

## Definitions/Explanations

Term in MLS	Definition/Explanation
3 <sup>rd</sup> Floor Finished	See Square Footage Guidelines for the definition of 'finished'
Active	This property is available for sale
Active Contingent	This property is under contract but the contract is subject to the Contingent Sale Addendum
Pending – Due Diligence	Choose this status when the property goes under contract with a due diligence date specified. Enter the Due Diligence Period end date when prompted. When the end date is reached the status must be changed to Under Contract within 3 business days.
Temporarily Off Market	This property is available for sale however the Seller does not want it shown at this time.
Bonus	Required by the NCREC Rule A.0109 where cooperating broker's additional compensation is more than 'nominal'
Agent Interest	Where an agent has an ownership interest choose 'yes' otherwise choose 'no'
Alarm	Property has a security system. If one is installed but inoperable, place information in Agent Remarks field.
Appliances	Any fixture or personal property appliance that will convey. If it will not convey without a separate agreement, it must not be included in this list.
Appt Phone	Telephone number of whom to call to arrange an appointment
Association Management	The name of the management company for the Property Owners Association. If none, enter 'none'
Association Management Phone	Telephone Number of the Association Management Company. If none, enter 'none'
HOA Amenities	Only select the amenities that the HOA Dues pay that are contained within the neighborhood. Examples may be walking areas, pools, common areas, etc. Other amenities for which the HOA Dues do not pay but are within the neighborhood should be included in the Amenities field
Duplex	A single structure with two separate units designed for two-family occupancy
Auction	If the property is subject to an auction agreement with the Seller choose 'yes' within 3 days of such knowledge
Full Bathroom	A bathroom that has a sink, toilet, and shower, tub/shower combination, or shower only
Half Bathroom	A bathroom that has a sink and toilet but no shower or tub

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Bedroom	Must accommodate typical bedroom furniture, clothes storage, emergency egress (i.e operable window someone could climb through or an exterior door), and directly accessible from other living area through a door or by heated hallway or stairway. Bedrooms that vary from this definition must be described in the remarks. Where the house is subject to a septic tank permit, the number of bedrooms must match the permit. Where it does not, appropriate disclosure must be made.
Boat Slip Length	The distance from the shore end of the boat slip to its terminus at the water. Please consider scanning appropriate documents and attaching them to the listing. Where the slip runs parallel to the shore enter the longer measurement here. <b>NOTE: If subject to a CAMA Permit, you might want to scan a copy and attach it to the listing. If subject to a CAMA Permit and none exists, you will want to speak with an attorney.</b>
Boat Slip Width	The distance from the right side of the boat slip to the left side of the boat slip. Please consider scanning appropriate documents and attaching them to the listing. Where the slip runs parallel to the shore enter the shorter measurement here. <b>NOTE: If subject to a CAMA Permit, you might want to scan a copy and attach it to the listing. If subject to a CAMA Permit and none exists, you will want to speak with an attorney.</b>
Bonus Room	Any room that cannot be described by another choice in this table's values
Building Style	Choose a value that describes the style of the house
Buyer Agent	The cooperating broker that has a signed agency agreement with the buyer.
Carport/Garage Attached	A carport/garage that is attached to the house. Specify how many cars could be parked in the garage/carport
Carport/Garage Detached	A carport/garage that is NOT attached to the house. Specify how many cars could be parked in the garage/carport
City	The city's mailing address – this field does not tell you whether the property is located within a city's limits or within the extraterritorial jurisdiction of the city.
Confirmed Special Assessment	Choose 'yes' when the property is encumbered by a Confirmed Special Assessment. You are required

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	to specify the type and amount.
Term in MLS	Definition/Explanation
Community	This field describes the PUD, subdivision, or general location of the property
Condo-Modular	A condominium where the dwelling consists of a series of rooms or units (modules) constructed and inspected off-site in accordance with the NC State Building Code and then transported to its ultimate site and assembled on a permanent foundation.
Condo-Stick Built	A condominium where the construction is stick built as opposed to modular.
New Construction	A Home that has never been occupied.
Cooled Areas	Describes the areas of the house that where ductwork exists to air condition the property. Where a window or thru-the-wall air conditioner will remain with the property you may also use this field
Cooling	Describe the air conditioning source
REO	When identified as 'YES' the definition will be a lending institution now owns the property (this does NOT apply to relocation or third party ownership). Lending institutions may own property that has not gone thru foreclosure. Should an agent need to define the ownership to exclude foreclosure, they may use the Agent Remarks to identify other types of sales. An example would be: Estate Sales or Trust Sale. When marked 'NO' a lending institution does not own the property. This field is mandatory
County	The county where the property is located
Deed Book	The county deed book where the current owner's deed is recorded
Deed Page	The page of the county deed book where the current owner's deed is recorded
Dining Room	Formal indicates that it is a separate room with at least three walls
Dining Area	A room that adjoins any other room and that has direct access to the kitchen whose purpose is for dining
Direction	A direction that appears before the name of the street; such as "South" "North", etc.
Directions to Property	Start from the listing office and describe the direction you are traveling and then the turns necessary to direct someone to the property.
DOM	Days on Market calculated by subtracting the

