

Property Address: _____ Firm/Office ID# _____

R NC= Completed New Construction Yes No New Construction=Yes if home is built/**completed** and never been occupied.

R UC= Under Construction/New Construction Yes No Under Construction=Yes (Spec Condo – foundation and address)

R BL= To Be Built w lot Condo Unit Plan/New Construction Yes No (Contract Condo)

R Est. Completion Date (Month/Day/Year) – **Required if any New Construction = Yes** * / /
 • If NC=should be prior to today’s date, if UC or BL, date should be in the future

R Builder Name (Required if ANY New Construction subtype = yes; Optional for other existing properties)

R Year Built Est #
 (Write year of original construction/foundation not updates)

Year Built Source Codes:

1. Appraisal	2. Assessor/Public Record	3. Blueprint
4. Broker/Agent	5. Builder	6. Developer
7. Other – See Remarks	8. Plat Map/Survey	9. Seller

R Source For Year Built

R # Condo Units in Association:

R # Condo Units in Building:

R # Proposed Units in Association:

R Condo Unit Fl Level

R Condo Docs Recorded Yes No

R Condo Monthly Fee \$

R Condo Association Name:

R Acres Private Estimate

Source Acres Private:

1. Appraisal	2. Assessor/Public Record	3. Blueprint
4. Broker/Agent	5. Builder	6. Developer
7. Other – See Remarks	8. Plat Map/Survey	9. Seller

R Source Acres Private

ROOM AND BUILDING DETAILS:

R Private Garage Per Unit Type: Attached Non-Tandem Attached Tandem Detached Non-Tandem Detached Tandem None

Garage Est. Dimensions X #
 Width Depth

R Garage # of Cars 1 Car 1.5 Car 2 Car 2.5 Car (Min 24’ Width)
 3-3.5 Car (Min. 30’ Width) 4+ Car (Min. 40’ Width)

Note: Other Garage/Parking Features to be reported in the Coded Features.

All Finished Square Footage Fields and Source Codes (below) are REQUIRED. Do NOT leave any field blank. If amount is Zero, enter a Zero and give the Source of the information.

R Est. Finished Above Grade SqFt # R Source Above Gr. SqFt

R Est. Finished Below Grade SqFt # R Source Below Gr. SqFt

R Est. Fin. TOTAL Above&Below Grade SqFt # R Source TOTAL SqFt

Above Grade SqFt: is defined as space on any level of a building that has finished square footage and no earth adjacent to any exterior wall on that level. Space that is “at” or “on grade” is considered above grade.

Below Grade SqFt: is defined as a space on any level of a building that has finished square footage, is accessible by interior stairs, and has earth adjacent to any exterior wall on that level. If earth is adjacent to any portion of a wall, the entire level is considered “below-grade”.

Square Footage Source Codes:

1. Appraisal
2. Assessor/Public Record
3. Blueprint
4. Broker/Agent
5. Builder
6. Developer
7. Other – See Remarks
8. Plat Map/Survey
9. Seller
- 10.Total Only: Combination of Sources

(See additional information on the next page.)

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Finished room on any level must be: space that is intended for human occupancy; heated by a permanently installed heating system(s)*; directly accessible from other living areas through a door or by a heated hallway or stairway, **except** for a finished lower level room or bathroom; and finished with all walls, floors, and ceilings in materials generally accepted for interior finished construction (for example, painted drywall/sheet rock or paneled walls, carpeted or vinyl or hardwood flooring, etc.)

The Finished space must be **heated**, have finished **walls**, have a finished **ceiling** (no exposed floor joists), and have a finished **floor** (painted concrete walls or floors does not count). If *one of these four components* is missing, the space may still be counted as “finished square feet”, **but disclosure of the missing component must be included in RANW MLS Public Remarks**. This finished space rule applies to all room levels.

*Permanently Installed Heat Sources that may be considered for finished rooms: Gas Furnace, Oil Fired furnace, Permanently Wired Electric Heat or other source that operate without human intervention for extended periods of time, with an allowable exception of a Seasonal Dwelling property with no permanent heat sources

Unfinished Area: Space that does not meet the criteria for finished square footage but which contributes to the value of the dwelling may be included in Unfinished Rooms Dimensions and MLS Remarks if applicable, but may not be included in finished square footage or in finished rooms. For example: Rec Room, unfinished bonus rooms, Three Season Room, Porches (see Unfinished Rooms Section.) **Do not report square footage for Unfinished Areas.**

If any **FINISHED** room dimensions are displayed in the Lower Level, the reported Est. Finished Below Grade Square Footage amount **CANNOT** be Zero. The only exception to this rule is for a finished bathroom; below grade finished bathroom square footage does not need to be reported.

