqFt: Lower [R]</u>	
<u>Complex Name [R]</u>	<u>Pages [N]</u>	<u>Allow Internet Address Display [R]</u> Yes No	<u>Total HLA [R]</u>	
<u>Tax Location [R]</u>	<u>Tax Value [R]</u>	<u>Allow Internet Listing Display [R]</u> Yes No	<u>Total Unheated SqFt [R]</u>	
<u>Zip [R]</u>	<u>Seller Name [R]</u>	<u>Allow Internet AVM [R]</u> Yes No	<u>Additional SqFt [N]</u>	
<u>List Price [R]</u>	<u>Seller Phone [N]</u>	<u>Allow Internet Comment [R]</u> Yes No	<u>Year Built [R]</u>	
<u>Listing Agent [R]</u>	<u>Appointment Phone [N]</u>		<u>New Construction [R]</u> Yes No	
<u>Listing Agent Phone [R]</u>	<u>Agent/Owner [R]</u> Yes No		<u>Completion Date [R if new construction]</u>	
<u>Co-Listing Agent [R]</u>			<u>Builder [N]</u>	
<u>Co-Listing Agent Phone [R]</u>			<u>Entry Level [R]</u> Main Upper Third Level Basement Lower	

<u>Upper Level Rooms [R]</u> None 2nd Kitchen 2nd Living Quarters 2nd Master Bar/Entertainment Bedroom 2 Bedroom 3 Bedroom 3/Bonus Bedroom 4 Bedroom 4/Bonus Bedroom 5 Bedroom 5/Bonus Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer Great Room Kitchen Laundry Library Living Room Loft Master Bedroom Media Mud Office Pantry Parlor Play Room Rec Room	<u>Sewing</u> Sitting Solarium Study Sunroom Utility Wine Cellar Workshop	<u>Loft</u> Master Bedroom Media Mud Office Pantry Parlor Play Room Rec Room Sewing Sitting Solarium Study Sunroom Utility Wine Cellar Workshop	<u>Entry Hall</u> Exercise Foyer Great Room Kitchen Laundry Library Living Room Loft Master Bedroom Media Mud Office Pantry Parlor Play Room Rec Room Sewing Sitting Solarium Study Sunroom Utility Wine Cellar Workshop	<u>Bedroom 5/Bonus</u> Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer Great Room Kitchen Laundry Library Living Room Loft Master Bedroom Media Mud Office Pantry Parlor Play Rec Room Sewing Sitting Solarium Study Sunroom Utility Wine Cellar Workshop	<u>Model/Plan [N]</u>	<u>Total Half Baths: [R]</u>
<u>Third Level Rooms [R]</u> None 2nd Kitchen 2nd Living Quarters 2nd Master Sunroom Bar/Entertainment Bedroom 2 Bedroom 3 Bedroom 3/Bonus Bedroom 4 Bedroom 4/Bonus Bedroom 5 Bedroom 5/Bonus Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer Great Room Kitchen Laundry Library Living Room		<u>Bsmt Level Rooms [R]</u> None 2nd Kitchen 2nd Living Quarters 2nd Master Bar/Entertainment Basement Bedroom 2 Bedroom 3 Bedroom 3/Bonus Bedroom 4 Bedroom 4/Bonus Bedroom 5 Bedroom 5/Bonus Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room	<u>Lower Level Rooms [R]</u> None 2nd Kitchen 2nd Living Quarters 2nd Master Bar/Entertainment Bedroom 2 Bedroom 3 Bedroom 3/Bonus Bedroom 4 Bedroom 4/Bonus Bedroom 5 Bedroom 5/Bonus Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room		<u>Total Bedrooms [R]</u>	<u>Total Baths: [R]</u>
					<u>Total Full Baths: Main [R]</u>	<u>Subject to HOA [R]</u> Yes No
					<u>Total Full Baths: Upper [R]</u>	<u>HOA Fee [N]</u>
					<u>Total Full Baths: Third [R]</u>	<u>HOA Fee Paid [N]</u> Monthly Quarterly Semi-Annually Annually
					<u>Total Full Baths: Bsmt [R]</u>	<u>Confrm. Spcl. Assessmt [N]</u> Yes No
					<u>Total Full Baths: Lower [R]</u>	<u>Confrm. Spcl. Assessmt Desc. [R if Confm. Spcl. Assessmt = Y]</u>
					<u>Total Half Baths: Main [R]</u>	<u>Prop. Spcl. Assessmt [N]</u> Yes No
					<u>Total Half Baths: Upper [R]</u>	<u>Prop. Spcl. Assessmt Desc. [R if Prop. Spcl. Assessmt = Y]</u>
					<u>Total Half Baths: Third [R]</u>	
					<u>Total Half Baths: Bsmt [R]</u>	
					<u>Total Half Baths: Lower [R]</u>	

