

RESIDENTIAL - NAVICA MLS FORM

Central Texas Multiple Listing Service

(C)Copyright 2006 Systems Engineering, Inc. format 1 rev 02/13/06abn

- RS Single Family
- RM MFG-Real Property
- RC Condominium
- RT Townhouse

- RN MFG-NO Real Property
- RE Residential Rental (No IDX)

\*\*\*You Must Indicate Property Type By Checking Appropriate Box\*\*\*

Office Name/# \_\_\_\_\_  
 Co-Office Name/# \_\_\_\_\_

Agent Name/# \_\_\_\_\_  
 Co-Agent Name/# \_\_\_\_\_

AUTO ASSIGN \_\_\_\_\_ / / \_\_\_\_\_  
 MLS # \_\_\_\_\_ List Price (8) \_\_\_\_\_ List Date \_\_\_\_\_ Expire Date \_\_\_\_\_  
 Waterfront (y/n) \_\_\_\_\_ Res Flooded (y/n/u) \_\_\_\_\_ Showing Service (y/n) \_\_\_\_\_ Owner LREA (y/n) \_\_\_\_\_

Street # (8) \_\_\_\_\_ Dir \_\_\_\_\_ Street Name (30) \_\_\_\_\_ Street Type (10) \_\_\_\_\_  
 City (20) \_\_\_\_\_ State \_\_\_\_\_ T X \_\_\_\_\_ Zip Code (10) \_\_\_\_\_ County (15) \_\_\_\_\_  
 Manufactured Allowed (y/n) \_\_\_\_\_ ETJ (y/n/u) \_\_\_\_\_ School District (20) \_\_\_\_\_ Area (20) \_\_\_\_\_

HOA (y/n) \_\_\_\_\_ HOA Mandatory (y/n) \_\_\_\_\_ HOA Name (30) \_\_\_\_\_ HOA Amount \$ (5) \_\_\_\_\_ HOA Term (5) \_\_\_\_\_  
 Vacant (y/n) \_\_\_\_\_ SUPRA Lockbox (y/n) \_\_\_\_\_ Apx Acreage (7) \_\_\_\_\_ Lot Dimensions (25) \_\_\_\_\_  
 Appraisal District ID # (Parcel #)(20) \_\_\_\_\_ Lot (4) \_\_\_\_\_ Block (5) \_\_\_\_\_ Subdivision Name (30) \_\_\_\_\_  
 Apx Year Built (4) \_\_\_\_\_ Apx Total SqFt (7) \_\_\_\_\_ Source SqFt (10) \_\_\_\_\_ Builder Name (20) \_\_\_\_\_

Legal Description (50) \_\_\_\_\_  
 Owner(s) Legal Name (45) \_\_\_\_\_ Owner Phone-if applicable (12) \_\_\_\_\_  
 Buyer Agency (y/n) \_\_\_\_\_ Buyer Agency %/(5) \_\_\_\_\_ Sub Agency (y/n) \_\_\_\_\_ Pref Title Company (20) \_\_\_\_\_ Earnest Money (10) \_\_\_\_\_  
 Duplicate Listing # (7) \_\_\_\_\_ Internet (y/n) \_\_\_\_\_ School Tax Rate (6) \_\_\_\_\_ City Tax Rate (6) \_\_\_\_\_ County Tax Rate (6) \_\_\_\_\_ Other Tax Rate (6) \_\_\_\_\_ Total Taxes (10) \_\_\_\_\_

AUTO POPULATE  
 CAN # (GeoID) (50) \_\_\_\_\_  
 # Bedrooms \_\_\_\_\_ # Baths \_\_\_\_\_ # Half Baths \_\_\_\_\_ # Living Areas \_\_\_\_\_ # Dining Areas \_\_\_\_\_ Guest House (y/n) \_\_\_\_\_ Garage/Carport (y/n) \_\_\_\_\_

Living Rm 1	<u> X </u> Dimensions (7)	Kitchen	<u> X </u> Dimensions (7)	Master Bdrm	<u> X </u> Dimensions (7)	Other Rm 1	<u> X </u> Dimensions (7)
Living Rm 2	<u> X </u> Dimensions (7)	Breakfast Rm	<u> X </u> Dimensions (7)	Bedroom 2	<u> X </u> Dimensions (7)	Other Rm 2	<u> X </u> Dimensions (7)
Office	<u> X </u> Dimensions (7)	Dining Rm	<u> X </u> Dimensions (7)	Bedroom 3	<u> X </u> Dimensions (7)	Other Rm 3	<u> X </u> Dimensions (7)
Game Rm	<u> X </u> Dimensions (7)	Utility/Laundry	<u> X </u> Dimensions (7)	Bedroom 4	<u> X </u> Dimensions (7)	Workshop	<u> X </u> Dimensions (7)