Note: Finished below grade areas for RANW MLS reporting may not meet the state building code or local requirements for occupancy (e.g. adequate windows, egress, etc.).

Below grade bedrooms must meet all State building code or location requirements for occupancy. If a room is a Walk-through it should not be reported as a Bedroom. A Bedroom closet is not required in order to call a finished room a bedroom in RANW MLS.

At least one labeled photo of the reported Below Grade finished area, or inclusion in a Virtual Tour, is required.

***A photo for Below Grade Finished Bath is also REQUIRED (This excludes Under Construction Properties or To be Built w/Lot)**

ROOM AND BLDG DETAILS:

R Finished Room Dimensions and Levels:

Levels: L=Lower, M=Main, U=Upper

Baths: Full Bath=sink, toilet, tub or shower, Half Bath=sink and toilet

FINISHED ROOMS DIMENSIONS and Level = Required if there is a room -

	Dimensions L x W	Level	Finished Dimensions L x W	Level	Finished Description for Other Room
Living /Great Rm	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>	Other Room 1 <input type="text"/> X <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Family Room	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>	Other Room 2 <input type="text"/> X <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Formal Dining Rm	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>	Other Room 3 <input type="text"/> X <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Kitchen	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>	Other Room 4 <input type="text"/> X <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Dining Area	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>			

Finished 'Other Rooms' Descriptions; please write in above:

Bedroom	Bonus Room	Den/Office	Exercise Room	Four Season Rm
Foyer	Game Room	Laundry	Loft	Mud Room
Other- See Remarks		Rec Room	Theater Room	

BEDROOMS:

R # Bedroom(s) Finished #

	Dimensions L X W	Level
Bedroom Primary 1	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>
Bedroom 2	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>
Bedroom 3	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>
Bedroom 4	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>
Bedroom 5	<input type="text"/> X <input type="text"/>	<input type="checkbox"/>

BATHROOMS:

R # Bath(s) Finished Full

R # Bath(s) Finished Half

R BATHS:

	# Full	# Half
Upper Level	<input type="text"/>	<input type="text"/>
Main Level	<input type="text"/>	<input type="text"/>
Lower Level	<input type="text"/>	<input type="text"/>

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Seller Restriction Options on Internet Display of Listings- see RANW MLS Rules & Regulations for additional information and check your Company Policy.

Listing Maintenance "LIM" default settings: Default is set to indicate YES, meaning there are **NO** restrictions, listing should be included in the RETS feeds and also there are no restrictions on the listing. If you want to restrict the listing for any of the following, then you must indicate a **NO**.

- R 1. Yes ___ NO ___ **Include on Internet/ IDX** = Default is Yes to include listing.
Do not restrict Listing from being shown on any/all public Internet websites including Listing Company site, IDX, REALTOR.com, VOW sites, or 3rd party aggregate sites as allowed by Listing Company.
- R 2. Yes ___ NO ___ **VOW Include** = Default is Yes to include listing. Do not restrict listing from VOW sites.
- R 3. Yes ___ NO ___ **Include Inter/IDX w Addr** = Default is Yes, to include listing.
Do not restrict Listing Address from being shown on any/all public Internet websites including Listing Company site, IDX, REALTOR.com, VOW sites, or 3rd party aggregate sites as allowed by Listing Co.
- R 4. Yes ___ NO ___ **IDX w AVM** = Default is Yes, to include listing.
Do not restrict IDX sites from using an Automated Valuation Module (AVM) for this listing and/or hyperlinks to value estimates.
- R 5. Yes ___ NO ___ **VOW w AVM** = Default is Yes, to include listing.
Do not restrict VOW sites from using an Automated Valuation Module (AVM) for this listing and/or hyperlinks to value estimates.
- R 6. Yes ___ NO ___ **IDX w Comment** = Default is Yes, to include listing.
Do not restrict IDX sites from using a 3rd party blog, comments, and/or reviews for this listing and/or hyperlinks to same.
- R 7. Yes ___ NO ___ **VOW w Comment** = Default is Yes, to include listing.
Do not restrict VOW sites from using a 3rd party blog, comments, and/or reviews for this listing and/or Hyperlinks to same.

FEATURES

FEATURE DIRECTIONS: By checking a feature, you are indicating that this feature is part of the property or included in the sale. You must check at least one feature in **every required** category. If you check 'Other-See Remarks' for a required feature, you must include an explanation in the Public Remarks field. All features selected will appear on the All Fields Detail report in Paragon; other displays such as the Agent Confidential and Customer Full may have a different/limited number or selection of features.