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	listing date from the pending date
Due Diligence Date	The date in the contract. However, where the due diligence date is not an exact date, but triggered by an event such as '...14 days from lienholders approval', enter any future date. When the MLS reminds you of the approaching DDP End Date, revise it again to reflect another future date. Revise the listing to the correct date upon the event occurrence.
Enclosed Porch	Where a previously open porch now has walls
Exclusive Agency	The exclusive agency listing also authorizes the listing broker, as exclusive agent, to offer compensation and cooperation on blanket unilateral bases, but also reserves to the seller the general right to sell the property on an unlimited or restrictive basis.
Exclusive Agency – Limited Service	See MLS Section 1 and Exclusive Agency above
Exclusive Right to Sell – Limited Service	See MLS Section 1 and Exclusive Right to Sell below
Exclusive Right to Sell – MLS Entry Only	See MLS Section 1 and Exclusive Right to Sell below
Exclusive Right to Sell	The exclusive right to sell listing is the conventional form of listing submitted to the multiple listing service in that the seller authorizes the listing broker to cooperate with and to compensate other brokers.
Expiration Date	Ending date on the listing contract
Construction	Choose values that describe the exterior finish of the home
Pre Construction	Construction has NOT been started. Enter Estimated completion date upon building commencement
Family Room/Den	A room separate from the formal living room intended for informal living
Fencing	The disclosure of the type of fencing does NOT include the ownership of the fence. Fencing which encloses a property fully or partially only indicates the fact that there is fence – not who owns it. Brokers should be careful to distinguish this fact when making a representation to a potential buyer. The listing agent might inquire of the seller as to ownership and could make a disclosure within the MLS. Additionally, buyers or sellers should be encouraged to get a survey to determine whether the fence is an encroachment.
Fireplaces	When the listing agent is aware that one or more are non-working, an appropriate disclosure should

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	be made in the Agent Remarks section
Flooring	Choose a value which describes the type of flooring found in the house
Sun Room	A room where a majority of the walls are glass
Foyer	The primary entry area described by length and breadth. <b>Make sure to describe what level the foyer is located</b>
Furnished	This indicates that the real property has furniture. It also indicates that the furnishings are included in the purchase price. In order to include them in the purchase price, it is necessary to include all furnishings within the OTP&C
Game Room	A room designed or currently used for larger amusement items such as a pool table, air hockey, etc.
Great Room	The term 'great room' denoted a room space with an abode which combines the specific functions of several of the more traditional room spaces (family room, living room, kitchen, dining, study, etc.) into a singular unified space.
Heated Square Footage	Measure, calculate, and disclose per the MLS adopted NCREC Residential Square Footage Guidelines
IDX	Internet Data Exchange
Keybox/Lockbox	Indicates the presence of a key/lockbox on the property.
Lot Dimensions	<b>The first dimension should be the street dimension. Please add the remaining lines in a clockwise manner.</b> Please show as many line lengths as possible.
Leased/Rented	Used to indicate that a property is subject to a lease
Legal Description	Deed book and page number, plat book and page number, lot number. If metes and bounds attach document to listing and indicate it is attached.
Levels	Ground Floor – Indicates the level where a person is standing on the ground First Floor – the level above the ground floor Second Floor – The level above the first floor Third Floor – The level above the second floor
Listing Date	The effective date of the listing contract
Listing Price	Full gross listing price
Living Room	A formal room distinguished from the great room
Location	Choose up to 2 entries
Lot Size	Expressed as either acres or square footage
Lot/Land Features	Choose the appropriate values.
Manufactured Home	See Exhibit Attached for full description

