

State-Wide Multiple Listing Service, Inc. Category 6



Business Only - BUS

KEYWORDS: Fill in the Blanks for each keyword, enter information as prompted by the computer. (R)'s denote required entries for adding a listing. Shaded Keywords are explained on Back of Form

(R)Listing Member ID: _____ (R)Company Code: _____ Showing Associate ID: _____ Showing Associate Phone: _____

Showing Assoc. Email: _____ (R)List Date: ____/____/____ (R)Exp Date: ____/____/____ (R)List Price: \$ _____

(R)Compensation to Coop. Broker: _____ (R)Lockbox: ____ (R)Photo Instructions: ____ Enhanced Photo Service: ____

44 CHARACTERS MAX

Choose Your Internet Display Options:

If the fields below are N, then all other Internet display options will not apply and Seller Opt out form must be completed.

Display Property on Agent/Broker Sites Y/N
(R)IDX: ____

Display Property on Consumer Sites (i.e. RILiving.com) Y/N
(R)Consumer Sites: ____

Allow Property Value Estimates on VOWs Y/N
Allow AVM: ____

(R)Internet Display: ____
(R)Internet Address Display: ____

Display Property Address on Agent/Broker Sites Y/N
(R)IDX Address Display: ____

Display Property Address on Consumer Sites (i.e. RILiving.com) Y/N
(R)Consumer Sites Address Display: ____

Allow Property Comments/Reviews on VOWs Y/N
Allow Comments: ____

(R)State: _____ (R)County: _____ (R)Municipality: _____ (R)Street Number: _____ - _____ (R)Street Name: _____
ADDL ST. # 50 CHARACTERS MAX

(R)Street Suffix: _____ (R)Zip: _____ - _____ (R)Neighborhood: _____ (R)Year Established: _____ Owner Training: _____
ZIP + 4 22 CHARACTERS MAX Y/N

No. of Employees: _____ (R)Annual Gross Sales: \$ _____ Net Profit: \$ _____ Inventory Value: \$ _____

(R)Fixtures/Equipment Value: \$ _____ (R)Condo: _____ Personal Property Taxes: \$ _____ Annual Rent: \$ _____ Zoning: _____
Y/N Not intended for Legal Use

(R)Sign on Property: _____ (R)Real Estate Included: _____ RE Listing#: _____ (R)Approx. Lot Square Ft: _____ (R)Office Sq. Ft.: _____
Y/N Y/N If Applicable

(R)Retail Sq. Ft.: _____ (R)Manufacturing Sq. Ft.: _____ (R)Warehouse Sq. Ft.: _____ (R)Other Sq. Ft.: _____ (R)Parking Spaces: _____

Clear Span: _____ (R)Present Use: _____ Owner Name: _____
FEET

Owner Phone: _____ (R)Entry Only Listing: _____ Short Sale: _____ (R)REO/Lender Owned: _____
Y/N Y/N Y/N

Showing Instructions: _____
(200 CHAR. MAX)

Compensation Comments: _____
(62 CHARACTERS MAX)

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

<p>(R)TYPE</p> <p>____ A. Office ____ B. Retail ____ C. Wholesale ____ D. Warehouse ____ E. Industrial ____ F. Hotel/Motel ____ G. Recreation ____ H. Food/Beverage ____ I. Auto Related ____ J. Beauty Service ____ K. Health Care ____ L. Distributor ____ M. Liquor Store ____ N. Services ____ Z. Other</p> <p>(R)LOCATION</p> <p>____ A. Downtown ____ B. Urban ____ C. Suburban ____ D. Rural ____ E. Park ____ F. Shopping Mall ____ G. Strip Store ____ H. Historic ____ I. Free Trade Zone</p>	<p>NEAR</p> <p>____ A. Shopping ____ B. Bus ____ C. Commuter Bus ____ D. Interstate ____ E. Highway Access ____ F. Hospital ____ G. Rec. Facility</p> <p>EQUIPMENT</p> <p>____ A. Furniture ____ B. Carpeting ____ C. Elevator ____ D. Freight Elevator ____ E. Compressor ____ F. Fuel Pump ____ G. Grease Pit ____ H. Overhead Crane ____ I. Hydraulic Lift</p> <p>SITE</p> <p>____ A. Fenced ____ B. Paved ____ C. Corner</p> <p>(R)ROAD</p> <p>____ A. Municipal ____ B. State</p>	<p>____ C. Sidewalks ____ D. Street Lights ____ E. High Traffic</p> <p>(R)UTILITIES</p> <p>____ A. Gas Connected ____ B. Gas Available ____ C. Fiber Optic ____ D. Telephone ____ E. Cable TV ____ F. Rail Spur ____ G. Underground ____ Z. Other</p> <p>(R)ELECTRICAL</p> <p>____ A. 100 Amps ____ B. 110 Volts ____ C. 220 Volts ____ D. 440 Volts ____ E. +440 Volts ____ F. 3 Phase ____ Z. None</p> <p>(R)SEWER</p> <p>____ A. Municipal ____ B. Private ____ C. Connected ____ D. Available</p>	<p>____ E. Pre-Treatment ____ F. Storm ____ Z. None</p> <p>(R)WATER SUPPLY</p> <p>____ A. Municipal ____ B. Private ____ C. Connected ____ D. Available ____ E. Well ____ Z. None</p> <p>HAVE</p> <p>____ A. Site Plan ____ B. Air Photo ____ C. Soil Survey ____ D. Environmental Site Assessment ____ E. Septic Design ____ F. Investment Analysis ____ G. Feasibility Study ____ H. Arch Drawings ____ I. Load Stress Analysis ____ J. Liquor License</p> <p>(R)BUILDING</p> <p>____ A. Brick ____ B. Frame</p>	<p>____ C. Masonry ____ D. Steel ____ E. Pre-Cast ____ F. Historic ____ G. Subdivided ____ Z. Other</p> <p>(R)TRUCK DOOR</p> <p>____ A. None ____ B. Less than 6' ____ C. 6'-9' ____ D. 9'-11' ____ E. 11'-14' ____ F. 14'+ ____ G. Truck Level ____ H. Ground Level ____ I. Potential</p> <p>(R)BASEMENT</p> <p>____ A. Slab ____ B. Crawl Space ____ C. Partial ____ D. Full ____ E. Concrete ____ F. Storage Area ____ G. Common ____ Z. None</p>
---	--	---	--	--

