



***Denotes Required Fields**

***STATUS**

- Incomplete
- Coming Soon-No Show
- Active

***MARKETING DATE**

Use the "Marketing Date" (as it is known in North Carolina) from the listing agreement or the beginning of the term of the listing (for South Carolina). The Marketing Date can be no later than 21 days from the date the listing is submitted to the MLS under Coming Soon-No Show Status.

LOCATION INFORMATION

*COUNTY	*PARCEL ID	*TAX LOCATION
*DEED REFERENCE (BOOK/PAGE)		PLAT REFERENCE PAGES
*STREET#	PRE DIRECTION	*STREET NAME
*STREET TYPE	STREET DIRECTION	
*LOT/UNIT#	*CITY	*STATE
*ZIP	ZIP + 4	
*ZONING	ZONING CODE	PLAT BOOK/SLIDE
BLOCK/SECTION	SUBDIVISION	*COMPLEX NAME

***LEGAL DESCRIPTION**

***ELEMENTARY SCHOOL**

***MIDDLE SCHOOL**

***HIGH SCHOOL**

***MAPPING**

You must pinpoint your property manually on the map using the Set Lat/Long Manually or you can type in the Latitude and Longitude then click Update Map.

***LATITUDE**

***LONGITUDE**

You can also manually Choose Google Street View that appears on your listing map.

NOTES

*Denotes Required Fields

*LIST AGENT MLS ID	AGENT NAME	OFFICE NAME
LIST AGENT TEAM ID		
CO AGENT MLS ID	AGENT NAME	OFFICE NAME
CO AGENT TEAM ID		

COMPENSATION AND MISC INFORMATION

*EXPIRATION DATE			*AGENT/OWN	Yes	No	*SHOWING INSTRUCTIONS 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 Sign Vacant Other-See Media/Remarks None
			APPOINTMENT PH.			
			Charlotte Area ShowingTime number is 800-746-9464. Asheville Area ShowingTime number is 828-651-8883.			
*LISTING TYPE	Exclusive Right	Exclusive Agency	*FULL SERVICE	Yes	No	
*SUB AGENCY COMP			*SUB AGENCY COMP TYPE	%	\$	
*BUYER AGENCY COMP			*BUYER AGENCY COMP TYPE	%	\$	
TRANSACTION BROKER COMP			TRANSACTION BROKER COMP TYPE	%	\$	
Applies only to South Carolina listings			Applies only to South Carolina listings			
BONUS (\$)						
*NAMED PROSPECT(S)	Yes	No	*VARIABLE RATE COMM	Yes	No	
*ALLOW INTERNET LISTING DISPLAY	Yes	No	*ALLOW INTERNET AVM	Yes	No	
*ALLOW INTERNET ADDRESS DISPLAY	Yes	No	*ALLOW INTERNET COMMENT	Yes	No	
*ALLOW SYNDICATION	Yes	No	OFFICE INVENTORY			
WEB URL			VIRTUAL TOUR URL UNBRANDED			
			VIRTUAL TOUR URL BRANDED			

***SPECIAL CONDITIONS**

- | | |
|--|--|
| Bankruptcy | Subject to Court Approval |
| Estate | Subject to Lease |
| Foreclosure Proceeding Commenced | Transfer Due to Loan Default/Exempt from Property Disclosure |
| Fractional Ownership | Undisclosed |
| HUD | VA |
| Relocation | None |
| Short Sale Subject to Lender or Other 3rd Party Approval | |

NOTES

PROPERTY INFORMATION

CONDO/TOWNHOUSE

*Denotes Required Fields

*LIST PRICE

*TAX VALUE

*SELLER NAME

SELLER PHONE

*TYPE

1 Story
1 Story/Basement
1.5 Story
1.5 Story/Basement
2 Story
2 Story/Basement
2.5 Story
2.5 Story/Basement
3 Story

3 Story/Basement
4 Story
Co-op
Duplex
Fourplex
Garden
High-Rise
Live/Work
Loft

Mid-Rise
Patio
Tri-Level
Triplex/
Multiplex
Other

AUCTION/BID TYPE

Auction/Absolute
Auction/Reserve
Bid

*OWNERSHIP

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

STYLE

A-Frame
Arts and Crafts
Cape Cod
Charleston
Circular/Dome
Colonial
Contemporary
Cottage/Bungalow
European
Farmhouse
French Provincial
Georgian
Mediterranean
Modern
Old World
Post and Beam
Rustic
Spanish
Traditional
Transitional
Tudor
Victorian
Williamsburg
Other

