



## MLS GLOSSARY OF TERMS

### A

**Acceptance** - The time at which an offer to purchase is accepted. The fact that it was accepted must be relayed to the person that made an offer for all parties to be bound to the contract.

**Acres** - The total number of acres of the property.

**Acres Cultivated** – (of land or fields) Prepared for raising crops by plowing or fertilizing.

**Acres Pasture** – This type of land is typically used by animals.

**Acres Timber** – Trees or wooded land considered as a source of wood.

**Ad Valorem Tax** – Charged by local government, this tax is based on the value of the property, as determined by the local government authorities.

**Additional Deposit** – A buyer of real property will generally give a small deposit with an offer, and a more substantial deposit after the offer has been accepted. The second deposit is the "additional deposit."

**Additional Public Remarks** – "The additional remarks shall not include any contact information i.e. agent, broker, company, bonuses, commission, URL information, affiliated businesses and owner name, phone numbers, however this information may be entered in the Realtor Remarks field".

**Adjustable Rate Mortgage (ARM)** - A mortgage whose interest rate over the life of the loan is not necessarily the same as the original interest rate at the loan inception. Rate changes may go up or down and are usually tied to an economic indicator and a time. The person getting the mortgage should check to see if these fluctuations have a cap, and make sure they are comfortable with whatever that cap is. Some ARMS are convertible to a fixed interest rate after a period.

**Address Combo** – The field is a combination of all address fields which include Street Number, Street Name, Unit Number, City, State, and Zip code.

**Age Description** - This field is used to identify the approximate age of the subject property. Only one age should be selected for data entry. A list of options follows:

- *New Cons: New Construction*
- *25 + old: 25 Years or Older*
- *UNK: Age Unknown*

**Agent**- A person authorized to act on another's behalf. In real estate, this *agent* may be a *listing agent* representing the seller, a *selling agent* representing the buyer, or a *dual agent* which means the agent or company may represent both the seller and the buyer. There is a fourth option, a *transaction agent* (or broker) that represents neither party but helps the transaction to be completed. A real estate agent must be licensed under the laws of their state. An agent must place their license under the direction of a real estate broker. To become a broker, one must take the same courses that a salesperson does, but also complete additional training and meet experience requirements which differ from state to state.

**Agent (Showing Instructions)** - The Listing Agent must be present at all showings.

**Agricultural Land** - Land on which a food crop, a feed crop, a fiber crop, a silvicultural crop or a horticultural crop is grown. The term includes range land and land used as pasture.

**Air Condition** – The process of altering the properties of air to more favorable conditions. This field is used to disclose the form of technological cooling, heating or ventilation that modifies the condition of the air.

**Allow Address Display** – This field is used to determine if the address of the property will be allowed to be shown on the internet.

**Allow Auto Valuation** – This is a property's calculated value at a specific point in time by analyzing values of comparable properties that do not consider the property condition, as a physical inspection of the property does not occur and therefore the valuation produced assumes an average condition. This field is used to determine if it will be allowed.

**Allow Blogging** – This field is used to determine if a web site on which someone writes about personal opinions, activities, and experiences is allowed

**Allow Mobile Home Y/N**

**Allow VOW** – is a web site that is used to conduct business activities, used as a real estate property search site allowing the public to conduct searches of approved Multiple Listing Service properties in a given area under certain conditions.

**Amenities** – Use this field to fully describe all the amenities of the subject property.

**Amortization** – The repayment of a loan over time. With each payment, there is a reduction of principal (the original amount borrowed), plus the interest.

**Amortization Schedule** - This table shows each payment amount for the mortgage, how much of each payment is applied to the principal, how much is applied to the interest, and how much remains to be paid. The table shows each payment until there is a zero balance and the loan is paid in full.

**Annual Expenses** – The yearly costs associated with the operation and maintenance of an income-producing property.

**Annual Gross Income** – The maximum amount of annual rent collected if the property were 100% occupied all year and all tenants paid their rent.

**Annual Percentage Rate (APR)** – Required by the Federal Truth-in-Lending-Act, this details the amount of money financed. The APR is the true cost of borrowing money, which includes the total finance charges added to the principal amount.

**Appliances/Equipment** - Appliances and/or equipment in or around the house that will convey with the sale of the property.

**Apartment** - A dwelling unit within a multifamily structure, generally provided as rental housing.

**Appointment Only** - An appointment must be made before showing the property.

**Appraisal** - A professional determination of value. Mortgage companies usually require an appraisal of the property by a licensed, disinterested party before agreeing to loan money on the property. Methods of determining value may be based on many things, such as comparable sales in the area, the cost approach, the income approach, or the highest and best use of the property.

**Appraised Value** – The worth of the property as determined by a professional appraiser.

**Appraiser** - A person qualified by education, training, and experience to estimate the value of real property and personal property.

**Appreciation** – The opposite of depreciation. When the value of a property rises, based on economics and market conditions of the area, it appreciates.

**Approximate Completion Date** – The date the subject property is scheduled to be completed.

Approximate Heated Square Footage - Finished heated and cooled and habitable above grade area of the house measured from the exterior walls. For an area to be considered heated living area IT MUST BE ACCESSIBLE FROM THE INTERIOR OF THE HOUSE. Therefore, exterior buildings and garage apartments etc. SHOULD NOT BE INCLUDED when calculating living area. Walk out basements' square footage can be included if it has at least one exposed exterior wall.

Approximate Year Built - Enter the year the subject property was built. If the exact Year Built cannot be determined, this is a logical estimate.

As Is Condition – Disclaiming any warranties or representations regarding the condition of a property.

Asking/Listing Price – The price a seller is asking to sell their property. The price that a buyer offers to purchase the property and the final contract price may be less than, equal to, or even more than the asking/listing price.

Asphalt Shingles - Roof constructed primarily or solely of asphalt shingles.

Assessed Value - The value used by the governing authority (i.e. either the local government or the condominium association) by which to levy a tax or fee on the property owner.

Assessment - The amount of tax or special payment due to a municipality or association.

Assignee – The person responsible if the rights and responsibilities for a property are transferred to a new person.

Association/Condo Fee - This field is used to indicate whether there are any Association Fees tied to the subject property. This would include Homeowners Associations, Condo Associations, etc. This field specifically wants to know if there is a fee and whether it is mandatory or voluntary.

Association/POA Fee Includes – Services included with the association fee. For example, landscaping, trash, water, etc.

Assumable Mortgage – The buyer takes over and assumes the existing mortgage on the property on the same terms as the original person that took out the mortgage. This would mean the new buyer does not have to obtain a new loan. In years past, the new buyer could take over the loan without having to qualify, but mortgage requirements are now more stringent.

Assumption of mortgage – The act of taking over and accepting legal responsibility for the terms of an existing mortgage.

Auction - A public sale of a property or real estate that is sold to the highest bidder.

Auction Date – The date in which an auction is to occur

Auction Location – The location/address in which an auction is to occur

Auction Terms/Conditions – A public sale of a property or real estate that is sold to the highest bidder

Auction Time – The time in which an auction is to occur

## **B**

Back-Up Contract -- A contract or offer that is in a secondary position to an already existing contract. This contract shall be elevated to the first position if some condition in the first contract is not met. If the first position contract is consummated, then the second contract is no longer in effect.

Balloon – A mortgage where there are payments over a period, but the final payment is a lump sum which is quite large, compared to the previous payments.