C1 = CONDOMINIUM BUILDING TYPE & STORIES DESCRIPTION (2 Required):

Required to select first the # of Stories THEN Building Type Description

- | | | | |
|---------------|---|----------------------------|--|
| # of Stories: | <input type="checkbox"/> 1 Story | Building Type Description: | <input type="checkbox"/> Side by Side |
| | <input type="checkbox"/> 2 Story | | <input type="checkbox"/> Conversion Apartments |
| | <input type="checkbox"/> Mid-Rise (3-5 stories) | | <input type="checkbox"/> Free Standing |
| | <input type="checkbox"/> High Rise (6+ stories) | | |

C3 = CONDO UNIT LIVING SPACE (Required):

- | | | | | |
|---|--|--------------------------------------|--|--|
| <input type="checkbox"/> One-Level Flat | <input type="checkbox"/> 2 Story + | <input type="checkbox"/> End Unit | <input type="checkbox"/> Other – See Remarks | <input type="checkbox"/> Townhouse/2 Story |
| <input type="checkbox"/> One-Level w/Stair Access | <input type="checkbox"/> Above Commercial/Retail | <input type="checkbox"/> Multi-Level | <input type="checkbox"/> Private Entrance | |

EF = EXTERIOR FINISH OF CONDO BUILDING (Required):

- | | | | | |
|---|---------------------------------------|--|---------------------------------|--|
| <input type="checkbox"/> Aluminum/Steel | <input type="checkbox"/> Fiber Cement | <input type="checkbox"/> Other-See Remarks | <input type="checkbox"/> Stone | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Log | <input type="checkbox"/> Pressboard | <input type="checkbox"/> Stucco | <input type="checkbox"/> Wood/Wood Shake/Cedar |

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GP = GARAGE/PARKING (Required):

- 1 Car Garage 3+ Car Garage Heated Over 8 feet Underground
- 1 Space Assigned Additional Parking for Sale None Parking Fee Carport
- 2 Car Garage Attached Opener Included Parking Unassigned Electric Car Charger
- 2+ Spaces Assigned Detached Outside Parking Tandem

LL = LOWER LEVEL/BASEMENT (Required): 1) Select Type of Basement then 2) Type of Foundation then 3) Other Info

- | Type of Basement | Type of Foundation | Other Info |
|--|--|--|
| <input type="checkbox"/> Crawl | <input type="checkbox"/> Block | <input type="checkbox"/> Full size Windows (min 20x24) |
| <input type="checkbox"/> Partial Basement | <input type="checkbox"/> Poured Concrete | <input type="checkbox"/> Finished Basement |
| <input type="checkbox"/> Full | <input type="checkbox"/> Slab | <input type="checkbox"/> Partial Finished Basement |
| <input type="checkbox"/> None | <input type="checkbox"/> Stone | <input type="checkbox"/> Radon Mitigation System |
| <input type="checkbox"/> Other See-Remarks | <input type="checkbox"/> Wood | <input type="checkbox"/> Stubbed for Bathroom |
| | | <input type="checkbox"/> Sump Pump |
| | | <input type="checkbox"/> Walkout Entrance (door to yard) |
| | | <input type="checkbox"/> 8 Ft+ Ceiling |
| | | <input type="checkbox"/> Fin. Basement-Contiguous SqFt |
| | | <input type="checkbox"/> Fin. Basement-NonContiguous SqFt |
| | | <input type="checkbox"/> Partial Fin. Basement-Contiguous SqFt |
| | | <input type="checkbox"/> Partial. Fin. Basement-NonContig. SqF |

HT = HEATING FUEL TYPE (Required):

- Electric LP Gas Natural Gas None Oil Other-See Remarks Solar Wood

HC = HEATING/COOLING (Required):

- Central A/C Geothermal In Floor Radiant None Radiant Wall Furnace Zoned Heating
- Forced Air Heat Pump Multiple Units Other – See Remarks Wall AC Window A/C

WT = WATER (Required):

- Community Well No Water Private Well Shared Private Well
- Municipal Public Water Other-See Remarks Sand Point Well

WS = WASTE (Required):

- Conventional Septic Municipal Sewer Other – See Remarks Septic Mound
- In Sanitation District No Waste Septic Holding Tank

FP = FIREPLACES: (Required): Must select the number of fireplaces, prior to selecting fireplace type(s)

- 1 Fireplace None Electric Built in-Not Fireplace Wood Burning Fireplace
- 2 Fireplaces Free Standing Stove Pellet Stove
- 3 + Fireplaces Gas Fireplace

