



#### INSTRUCTIONS

- Step 1: Turn first 2 plies to the left and complete.
- Step 2: Fold last 2 plies under to the left before completing plies 3 & 4.
- Step 3: Replace plies 5 & 6 to the right and complete.

Regional Multiple Listing Service of Minnesota

# SINGLE FAMILY RESIDENTIAL LISTING INPUT FORM

*WHITE - BROKER*

*YELLOW - SELLER*

## Disclosure

By signing the authorization section on the reverse of this sheet, the Seller acknowledges the following disclosures:

1. The Seller's real estate broker (the Broker) is a participant in the Regional Multiple Listing Service of Minnesota, Inc. (RMLS).
2. The Seller has authorized the Broker to give the information on this form about the Seller's property to RMLS.
3. All data submitted to RMLS becomes the sole property of RMLS.
4. RMLS assumes no responsibility or liability to the Seller for errors or omissions on this form or in the RMLS computer system.
5. The Broker is required to promptly provide information to RMLS about any change in status or price of the Seller's listing.
6. If the Seller's property is sold, the Broker must report to RMLS the price and terms of the sale.
7. Neither the Seller nor any prospective buyer of the property can alter the Broker's responsibility to report all such data to RMLS by agreement among them.
8. RMLS shall retain and make available all such data and photographs to all its participants (real estate brokers, appraisers, and affiliated professionals) for an indefinite period.
9. Under no circumstances will RMLS permit data about the Seller's listing to be deleted from RMLS's systems in order to conceal any information, including information that the property was listed for a period of time by another broker or brokers.
10. The Broker's use of RMLS's systems is subject to the duties imposed on the Broker by the rules and regulations of RMLS and by the Code of Ethics of the National Association of REALTORS®.
11. At the request of the Broker, unless the field called Advertising Selection is marked "NO", RMLS will electronically transmit information about the Seller's property to Internet web sites to aid in marketing the property for sale.
12. At the request of the Broker, unless the field called Display Address is marked "NO", RMLS will include the address of the Seller's property in transmissions of data to web sites.



# SINGLE FAMILY RESIDENTIAL

(Red Ink Denotes Required Field)

List Number \_\_\_\_\_ Date Entered \_\_\_\_\_

Listing Office Name \_\_\_\_\_ Listing Office Phone \_\_\_\_\_

**L O C A T I O N**

\*House Number \_\_\_\_\_ \*Street Name \_\_\_\_\_

Unit Number \_\_\_\_\_ \*Area \_\_\_\_\_ Secondary Area \_\_\_\_\_

\*Municipality \_\_\_\_\_

\*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_ Fire Number \_\_\_\_\_ \*County \_\_\_\_\_ \*School District \_\_\_\_\_ \*Map Coordinate \_\_\_\_\_ \*Map Page \_\_\_\_\_

Complex/Development/Subdivision Name \_\_\_\_\_

\*Directions \_\_\_\_\_

**T A X**

\*Property ID Number \_\_\_\_\_ \*Tax Year \_\_\_\_\_

\*Tax Amount \_\_\_\_\_ \*Assessment Balance \_\_\_\_\_

\*Homestead Yes / No \_\_\_\_\_ \*Assessment Pending Yes / No / Unknown \_\_\_\_\_

\*Tax With Assessments \_\_\_\_\_ \*Legal Description \_\_\_\_\_

**L I S T I N G**

\*List Price \_\_\_\_\_ \*List Date \_\_\_\_\_ \*Expiration Date \_\_\_\_\_

\*Status Active / Comp Sold (choose one) \_\_\_\_\_ \*Buyer Broker Comp \_\_\_\_\_ \*Sub-Agent Comp \_\_\_\_\_ \*Facilitator Comp \_\_\_\_\_

\*Variable Rate Comp Yes / No \_\_\_\_\_ \*Listing Office \_\_\_\_\_ \*Listing Agent # \_\_\_\_\_ \*Appointment Phone \_\_\_\_\_

\*Agent Name \_\_\_\_\_

\*Auction Yes / No \_\_\_\_\_ \*Auction Type (choose only 1 if auction)  
 Absolute  
 Minimum Bid  
 Reserve

\*List Type (choose only 1)  
 Exclusive Right to Sell  
 Exclusive Agency  
 Exclusive Right with Exclusions  
 Exclusive Agency with Exclusions  
 Service Agreement  
 Other

