

# Condo/Townhouse – Category 2

[R] = Required [N] = Not Required

Note: There are look-up tables for city, county, tax location and schools.

Dates should be: MM/DD/YY



<b>Area Number [R]</b>	<b>Co-Listing Agent [R]</b>	<b>Exclusive Rt/Agency [R]</b>	<b>Heated SqFt: Lower [R]</b>
<b>Sub Area Number [R]</b>		Exclusive Right	<b>Unheated SqFt: Main [R]</b>
<b>County [R]</b>	<b>Listing Date [R]</b>	Exclusive Agency	<b>Unheated SqFt: Upper [R]</b>
<b>City [R]</b>	<b>Expire Date [R]</b>	<b>Sub Agent Comp [R]</b>	<b>Unheated SqFt: Third [R]</b>
<b>Street # [R]</b>	<b>Parcel ID [R]</b>	\$ %	<b>Unheated SqFt: Bsmt [R]</b>
<b>Street Name [R]</b>	<b>Seller Name [R]</b>	<b>Buyer Agent Comp [R]</b>	<b>Unheated SqFt: Lower [R]</b>
		\$ %	<b>Total Fin HLA [R]</b>
<b>Street Type [R]</b>	<b>Deed Reference [R]</b>	<b>Buyer Agent Comp Type [R]</b>	<b>Total Unheated SqFt [R]</b>
Rd., St., Ave., Etc.		\$ %	<b>Additional SqFt [N]</b>
<b>Street Direction [N]</b>	<b>Complex Name [R]</b>	<b>Variable Rate Commission [R]</b>	<b>SqFt Source [R]</b>
N, S, E, W		Yes No	Appraiser Measure Plan
NE, NW, SE, SW	<b>State [R]</b>	<b>Named Prospects Exempted [R]</b>	<b>Year Built [R]</b>
<b>Unit # [R]</b>	NC SC	Yes No	<b>New Construction [R]</b>
<b>Subdivision [N]</b>	<b>Zoning Desc. [N] see list in TEMPO™</b>	<b>Bonus \$ [N]</b>	Yes No
		<b>Office Inventory [N]</b>	<b>Completion Date [R]</b>
<b>Tax Location [R]</b>	<b>Zoning [R]</b>	<b>Full Service [R]</b>	<b>Builder [N]</b>
		Yes No	<b>Entry Level [R]</b>
<b>Zip [R]</b>	<b>Legal Description [R]</b>	<b>To Internet [R]</b>	Main
		Yes No	Upper
<b>List Price [R]</b>	<b>Tax Value [R]</b>	<b>To Internet Data Exchange (IDX) [R]</b>	Third Level
<b>Listing Agent [R]</b>	<b>Seller Phone [N]</b>	Yes No	Basement
	<b>Appointment Phone [N]</b>	<b>Heated SqFt: Main [R]</b>	Lower
	<b>Agent/Owner [R]</b>	<b>Heated SqFt: Upper [R]</b>	<b>Units Level in Building [N]</b>
	Yes No	<b>Heated SqFt: Third [R]</b>	1-20+
		<b>Heated SqFt: Bsmt [R]</b>	

<b>Main Level Rooms [R]</b>	Parlor Play Room Rec Room Sewing Sitting Solarium Study Sunroom Utility Wine Cellar	Great Room Kitchen Laundry Library Living Room Loft Master Bedroom Media Mud Office Pantry Parlor Play Room Rec Room Sewing Sitting Solarium Study Sunroom Utility Wine Cellar	Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer Great Room Kitchen Laundry Library Living Room Loft Master Bedroom Media Mud Office Pantry Parlor Play Room Rec Room Sewing Sitting Solarium Study Sunroom Utility Wine Cellar	<b>Bsmt Level Rooms [R]</b>	Parlor Play Room Rec Room Sewing Sitting Solarium Study Sunroom Utility	Kitchen Laundry Library Living Room Loft Master Bedroom Media Mud Office Pantry Parlor Play Rec Room Sewing Sitting Solarium Study Sunroom Utility Wine Cellar
None 2nd Kitchen 2nd Living Quarters 2nd Master Bar/Entertainment Bedroom 2 Bedroom 3 Bedroom 4 Bedroom 4/Bonus Bedroom 5 Bedroom 5/Bonus Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer Great Room Kitchen Laundry Library Living Room Loft Master Bedroom Media Mud Office Pantry	<b>Upper Level Rooms [R]</b>	<b>Third Level Rooms [R]</b>	None 2nd Kitchen 2nd Living Quarters 2nd Master Bar/Entertainment Bedroom 2 Bedroom 3 Bedroom 4 Bedroom 4/Bonus Bedroom 5 Bedroom 5/Bonus Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer	None 2nd Kitchen 2nd Living Quarters 2nd Master Bar/Entertainment Bedroom 2 Bedroom 3 Bedroom 4 Bedroom 4/Bonus Bedroom 5 Bedroom 5/Bonus Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer Great Room	<b>Lower Level Rooms [R]</b>	None 2nd Kitchen 2nd Living Quarters 2nd Master Bar/Entertainment Bedroom 2 Bedroom 3 Bedroom 4 Bedroom 4/Bonus Bedroom 5 Bedroom 5/Bonus Bedroom 6 Bedroom 6/Bonus Billiard Bonus Room Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer Great Room