AUCTION/BID INFO

Actual List Price
Assessed Value
Market Value
Starting Bid

PROPOSED FINANCING

Cash
Construction/Perm Loan
Conventional
FHA
FHA 203(K)
FMHA
Lease Purchase
Loan Assumption
NC Bond
Owner Financing
Trade/Exchange
USDA
VA
Other-See Media/Remarks

*ASSUMABLE

No
Non-Qualify
Qualify

*LAND INCLUDED

Yes

No

*ENTRY LEVEL

Main
Upper
Lower
Basement
Third

*UNIT'S LEVEL IN BUILDING

1-20+, Below Grade

PETS

Conditional
No
Yes

*OWNERSHIP TYPE

Co-op
Condo
Townhouse
Other

OCCUPANT TYPE

Owner
Tenant
Vacant

*Denotes Required Fields

BUILDING & LAND INFORMATION

*HLA MAIN	*UNHEATED SQFT: MAIN	ADDITIONAL SQFT	APPROX. LOT DIMENSIONS
*HLA UPPER	*UNHEATED SQFT: UPPER	*YEAR BUILT	*APPROX. ACRES
*HLA THIRD	*UNHEATED SQFT: THIRD	*NEW CONSTRUCTION Yes No	MODEL/ PLAN
*HLA BASEMENT	*UNHEATED SQFT: BASEMENT	*CONSTRUCTION STATUS (IF NEW CONSTRUCTION=Y) Completed Proposed Under Construction	*PROPOSED COMPLETION DATE (IF CONSTRUCTION STATUS= UNDER CONSTRUCTION)
*HLA LOWER	*UNHEATED SQFT: LOWER	BUILDER	*ROAD RESPONSIBILITY Dedicated to Public Use Pending Acceptance No Road Privately Maintained Road or Maintenance Agreement Publicly Maintained Road Other - See Media/Remarks

ASSOCIATION INFORMATION

*SUBJECT TO HOA Optional Required None	SUBJECT TO HOA DUES Mandatory Voluntary No	HOA FEE	*HOA FEE PAID (IF HOA FEE FIELD IS ENTERED) Monthly Quarterly Semi-Annually Annually
HOA MANAGEMENT	HOA PHONE	HOA EMAIL	SUBJECT TO CCRS Yes No
HOA MANAGEMENT 2	HOA PHONE 2	HOA EMAIL 2	*HOA FEE PAID 2 (IF HOA FEE 2 FIELD IS ENTERED) Monthly Quarterly Semi-Annually Annually
HOA FEE 2			
CONFIRM. SPCL. ASSESSMENT Yes No	*CONFIRM. SPCL. ASSESSMENT DESCRIPTION (IF CONFIRM. SPECIAL ASSESSMENT=Y)	PROP. SPCL. ASSESSMENT Yes No	*PROP. SPCL. ASSESSMENT DESCRIPTION (IF CONFIRM. PROP. SPCL. ASSESSMENT=Y)

ROOMS

CONDO/TOWNHOUSE

*Denotes Required Fields

ROOM DETAILS

*Total # Beds

*Total # Full Baths

*Total # Half Baths

*MAIN LEVEL

Bedrooms

Full Baths

Half Baths

2nd Living Quarters	Computer Niche	Great Room-2 Story	2nd Master	Sitting
Bar/Entertainment	Den	Keeping Room	Media	Solarium
Basement	Dining Area	Kitchen	Mud	Study
Bathroom(s)	Dining Room	2nd Kitchen	Office	Sunroom
Bedroom(s)	Entry Hall	Laundry	Pantry	Utility
Bedroom/Bonus	Exercise	Library	Parlor	Wine Cellar
Billiard	Family Room	Living Room	Play Room	Workshop
Bonus Room	Foyer	Loft	Rec Room	None
Breakfast	Great Room	Master Bedroom	Sewing	