Bankruptcy - A condition whereby the courts determine that a person's indebtedness greatly exceeds their assets and payment of these debts is determined by the courts.

Basement - Any area of the building, including any sunken room or sunken portion of a room, having its floor below ground level on all sides.

**Bedroom** - A bedroom is any room you can fit a conventional bed into, should have a window which provides an emergency exit, natural light and ventilation, should have direct access to a hallway, living room or other common area, and a closet is required for a bedroom. Having to walk through one bedroom to get to another bedroom is an example of functional obsolescence.

**Bill of Sale** – A document that serves as written proof for the transfer of title. Real estate is transferred by a deed. Personal property is transferred by a Bill of Sale. Mortgage companies will not make loans on personal property, and a Bill of Sale may be included with a real estate contract to outline what personal property is being transferred to the new owner.

**Block** – This field is part of the tax identification information and auto populates the number into the field when you use the Tax Auto Pop feature.

**Binder** - A preliminary agreement, often accompanied by an earnest money deposit, that shows good faith on behalf of the buyer.

**Branded Virtual Tour** - A virtual tour created that contains branded or contact information of the listing agent and/or broker of the listing in the MLS.

**Branding** – the promotion or identification of a company, person, or product by means of advertising and distinctive design.

**Bridge Loan**, also called a swing loan - A short term loan used to transition in between paying off an old loan, and the inception of permanent financing. This is often used to build or purchase a new home, when the previous home is still owned, but is up for sale. Once the previous home is sold, and the owner receives the proceeds from that sale, permanent financing is usually obtained.

**Broker (i.e. real estate broker)** - A person duly licensed under the laws of their state to act as an agent for another, and negotiate the purchase, sale and lease of real property. A broker has full authority to run a real estate company, whereas a real estate *agent* must have their license held under the auspices of a broker.

**Broker Reciprocity** – The mutual exchange of privileges between groups or states which in real estate would be the recognition of the license of one state in another. Sometimes referred to as Internet Data Exchange (IDX), Broker Reciprocity gives Participants the ability to display each other's listings on their respective websites.

**Buildings** - Any type of structure that is not livable.

**Building Insurance** - coverage purchased to protect financial risks because of a loss or damage to physical structures that you own.

**Business Name** – The name of the business that is being sold

**Buyer** – A person who purchases real estate

**Buyer's Agent / Buyer's Broker** - A real estate agent, broker, or salesperson, who represents a buyer's best interests. The commission paid to this buyer's agent may come from either the seller or the buyer.

**Buyer Agent Fee** - Enter in the amount of CO-OP compensation into this field. This is the amount you intend to pay a co-operating broker on the sale. **DO NOT ENTER THE ENTIRE AMOUNT OF COMMISSION INTO THIS FIELD UNLESS YOU INTEND TO GIVE AWAY THE ENTIRE AMOUNT TO THE CO-OPERATING BROKER!** Compensation may be entered as either a fixed dollar amount (For example: \$5000) or as a percentage of the sales price (For example: 3%)

## **C**

**Cable Y/N**

**Call List Agent** - The selling agent must call the Listing Agent to set up an appointment to view the property.

**Call List Office** - An appointment must be made with the office before showing the property.

**Call to Show** – This field is especially good for Teams wanting to advertise the primary contact information for each listing, or offices utilizing Appointment Centers. This is an alpha-numeric field with a 50-character maximum.

CAM Charges – (Common Area Maintenance) Those charges levied on or the expenses incurred in maintaining the common areas of a building

Cap - A maximum allowable. For example, many adjustable rate mortgages have a maximum amount that the interest rate may increase over a certain period.

Ceiling Height – The clearance height under the ceiling.

Certificate of Title - A statement verifying who has the rights and responsibilities of ownership in a property. This may be ascertained by a public record search but does not guarantee that any other parties may not stake a claim to the property. Title insurance protects against claims that may arise against the title.

Certificate of Occupancy - A document which must be obtained from the local government which states that the new construction has been inspected and is built in accordance with regulations. The property is therefore ready to be occupied.

Clear Title - Ownership that is free of liens, defects and encumbrances, beyond those which the owner agrees to accept.

Climate Control Y/N

Closing - The transaction where title passes from seller to buyer and the seller is paid. A settlement statement shows all costs incurred and gained by both parties.

Closing Costs – The expenses incurred in obtaining the property and transferring title to the new owner. This may include, but is not limited to attorney's fees, points, title charges, credit report fee, document preparation fee, mortgage insurance premium, inspections, survey, appraisals, prepayments for property taxes, deed recording fee, and homeowner's insurance.

Closing Date - This is the date that appears on the settlement statement.

Co-Listing Agent Credit (%) – The percentage of the listing price that is credited to the co-listing agent.

Co-Listing Agent Name – Name of the Co-Listing Agent

Co-Listing Agent Phone - Used to record the Co-Listing Agent's phone number

Co-Listing Agent Public ID – This Look-up field allows you to look-up and enter the agent ID of any co-listing agents on the subject property.

Co-Listing Office Code - A unique identifier that connects to the Co-Listing office.

Co-Listing Office Name - The legal name of the Co-Brokerage representing the seller.

Co-Listing Office Phone - Used to record the Co-Listing Office's phone number

Co-Selling Agent Credit (%) – The percentage of the sales price that is credited to the co-selling agent.

Co-Selling Agent Name - Name of the Co-Selling Agent

Co-Selling Agent Phone - Used to record the Co-Selling Agent's phone number

Co-Selling Agent Public ID - A unique identifier that connects to the Co-Selling agent

Co-Selling Office code - A unique identifier that connects to the Co-Selling office.

Co-Selling Office Name - The legal name of the Co-Brokerage representing the buyer.

Co-Selling Office Phone - Used to record the Co-Selling Office's phone number

Code of Ethics– Set forth by the National Association of Realtors, these are written professional standards that all members are expected to uphold.

**Commitment Letter**, also known as a loan commitment - A written offer by a lender to make a loan by a date under certain conditions. A buyer has more clout with a seller if he submits a letter of loan commitment from his lender to the seller while he submits his offer to purchase to the seller than a buyer who has not even applied for the loan yet.

**Common Areas** - The space that is shared among all property owners. In a condominium that may be the building corridors, elevators, parking areas, recreational facilities, etc. and in a planned unit development an example of this might be swimming pools or tennis courts.

**Community Amenities** – Used to indicate amenities in the common areas of the community for the residents' use. Some amenities may or may not be subject to availability and may require a usage fee.

**Condition** – a future and uncertain event that must happen to create an obligation or which extinguishes an existing obligation.

**Condominium** - Real estate ownership where several owners hold title to different individual units, or parts, of the building and have a shared interest in the common areas.

**Conforming Loan** - A mortgage loan that meets underwriting guidelines for Fannie Mae and Freddie Mac

**Construction Loan**- A short term loan made to a builder for constructing the building. After completion, permanent financing is normally secured.

**Contingency/Kickout** - A condition that must be met before a contract is legally binding, or before a sale is to be completed. The contingency provides an out or an escape from performing if the condition is not met.

**Conventional loan or conventional mortgage** - A real estate loan, which is not insured by the government agency FHA nor guaranteed by the Veterans Administration. Typically, subject to the terms of their institution, the conditions may be more flexible, as the lender is not required to follow federal guidelines. The lender looks to the credit of the borrower and the security of the property to insure payment of the debt.