FEATURES (continued)

CEILING HEIGHT

- A. Less than 7'
- B. 7'-9'
- C. 9'-12'
- D. 12'-15'
- E. 15'-17'
- F. 17'-20'
- G. 20'+

REASON FOR SELLING

- A. Retirement
- B. Personal
- C. Relocation
- D. Consolidating
- E. Health

TERMS

- A. Assumable
- B. Seller 1st
- C. Seller 2nd
- D. Option Avail.
- E. Rent W/ Option

- F. Joint Venture
- G. Special
- H. Lease

OCCUPANCY

- A. Immediate
- B. 1-45 Days
- C. 45-90 Days
- D. Negotiable

ACCURACY

- A. Tax Return
- B. Acct. Provided
- C. Owner Provided
- D. May Show Books
- E. Pro. Forma
- F. Limited Info.
- G. No Documents

TENANTS EXPENSES

- A. Taxes

- B. Tax Over Base
- C. Heat
- D. Air Condition
- E. Electric
- F. Sewer
- G. Water
- H. Insurance
- I. Janitorial
- J. Trash Service
- K. Snow Removal
- L. Parking
- M. Expenses Over Base
- N. Escalator

BUSINESS

- A. License
- B. Inventory
- C. Franchise

FORM

- A. Corporation
- B. Sub S Corp.

- C. Partnership
- D. Sole Owner
- Z. Other

HEAT

- A. Gas
- B. Oil
- C. Electric
- D. Solar
- E. Bottle Gas
- F. Wood
- G. Coal
- H. Cent. Steam
- I. Central
- J. Heat pump
- K. Partial
- L. Zoned
- M. Other
- Z. None

COOLING

- A. Central
- B. Window Units
- C. Office Only
- D. Partial
- Z. None

SYSTEM

- A. Telephone
- B. Security
- C. Security Lights
- D. Wet Sprinkler
- E. Dry Sprinkler
- F. Conveyor
- Z. None

Remarks: (250 CHAR. MAX)

Photo Instructions: (56 CHAR. MAX)

SELLER(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 broker 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.

