



***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	PROJECT NAME	*LEGAL DESCRIPTION
CROSS STREET		

***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

LISTING AGENT AND LISTING OFFICE

COMMERCIAL

*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
			APPOINTMENT PH.			3rd Party Home
			Charlotte Area ShowingTime number is 800-746-9464.			Call Listing Agent
			Asheville Area ShowingTime number is 828-651-8883.			Call Listing Office
*LISTING TYPE	Exclusive Right	Exclusive Agency	*FULL SERVICE	Yes	No	Call Seller
*SUB AGENCY COMP			*SUB AGENCY COMP TYPE	%	\$	Call Tenant
*BUYER AGENCY COMP			*BUYER AGENCY COMP TYPE	%	\$	Combination
TRANSACTION BROKER COMP			TRANSACTION BROKER COMP TYPE	%	\$	Corporate Home
Applies only to South Carolina listings			Applies only to South Carolina listings			Do Not Disturb Tenant
BONUS (\$)						Key In Listing Office
*NAMED PROSPECT(S)	Yes	No	*VARIABLE RATE COMM	Yes	No	Key with Listing Agent
*ALLOW INTERNET LISTING DISPLAY	Yes	No	*ALLOW INTERNET AVM	Yes	No	Listing Agent Accompany
*ALLOW INTERNET ADDRESS DISPLAY	Yes	No	*ALLOW INTERNET COMMENT	Yes	No	Lockbox/Key
*ALLOW SYNDICATION	Yes	No	OFFICE INVENTORY			No Sign
WEB URL			VIRTUAL TOUR URL UNBRANDED			Onsite Agent
			VIRTUAL TOUR URL BRANDED			Showing Service
						Sign
						Vacant
						Other-See Media/Remarks
						None

*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

*Denotes Required Fields

***LIST PRICE**

***TAX VALUE**

***SELLER NAME**

SELLER PHONE

***TYPE**

- | | |
|------------------------|-------------------------|
| Auto Service | Office |
| Bed/Breakfast | Retail Center |
| Business | Showroom/Office |
| Food Service | Special Purpose |
| Free Standing Retail | Unimproved Commercial |
| Hotel/Motel | Warehouse/Office |
| Industrial | Other-See Media/Remarks |
| Manufactured Home Park | N/A |
| Manufacturing | None |
| Medical/Dental | |

AUCTION/BID TYPE

- Auction/Absolute
- Auction/Reserve
- Bid

AUCTION/BID INFO

- Actual List Price
- Assessed Value
- Market Value
- Starting Bid

***OWNERSHIP**

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

***IN CITY**

- | | |
|-----|----|
| Yes | No |
|-----|----|

***SECONDARY TYPE**

- | | |
|------------------------|-------------------------|
| Auto Service | Office |
| Bed/Breakfast | Retail Center |
| Business | Showroom/Office |
| Food Service | Special Purpose |
| Free Standing Retail | Warehouse/Office |
| Hotel/Motel | Other-See Media/Remarks |
| Industrial | N/A |
| Manufactured Home Park | None |
| Manufacturing | |
| Medical/Dental | |

***TRANSACTION TYPE**

- For Lease
- For Sale
- For Sale or Lease

OCCUPANT TYPE

- Owner
- Tenant
- Vacant

NOTES

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BUILDING & LAND INFORMATION

*MIN SQFT AVAIL	*MAX SQFT AVAL	NUM OF BLDGS	*YEAR BUILT
*MIN LSE\$/SQFT	*MAX LSE\$/SQFT	NUM OF STORIES	*NEW CONSTRUCTION Yes No
CEILING HEIGHT FT	CEILING HEIGHT IN	NUM OF UNITS	*CONSTRUCTION STATUS (IF NEW CONSTRUCTION=Y) Completed Proposed Under Construction
RVALUE CEILING	NUM OF RENTALS	NUM OF DOCKS	BUILDER
TOTAL HLA	NUM OF DRIVE IN DOORS	ROAD FRONTAGE	APPROX LOT DIMENSIONS
*SALES/LEASE INCLUDES Building Business Equipment Fixtures Inventory Land Licenses Others N/A	TOTAL PARKING	*PROPOSED COMPLETION DATE (IF CONSTRUCTION STATUS= UNDER CONSTRUCTION)	*APPROX ACRES
	BATHS TOTAL	OFFICE SQFT	WAREHOUSE SQFT
	NUM OF BAYS	*ROAD RESPONSIBILITY Dedicated to Public Use Pending Acceptance Privately Maintained Road or Maintenance Agreement No Road Publicly Maintained Road Other - See Media/Remarks	