**Convertible ARM** -An adjustable-rate mortgage (ARM) that can be changed, or converted into a fixed rate mortgage during a specified period and under certain conditions of the loan.

**Conveyance** - The passing or transfer of title from one party to another.

**Co-op** – cooperative – also known as cooperative ownership – Where several residents hold shares to a cooperative trust or corporation that owns the multi-unit building. Owning the shares of ownership grants the resident the privilege of occupying a specific unit of the property.

**Counteroffer** - If the receiver of an offer makes any changes to the original offer, it is considered a rejection of the initial offer and becomes a counteroffer.

**County** – the county where the listed property is located.

**Covenant** - as in Covenants, Conditions and Restrictions, or Restrictive Covenants - A clause in a written document, such as a mortgage or a deed, that the owner will abide by certain rules and conditions. These are not uncommon in subdivision and are usually intended to maintain the value and integrity of the property,

**Credit Rating** - A standard of measure of a person's credit worthiness.

**Credit Report** - The official credit history of any individual as compiled by a credit bureau. This is used by lenders in determining the size loan a person may, or may not, qualify for.

**Credit Report Fee** - The amount that the person applying for a loan must pay to their lender to have the lender obtain their credit history directly from a credit reporting bureau.

**Current (C)** - A listing that is currently ready to sell or lease, and available to show

## D

Date Available – the date in which the property will be available.

Date Rented – The date in which the property was rented.

Deed - The document that sellers and buyers sign when transferring title to real estate. It legally transfers the property from the seller to the buyer, and is then recorded by the closing agency in county records.

Deed of Trust - Some states use a deed of trust to convey property being held as security for a loan. This document is then conveyed to a trustee and can be used to sell, mortgage or subdivide the property.

Deed Restriction/Covenants Y/N

Default - Failure to make payments when due which can result in foreclosure of the mortgaged property. This includes not only monthly mortgage payments but also taxes or any other promise in the original deed.

Delinquency - Outstanding past-due mortgage or loan payments.

Delivery – The legal transfer of a deed to property by the seller and recorded in the county records.

Deposit – (also called Earnest Money) - A good faith deposit of a sum of money offered by the prospective purchaser at the time of the offer to purchase. These funds are typically deposited into an escrow account and held until the real estate closing takes place. At the closing, the buyer is most often given credit for the earnest money that has already been paid, but in some cases it may be returned to the buyer at closing. These funds may also be returned to the buyer in some cases if the contract on real property doesn't go through to a final sale.

Depreciation -The decline in real estate value due to physical deterioration or lack of updating an older property.

Description – the part of the deed, mortgage, trust deed, etc., that is used to locate the boundaries of real property.

Directions - This section provides you an opportunity to provide text directions to the subject property. For example, *"Take I-10 to the Bluebonnet Exit and head south on Bluebonnet towards Highland Road. Turn Left on North Glenstone."*

Disable Access Y/N

Discount Points – Investors typically offer an interest rate with no discount points, but can lower that rate if the buyer is willing to pay an upfront fee that will give the investor the same yield. Each discount point is equal to 1% of the loan amount borrowed.

Distress Sale – A distress sale occurs when the sellers must sell the property very quickly and are willing to decrease the price as an incentive to potential purchasers.

DOM (Days on Market) – The period a property is listed for sale until it is sold or taken off the market

Down Payment - The difference, in dollar amount, between the purchase price and the loan amount.

Dual Agent – An agent who represents both the seller and the buyer in a real estate transaction.

Due Diligence – The act of best effort of ensuring that all statements about the real property are true.

Due on Sale Clause – Language in the mortgage closing agreements that inform the borrower that if they allow their loan to be assumed or transferred in any way, the lender has the right to demand the balance in full.

## E

Earnest Money (also called Deposit) – Funds given by the buyer and held in an escrow account until the real estate closing. In some cases, these funds are refundable if the loan fails to close, but if the loan does close, the purchaser is given credit at closing for the earnest money.

Easement – A legal document on certain property giving persons other than the owner the right of way, access and limited use or enjoyment of the land involved. (Example, power companies sometimes need a right of way for power lines.) Closing documents and/or land surveys will describe and show such easements. These easements must be acceptable to the mortgage company before the buyer can consummate a binding closing.

**Eminent Domain** – The right of local or state government to purchase private property for public use. Owners receive compensation based on fair market value and sometimes additional funds for the inconvenience of moving. This is legal under the Fifth Amendment of the United States Constitution. Reasons for eminent domain can include schools, roads, parks, hospitals, public safety and other public buildings.

**Entry Date** - The date the listing was entered into the MLS system.

**Equal Credit Opportunity Act** – A 1974 federal law under Title VII of the Consumer Credit Protection Act which requires lenders not to discriminate against consumers based on race, color, religion, national origin, sex or marital status, or receipt of income from public assistance (food stamps, social security). Borrowers are notified at application in writing of agencies that they may contact if they feel they have been discriminated against in any way.

**Equipment** - Appliances and/or equipment in or around the house that will convey with the sale of the property. (See also Amenities)

**Equity** - The homeowner's part of the property value over and above the outstanding balance owed to the mortgage company.

**Equity Loan** - A real estate loan based on the borrower's equity (ownership) in the property. The amount that the bank might loan could be determined by the fair market value of the property minus any current mortgages secured by the property, subject to the owner's other debt commitments and credit history.

**Escrow** – A neutral third party holds other people's funds in a secure account for future use. An earnest money deposit is held in a real estate broker's *escrow* account. It is the broker's account, but he is holding the buyer's funds in the account for safekeeping until closing. In the case of a mortgage, the total monthly mortgage payment may include funds to pay for future taxes and insurance paid in addition to the principal and interest. This escrow is held by the lender until taxes and insurance are due, at which time the mortgage company pays the taxes and insurance on the borrower's behalf. After the taxes and insurance are paid, the lender may re-adjust the total monthly payment to insure sufficient funds for future escrowed items.

**Estimated Lot Size Dim** - Enter the full dimensions of the Lot. Use the following format: *100 x 80 x 100 x 80*.

**Eviction** - Eviction is the process of removing an occupant, either tenant or owner, by law enforcement for failure to perform as promised on a note or lease contract.

**Exclusion** – Fixtures which the seller does not want to include with the sale of the real estate property.

**Exclusive Agency Listing** – A written agreement between a property owner and a real estate broker giving the broker the exclusive right to sell the property for a specified period and at a specified fee. Agents whose licenses are held by a broker may sign on their broker's behalf.

**Expiration Date** - This is the effective date of expiration of the listing contract. The system is VERY SPECIFIC about the format; it MUST BE ENTERED AS FOLLOWS: MM/DD/YYYY -- for example, a listing with an expiration date of June 9, 2014 would be entered as follows -- 06/09/2014. The expiration date field only allows an expiration date to be entered into the system that is within seven (7) days of the current date.

**Existing Use** – What the property is being used for at the current time.

**Expiration Date** – The date the listing expires. The listing expires at midnight on the expiration date and moves from an active status to an expired listing.

**Extension** - A written agreement between all parties on a contract allowing an additional specified period during which all parties are expected to perform their contractual obligations.

**Exterior** - This field is used to identify the exterior of the subject property. You may enter multiple siding features to fully describe the exterior of the property by selecting more than one option from the list. For instance, if a home is wood exterior but has a brick facade on the front side, you would select both BRICK and WOOD.