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Master Bedroom	Usually the largest bedroom in the home often having a private bathroom
Modular Homes	A modular home is a dwelling consisting of a series of rooms or units (modules) constructed and inspected off-site in accordance with NC State Building Code and then transported to its ultimate site and assembled on a permanent foundation.
Agent Remarks	Also understood as non-public remarks which information is for other brokers/agents. See MLS Rules & Regs for guidelines.
On-Site Well/Septic	Indicating that the well/septic is located within the legal description of the property being offered for sale
Owner Name	Name of the person(s), corporation, or legal entity who will sign the deed transferring ownership. When the seller of a property does not hold legal title to the property but has a contract to receive title, the Participant must put 'Seller not owner of record' in the owner name field.
Ownership	Choose the correct field to indicate the length of time the owner has held title.
Pending	The property is under contract and is subject to the Short Sale Addendum
Photos	See MLS Rules and Regs for guidelines
PID	A number assigned by the county
PIN Number	A number usually assigned by the county tax office
Pool	A swimming pool: In ground and above ground indicate that it exists within the legal description.
Possession	Indicate when the Seller will grant possession
Short Sale	A 'short sale' is a sale where 1) the purchase price is or may be insufficient to enable the seller to pay the costs of the sale, which include but are not limited to the Sellers closing costs and payment in full of all loans or debts secured by deeds of trust on the property due and owing to one or more lender(s) and/or other lienholders. 2) Seller does not have sufficient liquid assets to pay the costs of sale and 3) the lienholders agree to release or discharge their liens upon payment of an amount less than the amount secured by their liens with or without the seller being released from any further liability. Participants must disclose potential short sales when reasonably known to the listing participants by answering 'yes' in the Short Sale field. When disclosed, participants may advise other participants whether and how any reduction in the gross commission established in the listing

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	agreement, required by the lender as a condition of approving the sale will be apportioned between the listing a cooperating participants. All confidential disclosures and confidential information related to short sales must be communicated in the Agent Remarks available only to Participants and Subscribers.
Primary Residence	Yes or no required by NC General Statue
Remarks	Additional information that appears when a property is displayed on the internet or printed reports. See MLS Rules and Regs for guidelines.
Publish to Internet	When answered 'yes' the listing is eligible for IDX, VOW, Realtor.com, and syndication. When answered 'no' the listing may not be displayed anywhere on the internet
Road	Choose the appropriate values
Roof	Choose the appropriate values
Rooms	The number of rooms must be identified with specific values.
School District	The school district current to entry data. Agents should check the information prior to writing an offer
Seller Concessions	The amount of money the Seller paid to or on behalf of the Buyer. The HUD Settlement Statement must reflect all such monies
Seller Home Warranty	Enter 'yes' when the seller will pay for the home warranty. Also disclose the company and amount of the warranty in a dollar amount
Septic	A waste disposal system. Where the septic tank is NOT contained within the legal description appropriate information must be entered into the Remarks
Show Address on Internet	When 'yes' is chosen, the address will display on client reports. When 'no' is chosen the address will not display on client reports
Showing Instructions	Select up to 5 values
Square Footage Range	Choose an appropriate amount based on the calculation for heated square footage
Stick Built	A structure where the builder built 'on site' as distinguished from either modular or manufactured homes.
Sub Agent	When the seller has authorized compensation and cooperation to agents at other firms who represent the seller enter the commission expressed either as a flat rate or percentage of the gross sale price.
HOA	Choose 'yes' if there is an owners association. If

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	there is, complete the other fields to describe the management company, contact information, and the amount of the assessment.
Foundation	Choose the values to describe the substructure.
Tenant Occupied	Choose 'yes' when a tenant is in possession of the property. Update showing instructions as necessary.
Townhouse	A unit in a non-vertically attached, multi-unit complex where the owner of the unit owns in severalty both the unit (including the entire physical structure) and the land on which the unit rests. The common areas are owned by the unit owners association.
Unit #	A part of the street address for condominiums
Water Frontage	The number of feet described by deed or survey that moves adjacent to the body of water.
Workshop	A room that is at least 8x6
Navigable Water	U.S. Supreme Court in 1979 created four tests for determining what constitutes navigable waters. Established in <i>Kaiser Aetna v. United States</i> , 444 U.S. 164, 100 S. Ct. 383, 62 L. Ed. 2d 332, the tests ask whether the body of water (1) is subject to the ebb and flow of the tide, (2) connects with a continuous interstate waterway, (3) has navigable capacity, and (4) is actually navigable. Using these tests, courts have held that bodies of water much smaller than lakes and rivers also constitute navigable waters. Even shallow streams that are traversable only by canoe have met the test.
Year Built	Usually taken from the tax data except in the case of property where the Construction Status is New or Proposed. It may not be the same year a Certificate of Occupancy is granted.
Zip Code	Assigned by US Postal Service to the property's mailing address
Zoning Authority	The municipality that controls zoning on the property. Agents are reminded that other municipalities may exercise extra territorial jurisdiction.
Zoning Code	The municipality that controls zoning, assigns codes, to describe what is permitted, such as R-15 means a residential zoning that permits 15 units per acre. Consult each municipality for the interpretation of each code.