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LISTING INFORMATION All items required *[R]* except for those with *[N]*

HOA Management *[N]*

HOA Phone *[N]*

Land Included *[R]*

Yes No

High School *[N]*

Middle School *[N]*

Elementary School *[N]*

Type *[R]*

1.5 Story
1.5 Story/Basement
2 Story
2 Story/Basement
2.5 Story
2.5 Story/Basement
3 Story
3 Story/Basement
Co-op
Duplex
Fourplex
Garden
High-Rise
Live/Work
Loft
Mid-Rise
Patio
Tri-Level
Triplex
Other

Style *[N]*

A-Frame
Bungalow
Cape Cod
Colonial
Contemporary
Craftsman
French Provincial
Georgian
Rustic
Spanish
Traditional
Transitional
Tudor
Victorian
Williamsburg
Other

Exterior Construction *[R]*

Aluminum
Asbestos
Brick Veneer Full
Brick Veneer Partial
Cedar Shake
Concrete Block
Fiber Cement
Hard Stucco
Hardboard Siding
Log
Rough/Sawn
Shingle
Stone
Synthetic Stucco
Vinyl
Wood
Other

Parking *[R]*

1 Car Carport
1 Car Garage
1 Parking Space
2 Car Carport
2 Car Garage
2 Parking Spaces
3 Car Carport
3 Car Garage
3 Parking Spaces
3+ Parking Spaces
3+ Car Carport
3+ Car Garage

Attached
Back Load
Detached
Garage Door Opener
Keypad Entry
Parking Deck
Parking Gar
Side Load
Street/Lot
None
Other

Driveway *[N]*

Asphalt
Concrete
Earth
Gravel
Shared
None
Other

Exterior Features *[N]*

Boat Slip (Deed)
Boat Slip (License/Lease)
Deck
Enclosed Patio
Fenced Yard
Hot Tub
In-Ground Gas Grill
In-Ground Irrigation
Outdoor Fireplace
Patio
Porch
Porch-Glass
Porch-Screened
Private Pond
Sauna
Storage Unit
Terrace
Other

Community Features *[N]*

55 and Older
Airfield
Boat House
Boat Lift
Boat Ramp
Boat Slip (Lease/License)
Club House
Dock/Pier
Elevator
Equestrian Facilities
Fitness Center
Gated Community
Golf Course
Hot Tub
Lake
Playground
Pond
Pool
Putting Green
Recreation Area
Sauna
Security
Tennis Courts
Walking Trails
None
Other

Doors and Windows *[N]*

Insulated Windows
Screen Door(s)
Storm Door(s)
Storm Window(s)

Foundation *[N]*

Basement
Crawl Space
Slab
Other

Lot Description *[N]*

Corner Lot
Cul-de-sac Lot
End Unit
Golf Course View
Mountain View
On Golf Course
Waterfront
Waterview

Water/Sewer *[R]*

City Sewer
City Water
Community Sewer
Community Well
County Sewer
County Water
Septic Tank
Well
None
Other

HVAC *[R]*

Active Solar Heat
Central Air
Electric Baseboard Heat
Electric Hot Air
Gas Floor Furnace
Gas Hot Air
Gas Space Heater
Gas Steam Heat
Gas Water Heater
Geothermal
Heat Pump - A/C
Heat Pump - Heat
MultiZone A/C
Multizone Heat
N/A
No A/C
Oil Floor Furnace
Oil Hot Air
Oil Space Heater
Oil Steam Heat
Oil Water Heater
On-Demand Water Heater
Passive Solar Heat
Radiant Heat
Wall Unit - A/C
Wall Unit Heat
Window Unit
Wood Stove
None
Other