## **F**

**Fair Credit Reporting Act** –A federal law that protects consumers by regulating the consumer credit agencies' disclosure of individuals' credit history. This also established guidelines and procedures for correcting errors on your credit report.

**Fair Market Value** - A median price based on the highest price a willing buyer would be willing to pay and the lowest price a willing seller would be willing to accept in a competitive market.

**Fannie Mae – (FNMA)** - Federal National Mortgage Association. A government agency that is a major mortgage investor.

**Fannie Mae's Community Home Buying Program** - A flexible home purchase program to assist low-to-moderate income families in the purchase of a home by decreasing the amount of down payment and allowing higher debt and housing ratios in some cases. Potential buyers are required to attend a pre-purchase home buying class.

**Farm Home 100% loan** - see Rural Development Loan.

**Fee/Commission Paid** – The compensation paid to the listing brokerage by the seller for selling the property. A buyer agency agreement may require the buyer to pay a commission to his or her agent.

**Fencing** – Use this field to fully describe the types of fencing included in the property.

**FHA** - An agency of the U.S. Department of Housing and Urban Development (HUD) that was established in 1934 under the National Housing Act to encourage improvement in housing standards, to provide an insurance for mortgages, and to exert a stabilizing influence on the mortgage market. FHA was the government's response to a lack of quality housing available at the time, excessive foreclosures and a building industry that had collapsed during the Depression. FHA's main activity is the insuring of residential mortgage loans made by banks and private lenders. The FHA sets standards for construction and underwriting but does not lend money or construct housing.

**FHA 203b** – The most popular FHA government loan. It typically requires a three percent down payment.

**FHA 203k** - A renovation and repair loan through the Federal Housing Authority, typically made for single family properties.

**FHA Futures** - Down payment assistance for a loan where the buyer can borrow up to 6% of the loan amount to be used towards closing costs and down payment.

**Fiber Optic Lines YN** – A package or assembly for an optical fiber or fibers that may include buffering, strength member and/or an outer jacket is available on the property.

**Fiduciary** - A relationship which implies a position of trust or confidence. Among the obligations a fiduciary owes to his principal are duties of loyalty, obedience, full disclosure, the duty to use skill, care and diligence, and the duty to account for all finances.

**Financing (Available)** – The type of payment, financing or loan the property is available to receive.

**Financing Type (Sold)** – The type of financing used in the sale of the subject property.

**Finish Allowance** – A provision in a lease for an office or retail space that provides a certain sum or amount per square foot to the tenant to customize the space provided.

**Fireplace** - Use this field to define the quantity and types of fireplaces in the improved property.

**First Mortgage** -The first mortgage is the primary loan against a property, and takes precedence over any other mortgage, equity line or other lien.

**First Right of Refusal** - A legal right by an individual giving that person the first opportunity to purchase or lease real property.

**Fixed Rate Mortgage** - A mortgage with an interest rate and monthly payment that remain the same and cannot change over the life of the loan.

Flood Insurance - A special and separate insurance policy that covers property in the flood area against damage by flooding. Although flood insurance may be bought through your local insurance agent, it is issued through the federal government. When purchasing real estate, a survey is typically required where there is any risk of flooding to the property. Flood insurance may be required by the lender in order for the buyer to obtain a loan.

Flood Ins Required Y/N- Is flood insurance required for this property?

Flood Zone - The code that determines the limits of a flood plain are defined by the peak level of a 1 in 100-year return period flood or the highest known water level, whichever is greater.

Floor Covering – the type of material used for the floor in a dwelling or building.

Forbearance- The act of refraining from taking legal action even though payment of a promissory note in a mortgage or deed of trust is in arrears. It is usually granted only when a borrower makes a satisfactory arrangement by which the arrears will be paid at a future date.

Foreclosure - The legal process that begins when a borrower fails to make payments to a lender on a mortgaged property. Should the borrower not be able to correct the default, the property will be sold at public auction to satisfy the debt.

For Rent YN – Signifies whether the property in question is also available for lease.

Foundation – Use this field to define the type of foundation used in the improved property. If more than one feature type applies you may enter multiple features by holding down the CTRL key while selecting from the list.

Federal National Mortgage Association (FNMA – also known as *Fannie Mae*) A federal agency established in 1938 to purchase mortgage loans from lenders as an investor. FNMA originally bought FHA loans, but now is a conventional, FHA and VA investor. FNMA is now a private company operating with private capital.

Federal Home Loan Mortgage Corporation (FHLMC - also known as *Freddie Mac*) A publicly held corporation that buys mortgages and thereby creates a flow of funds to mortgage lenders. FHLMC was chartered by Congress in 1970.

Franchise IDX Opt In – Gives Participants the ability to display each other's listings on brokerage franchise websites.

Frontage – The portion of a property that borders a roadway or body of water.

Fuel – Used to indicate how the dwelling is heated.

Full Baths - Enter the number of Full Bathrooms. A Full Bathroom is typically considered as one that includes a lavatory/sink, toilet and a shower and/or bath.

Furnished – If the property comes with furniture.

## G

Garage – Y/N

Garage Carport Capacity – the number of spaces in the garage/carport

Garage Carport Location – Whether it is attached or detached

Garage Carport Type – Whether it is a garage or carport

GBA (Lease) – Gross Building Area

Golf Course – In the Amenities section to describe if the property is on a golf course.

Green Efficiency Fields – The 5 new green data fields and 42 picklist values added to the MLS system in 2013. For a complete list of these terms, please refer to the Green Efficiency Glossary of Terms.

Grantee - The individual to whom interest in real property is conveyed.

Grantor –The individual conveying the interest in real property to another person.

Guarantee Mortgage – A mortgage that is guaranteed by a third party, often a government agency.

## H

Half Baths - Enter the number of half bathrooms. A half bathroom is typically considered as one that does not include all the fixtures of a full bathroom. For example, a bath that only contains a sink and a toilet would be considered a half bath.

Hazard Insurance –An insurance policy selected by the borrower to cover the property against loss due to hazards such as fire, hail, etc. The borrower pays an annual premium for this coverage. In many cases, the lender requires that the borrower pay 1/12 of this annual amount every month, included with the borrower's monthly payment of principal and interest. These funds are held in reserve on behalf of the borrower in an escrow account.

Heating System – Use this field to define the Quantity and Type of heating system in the improved property.

Home Inspection - An inspection made by a third party (not the buyer or seller) for a statement of condition on the property, i.e. structural and mechanical conditions. Many contracts to purchase are contingent on the buyer having a home inspection performed within a certain period prior to closing.

Homeowners' Association – An association with annual dues collected from residents to insure enforcement of any covenants or restrictions that apply to the properties covered. For example, the Homeowner's Association could legally cause a homeowner to take care of their yard as required by a legal covenant signed as a part of closing. Homeowner's Association fees also cover maintaining common areas, and in some cases may be either voluntary or mandatory.

Homeowners Insurance – The same as hazard insurance. It covers the property mortgaged against loss due to fire, hail, theft, etc. The borrower selects the insurance, and pays the annual premiums, often through an escrow account.

Homeowners Warranty - An insurance policy covering specific future repairs, should they become necessary, for a specific period. These are often provided by the seller or builder as a condition of sale.