LISTING INFORMATION All items required [R] except for those with [N]

**Model/Plan [N]**

**Total Bedrooms [R]**

**Total Full Baths: Main [R]**

**Total Full Baths: Upper [R]**

**Total Full Baths: Third [R]**

**Total Full Baths: Bsmt [R]**

**Total Full Baths: Lower [R]**

**Total Half Baths: Main [R]**

**Total Half Baths: Upper [R]**

**Total Half Baths: Third [R]**

**Total Half Baths: Bsmt [R]**

**Total Half Baths: Lower [R]**

**HOA Fee [N]**

**HOA Fee Paid [N]**

Monthly Quarterly  
Semi-Annually Annually

**HOA Management [N]**

**HOA Phone [N]**

**Land Included [R]**

Yes No

**High School [N]**

**Middle School [N]**

**Elementary School [N]**

**Type [R]**

1.5 Story  
1.5 Story/Basement  
2 Story  
2.5 Story/Basement  
3 Story  
3.5 Story/Basement  
Co-op  
Duplex  
Fourplex  
Garden  
High-Rise  
Live/Work  
Loft  
Mid-Rise  
Other  
Patio  
Tri-Level  
Triplex

**Style [N]**

A-Frame  
Bungalow  
Cape Cod  
Colonial  
Contemporary

French Provincial  
Georgian  
Other  
Rustic  
Spanish  
Traditional  
Transitional  
Tudor  
Victorian  
Williamsburg

**Exterior Construction [R]**

Aluminum  
Asbestos  
Brick Veneer Full  
Brick Veneer Partial  
Cedar Shake  
Concrete Block  
Fiber Cement  
Hardboard Siding  
Hard Stucco  
Log  
Other  
Rough/Sawn  
Shingle  
Stone  
Synthetic Stucco  
Vinyl  
Wood

**Parking [R]**

1 Car Carport  
1 Car Garage  
1 Parking Space  
2 Car Carport  
2 Car Garage  
2 Parking Spaces  
3 Car Carport  
3 Car Garage  
3 Parking Spaces  
3+ Car Carport  
3+ Car Garage  
3+ Parking Spaces  
Attached  
Back Load  
Detached  
Garage Door Opener  
Keypad Entry  
None  
Other  
Parking Deck  
Parking Gar  
Side Load  
Street/Lot

**Driveway [N]**

Asphalt  
Concrete  
Earth  
Gravel  
None  
Other  
Shared

**Exterior Features [N]**

Deck  
Enclosed Patio  
Fenced Yard  
Hot Tub  
In-Ground Gas Grill  
In-Ground Irrigation  
N/A  
None  
Other  
Outdoor Fireplace  
Patio  
Porch  
Porch-Glass  
Porch-Screened  
Private Pond  
Sauna  
Storage Unit

**Community Features [N]**

55 and Older  
Airfield  
Boat House  
Boat Lift  
Boat Ramp  
Boat Slip  
Club House  
Dock/Pier  
Elevator  
Equestrian Facilities  
Gated Community  
Golf Course  
Hot Tub  
Lake  
N/A  
None  
Other  
Playground  
Pond  
Pool  
Putting Green  
Recreation Area  
Sauna  
Security  
Tennis Courts  
Walking Trails

**Doors and Windows [N]**

Insulated Windows  
Screen Door(s)  
Storm Door(s)  
Storm Window(s)

**Foundation [N]**

Basement  
Crawl Space  
Slab

**Lot Description [N]**

Corner Lot  
Cul-de-sac Lot  
End Unit  
Golf Course View  
Mountain View  
On Golf Course  
Waterfront  
Waterview

**Water/Sewer [R]**

City Sewer  
City Water  
Community Sewer  
Community Well  
County Sewer  
County Water  
None  
Other  
Septic Tank  
Well

**HVAC [R]**

Active Solar Heat  
Central Air  
Electric Baseboard Heat  
Electric Hot Air  
Gas Floor Furnace  
Gas Hot Air  
Gas Space Heater  
Gas Steam Heat  
Gas Water Heater  
Geothermal  
Heat Pump - A/C  
Heat Pump - Heat  
MultiZone A/C  
Multizone Heat  
N/A  
No A/C  
None  
Oil Floor Furnace  
Oil Hot Air  
Oil Space Heater

