



RES 1
CTMLS, Inc.
Single Residential Data Input Form



Fields In Bold are Required

MLS Number (System Assigned): _____ **List Price:** _____

Street #: _____ **Street Name:** _____

Zoning Info: _____ **Lease Option:** Y N

Town: _____ **Market Area:** _____

Zip Code: _____ - _____

List Date: ____/____/____ **Expiration Date:** ____/____/____

Year Built: _____ Year Built Description: (Select One) EST TO BE UNKNW HIST
 TOWN NEW MODEL UNDER

New Construction: Y N **Lot Dimension:** _____ X _____

Acres: _____ **Map:** _____ **Lot:** _____ **Block:** _____

Subdivision Name: _____

Easements/Right of Way: _____

Owner Name: _____

Assessed Value: _____ **Mill Rate:** ____ . ____ **Tax Phase-In:** Y N

Taxes: _____ Other Taxes: _____

Deed Volume Number: _____ **Deed Page Number:** _____

Listing Office Information

Listing Agent ID: _____

Showing Instructions: _____ (Up to 25 Characters)

Listing Type Description: EO LS NA

Virtual Tour: _____ (Up to 60 Characters)

Internet: Y N

Internet Remarks: _____ (Up to 80 Characters)

Realtor.com Y N

Display Property Address: Y N

Buyer Broker: _____ **Buyer Broker Type:** Dollar/Fee Percentage

Dual Variable Commission: Y N **Listing Type:** EA ER

Schools

Elementary School: _____ **Middle School:** _____

Junior High School: _____ **Senior High School:** _____

General Information

Square Feet: _____ **Square Footage Source:** Agent Owner Town

Foundation Size: _____ X _____ Foundation Size Source: Agent Owner Town **Levels:** _____

Style: (One Required, Select Up to Two)

<input type="checkbox"/> BARN	<input type="checkbox"/> BUNG	<input type="checkbox"/> CAPE	<input type="checkbox"/> COL	<input type="checkbox"/> CONT	<input type="checkbox"/> COTT
<input type="checkbox"/> FARMH	<input type="checkbox"/> LOG	<input type="checkbox"/> MOBLE	<input type="checkbox"/> RAISE	<input type="checkbox"/> RANC	<input type="checkbox"/> ROOMH
<input type="checkbox"/> ROW	<input type="checkbox"/> SPLIT	<input type="checkbox"/> TUDOR	<input type="checkbox"/> VICT	<input type="checkbox"/> 1/2DUP	<input type="checkbox"/> OTHER

Color: _____

Seasonal Property: Y N **Gated Community:** Y N **Active Adult 55+ Community:** Y N U

Exterior Siding: (One Required, Select Up to Three)

<input type="checkbox"/> ALUM	<input type="checkbox"/> ASBES	<input type="checkbox"/> BRICK	<input type="checkbox"/> CEDAR	<input type="checkbox"/> CBLCK	<input type="checkbox"/> CLAP	<input type="checkbox"/> LOG
<input type="checkbox"/> RWOOD	<input type="checkbox"/> SHAKE	<input type="checkbox"/> SHING	<input type="checkbox"/> STEEL	<input type="checkbox"/> STONE	<input type="checkbox"/> STUCO	<input type="checkbox"/> VINYL
<input type="checkbox"/> VRTCL	<input type="checkbox"/> WOOD	<input type="checkbox"/> OTHER				

Total #Rooms: _____

Basement: (One Required)

<input type="checkbox"/> CRAWL	<input type="checkbox"/> CCTFL	<input type="checkbox"/> DRNFL	<input type="checkbox"/> FULL	<input type="checkbox"/> FFIN
<input type="checkbox"/> PART	<input type="checkbox"/> FHTCH	<input type="checkbox"/> PHTCH	<input type="checkbox"/> PWALK	<input type="checkbox"/> PFIN
<input type="checkbox"/> NONE	<input type="checkbox"/> FWALK			<input type="checkbox"/> UFIN

