

**Coastal Carolinas Association of REALTORS®, Inc.**  
**MLS Condo / Townhouse Data Form**

[R] = Required fields in the MLS

(5) Class CT



MLS # : \_\_\_\_\_

[R] County : \_\_\_\_\_

[R] Price : \$ \_\_\_\_\_

[R] Address : (#) \_\_\_\_\_ (Dir.): \_\_\_\_\_ (Name): \_\_\_\_\_

Address 2 : \_\_\_\_\_

[R] Unit # : \_\_\_\_\_

Building Name : \_\_\_\_\_

Which floor : \_\_\_\_\_

[R] City : \_\_\_\_\_ [R] State : \_\_\_\_\_ [R] Zip : \_\_\_\_\_

[R] Project Code : \_\_\_\_\_

[R] Area : \_\_\_\_\_

[R] Type : (Select one)

<input type="checkbox"/> ½ Duplex	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Condo
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[R] Construction : (Select one)

<input type="checkbox"/> Never Occupied	<input type="checkbox"/> Resale
<input type="checkbox"/> To Be Built	

[R] Style : (Select one)

<input type="checkbox"/> One Story	<input type="checkbox"/> Mid-Rise 4-6
<input type="checkbox"/> Low-Rise 2-3	<input type="checkbox"/> Hi-Rise 7+

[R] Parking : (Select one)

<input type="checkbox"/> Carport	<input type="checkbox"/> Assigned	<input type="checkbox"/> Under Bldg.
<input type="checkbox"/> Private Garage	<input type="checkbox"/> 2 Car Unit	<input type="checkbox"/> Other
<input type="checkbox"/> Parking Deck	<input type="checkbox"/> 1.5 Car List	

[R] Exterior Finish : (Select one)

<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Stucco
<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Vinyl Siding
<input type="checkbox"/> Block	<input type="checkbox"/> Other
<input type="checkbox"/> Siding	<input type="checkbox"/> Masonry Accent
<input type="checkbox"/> Concrete/Steel	<input type="checkbox"/> Concrete Fiber Siding

4 Sided Lot Measurement : \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

[R] Tax Map # :

_____ (Horry)
_____ (Georgetown)
_____ (other)

[R] Zoning : \_\_\_\_\_

[R] Grid Map Page : \_\_\_\_\_ [R] Grid Map# : \_\_\_\_\_

[R] Photo Instructions : Primary Photo Required

[R] Elementary School : \_\_\_\_\_

[R] Middle School : \_\_\_\_\_

[R] High School : \_\_\_\_\_

[R] Bedrooms :

<input type="checkbox"/> Efficiency	<input type="checkbox"/> Three	<input type="checkbox"/> Six
<input type="checkbox"/> One	<input type="checkbox"/> Four	<input type="checkbox"/> Seven +
<input type="checkbox"/> Two	<input type="checkbox"/> Five	

[R] Full Baths : \_\_\_\_\_

[R] Half Baths : \_\_\_\_\_

[R] Furnished :	<input type="checkbox"/> YES <input type="checkbox"/> NO
[R] Rental Management Contract :	<input type="checkbox"/> YES <input type="checkbox"/> NO
Home Warranty :	<input type="checkbox"/> YES <input type="checkbox"/> NO
[R] HOA fee Includes Building Insurance :	<input type="checkbox"/> YES <input type="checkbox"/> NO
[R] HOA fee Includes HO6 Insurance :	<input type="checkbox"/> YES <input type="checkbox"/> NO

[R] Frequency HOA paid:	<input type="checkbox"/> Does not have HOA <input type="checkbox"/> MONTHLY
	<input type="checkbox"/> QUARTERLY <input type="checkbox"/> YEARLY