HUD -The U.S. Department of Housing and Urban Development. This is the agency responsible for enforcing the federal Fair Housing Act Among HUD's many programs are urban renewal, public housing, rehabilitation loans, FHA subsidy programs, and water and sewer grants. The Office of Interstate Land Sales Registration, the Federal Housing Administration (FHA) and the National Mortgage Association (GNMA) are all under HUD

## I

IDX (Internet Data Exchange) - Sometimes referred to as Broker Reciprocity, IDX gives Participants the ability to display each other's listings on their respective websites.

In City Limit Y/N

Interest - What a lender charges to borrow money. The part of the borrower's monthly payment that goes to the lender after the principal has been applied against the loan balance.

Internal Remarks - The information entered this field is only accessible by the agents within your firm.

Internet OK Y/N

Investment Property – A property that is not occupied by the owner as their primary residence but is instead used to produce income, depreciation for tax benefits or future gains by appreciation.

## J

Joint Tenancy – A legal way for parties to co-own real property with equal rights to the real estate. Should any of the joint tenancy owners die, no interest in the property can be transferred by will as the remaining joint tenant(s) acquires all ownership.

Jumbo or Non-conforming loan - A loan that exceeds Fannie Mae's legal legislated mortgage amount which as of June 2006 is \$417,000.

Junior Mortgage - A second, third or equity mortgage that is subordinate to an existing lien already on the property.

## K

Kitchen Size – Dimensions of the kitchen

## L

Lakefront - Located along the edge of a lake.

Lake View - A dwelling unit that has visual exposure to a lake.

Landlord - The owner or lessor of a leased property.

Landlord Pays – A list of what the landlord is expected to pay during the duration of the lease.

Landscaped – Y/N

Late Charge - As established in the original agreement, the penalty that is due when the borrower fails to pay by a certain number of days after the payment due date. There is usually a 15-day grace period on traditional mortgages before late charges are incurred. Rent payments often have a 3 to 5-day grace period.

Lead Based Paint - Prior to 1978 paint that was used in construction often had concentrations of lead. These materials have since been taken off the market as they can be harmful. When selling or leasing a property that was built prior to 1978, the owner should take care to provide the buyer or tenant with a lead based paint disclosure.

Lease - A contract between a landlord and a tenant that transfers the right to exclusive possession and use of the landlord's real property to the tenant for a specified period for a stated consideration.

Leased Price – The amount the property was leased for.

Leased Type Required – The length of the lease that was required at the time the property was leased.

Lease Purchase - A contract between a tenant and an owner by which part of the monthly rent payments may go toward down payment on the property. When pre-determined sufficient funds are received by the seller, the buyer may seek a first mortgage through a typical lender or in some cases with the seller.

Lease Term – A pick list of lengths that represent the length of the lease. i.e. Weekly, Month to Month, 6 Month Lease, 12 Month Lease, 24 Month Lease.

Legal Description - The written description of a piece of land giving all pertinent information such as land lot, subdivision name, Block, parcel, acreage, etc. that comprises a legal and sufficient description of a property. For a real estate contract to be binding it must include an accurate legal description.

Lessee - The person to whom property is rented or leased; called a tenant in most residential leases.

Lessor - The person who rents or leases property to another. In residential leasing, he or she is often referred to as a landlord. One who leases property to a tenant.

Levels - Enter the number of levels of the subject property.

Lien - A monetary claim against a property that must be paid off when a property is sold for the new ownership to be legally recorded in county records.

Lifetime Cap – The maximum that an interest rate can increase or decrease over the life of a loan.

Limited Service Listing – NABOR MLS recognizes and uses the NAR Model Policy

### Section 1.2.1 LIMITED SERVICE LISTINGS

Listing agreements under which the listing broker will not provide one, or more, of the following services:

- (a) arrange appointments for cooperating brokers to show listed property to potential purchasers but instead gives cooperating brokers authority to make such appointments directly with the seller(s)
- (b) accept and present to the seller(s) offers to purchase procured by cooperating brokers but instead gives cooperating brokers authority to present offers to purchase directly to the seller(s)
- (c) advise the seller(s) as to the merits of offers to purchase
- (d) assist the seller(s) in developing, communicating, or presenting counter-offers

(e) participate on the seller's(s') behalf in negotiations leading to the sale of the listed property

List Agent Credit (%) – The percentage of the listing price that is credited to the listing agent.

Listing Agent - A real estate agent that represents the seller of the property. (see Agent).

Listing Agent Email – The email address of the Listing Agent

List Agent Fee – The amount of commission the Listing Office is to collect

Listing Agent Name – The name of the Listing Agent

Listing Agent Phone - Used to record the Listing Agent's phone number

Listing Agent Public ID – A unique identifier that connects to the listing agent.

Listing Broker - The broker that represents the seller and has the property listed for sale. It is often another broker, representing a buyer, that secures an offer to purchase the property. In such cases, the brokers cooperate (co-op) and the commission is split between the two companies.

Listing Contract (also called Listing Agreement)- A real estate broker (or agent, acting on behalf of the broker) and a seller sign this agreement to give the broker the rights to advertise the property and represent the seller. The seller's real estate is then listed for sale, most often in a multiple listing service. In most cases the payment of a commission to the brokerage is contingent upon the agent procuring a satisfactory buyer for the property within the time frame of the Listing Contract. The commission is then paid to the broker from the seller's proceeds at closing. Flat fee listing contracts have become popular, whereby a seller may pay a specified amount upfront for the services received. All details are typically determined by the listing contract.

Listing/ Listing Agreement - A written agreement between a property owner and a broker authorizing the broker to advertise the property and find a buyer or a tenant for a specific property. (See Listing Contract)

List Date - This is the effective date of the listing contract. The system is very specific about the format; it must be entered as follows: MM/DD/YYYY. For example, a listing with a date of June 9, 2014 would be entered as 06/09/2014. The listing date field only allows for dates within seven (7) days of the current date.

Listing Office Name – The legal name of the brokerage representing the seller.

Listing Office Code - A unique identifier that connects to the listing office.

Listing Office Phone - Used to record the selling Agent's office phone number.

List Price - This is the price specified in the listing agreement. Do not enter dollar signs, decimal points or commas. You must enter all the zeros. Therefore, a home with a list price of \$250,000.00 would be entered as simply "250000".

Listing Syndication - The distribution of active real estate listings by brokers/agents (or by the MLS on behalf of brokers/agents) to third-party websites, for advertising to consumers. Listing syndication is different from IDX or VOW in that it shares data with third parties *who are not members of – or participants in – the MLS* (such as property search portals like [Zillow](#), [Trulia](#), Yahoo! Real Estate, etc.). Listing syndication gives brokers the ability to selectively choose the sites to which they syndicate their listings, based on their advertising goals and business model. Each broker also has the option to syndicate their own listings only.

Listing Type - Identify the type of listing contract that exists with the seller. This is selected from a drop-down list providing the following options. Definitions of each type of listing follow:

- DA – DESIGNATED AGENCY - A licensee affiliated with a broker who has been designated by the broker, or the broker's duly authorized representative, to act as the agent of a broker's buyer or seller client to the exclusion of all other affiliated licensees.
- EA -- EXCLUSIVE AGENCY -- A written instrument giving one agent the right to sell property for a specified time, but reserving the right of the owner to sell the property himself, without the payment of a commission.
- ER -- EXCLUSIVE RIGHT -- A written instrument giving one agent the right to collect a commission if the property is sold by anyone during the term of the agreement.
- TB – TRANSACTIONAL BROKERAGE -A transaction broker does not represent the buyer or seller, but instead acts as a neutral go-between to help both parties complete a home sale.