Oil Steam Heat  
Oil Water Heater  
Other  
Passive Solar Heat  
Radiant Heat  
Wall Unit - A/C  
Wall Unit Heat  
Window Unit  
Wood Stove

**Water Heater [R]**

Electric  
Gas  
N/A  
None  
Other  
Solar

**Equipment [R]**

Cable Prewire  
Ceiling Fans  
Central Vacuum  
CO Detector  
Convection Oven  
Cooktop Electric  
Cooktop Gas  
Cooktop Electric  
Cooktop Gas  
Dishwasher  
Disposal  
Double Oven  
Electric Dryer Hookup  
Electric Range/Oven  
Exhaust Fan  
Gas Dryer Hookup  
Gas Range/Electric Oven  
Gas Range/Oven  
Grilltop  
Ice Maker Connection  
Intercom  
Microwave  
Network Ready  
None  
Other  
Range/Hood  
Refrigerator  
Security System  
Self Cleaning Oven  
Smoke Detector  
Surround Sound  
Trash Compactor

**Floor Coverings [N]**

Brick  
Ceramic Tile  
Concrete  
Laminate  
Marble  
Other  
Parquet  
Prefinished Wood  
Slate  
Vinyl/Linoleum  
Wall-to-wall Carpet  
Wood

**Laundry Location [R]**

1st Floor  
2nd Floor  
Basement  
Closet  
Common Facil  
Garage  
Kitchen  
Laundry Room  
None  
Other  
Porch  
Utility Room

**Interior Features [N]**

Attic Other  
Attic Stairs Fixed  
Attic Stairs Pulldown  
Basement Shop  
Elevator  
Garage Shop  
Garden Tub  
Handicap Access  
Hot Tub  
Other  
Sauna  
Second Living Quarters  
Storage Unit  
Wet Bar  
Whirlpool

**Fireplace [N]**

Bonus Room  
Den  
Gas Logs  
Great Room  
Kitchen  
Living Room  
Master Bedroom  
Other  
Rec Room  
See Thru  
Woodstove

**Proposed Financing [R]**

Cash  
Conventional  
FHA  
FMHA  
Lease Purchase  
Loan Assumption  
NC Bond  
Other  
Owner Financiang  
Personal Loan  
Trade/Exchange  
VA

**Assumable [R]**

No Non-Qualifying  
Qualify

**Agency Cooperation [R]**

Both Buyer Agent  
Sub Agents

**Showing Instructions [R]**

3rd Party Home  
Call Listing Agent  
Call Listing Office  
Call Seller  
Call Tenant  
Combination  
Corporate Home  
Do Not Disturb Tenant  
Key in Listing Office  
Key with Listing Agent  
Listing Agent Accompany  
Lockbox/Key  
No Sign  
None  
Other  
Showing Service  
Tenant Occupied  
Vacant

**Auction/Bid Type [N]**

Auction/Absolute  
Auction/Reserve  
Bid

**Auction/Bid Info [N]**

Actual List Price  
Assessed Value  
Market Value  
Starting Bid

### Directions

(Directions only. Do not include confidential information, agent name or contact information in this field.)

---

---

---

---

---

---

---

---

---

---

### Remarks

(Do not include confidential information, agent name or contact information in this field.)

---

---

---

---

---

---

---

---

---

---

### Agent Remarks

---

---

---

---

---

---

---

---

---

---

### Company Remarks

---

---

---

---

---

---

---

---

---

---

### Additional Listing Features

Once your listing has been saved as active, you can add an open house and assign your Supra lock box to the listing.

These options are available under: Add/Edit ➤ Add/Edit Listing ➤ select your listing ➤ choose an option.

### Media

(May be added only to a listing that has been saved as active. Agent Reports in Tempo have access to all media types. Customer Reports in Tempo only have access to view Photos and Virtual Tours.)

Photos - (JPG) (300k size limit)

### Primary Photo

Caption:

---

---

### 2nd Photo

Caption:

---

---

### 3rd Photo

Caption:

---

---

### 4th Photo

Caption:

---

---

### 5th Photo

Caption:

---

---

### 6th Photo

Caption:

---

---

### 7th Photo

Caption:

---

---

### 8th Photo

Caption:

---

---

**Virtual Tour Hyperlink URL**  
**(Do not include agent name or contact information.):**

---

---

**Web Hyperlink URL:**

**Adobe® Acrobat® (PDF) file (500k size limit):**

**Text (TXT) file (30k size limit):**

**Rich Text (RTF) file (200k size limit):**