[R] HOA as Calculated Monthly: \_\_\_\_\_

HOA Contact Name & Number: \_\_\_\_\_

Gross Annual Rental Income : \_\_\_\_\_

Living Room : \_\_\_\_\_ X \_\_\_\_\_

Great/Family Room : \_\_\_\_\_ X \_\_\_\_\_

Dining Room : \_\_\_\_\_ X \_\_\_\_\_

Kitchen : \_\_\_\_\_ X \_\_\_\_\_

Master Bedroom : \_\_\_\_\_ X \_\_\_\_\_

Other Bedroom 1 : \_\_\_\_\_ X \_\_\_\_\_

Other Bedroom 2 : \_\_\_\_\_ X \_\_\_\_\_

Other Bedroom 3 : \_\_\_\_\_ X \_\_\_\_\_

[R] Est. Heated Square Feet : \_\_\_\_\_

[R] Est. Sq. Ft. Under Roof : \_\_\_\_\_

[R] Approximate Year Built : \_\_\_\_\_

[R] List Agent : \_\_\_\_\_

List Team : \_\_\_\_\_

Co-Lister : \_\_\_\_\_

[R] Owners Name : \_\_\_\_\_

[R] Subagents Fee : \_\_\_\_\_ [R] Buyer Broker Fee : \_\_\_\_\_

[R] Variable Commission :  YES  NO

[R] Type of Agency : (Select One)

<input type="checkbox"/> Exclusive Right to Sell	<input type="checkbox"/> Exclusive Agency
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[R] Stipulation of Sale : (Select One)

<input type="checkbox"/> None	<input type="checkbox"/> Foreclosure – Deed Recorded
<input type="checkbox"/> Court Sale	<input type="checkbox"/> Foreclosure – Deed Not Recorded
<input type="checkbox"/> Auction	<input type="checkbox"/> Potential Short Sale
<input type="checkbox"/> Pre-Foreclosure	<input type="checkbox"/> Lender Approved Short Sale

[R] List Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ [R] Exp. Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Virtual Tour Address : \_\_\_\_\_