- NA – NO AGENCY

Location – Used to indicate additional descriptions of where the property is located with a community, city or county.

Loan Application - A form used to apply for a mortgage loan that a borrower must complete to secure the loan. It has questions about the borrower's income, assets and debts, plus some required disclosures.

Loan Commitment - A lender's written approval granting a specific loan amount, conditions, and a set time limit for closing the loan.

Loan Origination - The process of applying for a mortgage loan.

Loan Originator - The person who assists borrowers in obtaining their new loan.

Loan to Value - The ratio of the amount of the loan divided by the value or sales price of the home.

Lock Box Number – serial number on the lock box

Lock In - An agreement in which the lender guarantees a specified interest rate for a certain amount of time at a particular cost.

Lot - Lot number is usually used in conjunction with a Subdivision name to provide a legal description of the property such as "Lot 12 Azalea Lakes".

Lot Dimension – Enter the lot dimensions in one of the following format: front x side x rear x side i.e. 80 x 110 x 84 x 110, rectangular properties may be entered as front x side, i.e. 80x 120

Lot Location – Is the located near any amenities such as parks, schools, or shopping centers?

Lot Size Acres - Enter the lot size in acres.

LP per Acre – This field is calculated by the MLS system, once the list price and lot size are entered.

LP per Heated SF – This field is calculated by the MLS system, once the sold price and heated square footage are entered.

## M

Manufacture SF – A subtype of an industrial building primarily used for manufacturing products

Maturity Date - The date on which the last payment on a mortgage or any other financial instrument becomes due and payable.

Max Floor Load Capacity – The capability of weight stated in pounds per square foot that a floor of a building can safely support if uniformly distributed.

Mechanics Lien - A financial claim created to enforce payment for work performed and materials provided on either building, repairing or improving a structure.

Metes & Bounds - Land measurement of real property described by using directions, angles, and distances. To properly describe the subject property, it begins and ends at the same point and is usually done by a licensed surveyor.

MH Make – Make of the mobile or manufactured home

MH Model – Model of the mobile or manufactured home

MH Parkname – Name of mobile home park.

MH Serial No – Serial number of the mobile home.

Minerals YN – Indicate whether the Mineral Rights are: Partial, Unknown, Yes, No

Minimum Divisible – the minimum size you can rent out of the total space

Minimum Term – the minimum number of months that a property can be leased.

MLS - An acronym for "Multiple Listing Service." MLS is composed of hundreds of database computer systems located throughout the USA for real estate agents to showcase their available real estate listings that are for sale and for lease.

MLS Number – The number automatically assigned by the MLS system to the listing.

MLS Remarks - The information entered into this field is intended for other agents and are private remarks that are not intended to be seen by the general public. Items such as the following would be examples of MLS Remarks:

- Lockbox is located on the back door.
- Security System is installed, please call office for security codes.
- DO NOT let the dog out.

Molds - Fungi that may be present both indoors and out. Prior to a real estate closing, a termite inspection is usually performed to inspect for termites, mold and mildew on the property or in a crawl space.

Monthly Fee - Enter the amount of the association fee.

Monthly Rent Amount – The monthly amount at which the property can be rented.

Monthly Rented Amount – The monthly amount at which the property was rented.

Mortgage - A legal document signed by borrower(s) and promising a property to the lender in return for payment of a debt. Some states use First Trust Deeds instead of mortgages.

Mortgage Banker - A lender that originates mortgage loans through mortgage brokers for sale to investors such as Fannie Mae, Freddie Mac, or Ginnie Mae.

Mortgage Broker - A company that buys mortgages from mortgage bankers to sell to investors such as Fannie Mae and Freddie Mac.

Mortgage Insurance - Insurance paid by the borrower to insure the lender against default in case of nonpayment of the mortgage loan. The mortgage insurance company may buy the property or just cover part of the losses to the lender. Many government loans and some conventional loans require mortgage insurance with loans to value over 80%.

Mortgage Insurance Premium – (MIP) - The monthly insurance paid by the borrower to offset any potential loss in case of foreclosure.

Mortgage Interest Rate - The percentage rate lenders charge for mortgage loans; shown on the note signed at closing.

Mortgagee - The lender originating and closing the mortgage loan in their name prior to selling to a broker for investor purchase.

Mortgagor - The borrower signing the note in a mortgage loan process.

Multiple Listing Service - (also known as the acronym "MLS") Multiple Listing Service is composed of hundreds of database computer systems located throughout the USA for real estate agents to showcase their available real estate listings that are for sale and for lease. Multiple Listing Service listings in most cities are now available for viewing by the public on MLS.com.

## N

Negative Amortization - When adjustable rate mortgage payments are not sufficient to pay the monthly principal and interest, the deficient amount is added to the original mortgage which causes the outstanding principal balance to increase. Therefore, the amortization is negative instead of positive.

Nehemiah - An FHA insured government loan that helps low income home buyers with down payment assistance.

Net Operating Income (NOI) – A company's operating income after operating expenses are deducted, but before income taxes and interest are deducted.



New Construction – A home that hasn't been occupied, where the seller is typically the builder

NNN Charges – means the tenant pays towards all taxes, insurance, and common area maintenance (CAM) expenses, in addition to rent.

No Doc Loan - also called Low Doc Loans - Little or no documentation loans. Generally used for the self-employed and small business owners. Also used for non-profits, specialized companies and individuals.

Non-Conforming Loans - Loan amounts that exceeds FNMA's \$417,000 (as of July 2006) maximum lending.

Note - A statement borrowers sign at loan closing that gives the terms of repayment. This also includes the borrower's promise to repay.

Notice of Default - A formal written notice to a borrower that a default has occurred (i.e. payment has not been received) and that legal action may be taken.

## O

Offer - When a buyer makes a written promise to purchase real estate, it is an offer. It does not become a contract until all terms are accepted by both seller and buyer.

Office SF – refers to a variety of spaces including: meeting spaces integrated into the office environment, reception, office support spaces such as work rooms, storage rooms, file rooms, mail rooms, copier area, service units/coffee bar, and coat storage integrated into the office environment, and telephone and communications equipment rooms located in tenant suites containing tenant equipment.

OH Public Time – The hours at which the property will be open to the public.

Open End Loan - A mortgage loan that is expandable by increments up to a maximum dollar amount, the full loan being secured by the same original mortgage.

Open House - A scheduled period in which a house or other dwelling is designated to be open for viewing for potential buyers.

Open Listing - A listing under which the principal (owner) reserves the right to list his property with other brokers, yet grants the real estate agent the right to advertise and sell the property.

Option - The right to purchase or lease property within a pre-determined time at a specific price. There is no obligation to purchase, but the seller is obligated to sell if the option holder exercises the right to purchase. For the option to be valid, it must include consideration (i.e. earnest money).

Origination Fee - The fee charged by most lenders to originate a loan, typically one percent of the loan amount.

Owner Financing – The seller provides financing so that the buyer does not have to go through a bank or traditional sources to obtain funding to purchase the property. The seller does not receive all proceeds at once, as in a traditional closing where the buyer obtains bank financing, but the seller does receive interest in addition to the principal.

## P

Parcel ID - This field is used to enter the appropriate parcel ID from the Assessor's Tax Records. Please enter only one parcel ID in this field. Any additional parcel ID numbers should be entered in the field labeled ADDITIONAL PARCEL ID.