*UPPER LEVEL

Bedrooms

Full Baths

Half Baths

2nd Living Quarters	Computer Niche	Great Room-2 Story	2nd Master	Sitting
Bar/Entertainment	Den	Keeping Room	Media	Solarium
Basement	Dining Area	Kitchen	Mud	Study
Bathroom(s)	Dining Room	2nd Kitchen	Office	Sunroom
Bedroom(s)	Entry Hall	Laundry	Pantry	Utility
Bedroom/Bonus	Exercise	Library	Parlor	Wine Cellar
Billiard	Family Room	Living Room	Play Room	Workshop
Bonus Room	Foyer	Loft	Rec Room	None
Breakfast	Great Room	Master Bedroom	Sewing	

*THIRD LEVEL

Bedrooms

Full Baths

Half Baths

2nd Living Quarters	Computer Niche	Great Room-2 Story	2nd Master	Sitting
Bar/Entertainment	Den	Keeping Room	Media	Solarium
Basement	Dining Area	Kitchen	Mud	Study
Bathroom(s)	Dining Room	2nd Kitchen	Office	Sunroom
Bedroom(s)	Entry Hall	Laundry	Pantry	Utility
Bedroom/Bonus	Exercise	Library	Parlor	Wine Cellar
Billiard	Family Room	Living Room	Play Room	Workshop
Bonus Room	Foyer	Loft	Rec Room	None
Breakfast	Great Room	Master Bedroom	Sewing	

*LOWER LEVEL

Bedrooms

Full Baths

Half Baths

2nd Living Quarters	Computer Niche	Great Room-2 Story	2nd Master	Sitting
Bar/Entertainment	Den	Keeping Room	Media	Solarium
Basement	Dining Area	Kitchen	Mud	Study
Bathroom(s)	Dining Room	2nd Kitchen	Office	Sunroom
Bedroom(s)	Entry Hall	Laundry	Pantry	Utility
Bedroom/Bonus	Exercise	Library	Parlor	Wine Cellar
Billiard	Family Room	Living Room	Play Room	Workshop
Bonus Room	Foyer	Loft	Rec Room	None
Breakfast	Great Room	Master Bedroom	Sewing	

*BASEMENT LEVEL

Bedrooms

Full Baths

Half Baths

2nd Living Quarters	Computer Niche	Great Room-2 Story	2nd Master	Sitting
Bar/Entertainment	Den	Keeping Room	Media	Solarium
Basement	Dining Area	Kitchen	Mud	Study
Bathroom(s)	Dining Room	2nd Kitchen	Office	Sunroom
Bedroom(s)	Entry Hall	Laundry	Pantry	Utility
Bedroom/Bonus	Exercise	Library	Parlor	Wine Cellar
Billiard	Family Room	Living Room	Play Room	Workshop
Bonus Room	Foyer	Loft	Rec Room	None
Breakfast	Great Room	Master Bedroom	Sewing	

*2nd LIVING QUARTERS

Bedrooms

Full Baths

Half Baths

2nd Living Quarters	Computer Niche	Great Room-2 Story	2nd Master	Sitting
Bar/Entertainment	Den	Keeping Room	Media	Solarium
Basement	Dining Area	Kitchen	Mud	Study
Bathroom(s)	Dining Room	2nd Kitchen	Office	Sunroom
Bedroom(s)	Entry Hall	Laundry	Pantry	Utility
Bedroom/Bonus	Exercise	Library	Parlor	Wine Cellar
Billiard	Family Room	Living Room	Play Room	Workshop
Bonus Room	Foyer	Loft	Rec Room	None
Breakfast	Great Room	Master Bedroom	Sewing	