\*Construction Status (choose only 1)  
 Previously Owned  
 Completed New Construction  
 Under Constr/Spec home  
 To Be Built/Floor Plan  
 Model

**C O N S T R U C T I O N**

\*Projected Completion Date (required on Under Constr/Spec homes) \_\_\_\_\_ Hours Model Open \_\_\_\_\_

\*Model Location (required on Models) \_\_\_\_\_ Lot Price \_\_\_\_\_

Model Phone \_\_\_\_\_ Low Range Price \_\_\_\_\_

High Range Price \_\_\_\_\_

Advertising Selection (for Internet, default is Yes) Yes / No \_\_\_\_\_ Display Address (for Internet, default is Yes) Yes / No \_\_\_\_\_ \*Photo Code  
 Take Main Listing Photo  
 Take Supplement Photo  
 I will Send My Own  
 Do Not Take Photo  
 Send 1 5x7 Glos & Bill Me  
 Send 2 5x7 Glos & Bill Me

**Authorization: I have read and understood the disclosures printed on the reverse of this form under the title "Disclosure."**

The Listing Contract Starts: \_\_\_\_\_ and ends at 11:59 P.M. on: \_\_\_\_\_

Owner (Signature): \_\_\_\_\_ Owner (type or print): \_\_\_\_\_

Owner (Signature): \_\_\_\_\_ Owner (type or print): \_\_\_\_\_

Real Estate Company: \_\_\_\_\_ By (Agent): \_\_\_\_\_



# SINGLE FAMILY RESIDENTIAL

## Key to Miscellaneous Codes

### Extra Room Name

AM . . . Amusement Room	ID . . . . Informal Dining Room	ST . . . Sitting Room
WB . . . Bar/Wet Bar Room	LD . . . Laundry	B6. . . . Sixth (6th) Bedroom
BL. . . Billiard Room	LI . . . Library	SS . . . Spa or Sauna Room
CR . . . Computer Room	LF. . . Loft	SD . . . Studio
DK . . . Deck	MB . . . Master Bath	SY . . . Study
DN . . . Den	MR . . . Media Room	SR . . . Sun Room
EX . . . Exercise Room	NR . . . Nursery	3P. . . . Three Season Porch
FR . . . Family Room	CC . . . Off Season Cedar Closet	UR . . . Utility Room
B5. . . . Fifth (5th) Bedroom	OF . . . Office	WC. . . Wine Cellar
4P. . . . Four Season Porch	PC . . . Panic Room	WK. . . Workshop
FY . . . Foyer	PA. . . . Patio	
GM . . . Game Room	PR . . . Play Room	
GR . . . Great Room	PO . . . Porch	
GU . . . Guest Room	RC . . . Recreation Room	
GZ . . . Gazebo	SP . . . Screened Porch	
HR . . . Hobby Room	2K. . . . Second Kitchen	

### Room Level

B. . . . . Basement
L. . . . . Lower
M . . . . Main (Ground)
U . . . . Upper
T. . . . . Third

## Construction Status Definitions

- 1) **Previously owned** - the residence is currently or was previously occupied as a dwelling.
- 2) **Completed New Construction** - the residence is ready for occupation but has not been occupied.
- 3) **Under Construction/Spec Home** - the residence is not yet ready for occupation but construction has begun.
- 4) **To Be Built/Floor Plan** - a drawing or blue print of a residence that may be purchased and constructed.
- 5) **Model** - a residence constructed as part of a sales campaign to demonstrate design, structure and appearance of a development.

## Miscellaneous Fields Definitions

- 1) **Compensation fields** must be expressed as a \$ or %. The sum of Buyer Broker Comp, Sub-Agent Comp and Facilitator Comp must be greater than 0.
- 2) **Agent Remarks** - to communicate property and listing information to other licensed professionals. This may include but is not limited to: description of the physical traits of the property and its vicinity, showing information, rules for properties being auctioned, etc. Agent Remarks appear on agent reports.
- 3) **Photo Remarks** - any information the photographer will find useful in locating the property or taking the photo.
- 4) **Public Remarks** - public remarks must only describe the physical traits of the property for sale and its vicinity. These remarks shall not include marketing or promotional messages made on behalf of the listing broker or seller. Public Remarks appear on agent and customer reports.
- 5) **Financial Remarks** - to communicate financial information about the listing. These may include but are not limited to: agent/broker ownership interest, selling bonus, a description of special fees or assessments, etc. Financial Remarks appear on agent reports.

