



## Category 5 – Commercial/Industrial/Investment Listing

*The Seller must initial any and all crossovers. All owners must sign where indicated.*

### RHODE ISLAND

BARR Barrington  
BRIS Bristol  
BURR Burrillville  
CFLS Central Falls  
CHAR Charlestown  
CRAN Cranston  
CUMB Cumberland  
CVEN Coventry  
EGRN East Greenwich  
EPRO East Providence  
ESID East Side of Prov.  
EXET Exeter  
FOST Foster  
GLOC Gloucester

HOPK Hopkinton  
JAME Jamestown  
JOHN Johnston  
LCOM Little Compton  
LINC Lincoln  
MDLT Middletown  
NARR Narragansett  
NEWP Newport  
NSHM New Shoreham  
NKNG North Kingstown  
NPRO North Providence  
NSMF North Smithfield  
PAWT Pawtucket  
PORT Portsmouth  
PROV Providence

### MUNICIPALITY CODES

RICH Richmond  
SCIT Scituate  
SMTH Smithfield  
SKNG South Kingstown  
TIVR Tiverton  
WARN Warren  
WARW Warwick  
WEST Westerly  
WGRN West Greenwich  
WWAR West Warwick  
WOON Woonsocket

BELL Bellingham  
BLCK Blackstone  
FRIV Fall River  
MANS Mansfield  
MEND Mendon  
MLVL Millville  
NATL North Attleboro  
NORT Norton  
PLNV Plainville  
REHB Rehoboth  
SEEK Seekonk  
SOMR Somerset  
SWAN Swansea  
TAUN Taunton  
UXBR Uxbridge

WPRT Westport  
WRNT Wrentham

### CONNECTICUT

GROT Groton  
MYST Mystic  
NEWL New London  
NSTN North Stonington  
PAWC Pawcatuck  
STON Stonington

### OUT OF STATE

OTHC Connecticut  
OTHM Massachusetts  
OTHR Other

### MASSACHUSETTS

ATTL Attleboro  
DIGH Dighton

#### COMPENSATION TO COOPERATING BROKER (SB, BB)

MLS cannot accept the listing unless the SB and BB keywords are completed. Specifying the compensation of each listing is necessary because the cooperating Broker (Selling Broker or Buyer's Broker) has a right to know what the compensation shall be prior to his/her endeavor to sell.

The compensation shall be shown in one of the following forms:

1. By showing a percentage of the gross selling price
2. By showing a definite dollar amount

If you offer a DUAL OR VARIABLE RATE COMMISSION (i.e. one in which the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance, and a different commission if the sale results through the efforts of a cooperating broker) the listing broker must disclose by either one of the below formats followed by "V". **EXAMPLE: SB: -%V BB: -%V**

If you take an EXCLUSIVE-RIGHT-TO-SELL contract with Named Prospects Exempted (Reservations) you will denote the compensation in either one of the below formats followed by "R". **EXAMPLE: SB: -%R BB: -%R**

If you take an EXCLUSIVE AGENCY CONTRACT the standard Exclusive-Right -to-Sell contract cannot be used. Fill in the keywords and features page (reverse side of page) in the usual manner and denote the compensation in either one of the below formats followed by the code "XA". **EXAMPLE: SB: -%XA BB: -%XA**

\* All compensation offered through MLS to the cooperating company is paid based exclusively on its becoming procuring cause of the purchaser.

#### ENHANCED PHOTO SERVICES (EP)

A Appt. needed – Interior/Exterior Enhanced Photos  
E Supplement Photos  
S "Rush" Supplement Photos  
V Visual Tour

#### STREET NUMBER (NU)

Street number is limited to two sets of six characters. Therefore, in some instances it is necessary to abbreviate information about the type of number that you are using to identify the property. The street number must comply with the 911 system whenever possible. The first six-digit field is required and can be filled with numbers only. The second six character field is not required and should be used for all additional information (i.e. Box #, Pole #, opposite pole, lot, 1/2 ending house #) as shown below:

**EXAMPLE**    Street Address                      With Additions  
123- PL 1957 123 Main Street                      Pole 1957  
123-A                      123 A Main Street

#### YEAR BUILT (YB)

Year Built is a numeric field (i.e. no alphabetic characters will be accepted). Year Built is the year that the property was built. When the property listed is in new construction, enter as the current year. When the age of the building is unknown, show its age as 9999.

#### COMPENSATION COMMENTS

This field is to be used to explain any deductions or terms from the compensation fields – SB (Compensation to Sub Agency) and BB (Compensation to Buyers Agency). If there are any deductions to be made from compensation, the deduction MUST be stated in the SB and BB fields. This is just an additional field to accommodate the explanation.

**EO = "MLS Entry-Only Listing"** shall mean a form of listing submitted to the Service under which the listing broker will provide none of the following services: (a) present offers to purchase directly to the seller; (b) advise the seller as to the merits of the offer; (c) assist the seller in developing, communicating or presenting counteroffers; and (d) participate on the seller's behalf in negotiations leading to the sale of the listing property. **Indicate by Y (yes) or N (no) in this field.**

#### LOCK BOX ABBREVIATIONS (BX)

<u>Value</u>	<u>Meaning</u>
N	None
C	Company
O	Office
S	State-Wide MLS Supra System

If BX field contains an "S", fill in the LX field with lockbox serial number.

#### SHOWING INSTRUCTIONS (SI)

Any showing instructions or additional advertising should be placed in this field. This information will print out on broker translates only. It will not appear in the MLS books or any customer printouts. (Example: Bonuses to selling brokers, particulars about a property.)

#### PHOTO INSTRUCTIONS (PH)

In the first field, enter the letter value that corresponds with the meaning. In the second field, enter the number of photos sent in or to be taken by the MLS photographer.

<u>Value</u>	<u>Meaning</u>
M	MLS Exterior Standard (one exterior shot only-no appointment needed).
O	Exterior Rush (1 day turnaround)
F	REALTOR photo to follow
R	REALTOR Photo (s) submitted
N	No photo is to be printed (owners' authorization on contract)
C	Under Construction