FEATURES G=GREEN FIELD

*Denotes Required Fields

CONDO/TOWNHOUSE

EXTERIOR FEATURES

Airplane Hangar	Pool-In-Ground
Arena	Porte-Cochere
Arena Covered	G-Rainwater Catchment
Auto Shop	Rooftop Terrace
Barn(s)	Satellite Internet Available
Deck	Sauna
Elevator	Stable
Equestrian Facilities	Storage Shed/Outbuilding
Feed Barn	Storage Unit
Fenced Pasture	Tennis Court(s)
Fenced Yard	Terrace
Fire Pit	Tractor Shed
Gazebo	Wired Internet Available
Greenhouse	Workshop
Hay Shed	Other-See Media/Remarks
Hot Tub	
In-Ground Gas Grill	
In-Ground Irrigation	
Lawn Maintenance	
Outdoor Fireplace	
Outdoor Kitchen	
Packing Shed	
Pool-Above-Ground	

***EXTERIOR CONSTRUCTION**

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

LOT DESCRIPTION

Adjoins Nat/State Forest	Pasture
Artificial Waterfall	Paved Frontage
Beachfront	Pond/Lake
City View	Private
Corner Lot	Riverfront
Creek Front	Rolling
Cul-de-sac Lot	Runway Lot
Flood Fringe Area	Sloping
Flood Plain/Bottom Land	Steep
Fruit Trees	Stream/Creek
G-Infill Lot	Taxiway Lot
Golf Course View	Trees
Green Area	Vegetation/Crops
Hilly	Views
Lake Access	Water View
Level	Waterfront
Long Range View	Wetlands
Mountain View	Winter View
Natural Waterfall	Wooded
On Golf Course	Year-Round View
Open/Cleared	Other-See Media/Remarks

***MAIN LEVEL GARAGE** Yes No

***WATERBODY NAME**
(IF WATERFRONT IS SELECTED IN THE "LOT DESCRIPTION" OR "MISCELLANEOUS" FIELDS)

***PARKING**

Assigned Parking Space-1	Driveway	Parking Deck
Assigned Parking Space-2	Garage - 1 Car	Parking Garage
Attached Garage	Garage - 2 Car	Parking Space - 1
Back Load Garage	Garage - 3 Car	Parking Space - 2
Basement	Garage - 4+ Car	Parking Space - 3
Carport - 1 Car	Garage Door Opener	Parking Space - 4+
Carport - 2 Car	Golf Cart Garage	Side Load Garage
Carport - 3 Car	Keypad Entry	Other
Carport - 4+ Car	Lot	None
Detached Garage	On-Street Parking	

***FOUNDATION**

Basement
Basement Fully Finished
Basement Garage Door
Basement Inside Entrance
Basement Outside Entrance
Basement Partially Finished
Block
Brick
Concrete
Crawl Space
G-Sealed Crawl Space
Slab
Other-See Media/
Remarks

LAKE/WATER AMENITIES

Boat House
Boat Lift
Boat Lift-Community
Boat Ramp-Community
Boat Slip
Boat Slip-Community
Boat Slip (Deed)
Boat Slip (Lease/License)
Floating Dock
Paddlesport Launch Site
Paddlesport Launch Site-Community
Personal Watercraft Lift
Pier
Retaining Wall
Other-See Media/Remarks
None

***WATER**

City Water	Well
Community Well	Other-See Media/ Remarks
County Water	None
Filtration System	
Public Water	
Shared Well	
Spring	
Water Softener System	

***CONSTRUCTION TYPE**

Manufactured
Off Frame Modular
On Frame Modular
Site Built

ELEVATION

1000-1500 ft. Elev.
1500-2000 ft. Elev.
2000-2500 ft. Elev.
2500-3000 ft. Elev.
3000-3500 ft. Elev.
3500-4000 ft. Elev.
4000-4500 ft. Elev.
4500-5000 ft. Elev.
5000-5500 ft. Elev.
5500-6000 ft. Elev.