## Structure Accessible Guidelines

The following are from the Fair Housing Accessibility Guidelines issued by the Department Of Housing and Urban Development.

- 1) **Counters** - There is a clear floor space of at least 30 inches by 48 inches that allows a parallel approach to the counter by a person in a wheelchair. Clearance between counters and all opposing base cabinets, countertops, appliances or walls is at least 40 inches.
- 2) **Switches/Outlets** - Light switches, electrical outlets, thermostats and other environmental controls are located no higher than 48 inches, and no lower than 15 inches, above the floor.
- 3) **Hallways/Doors** - Accessible routes through the unit have a minimum clear width of 36 inches.



# STYLE CATEGORY DEFINITIONS

SF = Single Family      TH = Townhouse      CC = Condo/Coop

1. (SF) One Story  
One story single-family house
2. (SF) One 1/2 Stories  
One 1/2 story single-family house. Second floor only has adequate ceiling height in a portion of it.
3. (SF) Two Stories  
Two story single-family house. Has adequate ceiling height throughout upper story.
4. (SF) More Than Two Stories  
Single-family house with more than two stories.
5. (SF) Modified Two Story  
Two story single-family house where the second story has full ceiling height throughout but has less square feet of finished space than the first level, leaving a portion of the structure without the second story. However, there is a full set of stair risers to the second story. (Does not include multi-level homes with a half set of risers but not a shorter full set.)
6. (SF) Three Level Split  
Three level split home.
7. (SF) Four or More Level Split  
Built like a three level split, except it has a basement level and/or additional levels.
8. (SF) Split Entry (Bi-Level)  
Upon entering, go up or down a set of stairs. May be front-back or side split.
9. (SF) Other  
Any single-family dwelling that does not fit into the preceding categories.
10. (TH) Quad/4 Corners  
Usually split entry design. Each unit in one corner.
11. (TH) Side x Side  
Commonly has two to six units connected with common walls side by side. Also called rowhouse.
12. (TH) Detached  
Single family stand alone unit with a townhouse-type homeowner association (building exterior maintenance, snow removal, sanitation, etc.).
13. (CC) High Rise (4+ Levels)  
Four or more levels. Has common entrance and hallways. Includes converted apartment buildings.
14. (CC) Low Rise (3- Levels)  
Three or fewer levels. Common entrance and hallways. Includes converted apartment buildings.
15. (CC) Manor/Village  
A manor has one entry hall for four units, 2 units on first floor and two units on second floor. The village is similar to the manor style plus added units on each end with private entrances. Other village designs have two or three stories with stairways and limited hallways.
16. (CC) Two Unit  
May be side x side or up and down. Often a duplex converted to a condominium or coop.
17. (CC) Converted Mansion  
Converted single-family home with three or more units.
18. Twin Home  
Zero lot line ownership, double side by side. No homeowner association. Common wall agreement necessary as part of purchase agreement.
19. Time Share  
Land in which the buyer obtains a right to occupy a specific apartment/unit within a project for a fixed or variable time period. Property structured under Minnesota or Wisconsin time-share statutes.

## Finished Square Footage

Finished area must have flooring, wall covering (trimmed) and ceiling.

- 1) **Above Ground Finished Square Footage** - Total finished square footage measured at and above ground level (as it appears from the front view of the building). Includes all floors and levels at and above this line.
- 2) **Below Ground Finished Square Footage** - Total finished square footage measured below ground level (as it appears from the front view of the building). Includes all floors and levels below this line.
- 3) **Total Finished Square Footage** - The system calculates this automatically by adding the above and below ground finished square footage.

## Auction Type Definitions

- 1) **Absolute Auction** (or auction without reserve) - The property will be sold to the highest bidder regardless of the price.
- 2) **Minimum Bid Auction** - The auctioneer will accept bids at or above a published minimum price. This minimum price is always stated in the brochure and advertisements and is announced at the auction.
- 3) **Reserve Auction** - The high bid is reduced in effect to an offer not a sale. A minimum bid is not published, and the seller reserves the right to accept or reject any bid within 72 hours of the conclusion of the auction.