[R] MLS Approved Lockbox :	<input type="checkbox"/> YES <input type="checkbox"/> NO
[R] Display on Internet	<input type="checkbox"/> YES <input type="checkbox"/> NO
[R] Display on Realtor.com	<input type="checkbox"/> YES <input type="checkbox"/> NO
[R] VOW Include :	<input type="checkbox"/> YES <input type="checkbox"/> NO
[R] VOW Address :	<input type="checkbox"/> YES <input type="checkbox"/> NO
[R] VOW Comment :	<input type="checkbox"/> YES <input type="checkbox"/> NO
[R] VOW AVM :	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>A. LIVING ROOM</b> A1 <input type="checkbox"/> Bar A2 <input type="checkbox"/> Beam A3 <input type="checkbox"/> Ceiling Fan A4 <input type="checkbox"/> Fireplace A5 <input type="checkbox"/> Sunken A6 <input type="checkbox"/> Vaulted/Cathedral Ceiling A7 <input type="checkbox"/> Tray Ceiling	<b>F. INTERIOR FEATURES (cont.)</b> F7 <input type="checkbox"/> Security System F8 <input type="checkbox"/> Stairs To Attic F9 <input type="checkbox"/> Intercom F10 <input type="checkbox"/> Smoke Detector F11 <input type="checkbox"/> Sauna Room F12 <input type="checkbox"/> Washer/Dryer Connect F13 <input type="checkbox"/> Washer/Dryer F14 <input type="checkbox"/> Skylights F15 <input type="checkbox"/> Attic Fan F16 <input type="checkbox"/> Electric Air Filter F17 <input type="checkbox"/> Split Bedroom Plan F18 <input type="checkbox"/> Handicapped Access F19 <input type="checkbox"/> Fire Sprinkler F20 <input type="checkbox"/> Other F21 <input type="checkbox"/> Fireplace F22 <input type="checkbox"/> Elevator F23 <input type="checkbox"/> Furnished F24 <input type="checkbox"/> Lead Based Paint Disc. F25 <input type="checkbox"/> Lockout	<b>L. OTHER ROOMS</b> L1 <input type="checkbox"/> Carolina Room L2 <input type="checkbox"/> Den/Study/Library L3 <input type="checkbox"/> Recreation Room L4 <input type="checkbox"/> First Floor Bedrooms L5 <input type="checkbox"/> First Floor Bathrooms L6 <input type="checkbox"/> Foyer L7 <input type="checkbox"/> Laundry/Utility L8 <input type="checkbox"/> Work Shop L9 <input type="checkbox"/> Screened Porch L10 <input type="checkbox"/> Other L11 <input type="checkbox"/> Bonus Room L12 <input type="checkbox"/> Converted Garage L13 <input type="checkbox"/> Media Room L14 <input type="checkbox"/> Mother-in-Law-Suite	<b>P. HOA FEE INCLUDES</b> P1 <input type="checkbox"/> Electric Common P2 <input type="checkbox"/> Water & Sewer P3 <input type="checkbox"/> Trash Pickup P4 <input type="checkbox"/> Elevator Service P5 <input type="checkbox"/> Pool Service P6 <input type="checkbox"/> Landscape/Lawn P7 <input type="checkbox"/> Insurance P8 <input type="checkbox"/> Manager P9 <input type="checkbox"/> Common Maint./Repair P10 <input type="checkbox"/> Golf P11 <input type="checkbox"/> Security P12 <input type="checkbox"/> Recreation Facilities P13 <input type="checkbox"/> Legal & Accounting P14 <input type="checkbox"/> Master Antenna/Cable TV P15 <input type="checkbox"/> Other P16 <input type="checkbox"/> Electric Included in Unit P17 <input type="checkbox"/> Telephone service in Unit P18 <input type="checkbox"/> Recycling P19 <input type="checkbox"/> Long Distance Phone P20 <input type="checkbox"/> Internet Access	<b>T. POSSESSION</b> T1 <input type="checkbox"/> Negotiable T2 <input type="checkbox"/> Pre-Closing T3 <input type="checkbox"/> Closing T4 <input type="checkbox"/> 30-90 Days T5 <input type="checkbox"/> Other
<b>B. DINING ROOM</b> B1 <input type="checkbox"/> Area B2 <input type="checkbox"/> Ceiling Fan B3 <input type="checkbox"/> Family/DR Combo B4 <input type="checkbox"/> Formal B5 <input type="checkbox"/> Kit/DR Combo B6 <input type="checkbox"/> Living/Dining Rm Combo B7 <input type="checkbox"/> Tray Ceiling B8 <input type="checkbox"/> Vaulted/Cathedral Ceiling B9 <input type="checkbox"/> Beam Ceiling	<b>G. LEVELS</b> G1 <input type="checkbox"/> Single Level G2 <input type="checkbox"/> Split Level G3 <input type="checkbox"/> One & One Half G4 <input type="checkbox"/> Two Story G5 <input type="checkbox"/> Three or More	<b>N. EXTERIOR FEATURES</b> N1 <input type="checkbox"/> Patio N2 <input type="checkbox"/> Deck N3 <input type="checkbox"/> Balcony N4 <input type="checkbox"/> Front Porch N5 <input type="checkbox"/> Rear Porch N6 <input