FINANCIAL INFORMATION

ANNUAL SCHED INCOME \$	GROSS OP INCOME \$	VACANCY RATE	POTENTIAL INCOME \$
OTHER INCOME \$	OPERATING EXPENSES \$	FINANCIAL INFO	ANNUAL NOI \$

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
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)

ACCESSIBILITY FEATURES

- 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

***SUITABLE USE**

- Cattle
- Commercial
- Dairy
- Farmland
- Fishery/Trout Farm
- Gardening
- Horse Farm
- Industry
- Log
- Multi-Family
- Orchard
- Pasture/Grazing
- Poultry Farm
- Private Estate
- Recreational/2nd House
- Residential
- Subdevelopment
- Tree Farm/Timber
- Vegetable/Truck Farm
- Other-See Media/Remarks

COMMERCIAL LOCATION

- Business Park
- Central Business District
- Corner
- Freestanding
- General Business District
- Green Area
- Industrial Park
- Inside Lot
- Office Center
- Shopping Center
- Other-See Media/Remarks

FLOOD PLAIN

- No
- Yes
- N/A
- Other-See Media/Remarks

RAIL SERVICE

- No
- Yes
- N/A
- Other-See Media/Remarks

SPRINKLER

- Dry
- Wet
- N/A
- Other-See Media/Remarks

NOTES

*Denotes Required Fields

CONSTRUCTION TYPE

Manufactured
Off Frame Modular
On Frame Modular
Site Built

CONSTRUCTION

Block Tit Wall
Brick Wood
Concrete N/A
Frame Other
Glass
Hol Tile
Metal
Stone
Stucco

ROOF

Architectural Shingle Wood Trusses
Asbestos Shingle N/A
Built-Up Other
Composition Shingle
Fiberglass Shingle
Flat
Insulated
Metal
Rolled Rubber
Slate
Tar and Gravel
Tile
Wood Deck
Wood Rafters
Wood Shake

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

FOUNDATION

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

HEATING

Central Propane
Electric Solar
Gas Total Area
Individually Metered Other-See Media/Remarks
Multizone Heat N/A
Natural Gas None
Office only

COOLING

Central
Individually Metered
Office Only
Total Area
Wall
Window
Other-See Media/Remarks
N/A
None

UTILITIES

Cable
City Water
Community Sewer
Community Well
County Sewer
County Water
Electricity
Fiber Optics
Gas
Propane
Septic Tank
Solar
Spring
Telephone
Underground
Well
N/A
None
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

ACCESS

4 Lane Highway
City Street
County Road
Dirt Road
Easement Road
Gravel Road
Interstate 1 mi or less
Interstate Frontage
Paved Road
Private Road
Privately Maintained Rd.
State Highway
State Road
Unimproved Road
US Highway
Other-See Media/Remarks

*Denotes Required Fields

TERMS		DOCUMENTS	Other	*RESTRICTIONS DESCRIPTION
ARM Loan	Personal Loan	Aerial Photo	N/A	*RESTRICTIONS Architectural Review Building Deed Height Historical Signage Subdivision Use Other-See Media/Remarks N/A None
Built To Suit	Sale/Leaseback	Appraisal	None	
Cash/Only	VA	Brochure		
Conventional	Wrap Around	Data Sheets		
Exchange	Other-See Media/Remarks	Floor Plan		
FHA	N/A	Info/Limit		
Ground Lease	None	Investment Analysis		
Lease		Operation Expenses Report		
Lease Purchase		Plat		
Lease w/Option to Buy		Proforma		
Loan Assumption		Rent Roll		
OWC 1st		Survey		
OWC 2nd		Tax Comt		

FIXTURES EXCEPTION Yes No

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

EASEMENTS

- Drainage
- Electric
- Gas
- Ingress/Egress
- Sewer
- Telephone
- Water
- Other-See Media/Remarks
- N/A
- None

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.

MISCELLANEOUS

- Additional Building(s)
- Boat Slip
- Carpeting
- City View
- Compressor
- Conveyor
- Delivery Door
- Display Window
- Elevator
- Fenced
- Fire/Smoke Alarm
- Fixed Furniture
- Floating Dock
- Front Elevation
- Fuel Pump
- Handicap Access
- Loading Dock
- Paneling
- Pier
- Reception Area
- Security System
- Skylight
- Storage Shed
- Waterfront
- Waterview
- Other-See Media/Remarks
- N/A
- None

***WATERBODY NAME**

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

NOTES

REMARKS

COMMERCIAL

*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.