Public Remarks (400 char) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Agent Remarks (400 char) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Map Grid (10) \_\_\_\_\_ Map Source (10) \_\_\_\_\_  
 Directions (400 char) \_\_\_\_\_  
 \_\_\_\_\_

\* These fields will appear after Internet(y/n) on the Listing Entry screen in the system.\*

# Central Texas RESIDENTIAL Coded Features

FORMAT 1 REV 06/05/2014

## A: STYLE

- 1. A-Frame
- 2. Contemporary
- 3. Craftsman
- 4. Dome
- 5. Garden Home
- 6. Hill Country
- 7. Log
- 8. Manufactured-Double Wide
- 9. Manufactured-Single Wide
- 10. Mediterranean/Spanish
- 11. Prefab/Modular
- 12. Ranch
- 13. Traditional
- 14. Victorian
- 15. None
- 50. Other-See Remarks

## B: # STORIES

- 1. One
- 2. Two
- 3. Three+
- 4. Split/Multi Level
- 5. None
- 50. Other-See Remarks

## C: CONSTRUCTION/ EXTERIOR

- 1. Asbestos Siding
- 2. Concrete/Fiberplank
- 3. Masonry & Steel
- 4. Metal/Aluminum
- 5. Rock/Stone/Veneer
- 6. Steel Frame
- 7. Stucco
- 8. Vinyl
- 9. Wood
- 10. Log
- 11. 1-Side Masonry
- 12. 3-Side Masonry
- 13. 4-Side Masonry
- 14. None
- 15. Brick
- 50. Other-See Remarks

## D: ROOF/ATTIC

- ROOF**
- 1. Concrete Tile
- 2. Flat
- 3. Gravel
- 4. Metal
- 5. Shingle-Composition
- 6. Shingle-Wood
- 7. Slate
- 8. Tile
- 9. None-Roof
- 10. Other Roof-See Remarks
- ATTIC**
- 11. Access Only
- 12. Expandable
- 13. Finished
- 14. Partially Finished
- 15. Floored
- 16. Partially Floored
- 17. Permanent Stairs
- 18. Pull Down Stairs
- 19. Radiant Barrier Decking
- 20. Storage Only
- 21. None-Attic
- 50. Other Attic-See Remarks

## E: FOUNDATION

- 1. Basement
- 2. Pier
- 3. Pier & Beam
- 4. Cedar Post
- 5. Slab
- 6. None
- 50. Other-See Remarks

## F: FLOORING (INTERIOR)

- 1. Brick
- 2. Carpet
- 3. Concrete
- 4. Marble
- 5. Parquet
- 6. Wood
- 7. Laminate
- 8. Slate
- 9. Stone
- 10. Terrazzo
- 11. Tile
- 12. Vinyl
- 13. None
- 50. Other-See Remarks

## G: HEAT

- 1. Baseboard
- 2. Central
- 3. Electric
- 4. Floor Furnace
- 5. Gas
- 6. Gas Jets
- 7. Heat Pump
- 8. Propane/Butane
- 9. Space Heaters
- 10. Window/Wall Heater
- 11. Wood Stove
- 12. 1 Unit
- 13. 2 Units
- 14. 3+ Units
- 15. Zoned
- 16. None
- 50. Other -See Remarks

## H: A/C

- 1. Attic Fan
- 2. Central
- 3. Electric
- 4. Heat Pump
- 5. Window/Wall Unit(s)
- 6. Zoned
- 7. 1 unit
- 8. 2 Units
- 9. 3+ Units
- 10. None
- 50. Other-See Remarks

## I: WATER/SEWER

- WATER**
- 1. City
- 2. Co-Op Water
- 3. Well
- 4. None-Water
- 5. Other Water-See Remarks
- SEWER**
- 6. Public
- 7. Septic
- 8. Aeobic
- 9. None-Sewer
- 50. Other Sewer-See Remarks

## J: WATER HEATER

- 1. Electric
- 2. Gas
- 3. Propane
- 4. Solar Combo
- 5. 2+ Units
- 6. None
- 50. Other-See Remarks