type="checkbox"/> Fencing N7 <input type="checkbox"/> Lawn Well N8 <input type="checkbox"/> Lawn Sprinkler N9 <input type="checkbox"/> Pool Outdoor on Property N10 <input type="checkbox"/> Pool Indoor on Property N11 <input type="checkbox"/> Spa/Hot Tub N12 <input type="checkbox"/> RV/Boat Parking N13 <input type="checkbox"/> Satellite Dish N14 <input type="checkbox"/> Outside Storage Attached N15 <input type="checkbox"/> Outside Storage Detached N16 <input type="checkbox"/> Storm Doors N17 <input type="checkbox"/> Storm Windows N18 <input type="checkbox"/> Insulated Doors/Windows N19 <input type="checkbox"/> Built In BBQ N20 <input type="checkbox"/> Boat Dock/Ramp N21 <input type="checkbox"/> Handicapped Access N22 <input type="checkbox"/> Elevator N23 <input type="checkbox"/> Other	<b>Q. UTILITIES AVAILABLE</b> Q1 <input type="checkbox"/> Electricity Q2 <input type="checkbox"/> Natural Gas Q3 <input type="checkbox"/> Water Private Q4 <input type="checkbox"/> Water Public Q5 <input type="checkbox"/> Well Private Q6 <input type="checkbox"/> Well Shared Q7 <input type="checkbox"/> Sewer Q8 <input type="checkbox"/> Septic Q9 <input type="checkbox"/> Cable TV Q10 <input type="checkbox"/> Underground Utilities Q11 <input type="checkbox"/> Telephone Q12 <input type="checkbox"/> Other	<b>U. TERMS OF SALE</b> U1 <input type="checkbox"/> Owner w/c -VA U2 <input type="checkbox"/> FHA U3 <input type="checkbox"/> Conventional U4 <input type="checkbox"/> Cash U5 <input type="checkbox"/> Assumption U6 <input type="checkbox"/> Lease / Option U7 <input type="checkbox"/> Lease / Purchase U8 <input type="checkbox"/> Owner U9 <input type="checkbox"/> Seller w/c trade U10 <input type="checkbox"/> Other
<b>C. FAMILY RM/ GREAT RM</b> C1 <input type="checkbox"/> Bar C2 <input type="checkbox"/> Beam Ceiling C3 <input type="checkbox"/> Ceiling Fan C4 <input type="checkbox"/> Fireplace C5 <input type="checkbox"/> Paneling C6 <input type="checkbox"/> Sunken C7 <input type="checkbox"/> Vaulted/Cathedral Ceiling C8 <input type="checkbox"/> Wet Bar C9 <input type="checkbox"/> Wall Paper/Covering C10 <input type="checkbox"/> Tray Ceiling	<b>H. FLOOR COVER</b> H1 <input type="checkbox"/> Vinyl H2 <input type="checkbox"/> Tile H3 <input type="checkbox"/> Wood H4 <input type="checkbox"/> Carpeting H5 <input type="checkbox"/> Laminate	<b>O. ASSOCIATION AMENITIES</b> O1 <input type="checkbox"/> HOA Fees O2 <input type="checkbox"/> Restrictions O3 <input type="checkbox"/> Clubhouse Rec Facilities O4 <input type="checkbox"/> Pool O5 <input type="checkbox"/> Tennis Court O6 <input type="checkbox"/> Security O7 <input type="checkbox"/> Seller Disclosure O8 <input type="checkbox"/> Other O9 <input type="checkbox"/> Owner Allowed Pet O10 <input type="checkbox"/> Tenant Allowed Pet O11 <input type="checkbox"/> Gated Community O12 <input type="checkbox"/> Short Term Rental Allowed O13 <input type="checkbox"/> Long Term Rental Allowed O14 <input type="checkbox"/> Trash Pickup O15 <input type="checkbox"/> Cable TV Available O16 <input type="checkbox"/> Internet Access O17 <input type="checkbox"/> Lawn Maintenance O18 <input type="checkbox"/> Recycling available	<b>R. LOT DESCRIPTION</b> R1 <input type="checkbox"/> Rectangular R2 <input type="checkbox"/> Irregular R3 <input type="checkbox"/> Cul-De-Sac R4 <input type="checkbox"/> Corner R5 <input type="checkbox"/> 1 or More Acres R6 <input type="checkbox"/> Leased R7 <input type="checkbox"/> Designated Flood Zone R8 <input type="checkbox"/> Other R9 <input type="checkbox"/> 5 or More Acres	<b>V. BUILDING LOCATION</b> V1 <input type="checkbox"/> On Golf Course V2 <input type="checkbox"/> Ocean Front V3 <input type="checkbox"/> Ocean View V4 <input type="checkbox"/> On ICW V5 <input type="checkbox"/> Lake V6 <input type="checkbox"/> Channel V7 <input type="checkbox"/> Inlet/Creek V8 <input type="checkbox"/> Inside City Limits V9 <input type="checkbox"/> Outside City Limits V10 <input type="checkbox"/> East Of Bus 17 V11 <input type="checkbox"/> Second Row Beach V12 <input type="checkbox"/> Island V13 <input type="checkbox"/> Second Row Other V14 <input type="checkbox"/> Adult Community (55+) V15 <input type="checkbox"/> River V16 <input type="checkbox"/> In ICW Community V17 <input type="checkbox"/> Wetlands V18 <input type="checkbox"/> Golf Course Community V19 <input type="checkbox"/> Marsh View V20 <input type="checkbox"/> Floating Dock