Parking – Use this field to fully describe both the Quantity and Kind of parking. You may enter multiple features by holding down the CTRL key while selecting from the list.

Parking Spot Avail – The description of the parking in and around the property.

Patio - An interior courtyard or a paved backyard area.

Payment - The monthly amount due that a borrower must pay on a mortgage loan.

Payment Cap - The most that a monthly mortgage payment can be increased on an adjustable rate loan mortgage.

Pending Date – The date the status of the listing was changed to Pending or Pending Taking Back-Ups.



Personal Liability - Person is legally liable for individual action, responsibility or activity.

Pets Allowed Y/N

Pick List – A field in the MLS that contains a drop-down box or list of available options.

PITI - Principal, interest, taxes and insurance combined. When less than 20% is paid as a down payment on a property, most lenders will require that each monthly payment include at least 1/12 of the annual taxes and 1/12 of the annual insurance in addition to the required principal and interest.

Planned Unit Development – (PUD) - A housing design to produce a high density of dwellings and maximum utilization of open spaces.

Plat – A map that is drawn to scale of a specific piece of land that shows the shape, acreage, etc. The plat illustrates the geographic boundaries of the property.

POA Dues - Enter the Term of the above association fee. Is it *Monthly* or *Annually*?

POA Dues Per – The amount of dues required by the Property Owner's Association and how often they are due.

POA Name – The name of the Property Owner's Association

POA Phone – The phone number of the Property Owner's Association

Points - Discount points are paid upfront to mortgage brokers to give a sufficient yield when the borrower would like a lower interest rate. One point is one percent of the loan amount.

Pool Type – Use this field to fully describe the kind of swimming pools that are included with the subject property.

Pool Y/N

Possession - The buyer occupying the property that is purchased or a tenant occupying the property that is leased. In a real estate sale, possession is rarely granted prior to closing when the seller receives their funds.

Potential Gross Income (PGI) – The total income attributable to real property at full occupancy before vacancy and operating expenses are deducted.

Prepaid - Items paid in advance of closing, such as real estate taxes and homeowner's insurance premium.

Prepayment Penalty - A fee charged when a borrower pays a mortgage in full prior to the agreed upon date. The note and deed would advise of any such penalty.

Prequalification - Having a mortgage lender advise that debt ratios and credit report plus other factors show a borrower qualifies for a loan amount before signing a contract.

Principal - The outstanding loan balance not including interest.

Private Mortgage Insurance - Insurance paid to a private firm to insure the top 20% to 25% of a loan against default. It is rarely required when the owners' equity exceeds 20% of the fair market value of the property.

Property Tax - Taxes payable to the county where the property is located. Taxes are usually paid on an annual basis and based on the county's determined value of the property. Many counties will offer a homestead exemption, which is a reduction in taxes, if the real estate is your primary residence. Check with your local county tax assessor's office for details.

Property Type – This refers to the type of property being listed. The options from the drop-down list are as follows:

- Residential
- Farm
- Multi-Family
- Land
- Commercial

- Residential Rental (excluding Short-Term Rentals)
- Commercial Lease

Public Remarks - The information entered into this field is intended for the general public only and should not contain non-public information such as cooperative compensation offers, showing instructions, property security information, etc. These remarks may also be distributed to other websites that advertise ARMLS listings. Please make certain that all Public Remarks text is consistent with all AREC, NAR and US Federal guidelines on advertising real property.

Purchase and Sale Agreement - The contract between the buyer and seller stating terms, conditions, sales price and other pertinent information about the property being purchased.

## Q

Qualify - To meet the guidelines based on debt, income, and credit worthiness.

Qualifying Ratios - Comparing a borrower's income to their proposed monthly housing expense. Also comparing their income to monthly housing expense added to all the borrower's other debt obligations.

Quit Claim Deed - A document by which one property owner releases his or her claims, rights and interest in a property.

## R

Radon - A natural gas found in the environment. If present inside a home, it can be harmful in sufficient concentrations. Radon gas testing is available.

Rail Service Y/N

Range - A strip of column of land six miles wide determined by a government survey that runs in a north-south direction and lies east or west of a principal meridian.

Rate Lock - When the lender issues a written commitment to a borrower as to a specific interest rate for a specific period.

Real Estate Agent - A person licensed to advertise and negotiate the sale and lease of real estate on behalf of the property owner. See Agent.

Real Estate Commission - Each state has a Real Estate Commission or similarly named department or agency that oversees the licensure of real estate agents and real estate brokers in that state. Qualifications and requirements for licensure differ from state to state. This Commission (or department or agency) may also oversee similar licensure, such as real estate appraisers. This Commission sets all policies, procedures, and rules for practicing real estate within the state.

Real Estate Investment Trust - (REIT) - A business trust or corporation that pools the money of High Yield Investors for the benefit of investing in real estate. The REIT Company offers common shares to the public. In this way, a REIT stock is similar to any other stock that represents ownership in an operating business. However, a REIT has two unique features: its primary business is managing groups of income-producing properties and it must distribute most of its profits as dividends. Corporations and trusts that qualify for REIT status with the IRS generally do not pay corporate income taxes. Instead, they pay out all their taxable income in the form of dividends.

Real Estate Owned - (REO) - Real estate that is owned by a bank or financial group. Usually a result of their borrowers defaulting on the loan and the subsequent foreclosure of the property from that buyer.

Real Estate Settlement Procedures Act - (RESPA) - Real Estate Settlement Procedures Act is a federal law, enacted in 1974, which details the procedures to be followed in a real estate closing. It is intended to protect the borrower and seller by making everyone more knowledgeable about possible costs and charges.

REALTOR® - A real estate or appraiser licensee who holds active membership in the National Association of REALTORS® (or NAR). NAR has a Code of Ethics that all members are required to adhere to. All REALTORS® are licensed real estate brokers, real estate salespeople, and/or appraisers but not all real estate brokers, real estate salespeople and appraisers are REALTORS® (members of the National Association of REALTORS®.)

Refinancing - Obtaining a different loan for the benefit of perhaps a lower interest rate, converting an ARM to a fixed rate, or to take out some of the equity in the property. The borrower re-applies for a mortgage and goes through

another closing transaction on the property they have previously mortgaged. The new loan pays off and replaces the original loan.

Rent with option to buy – (or lease purchase option) - An alternative financing option that allows home buyers to lease a home with an option to purchase at the end of the lease. Each month's rent payment may consist of the customary rent payment, plus an extra amount that is applied towards the down payment on the purchase.

Reserves - Money that mortgage companies set aside in separate non-interest bearing accounts to pay taxes, homeowners' association dues and insurance premiums.

Restrictions - Covenants or other types of conditions in the deed or other real estate documents that restrict the use, restructure and care of real estate involved in the transaction.

Real Estate Transaction Standard (RETS) - the open standard for exchanging real estate transaction information implemented by The National Association of REALTORS® (NAR).

Return on Investment (ROI) - is how much profit or cost savings is realized because of participating in the investment.

Right of First Refusal - The right to the first opportunity to lease or purchase real property. For example, apartment tenants might retain the right of first refusal when their units are being converted to condominiums.

Roads – This field is used to tell what type of road the property is on.

Roof – Use this field to define the type of roof used in the improved property.

Room Dimensions - Enter the room dimensions for each room. Round down.