Basement Finish Info:

Flooring: (One Required, Select Up to Three)

<input type="checkbox"/> CARP	<input type="checkbox"/> LINO	<input type="checkbox"/> LAMIN	<input type="checkbox"/> PLYWD	<input type="checkbox"/> SLATE	<input type="checkbox"/> TILE	<input type="checkbox"/> VINYL
<input type="checkbox"/> WOOD	<input type="checkbox"/> OTHER					

#Beds: _____

#Garage(s): _____ **Garage – Type of (Select Up to Two)**

<input type="checkbox"/> ATTCH	<input type="checkbox"/> BARN	<input type="checkbox"/> DETCH	<input type="checkbox"/> PORT	<input type="checkbox"/> TANDM	<input type="checkbox"/> UNDER
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Attic: (One Required, Select Up to Two)

<input type="checkbox"/> APT	<input type="checkbox"/> CRAWL	<input type="checkbox"/> EXPANL	<input type="checkbox"/> FINISH	<input type="checkbox"/> FLOORD	<input type="checkbox"/> HATCH
<input type="checkbox"/> PULLDN	<input type="checkbox"/> STORG	<input type="checkbox"/> UNFIN	<input type="checkbox"/> WALKUP	<input type="checkbox"/> PFIN	<input type="checkbox"/> NONE

Baths: ____ . ____ (Enter Total #Full Baths Before the Decimal Point & Total #1/2 Baths After)

Remarks: _____

_____ (Up to 255 Characters)

2nd Bedroom Description:

BLTINS – Built-ins
CEILFN – Ceiling Fan
FBATH – Full Bath
FIRST – First Floor
FP – Fireplace
HBATH – Half Bath
LOWER – Lower Level
SKY – Skylight
STUDIO – Studio
UPPER – Upper level
WALKIN – Walk-in Closet

3rd Bedroom Description:

BLTINS – Built-ins
CEILFN – Ceiling Fan
FBATH – Full Bath
FIRST – First Floor
FP – Fireplace
HBATH – Half Bath
LOWER – Lower Level
SKY – Skylight
STUDIO – Studio
UPPER – Upper Level
WALKIN – Walk-in Closet

4th Bedroom Description:

BLTINS – Built-ins
CEILFN – Ceiling Fan
FBATH – Full Bath
FIRST – First Floor
FP – Fireplace
HBATH – Half Bath
LOWER – Lower Level
SKY – Skylight
STUDIO – Studio
UPPER – Upper Level
WALKIN – Walk-in Closet

Additional Room Type:

BRKRM – Breakfast Room
DEN – Den
GRNHS – Greenhouse
LNDRY – Laundry
LIBRY – Library
LOFT – Loft
MAID – Maid's Room
MUDRM – Mud Room
NURSY – Nursery
OFFIC – Office
SUNRM – Sunroom
SEWRM – Sewing Room
STUDY – Study
UTIL – Utility
WKSHP – Workshop

Appliances Included:

ALWNC – Allowance
CVAC – Central Vacuum
COMP – Compact
DISP – Disposal
DISHW – Dishwasher
DRYER – Dryer
FREEZ – Freezer
GRILL – Grill
HOOD – Hood
HTAP – Hot Water Tap
MICRO – Microwave
OVRNG – Oven/Range
REFRG – Refrigerator
SUBZR – Subzero
WASHR – Washer

Asbestos Information:

ABSEN – Is Not Present
DOCAV – Documents Available
PRES – Is Present
REMOV – Was Removed
TRET D – Was Treated
UNKNW – Unknown

Attic:

APT – Apartment
CRAWL – Crawlspace
EXPANDL – Expandable
FINISH – Finished
FLOOR D – Floored
HATCH – Hatch Opening
PULLDN – Pull Down
STORG – Storage
UNFIN – Unfinished
WALKUP – Walk-Up
PFIN – Partially Finished
NONE – None

Basement:

CRAWL – Crawl Space
CCTFL – Concrete Floor
DRTF L – Dirt Floor
FULL – Full Basement
FHTCH – Partial Basement with Hatchway
PART – Partial Basement
PHTCH – Partial Basement with Hatchway
PWALK – Partial Basement with Walk-out
NONE – None
FWALK – Full Basement With Walk-out

Basement Finish Info:

FFIN – Fully Finished
PFIN – Partially Finished
UFIN – Unfinished

Cooling System Type:

CAIR – Central Air
COMBO – Combo
INDV – Individual Units
NONE – None
OTHER – Other

Deck Type Description:

COVRD – Covered
GRND – Ground Level
PATIO – Patio
UPPER – Upper Level
WRAP – Wrap-Around
NONE – None

Dining Room Description:

BAY – Bay Window
CATH – Cathedral Ceiling
FORM – Formal
FP – Fireplace
HUTCH – Built-in Hutch
LR-DR – Combination Living Room/Dining Room
LSHAP – L-Shaped
SUNK – Sunken
VALTD – Vaulted Ceiling

Driveway Type:

ASPH – Asphalt
CEMNT – Cement
CIRC – Circular
CRUSH – Crushed Stone
DIRT – Dirt
GRAVL – Gravel
HEATD – Heated
NONE – None
PAVED – Paved
SHARED – Shared

Electrical:

CRBRK – Circuit Breaker
FUSES – Fuses

Energy Features:

ATFAN – Attic Fan
FP-INS – Fireplace Insert
FSCRN – Full Screens
FSTRM – Full Storm Windows
MZHET – Multi-zone Heat
NONE – None
NSCRN – No Screens
NSTRM – No Storm Windows
PSCRN – Partial Screens
PSTRM – Partial Storm Windows
PTHERM – Partial Thermo Pane Windows
STOVE – Wood/Coal Stove
THERM – Thermo Pane Windows
TIMER – Day/Night Thermostat

Exterior Feature:

BARN – Barn
BLNCY – Balcony
BREEZE – Breezeway
CABANA – Cabana
FENCE – Fence
FRUIT – Fruit Trees
GARDEN – Garden Area
GASGRIL – Gas Grill
GAZEBO – Gazebo
GRNHS – Greenhouse
GUEST – Guest House
HORSES – Horses Permitted
HOTTUB – Hot Tub
INVFENC – Invisible Fence
KENNEL – Kennel
OUTBLDG – Outbuilding
STABLE – Stable
STNEWL – Stonewall
TENNIS – Tennis Court
UGUTIL – Underground Utilities

Exterior Siding:

ALUM – Aluminum
ASBES – Asbestos
BRICK – Brick
CEDAR – Cedar
CBLCK – Cinderblock
CLAP – Clapboard
LOG – Log
RWOOD – Redwood
SHAKE – Shake
SHING – Shingles
STEEL – Steel
STONE – Stone
STUCO – Stucco
VINYL – Vinyl
VRTCL – Vertical
WOOD – Wood
OTHER – Other

Family Room/Den Description:

BOOK – Book Shelves
CATH – Cathedral Ceiling
ENCTR – Entertainment Center
FAN – Ceiling Fan
FIRST – First Floor
FP – Fireplace
LOWER – Lower Level
SKY – Skylight
SUNK – Sunken
UPPER – Upper Level
VALTED – Vaulted Ceiling
WBAR – Web Bar

Flooring:

CARP – Carpeted
LAMIN – Laminate
LINO – Linoleum
PLYWD – Plywood
SLATE – Slate
TILE – Tile
VINYL – Vinyl
WOOD – Wood
OTHER – Other

Fuel Type:

ABVGR – Above Ground
COAL – Coal
ELEC – Electric
GAS – Gas
GEOTH – Geothermal
INGRD – In-Ground
NONE – None
OIL – Oil
PROP N – Propane
SOLAR – Solar
WOOD – Wood

Garage – Type of:

ATTCH – Attached
BARN – Barn
DETCH – Detached
PORT – Car Port
TANDM – Tandem
UNDER – Under House

Heat Type:

BASE – Baseboard
HPUMP – Heat Pump
HYDRO – Hydro Air
NONE – None
OTHER – Other
RADNT – Radiant
RADTR – Radiator
SPACE – Space Heater
STEAM – Steam
STOVE – Wood/Coal Stove
WAIR – Warm Air

Hot Water Heater:

OWN – Owned
RENT – Rented

Hot Water Source:

DOM – Domestic
ELEC – Electric
GAS – Gas
NONE – None
PROP N – Propane
OTHER – Other
OIL – Oil
SOLAR – Solar Assisted

In-Law Access:

DETCH – Detached
ENTRY – Separate Entry
FIRST – First Floor
GARAG – Over Garage
LOWER – Lower Level
POSS – Possible
SECND – Second Floor

Abbreviation Index Continued

Interior Feature:

ATRIUM – Atrium
 BAR – Bar
 BLCNY – Balcony
 CEILFN – Ceiling Fan
 CHRL – Chair Rail
 COFFER – Coffered Ceilings
 CWNMLD – Crown Molding
 FOYER – Foyer
 FRCHDR – French Doors
 GRANITE – Granite/Corian Countertops
 HNDCAP – Handicap Facilities
 HOTTUB – Hot Tub
 OPENFL – Open Floor Plan
 SAUNA – Sauna
 SKY – Skylight
 SLIDER – Slider
 WAIN – Wainscoting
 WBAR – Wet Bar
 WHPOOL – Whirlpool
 WNECLR – Wine Cellar
 WORKSP – Workshop

Kitchen Description:

BAY – Bay Window
 BBAR – Breakfast Bar
 CATH – Cathedral Ceiling
 CNTRY – Country Kitchen
 EATIN – Eating Space
 FP – Fireplace
 GALLY – Galley
 ISLE – Island
 NOOK – Breakfast Nook
 PNTRY – Pantry
 REMOD – Remodeled
 SKY – Skylight

Laundry Room Location

FIRST – First Floor
 LOWER – Lower Level
 UPPER – Upper Level
 NONE – None

Lead Information:

ABSEN – Is Not Present
 DOCAV – Documents Available
 PRES – Is Present
 REMOV – Was Removed
 TRETD – Was Treated
 UNKNW – Unknown

Listing Type:

EA – Exclusive Agency
 ER – Exclusive Right to Sell Listing

Listing Type Description:

EO - Entry Only Listing
 LS - Limited Service Listing
 NA - Not Applicable

Living Room Description:

BAY – Bay Window
 CATH – Cathedral Ceiling
 FORM – Formal
 FP – Fireplace
 GREAT – Great Room
 LR-DR - Combination Living Room/Dining Room
 SUNK - Sunken
 VALTD – Vaulted Ceiling

Lot Description:

CORNR – Corner
 CUL – Cul-de-Sac
 FARM – Farmland
 LEVEL – Level Topography
 LNDSP – Landscape
 LWOOD – Lightly Wooded
 NBRHD – Neighborhood
 OPEN – Open
 POSUB – Possible Subdivide
 ROLL – Rolling
 RRFLG – Rear/Flag Lot
 SECLD – Secluded
 SLOPE – Sloping
 SUBDV – Subdivision
 VIEW – View
 WOOD – Wooded

Master Bedroom Description:

BLCNY – Balcony
 CATH – Cathedral Ceiling
 CEILFN – Ceiling Fan
 DRESRM – Dressing Room
 FBATH – Full Bath
 FIRST – First Floor
 FP - Fireplace
 HBATH – Half Bath
 SKY – Skylight
 SUITE – Suite
 VALTD – Vaulted Ceiling
 WALKIN – Walk-in Closet
 WHPOOL – Whirlpool

Mechanical Equipment:

AIRFILT – Electric Air Filter
 AUTODR – Automatic Garage Door Opener
 CENT/VAC – Central Vacuum
 DEHUM – Dehumidifier
 GENER – Generator
 MLTLINE – Multi-line Phone Wiring
 HUMID – Humidifier
 INTCOM – Intercom
 NETWORK - Network
 SECSYS – Security System
 SMOKE – Smoke Detector
 SPRINK – Sprinkler System

Miscellaneous Feature:

BUS – Walk to Bus Lines
 CMBUS – Commuter Bus
 PRIVREC – Private Rec Facilities
 PRIVSC – Private School
 PROUSE – Professional Use
 PRVTRASH – Private Trash Pickup
 PPUBREC – Public Rec Facilities
 PUBTRSH – Public Trash Pickup

Oil Tank Desc:

ABGRND – Above Ground
 INGRND – In-Ground

Other Room 1 Description:

DEN - Den
 DINAR – Dining Area
 GRNHS – Greenhouse
 LIBRY – Library
 LOFT – Loft
 PORCH – Porch
 SAUNA – Sauna
 STORG – Extra Storage
 SUNRM – Sunroom
 WORK - Workshop

Other Room 2 Description:

DEN - Den
 DINAR – Dining Area
 GRNHS – Greenhouse
 LIBRY – Library
 LOFT – Loft
 PORCH – Porch
 SAUNA – Sauna
 STORG – Extra Storage
 SUNRM – Sunroom
 WORK - Workshop

Pool Type:

ABVGR – Above Ground
 ABVHT – Above Ground Heated
 INDOR – Indoor
 INGHT – In Ground Heated
 INGRD – In Ground

Porch Type:

ENCLS – Enclosed
 HEAT – Heated
 NONE – None
 OPEN – Open
 SCREN – Screened-In
 WRAP – Wrap-Around

Possession Terms:

30-60 – 30 to 60 Days
 60-90 – 60 to 90 Days
 OV-90 – Over 90 Days
 IMMED – Immediate
 NEGOT – Negotiable

Radon Information:

ABSEN – Is Not Present
 DOCAV – Documents Available
 PRES – Is Present
 REMOV – Was Removed
 TRETD – Was Treated
 UNKNW – Unknown

Sewage System:

CESSP – Cesspool
 NONE – None
 OTHER – Other
 PUBAV – Public Available
 PUBCT – Public Connected
 SEPTC – Septic
 SHSEP – Shared Septic
 UNKNW – Unknown

Style:

BARN – Barn
 BUNG – Bungalow
 CAPE – Cape Cod
 COL – Colonial
 CONT – Contemporary
 COTT – Cottage
 FARMH – Farming house
 LOG – Log
 MOBLE – Mobile Home
 RAISE – Raised Ranch
 RANC – Ranch
 ROOMH – Rooming House
 ROW – Row House
 SPLIT – Split Level
 TUDOR – Tudor
 VICT – Victorian
 1/2DUP – Half Duplex
 OTHER – Other

UFFI Info:

ABSEN – Is Not Present
 PRES – Is Present
 REMOV – Was Removed
 UNKNW – Unknown

Waterfront Description:

ACC – Access
 ASCM – Assoc Mandatory
 ASCO – Assoc Optional
 BCH – Beach
 BCHR – Beach Rights
 BRK – Brook
 DCK – Dock
 FRTRG – Frontage
 HBR – Harbor
 LAKE – Lake
 MOR – Mooring
 OCN – Ocean
 POND – Pond
 RIV – River
 SND – Sound
 VIEW – View
 WLKT – Walk To

Water Source:

NONE – None
 PUBAV – Public Available
 PUBCT – Public Connected
 SHWEL – Shared Well
 SPRING – Spring
 WELL – Well

Year Built Description:

EST - Estimate
 HIST - Historic
 MODEL - Model
 NEW - Completed
 TOBE - To Be Built
 TOWN - Town Records
 UNDER - Under Construction
 UNKNW - Unknown