OW = WATER FEATURES - OTHER:

- Deeded Water Acc/No Frontage Boat House No Motor Lake Wake Limits Pond-Shared
- Divided/Separated Access (1 parcel) Boat Ramp/Lift Motorized Lake Water Ski Lake Quarry
- Water View-No Deeded Access Boat Slip Electric Motor Only Creek/Stream Other-See Remarks
- Water View with Deeded Access Dock/Pier No Wake Lake Pond-Private

MF = PRIMARY BEDROOM/BATH FEATURE:

- Primary Bedroom 1st FL Primary Bath Dual Entry Primary Bath Steam Shower Primary Bath In-Floor Heating
- Primary Walk-in Closet Primary Bath Full Primary Tub no Shower
- Primary Bath 1st Floor Primary Bath Half Primary Tub/Shower
- Primary Bath 2nd Floor Primary Bath None Primary Walk-in Shower

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AP = APPLIANCES INCLUDED:

- Dishwasher Dryer Gas or Electric Microwave Refrigerator
- Disposal Freezer Oven/Range Washer

MC = MISC. CONDO UNIT INCLUDED:

- 2nd Kitchen Gazebo Sep Storage Locker Available Vaulted Ceiling Air Exchanger
- At least 1 Bathtub High Speed Internet Avail Sep Storage Locker Included Water Softener-Own/Incl. Some Smart Features
- Breakfast Bar Jetted Tub Skylight Water Softener-Rent Tankless Water Heater
- Cable/Satellite Avail Kitchen Island Split Bedroom Wet Bar
- Central Vacuum Pantry Unit Security System Wood/Simulated Wood Floors
- Deck/Balcony Patio Utility Room Air Cleaner

AS = ASSOCIATION SHARED AMENITIES:

- Adjacent to Golf Course Deck/Balcony No Pets Rental Allowed Walking Trail
- Pet Size Limit Dog Allowed Patio Rooftop Common Area Pet Number Limit
- Cat Allowed Exercise Room Pets-Restrictions Sauna Pet Breed Restrictions
- Common Elevator Golf-Putting Green Playground Security System Adjacent to ATV & Snowmobile Trails
- Common Green Space Home Lake Association Pool-Indoor Shared Laundry Facility
- Community Club House Hot Tub Pool-Outdoor Tennis Courts Other-See Remarks

CF = CONDO FEE INCLUDES:

- Cable/Satellite Heat Parking Snow Removal Gas Natural
- Common Area Maintenance Hot Water Pool Service Trash Removal
- Electric Lawn Maintenance Recreation Facility Water/Sewer

C2 = CONDOMINIUM MANAGEMENT:

- Developer /Builder Other – See Remarks Professional Off Site Professional On Site Unit Owners

GE = GREEN/ENERGY EFFICIENT:

- Additional Green Features* Energy Star Appliance(s) or Mechanical(s)* Low Energy Windows Reclaimed/Recycled Contents
- Energy Assessment Available* Green Built Certified* Low VOC Materials WI Energy Star Certified*

*Indicates that the information will be/has been uploaded to the listing as a PDF Document Attachment under the Green Features or one of the available Custom document categories.

BF = BARRIER-FREE FEATURES:

- 1st Floor Bedroom Elevator/Chair Lift in Res Level Drive Ramped or Level Entrance
- 1st Floor Full Bath Grab Bars in Bath Level Lot Ramped or Level Garage
- Accessibility Feat Doc Available* Hall Width 36" or more Low Pile or No Carpeting Roll In Shower
- Door Openings 29" or more Hall Width 42" or more N/A Not Applicable Stall Shower
- Door Openings 36" or more Laundry 1st Floor Open Floor Plan

*Indicates that the Accessibility Features Document will be/has been completed and uploaded to the listing as a PDF Document Attachment.

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DO = DOCUMENTS ON FILE:

- Appraisal
- Joint Driveway Agreement
- Prior Title Policy
- Septic Report
- Well Test
- Blueprint(s)
- Limited Home/BLDR Warranty
- Restrictive Covenants
- Survey
- Association Documents
- Deeded Access
- OCC Certificate
- Seller Condition Report
- Tax Bill
- Flood Plain Letter

TI = TERMS INFORMATION:

- Area Grant Available
- FVA Approved
- Owner May Assist
- Assumable
- Auction*
- Home Warranty
- Senior Community
- Rent with Option to Buy
- Exchange
- Land Contract
- State VA Approved
- Rentals Allowed
- FHA Approved
- OCC Certificate
- Tenant Occupied/Leased

*Indicates required RANW Auction form attached.

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