## K: OTHER UTILITIES

- 1. Cable TV
- 2. Satellite Dish
- 3. City Garbage
- 4. Private Garbage Service
- 5. Telephone
- 6. High Speed Internet
- 7. Co-Op Electric
- 8. City Electric
- 9. Gas Available
- 10. Gas Installed
- 11. Natural Gas
- 12. Propane/Butane Tank-Leased
- 13. Propane/Butane Tank-Owned
- 14. None
- 50. Other-See Remarks

## L: FIREPLACE

- 1. Bedroom
- 2. Great/Family Room
- 3. Kitchen
- 4. Living Room
- 5. Game Room
- 6. Prefab
- 7. Gas Starter
- 8. Electric
- 9. Gas Logs
- 10. Heatilator
- 11. Wood Burning
- 12. Stove Insert
- 13. Stone/Rock/Brick
- 14. Glass/Enclosed Screen
- 15. One
- 16. Two
- 17. Three+
- 18. None
- 50. Other-See Remarks

## M: KITCHEN FEATURES

- 1. Breakfast Bar
- 2. Breakfast Area
- 3. Dishwasher
- 4. Disposal
- 5. Trash Compactor
- 6. Refrigerator
- 7. Ice Maker
- 8. Ice Maker Connection
- 9. Built-In Microwave
- 10. Cook Top
- 11. Built-in Oven
- 12. Range
- 13. Double Ovens
- 14. Down Draft
- 15. Vent Hood
- 16. Island
- 17. Custom Cabinets
- 18. Pantry
- 19. Gas
- 20. Electric
- 21. None
- 50. Other-See Remarks

## N: FENCING

- 1. Wood Fence
- 2. Privacy Fence
- 3. Chain Link Fence
- 4. Partial Fencing
- 5. Wrought Iron Fence
- 6. Cross Fenced
- 7. Ranch Fence
- 8. None
- 50. Other-See Remarks

## O: LAUNDRY

- 1. Laundry Room
- 2. Closet
- 3. Basement
- 4. In Garage
- 5. In Kitchen
- 6. Inside
- 7. Washer Connection
- 8. Dryer Connection
- 9. Lower Level
- 10. Main Level
- 11. Upper Level
- 12. Gas
- 13. Electric
- 14. None
- 50. Other-See Remarks

## P: INTERIOR FEATURES

- 1. High Ceilings
- 2. Ceiling Fans
- 3. Attic Fan
- 4. Central Vacuum
- 5. Skylight(s)
- 6. Central Distribution Plumbing System
- 7. Water Softener-Leased
- 8. Water Softener-Owned
- 9. Walk-in Closet(s)
- 10. Wet Bar
- 11. Window Treatments
- 12. Split Bedrooms
- 13. Game Room
- 14. Finished Basement
- 15. Unfinished Basement
- 16. Multiple Living Areas
- 17. Separate Shower
- 18. Shower/Tub Combo
- 19. Shower Only
- 20. Garden Tub
- 21. Whirlpool
- 22. Sauna
- 23. Multiple Dining Areas
- 24. In-Law Suite
- 25. Office
- 26. Handicap Design
- 27. Master Up
- 28. Master Down
- 29. Wheelchair Access
- 30. Intercom
- 31. Security System
- 32. Smoke Detector
- 33. Carbon Monoxide Detector
- 34. None
- 50. Other-See Remarks

## Q: EXTERIOR FEATURES

- 1. BBQ/Grill
- 2. Deck
- 3. Patio
- 4. Covered Porch
- 5. Glassed-in Porch
- 6. Screened Porch
- 7. Detached Guest House
- 8. Storage Building
- 9. Boat House
- 10. Dock
- 11. Workshop
- 12. Tennis Court
- 13. Improved Waterfront
- 14. Unimproved Waterfront
- 15. Above Ground Pool
- 16. In Ground Pool
- 17. Spa/Hot Tub
- 18. Sprinkler System
- 19. Wheelchair Access
- 20. Xeriscaped
- 21. Storm Windows
- 22. Storm Doors
- 23. Double Pane Windows
- 24. Gutters
- 25. Electric Lift
- 26. Solar Screens
- 27. None
- 50. Other-See Remarks

## R: GARAGE/CARPORT

- GARAGE**
- 1. 1 Car
- 2. 2 Car
- 3. 3+ Car
- 4. Attached
- 5. Detached
- 6. Oversized
- 7. Rear Entry
- 8. Side Entry
- 9. Circular Drive
- 10. Converted to Living Space
- 11. RV Parking Available
- 12. Garage Door Opener(s)
- 13. None-Garage
- 14. Other Garage-See Remarks
- CARPORT**
- 15. 1 Car
- 16. 2 Cars
- 17. 3+ Cars
- 18. Detached
- 19. Oversized
- 20. Rear Entry
- 21. Side Entry
- 22. None-Carport
- 50. Other Carport-See Remarks