Seller(s) _____ Date: _____

Seller(s) _____ Date: _____

Seller(s) _____ Date: _____

Seller(s) _____ Date: _____

Category 6 - Business Listing

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

<p>VOW KEYWORDS</p> <p>Internet Display = Y/N Does the seller want their listing to appear on the web? <i>If answer is No, the Seller Opt Out form is required</i></p> <p>Internet Address Display = Y/N Does the seller want their address to appear on the web? <i>If answer is No, the Seller Opt Out form is required</i></p> <p>Allow AVM = Y/N Does the seller want automated price estimates to appear on the web?</p> <p>Allow Comments = Y/N Does the seller want comments about their property to appear on the web?</p> <p>IDX Address Display = Y/N Allow the display of a listing's address to appear on IDX sites?</p> <p>Consumer Sites = Y/N Allow the display of a listing to appear on public sites like RILiving?</p> <p>Consumer Sites Address Display = Y/N Allow the display of a listing's address to appear on public sites like RILiving?</p>	<p>PHOTO INSTRUCTIONS</p> <p>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.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Value</th> <th style="text-align: left; border-bottom: 1px solid black;">Meaning</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>MLS Exterior Standard (one exterior shot only-no appointment needed).</td> </tr> <tr> <td>O</td> <td>Exterior Rush (1 day turnaround)</td> </tr> <tr> <td>F</td> <td>REALTOR photo to follow</td> </tr> <tr> <td>R</td> <td>REALTOR Photo (s) submitted</td> </tr> <tr> <td>N</td> <td>No photo is to be printed (owners' authorization on contract)</td> </tr> <tr> <td>C</td> <td>Under Construction</td> </tr> </tbody> </table>	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
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														
<p>COMPENSATION TO COOPERATING BROKER</p> <p>MLS cannot accept the listing unless the CB keyword is completed. Specifying the compensation of each listing is necessary because the cooperating Broker has a right to know what the compensation shall be prior to his/her endeavor to sell.</p> <p>The compensation shall be shown in one of the following forms:</p> <ol style="list-style-type: none"> 1. By showing a percentage of the gross selling price 2. By showing a definite dollar amount <p>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".</p> <p>EXAMPLE: CB: -%V</p> <p>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".</p> <p>EXAMPLE: CB: -%R</p> <p>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".</p> <p>EXAMPLE: CB: -%XA</p> <p><i>* All compensation offered through MLS to the cooperating company is paid based exclusively on its becoming procuring cause of the purchaser.</i></p> <p>Add to Compensation to Cooperating Broker -</p> <p>If you list a SHORT SALE property, denote the compensation in one of two forms: Example: X% SS OR X% of total commission received -SS</p> <p>This will alert a cooperating broker that the listing is a short sale</p> <p>When disclosed, participants may, at their discretion, advise other participants whether and how any reduction in the gross commission established in the listing contract, required by the lender as a condition of approving the sale, will be apportioned between listing and cooperating participants.</p> <p>Deductions from Compensation on non-service related fees or expenses are not allowed. Only fees which are payable to a third party such as MLS Photographer, Home Warranty plan, sharing of a referral fee, etc., are allowed.</p> <p>The amount or percentage that is to be deducted, must specify and describe the deduction.</p>	<p>ENHANCED PHOTO SERVICES</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%; border-right: 1px solid black;">A</td> <td>Appt. needed – Interior/Exterior Enhanced Photos</td> </tr> <tr> <td style="border-right: 1px solid black;">E</td> <td>Supplement Photos</td> </tr> <tr> <td style="border-right: 1px solid black;">S</td> <td>"Rush" Supplement Photos</td> </tr> <tr> <td style="border-right: 1px solid black;">V</td> <td>Visual Tour</td> </tr> </tbody> </table>	A	Appt. needed – Interior/Exterior Enhanced Photos	E	Supplement Photos	S	"Rush" Supplement Photos	V	Visual Tour						
A	Appt. needed – Interior/Exterior Enhanced Photos														
E	Supplement Photos														
S	"Rush" Supplement Photos														
V	Visual Tour														
<p>STREET NUMBER</p> <p>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:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">EXAMPLE</th> <th style="text-align: left; border-bottom: 1px solid black;">Street Address</th> <th style="text-align: left; border-bottom: 1px solid black;">With Additions</th> </tr> </thead> <tbody> <tr> <td>123- PL 1957</td> <td>123 Main Street</td> <td>Pole 1957</td> </tr> <tr> <td>123-A</td> <td>123 A Main Street</td> <td></td> </tr> </tbody> </table>	EXAMPLE	Street Address	With Additions	123- PL 1957	123 Main Street	Pole 1957	123-A	123 A Main Street		<p>YEAR BUILT</p> <p>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.</p>					
EXAMPLE	Street Address	With Additions													
123- PL 1957	123 Main Street	Pole 1957													
123-A	123 A Main Street														
<p>MLS Entry-Only Listing shall mean a form of listing submitted to the Service under which the listing broker will provide none of the following services: (a) present offers to purchase directly to the seller; (b) advise the seller as to the merits of the offer; (c) assist the seller in developing, communicating or presenting counteroffers; and (d) participate on the seller's behalf in negotiations leading to the sale of the listing property. Indicate by Y (yes) or N (no) in this field.</p>	<p>R/E - REAL ESTATE INCLUDED Y/N?</p> <p>This field should be filled with a "Y" only if the real estate is being sold with or as part of the business and is included in the list price. If this is the case, please include a description of the property in the contract portion of the agreement as an asset of the company. Any further questions should be directed to State-Wide MLS.</p>														
<p>COMPENSATION COMMENTS</p> <p>This field is to be used to explain any deductions or terms from the compensation fields – CB (Compensation to Cooperating Broker) If there are any deductions to be made from compensation, the deduction MUST be stated in the CB field. This is just an additional field to accommodate the explanation.</p>	<p>REAL ESTATE LISTING #</p> <p>If there is a related real estate listing number (whether it is listed separately, or included in the list price), please enter it here so that both listings can be cross referenced in the system.</p>														
<p>LOCK BOX ABBREVIATIONS</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Value</th> <th style="text-align: left; border-bottom: 1px solid black;">Meaning</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>None</td> </tr> <tr> <td>C</td> <td>Company</td> </tr> <tr> <td>O</td> <td>Office</td> </tr> </tbody> </table>	Value	Meaning	N	None	C	Company	O	Office							
Value	Meaning														
N	None														
C	Company														
O	Office														