Water Heater *[R]*

Electric
Gas
Solar
None
Other

Equipment *[R]*

Cable Prewire
Ceiling Fans
Central Vacuum
CO Detector
Convection Oven
Cooktop Electric
Cooktop Gas
Cooktop Electric
Cooktop Gas
Dishwasher
Disposal
Double Oven
Electric Dryer Hookup
Electric Range/Oven
Exhaust Fan
Gas Dryer Hookup
Gas Range/Electric Oven
Gas Range/Oven
Grilltop
Ice Maker Connection
Intercom
Microwave
Network Ready
Range/Hood
Refrigerator
Security System
Self Cleaning Oven
Smoke Detector
Surround Sound
Trash Compactor
None
Other

Fixtures Exception *[N]*

Yes No

Fixtures Exception Desc.

[R if Fixtures Exception = Y]

Floor Coverings *[N]*

Brick
Ceramic Tile
Concrete
Laminate
Marble
Parquet
Prefinished Wood
Slate
Vinyl/Linoleum
Wall-to-wall Carpet
Wood
Other

Laundry Location *[R]*

1st Floor
2nd Floor
Basement
Closet
Common Facil
Garage
Kitchen
Laundry Room
Porch
Utility Room
None
Other

Interior Features *[N]*

Attic Other
Attic Stairs Fixed
Attic Stairs Pulldown
Basement Shop
Elevator
Garage Shop
Garden Tub
Handicap Access
Hot Tub
Sauna
Second Living Quarters
Storage Unit
Wet Bar
Whirlpool
Other

Fireplace *[N]*

Bonus Room
Den
Gas Logs
Great Room
Kitchen
Living Room
Master Bedroom
Rec Room
See Thru
Woodstove
Other

Ownership *[R]*

Seller owned for at least one year
Seller owned for less than one year
Seller does not own yet

Primary Residence *[R]*

Yes No

Proposed Financing *[R]*

Cash
Conventional
FHA
FMHA
Lease Purchase
Loan Assumption
NC Bond
Owner Financing
Personal Loan
Trade/Exchange
VA
Other

Assumable *[R]*

No Non-Qualifying
Qualify

Agency Cooperation *[R]*

Both Buyer Agent
Sub Agents

Showing Instructions *[R]*

3rd Party Home
Call Listing Agent
Call Listing Office
Call Seller
Call Tenant
Combination
Corporate Home
Do Not Disturb Tenant
Key in Listing Office
Key with Listing Agent
Listing Agent Accompany
Lockbox/Key
No Sign
Onsite Agent
Showing Service
Tenant Occupied
Vacant
None
Other

Green Certification *[N]*

EarthCraft House
Energy Star
Environments for Living
LEED Home
NAHB National GreenBuilding
Standard
N.C. Healthy Built Home

HERS Index *[N] 0-100*

Auction/Bid Type *[N]*

Auction/Absolute
Auction/Reserve
Bid

Auction/Bid Info *[N]*

Actual List Price
Assessed Value
Market Value
Starting Bid

Special Conditions *[N]*

Bankruptcy
Estate
HUD
In Foreclosure Process
Relocation
REO/Lender Owned
Short Sale/Subject to Lender Approval
Subject to Court Approval
Undisclosed
VA
None

Virtual Tour Hyperlink URL *[N]*

Web Hyperlink URL *[N]*

Condo/Townhouse – Category 2

Directions

(Directions only. Do not include confidential information, agent name or contact information in this field.)

Remarks

(Do not include confidential information, agent name or contact information in this field.)

Agent Remarks

Company Remarks

Media

(May be added only to a listing that has been saved as active. Agent Reports in Tempo have access to all media types. Customer Reports in Tempo only have access to view Photos and Virtual Tours.)

Photos- (JPG) (6MB size limit)

Primary Photo

Caption:

2nd Photo

Caption:

3rd Photo

Caption:

4th Photo

Caption:

5th Photo

Caption:

6th Photo

Caption:

7th Photo

Caption:

8th Photo

Caption:

9th Photo

Caption:

10th Photo

Caption:

11th Photo

Caption:

12th Photo

Caption:

13th Photo

Caption:

14th Photo

Caption:

15th Photo

Caption:

16th Photo

Caption:

Attachments (.doc, .pdf, .txt, .docx) (space available: 5120k):

Additional Listing Features

Once your listing has been saved as active, you can add an open house, assign your Supra lock box to the listing, and setup showing instructions through CSS.