***SEWER**

City Sewer
Community Sewer
County Sewer
Public Sewer
Septic Tank
Tap Fee Required
Shared Septic
Other-See Media/Remarks
N/A
None

STREET

Concrete	Gravel	Other
Dirt	Paved	

*Denotes Required Fields

DRIVEWAY

Asphalt	Gravel
Brick/Cobblestone	Shared
Circular	Stone
Concrete	Other
Earth	None
Gated	

ROOF

Aluminum Covering	Insulated	Wood Deck
Architectural Shingle	Metal	Wood Joists
Asbestos Shingle	Rolled Rubber	Wood Rafters
Built-Up	Slate	Wood Shake
Cmpstm	Steel Deck	Wood Trusses
Composition Shingle	Steel Joists	
Concrete Deck	Steel Trusses	
Fiberglass Shingle	Tar and Gravel	
Flat	Tile	

***WATER HEATER**

Electric	Propane
Gas	G-Solar
Hybrid Heat Pump	Other
Natural Gas	None
G-On-Demand Water Heater	

PORCH

Back	Porch-Wrap-
Balcony	Around
Covered	Screened
Enclosed Patio	Side
Front	Other
Glass	
Patio	

GREEN BUILDING FEATURES

- G-Adv. Framing/Concrete Const.
- G-Engineered Wood Products
- G-No-Low VOC/Paints, Sealants, Varnish
- G-Photovoltaic-Solar Power
- G-Recycled Const./Household Waste
- G-Spray Foam Insulation
- G-Xeriscaping-Drought Resist. Plants

***HVAC**

Apollo System	Multi Zone A/C
Baseboard Hot Water Heat	Multi Zone Heat
Central Air	Natural Gas
Ductless/Mini-Split System	No A/C
Electric Baseboard Heat	Oil Floor Furnace
Electric Hot Air	Oil Hot Air
G-Active Solar Heat	Oil Space Heater
G-Energy Star® HVAC	Oil Steam Heat
G-Fresh Air Ventilation	Oil Water Heater
G-Geothermal	Propane
G-Passive Solar Heat	Radiant Heat
G-Radiant Heated Floors	Wall Unit - A/C
G-Sealed Combustion Fireplace/Woodstove	Wall Unit Heat
Gas Floor Furnace	Window Unit
Gas Hot Air	Woodstove
Gas Space Heater	Other-See Media/Remarks
Gas Steam Heat	N/A
Gas Water Heater	None
Heat Pump - A/C	
Heat Pump - Heat	
Humidifier	
Kerosene	

DOORS AND WINDOWS

- G-Insulated Doors
- G-Insulated Windows
- Screen Door(s)
- Storm Door(s)
- Storm Window(s)

GREEN CERTIFICATION

- Earth Craft House
- Energy Star® Qualified
- Environments for Living
- Green Built N.C.
- LEED Home
- NGBS National Green Building Standard
- None

HERS INDEX

0-100

***LAUNDRY LOCATION**

- Main
- Upper
- Third
- Basement
- Closet
- Common Facility
- Garage
- Kitchen
- Laundry Room
- Porch
- Utility Room
- Other-See Media/Remarks
- None

FIXTURES EXCEPTION Yes No

FIXTURES EXCEPTION DESC. **if Fixtures Exception is Yes*

NOTES

*Denotes Required Fields

FIREPLACE	Yes	No
FIREPLACE DESCRIPTION		
Bonus Room		Porch
Den		Propane
Family Room		Rec Room
Fireplace Insert		See Thru
Gas Logs		Wood Burning
Gas Unvented		Wood Burning w/Gas
Gas Vented		Starter
Great Room		Woodstove
Kitchen		Other
Living Room		
Master Bedroom		
Natural Gas		

FLOOR COVERINGS	
Bamboo	Prefinished Wood
Brick	Slate
Carpet	Stone
Concrete	G-Sustainable Flooring
Cork	Terrazzo
Laminate Stone	Tile
Laminate Tile	Vinyl/Linoleum
Laminate Wood	Vinyl Plank
Marble	Wood
Parquet	Other-See Media/Remarks

COMMUNITY FEATURES	
55 and Older	Lake
Airfield	Playground
Boat House	Pond
Boat Lift	Pool
Boat Ramp	Putting Greens
Boat Slip	Recreation Area
Business Center	Rooftop Terrace
Cabana	Sauna
Club House	Security
Concierge	Sidewalk
Dock/Pier	Ski Slopes
Dog Park	Street Lights
Elevator	Tennis Court(s)
Equestrian Facilities	Walking Trails
Equestrian Trails	Other
Fitness Center	None
Gated Community	
Golf Course	
Hot Tub	

