

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: Garage Est. Dimensions X #
 Attached Non-Tandem
 Attached Tandem
 Detached Non-Tandem
 Detached Tandem
 None

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

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:

- Appraisal
- Assessor/Public Record
- Blueprint
- Broker/Agent
- Builder
- Developer
- Other – See Remarks
- Plat Map/Survey
- Seller
- 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.

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"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>	Other Room 1 <input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Family Room	<input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>	Other Room 2 <input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Formal Dining Rm	<input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>	Other Room 3 <input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Kitchen	<input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>	Other Room 4 <input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Dining Area	<input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>			
Laundry Room	<input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>			

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

Bedroom	Bonus Room	Den/Office	Exercise Room
Four Season Room	Foyer	Game Room	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"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>
Bedroom 2	<input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>
Bedroom 3	<input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>
Bedroom 4	<input type="text"/> <input type="text"/> X <input type="text"/> <input type="text"/>	<input type="checkbox"/>
Bedroom 5	<input type="text"/> <input type="text"/> X <input type="text"/> <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"/>	<input type="text"/> <input type="text"/>
Main Level	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Lower Level	<input type="text"/> <input type="text"/>	<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):

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> 1 Car Garage | <input type="checkbox"/> 3+ Car Garage | <input type="checkbox"/> Heated | <input type="checkbox"/> Over 8 feet | <input type="checkbox"/> Underground |
| <input type="checkbox"/> 1 Space Assigned | <input type="checkbox"/> Additional Parking for Sale | <input type="checkbox"/> None | <input type="checkbox"/> Parking Fee | <input type="checkbox"/> Carport |
| <input type="checkbox"/> 2 Car Garage | <input type="checkbox"/> Attached | <input type="checkbox"/> Opener Included | <input type="checkbox"/> Parking Unassigned | <input type="checkbox"/> Electric Car Charger |
| <input type="checkbox"/> 2+ Spaces Assigned | <input type="checkbox"/> Detached | <input type="checkbox"/> Outside Parking | <input type="checkbox"/> 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"/> Walkout Entrance (door to yard) |
| <input type="checkbox"/> Partial Basement | <input type="checkbox"/> Poured Concrete | <input type="checkbox"/> Finished Basement | <input type="checkbox"/> 8 Ft+ Ceiling |
| <input type="checkbox"/> Full | <input type="checkbox"/> Slab | <input type="checkbox"/> Partial Finished Basement | <input type="checkbox"/> Fin. Basement-Contiguous SqFt |
| <input type="checkbox"/> None | <input type="checkbox"/> Stone | <input type="checkbox"/> Radon Mitigation System | <input type="checkbox"/> Fin. Basement-NonContiguous SqFt |
| <input type="checkbox"/> Other See-Remarks | <input type="checkbox"/> Wood | <input type="checkbox"/> Stubbed for Bathroom | <input type="checkbox"/> Partial Fin. Basement-Contiguous SqFt |
| | | <input type="checkbox"/> Sump Pump | <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:

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

MF = PRIMARY BEDROOM/BATH FEATURE:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Primary Bedroom 1 st FL | <input type="checkbox"/> Primary Bath Dual Entry | <input type="checkbox"/> Primary Bath Steam Shower | <input type="checkbox"/> Primary Bath In-Floor Heating |
| <input type="checkbox"/> Primary Walk-in Closet | <input type="checkbox"/> Primary Bath Full | <input type="checkbox"/> Primary Tub no Shower | |
| <input type="checkbox"/> Primary Bath 1 st Floor | <input type="checkbox"/> Primary Bath Half | <input type="checkbox"/> Primary Tub/Shower | |
| <input type="checkbox"/> Primary Bath 2 nd Floor | <input type="checkbox"/> Primary Bath None | <input type="checkbox"/> Primary Walk-in Shower | |

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AP = APPLIANCES INCLUDED:

- | | | | |
|-------------------------------------|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Dryer Gas or Electric | <input type="checkbox"/> Microwave | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Disposal | <input type="checkbox"/> Freezer | <input type="checkbox"/> Oven/Range | <input type="checkbox"/> Washer |

MC = MISC. CONDO UNIT INCLUDED:

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

AS = ASSOCIATION SHARED AMENITIES:

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

CF = CONDO FEE INCLUDES:

- | | | | | |
|--|---|--|--|--------------------------------------|
| <input type="checkbox"/> Cable/Satellite | <input type="checkbox"/> Heat | <input type="checkbox"/> Parking | <input type="checkbox"/> Snow Removal | <input type="checkbox"/> Gas Natural |
| <input type="checkbox"/> Common Area Maintenance | <input type="checkbox"/> Hot Water | <input type="checkbox"/> Pool Service | <input type="checkbox"/> Trash Removal | |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Lawn Maintenance | <input type="checkbox"/> Recreation Facility | <input type="checkbox"/> Water/Sewer | |

C2 = CONDOMINIUM MANAGEMENT:

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

GE = GREEN/ENERGY EFFICIENT:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Additional Green Features* | <input type="checkbox"/> Energy Star Appliance(s) or Mechanical(s)* | <input type="checkbox"/> Low Energy Windows | <input type="checkbox"/> Reclaimed/Recycled Contents |
| <input type="checkbox"/> Energy Assessment Available* | <input type="checkbox"/> Green Built Certified* | <input type="checkbox"/> Low VOC Materials | <input type="checkbox"/> 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:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> 1 st Floor Bedroom | <input type="checkbox"/> Elevator/Chair Lift in Res | <input type="checkbox"/> Level Drive | <input type="checkbox"/> Ramped or Level Entrance |
| <input type="checkbox"/> 1 st Floor Full Bath | <input type="checkbox"/> Grab Bars in Bath | <input type="checkbox"/> Level Lot | <input type="checkbox"/> Ramped or Level Garage |
| <input type="checkbox"/> Accessibility Feat Doc Available* | <input type="checkbox"/> Hall Width 36" or more | <input type="checkbox"/> Low Pile or No Carpeting | <input type="checkbox"/> Roll In Shower |
| <input type="checkbox"/> Door Openings 29" or more | <input type="checkbox"/> Hall Width 42" or more | <input type="checkbox"/> N/A Not Applicable | <input type="checkbox"/> Stall Shower |
| <input type="checkbox"/> Door Openings 36" or more | <input type="checkbox"/> Laundry Room 1 st Floor | <input type="checkbox"/> 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 55+
- 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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