## S: WATER FEATURES/ VIEW

- 1. Waterfront
- 2. Creek
- 3. Creek-Seasonal
- 4. Canal
- 5. Pond/Stock Tank
- 6. Lake Dunlap
- 7. Canyon Lake
- 8. Lake McQueeney
- 9. Lake Placid
- 10. Lake Seguin
- 11. Meadow Lake
- 12. Comal River
- 13. Guadalupe River
- 14. San Marcos River
- 15. Blanco River
- 16. Water Access
- 17. Hill Country View
- 18. City Skyline View
- 19. Countryside View
- 20. Water View
- 21. None
- 50. Other-See Remarks

## T: TOPO/ LAND DESCRIPTION

- 1. Mobile Home Park
- 2. On Golf Course
- 3. Ag Exempt
- 4. Borders State Park/ Game Ranch
- 5. Ranch
- 6. Horse Property
- 7. Hunting Permitted
- 8. Corner Lot
- 9. Cul-de-Sac
- 10. Partially Wooded
- 11. Wooded
- 12. Mature Trees
- 13. Secluded
- 14. Flood Plain
- 15. Gentle Rolling
- 16. Sloping
- 17. Level
- 18. Open
- 19. Greenbelt
- 20. None
- 50. Other-See Remarks

## U: NGHBRHD AMENITIES

- 1. Golf Course Access
- 2. Walking/Jogging Trails
- 3. Bike Trails
- 4. Park Access
- 5. Club House
- 6. Swimming Pool
- 7. BBQ/Grill
- 8. Tennis Court
- 9. Basketball Courts
- 10. Volleyball Courts
- 11. Lake/River Park
- 12. Boat Ramp
- 13. Fishing Pier
- 14. Boat Dock
- 15. Controlled Access
- 16. Bridle Path
- 17. None
- 50. Other-See Remarks

## V: ACCESS/ROAD SURFACE

- 1. Asphalt
- 2. Gravel
- 3. Dirt
- 4. Paved
- 5. Sidewalks
- 6. Curbs
- 7. Private Road
- 8. Easement Road
- 9. County Road
- 10. City Street
- 11. State Highway
- 12. Interstate Hwy-1 mi or Less
- 13. US Highway
- 14. None
- 50. Other-See Remarks

## W: DOCUMENTS ON FILE

- 1. Appraisal
- 2. Floor Plans
- 3. Aerial Photo
- 4. Plat
- 5. Survey
- 6. Topo Map
- 7. Flood Certificate
- 8. Boundary Survey
- 9. Deed Restrictions
- 10. Subdivision Restrictions
- 11. Inspection-Home
- 12. Inspection-Pest
- 13. Inspection-Septic
- 14. Seller's Disclosure
- 15. On-Site Sewer Disclosure
- 16. Lead Based Paint Addendum
- 17. Engineer's Report
- 18. Special Contract/Addendums Required
- 19. Field Notes
- 20. None
- 50. Other-See Remarks

## X: SPECIAL

- 1. ERS-Exclusive Right to Sell
- 2. EA-Exclusive Agency
- 3. Reservations on Listing
- 4. Right of 1st Refusal
- 5. Owner/Agent
- 6. School Bus
- 7. College Bus Route
- 8. Home Protection Plan
- 9. Lender Owned
- 10. Handyman Special
- 11. Tenants Rights/Possession
- 12. MUD
- 13. Latent Defects
- 14. Repaired Defects
- 15. As Is
- 16. None
- 50. Other-See Remarks

## Y: PROPOSED TERMS

- 1. Cash
- 2. Conventional
- 3. FHA
- 4. VA
- 5. Owner Finance
- 6. Lease/Option
- 7. Assumption
- 8. None
- 50. Other-See Remarks

## Z: HOW SHOWN/ OCCUPANCY

- 1. 24 Hour Notice
- 2. Appointment Only
- 3. Call Listing Agent
- 4. Call Listing Office
- 5. Day Sleeper
- 6. LA Must Accompany
- 7. Supra Lockbox
- 8. Combo Lockbox
- 9. Pets
- 10. Beware of Animals
- 11. Restricted Hours/Days
- 12. No Sign
- 13. Showing Service
- 14. Owner Occupied
- 15. Tenant Occupied
- 16. Vacant
- 17. None
- 50. Other-See Remarks