***EQUIPMENT**

Cable Prewire	Gas Range/Electric Oven
Ceiling Fan(s)	Gas Range/Oven
Central Vacuum	Generator
CO Detector	Grill Top
Convection Oven	Ice Maker Connection
Cooktop Electric	Intercom
Cooktop Gas	Microwave
Dishwasher	Natural Gas
Disposal	Network Ready
Double Oven	Oven
Downdraft Cooktop	Propane
Dryer	Range/Hood
Electric Dryer Hookup	Refrigerator
Electric Range/Oven	Security System
Exhaust Fan	Self Cleaning Oven
Freezer	Surround Sound
G-Dual Flush Toilets	Trash Compactor
G-Energy Star® Clothes Washer	Wall Oven
G-Energy Star® Dishwasher	Warming Drawer
G-Energy Star® Freezer	Washer
G-Energy Star® Light Fixtures	Other-See Media/Remarks
G-Energy Star® Refrigerator	None
G-Low Flow Fixtures	
Gas Dryer Hookup	

ACCESSIBILITY

2 or More Access Exits
Bath 60-Inch Turning Radius
Bath Grab Bars
Bath Lever Faucets
Bath Low Mirrors
Bath Raised Toilet
Bath Roll-In Shower
Bath Roll-Under Sink
Bath Scald Control Faucet
Chair/Stair Lift
Closet Bars 15-48 Inches
Door Width 32 Inches or More
Doors-Lever Handle
Doors-Recede
Doors-Swing In
Elevator
Entry Slope Less Than 1 Foot
Exterior Curb Cuts
Garage Door Height Greater Than 84 Inches
Hall Width 36 Inches or More
Handicap Parking
Hard/Low Nap Floors
Kitchen 60-Inch Turning Radius
Kitchen Appliances Low/Secure
Kitchen Low Cabinetry
Kitchen Low Counters
Kitchen Modified Range
Kitchen Raised Dishwasher
Kitchen Roll-Under Sink
Kitchen Side Open Oven
Lowered Light Switches
No Interior Steps
Pool Power Lift
Pool Ramp Entry
Ramp(s)-Main Level
Remote Devices
Tactile/Visual Markers
Thresholds 5/8 Inches
Vehicle Transfer Area
Wheelchair Height Mailbox
Wheelchair Height Shelves
Zero-Grade Entry
Other-See Media/Remarks

INTERIOR FEATURES

Attic Fan
Attic Finished
Attic Other
Attic Stairs Fixed
Attic Stairs Pull Down
Attic Walk-In
Basement Shop
Breakfast Bar
Built-Ins
Cable Available
Cathedral Ceiling(s)
Elevator
Garage Shop
Garden Tub
Handicap Access
Hot Tub
Kitchen Island
Laundry Chute
Open Floor Plan
Pantry
Sauna
Skylight(s)
Split BR Plan
Storage Unit
Tray Ceiling
Vaulted Ceiling
Walk-In Closet(s)
Wet Bar
Whirlpool
Window Treatments
Walk-In Pantry
Other-See Media/Remarks
None

REMARKS

CONDO/TOWNHOUSE

***Denotes Required Fields**

PUBLIC REMARKS (No listing agent/firm or owner/seller contact promotional information.)

1000 characters

AGENT REMARKS (Not available on client displays/reports. No combo, lockbox or alarm security codes.)

500 characters

DIRECTIONS (Driving directions only. No listing agent/firm or owner/seller contact promotional information.)

500 characters

SYNDICATION REMARKS (Not available on Matrix™ reports. Only available on syndication websites. Ex: CarolinaHome.com, Realtor.com®, Homes.com, etc.)

1100 characters

COMPANY REMARKS (Only seen by agents in your firm.)

1500 characters

PHOTOS AND ATTACHMENTS

Photos and attachments can be added to incomplete listings.

Photos: Up to 36 photos – (JPG, JPEG, PNG, GIF) – (6 MB size limit) – Photos should not be branded – All listings must have at least one photo attached.

Attachments: Up to 10 MB (PDF, DOC, RTF) – Only viewable for CarolinaMLS members.