<b>D. MASTER BEDROOM</b> D1 <input type="checkbox"/> Beam Ceiling D2 <input type="checkbox"/> Ceiling Fan D3 <input type="checkbox"/> Fireplace D4 <input type="checkbox"/> First Floor Level D5 <input type="checkbox"/> Sitting Area D6 <input type="checkbox"/> Linen Closet D7 <input type="checkbox"/> Vaulted/Cathedral Ceiling D8 <input type="checkbox"/> Walk-In Closet D9 <input type="checkbox"/> Wall Paper /Covering D10 <input type="checkbox"/> Tray Ceiling	<b>I. FOUNDATION</b> I1 <input type="checkbox"/> Slab I2 <input type="checkbox"/> Crawl I3 <input type="checkbox"/> Raised Beach I4 <input type="checkbox"/> Other I5 <input type="checkbox"/> Brick/Masonry I6 <input type="checkbox"/> Vinyl			<b>W. UNIT LOCATION</b> W1 <input type="checkbox"/> Golf Course View W2 <input type="checkbox"/> Ocean Front W3 <input type="checkbox"/> Ocean View W4 <input type="checkbox"/> Waterway View W5 <input type="checkbox"/> Lake View W6 <input type="checkbox"/> Channel View W7 <input type="checkbox"/> Inlet / Creek View W8 <input type="checkbox"/> Island W9 <input type="checkbox"/> End Unit W10 <input type="checkbox"/> Marsh View
<b>E. KITCHEN</b> E1 <input type="checkbox"/> Range E2 <input type="checkbox"/> Work Island E3 <input type="checkbox"/> Dishwasher E4 <input type="checkbox"/> Garbage Disposal E5 <input type="checkbox"/> Refrigerator E6 <input type="checkbox"/> Microwave E7 <input type="checkbox"/> Breakfast Bar E8 <input type="checkbox"/> Pantry E9 <input type="checkbox"/> Double Oven E10 <input type="checkbox"/> Trash Compactor E11 <input type="checkbox"/> Breakfast Nook E12 <input type="checkbox"/> Ceiling Fan E13 <input type="checkbox"/> Freezer E14 <input type="checkbox"/> Range Hood E15 <input type="checkbox"/> Stainless Steel Apps. E16 <input type="checkbox"/> Granite Countertops	<b>J. WATER HEATER</b> J1 <input type="checkbox"/> Gas J2 <input type="checkbox"/> Electric J3 <input type="checkbox"/> Solar J4 <input type="checkbox"/> Other		<b>S. SHOWING</b> S1 <input type="checkbox"/> Appt. Only S2 <input type="checkbox"/> LA Must Accompany S3 <input type="checkbox"/> Call List Office S4 <input type="checkbox"/> Occupied S5 <input type="checkbox"/> Non-MLS Lock Box S6 <input type="checkbox"/> Call Front Desk S7 <input type="checkbox"/> Call Listing Agent S8 <input type="checkbox"/> Other S9 <input type="checkbox"/> Call Showing Service	<b>X. MASTER BATH</b> X1 <input type="checkbox"/> Beam Ceiling X2 <input type="checkbox"/> Double Sink X3 <input type="checkbox"/> Garden Tub X4 <input type="checkbox"/> Half Bath X5 <input type="checkbox"/> Shower X6 <input type="checkbox"/> Tray Ceiling X7 <input type="checkbox"/> Tub X8 <input type="checkbox"/> Vanity X9 <input type="checkbox"/> Vaulted/Cathedral Ceiling X10 <input type="checkbox"/> Wall Paper /Covering X11 <input type="checkbox"/> Whirlpool Tub
<b>F. INTERIOR FEATURES</b> F1 <input type="checkbox"/> Spa/Hot Tub F2 <input type="checkbox"/> Wind Treat Convey F3 <input type="checkbox"/> Garage Door Opener F4 <input type="checkbox"/> Workshop F5 <input type="checkbox"/> Central Vacuum F6 <input type="checkbox"/> Water Purifier	<b>K. HEATING &amp; COOLING</b> K1 <input type="checkbox"/> Central Heat K2 <input type="checkbox"/> Baseboard K3 <input type="checkbox"/> Forced Air K4 <input type="checkbox"/> Space Heater K5 <input type="checkbox"/> Central Air K6 <input type="checkbox"/> Window/Wall Unit K7 <input type="checkbox"/> Electric K8 <input type="checkbox"/> Gas K9 <input type="checkbox"/> Oil K10 <input type="checkbox"/> Propane K11 <input type="checkbox"/> Wood/Coal K12 <input type="checkbox"/> Solar K13 <input type="checkbox"/> No Heat K14 <input type="checkbox"/> No Cool K15 <input type="checkbox"/> Other			

**Public Remarks:**

Please email your remarks to us at [info@isaverealty.com](mailto:info@isaverealty.com). You can have a maximum of 2500 characters including punctuation and spaces.  
Just put your remarks in the body of the email so we can cut-and-paste it into your MLS listing. Thanks!

**Agent to Agent Remarks:**

For office use only.

**Driving Directions:**

Directions go here.