Rooms - Areas above grade which can be used year-round that are finished which are effectively divided and have utilities such as electric outlet(s), lighting, and heating/cooling vent(s), with walls, ceiling and floor which conform to rest of the house. In open style houses, if you can add a wall(s) and the separated areas can still maintain their functionality with the above criteria, then they are considered separate rooms.

Rule of 72 - The rule says that to find the number of years required to double your money at a given interest rate, you just divide the interest rate into 72.

Rural Development Loan - 100% government loan with no monthly mortgage insurance premium required. It is only available in rural areas on a case by case basis

## **S**

Sale Price - The price at which the property is offered for sale

School District - This field is used to enter the appropriate school district for the property.

Second Home - Real estate owned that is not a primary residence. This may be a vacation home, seasonal property, or other real estate. The IRS allows certain benefits for a second home under specific conditions.

Second Mortgage - A loan taken out behind the first mortgage, perhaps at the purchase or even later when the owner needs funds and the equity is sufficient.

Secondary Mortgage Market - Buying and selling existing mortgages, usually in blocks of several loans.

Section – Use this field for the “Section” information contained in the tax record. If you have used the Tax Auto-Pop, this field will automatically populate from the tax record.

Seller Concessions – It what the seller agrees to add as percentage to the agreed price and gives back that percentage at closing to cover all or some of the buyer's closing costs

Seller Disclosure YN – Signifies whether there is an available Property Disclosure for the subject property.

Seller financing, or seller take-back - When the seller receives only a portion of the sales price at closing, and the balance he finances to the buyer in the form of a promissory note secured by the real estate purchased. See Owner Financing.

Selling Agent - A real estate agent who represents the seller in a transaction. See Agent.

Selling Agent Credit (%) – The percentage of the sale price that is credited to the selling agent.

Selling Agent Name – Selling Agent Name makes sure that the actual selling agent gets credit for this sale.

Selling Agent Phone – Used to record the Selling Agent's phone number

Selling Agent Public ID – A unique identifier that connects to the selling agent.

Selling Office Code – A unique identifier that connects to the selling office.

Selling Office Name – The legal name of the brokerage representing the buyer.

Selling Office Phone – Used to record the selling Agent's office phone number.

Settlement - The actual real estate closing where the property is transferred and the seller and the buyer sign all required documents for title transfer and mortgage.

Settlement Statement - The form showing all fees, charges and monetary transfers involving the buyer, seller, and all parties involved in the transaction.

Short-Term Rental – A property that is used predominately as a place of residency by a person, a family, or families but is leased for short-term stays.

Short-Term Vacation Rental – (Also called a Vacation Rental or STR) is most often defined as a rental of a residential dwelling unit or accessory building for periods of less than 31 consecutive days. In some communities, short-term rental housing may be referred to as vacation rentals, transient rentals, short-term vacation rentals or resort dwelling units.

Showing Instructions – Special instructions to the Buyer's Agent on how to show the property; if they need to make an appointment or just go.

Site Size – The measurements of the land of the listing

Sold/Leased Date – Used to report the Sold/Leased Date of the property.

Special assessment - A tax or levy against real property for improvements. The fee is not necessarily imposed on all residents of a community, but to the owners of specific properties. Also, condominium owners may have a special assessment imposed for specific improvements.

Special Stipulations – (also called special stipulations) – These are specific instructions written into a contract that are unique to this buyer and this seller and are in addition to the standard contract form.

SP per Acre – The price in which each acre was sold at.

SqFt Source - Enter the source of the Square Footage Measurement information.

State - Please enter the 2-digit Postal Code abbreviation for the state. For Arkansas, this would be "AR".

Status – This field to tell what the status of the property is i.e. current, pending, sold, etc.

Stories – Enter the number of levels of the subject property. Some examples might be: 1, 2, 3

Street Direction - This refers to a street direction that may prefix an address.

Street Name - Here is where you add the Street Name to the system as clearly defined via Public Records.

Street Number - This refers to the Municipal number sometimes referred to as a "house number" this is the numerical portion of an address. For example, in the address "123 Anystreet," you would enter 123 into this field.

Street Suffix Type – This field is to tell what the street suffix is i.e. Road, Street, Drive etc.

Subdivision - Here is where you add the Subdivision Name to the system.

"Subject to" - The recognition by a buyer of conditions (such as a prior loan), which are not the buyer's legal responsibility.

Subtype - This refers to the type of property being listed whether house, condo, office, pole barn, etc.

Subject to mortgage - A buyer, usually an investor, takes title to real property "subject to the current mortgage" but is not personally liable to the original mortgagee for payment of the mortgage note. The buyer does not obtain a new loan, but rather takes over payments on the existing mortgage. This form of purchase is most often used in a distress sale or to save the owner from foreclosure proceedings.

Subordination clause - A clause in which the holder of a mortgage permits a subsequent mortgage to take priority. Subordination is the act of yielding priority. For example, this clause provides that if a prior mortgage is paid off or renewed, the junior mortgage will continue in its subordinate or secondary position and will not automatically become primary mortgage.

Subsidized Second Mortgage - A creative financing option known as the Community Second® mortgage for low- and moderate-income households.

An investor purchases a first mortgage that has a subsidized second mortgage behind it. The second mortgage may be issued by a state, county, or local housing agency, foundation, or non-profit corporation. Payment on the second mortgage is often deferred and carries a very low interest rate or no interest rate. Part of the debt may be forgiven incrementally for each year the buyer remains in the home.

Survey - The measurement of a parcel of real estate by a licensed surveyor. It shows the specific details about the measurement, shape, size and location of the property.

Surveyed Y/N

Sweat Equity - The equity earned because of the owners' labor in upgrading and improving the property.

Swimming Pool – This field is to tell if the property has a swimming pool or not.

## T

Tax Autopop - The "Tax Autopop" feature is used to automatically populate the listing maintenance form with Tax Assessor Public Record Data.

Tax Deed - A deed that is used to convey title when the real estate is purchased from the county, having been auctioned off to pay for back taxes that went unpaid by the original property owner.

Tax Lien - A lien against a property for unpaid taxes.

Taxes (Amt) – This field is to put in the amount of the most current yearly taxes on the property

Ten Thirty-One Exchange – (1031 Exchange) – A means of deferring capital gains taxes on real estate exchanges for like kind properties. This is allowed under the U.S. Internal Revenue Code, Section 1031.

Tenancy by the Entirety - A special type of real estate ownership that is reserved for married couples. The law considers the marital unit to be the owner and both spouses have an equal, undivided interest in the whole. Both spouses have the right to enjoy the property, and when one spouse dies, the surviving spouse gets title to the property in the entirety. It is like joint tenancy with the right of survivorship, but it is a term that is only used in certain states.

Tenancy in Common - A type of ownership in which two or more people have an undivided interest in property, without the right of survivorship. Upon death of one of the owners, his or her interest passes, not to the co-owner(s) but to whomever they have chosen as their heir.

Tenant Pays – A list of services or items that the tenant is responsible to pay.

Term - The length of time it will take to pay the mortgage in full.

Time is of the Essence - The statement in a contract which emphasizes that punctual performance by all parties is essential.

**Time Limit of an Offer** - An offer should include a specified period during which the other party must decide to accept, reject, or counter the offer.

**Title Company** -The company that, for a fee, checks and insures the title against liens, ownership claims, and title problems.

**Title Insurance** - An insurance policy that may be purchased to protect the new owner from any liens or clouds against the title. To issue title insurance, the issuer will perform a title search in the county records. Since title is searched at the time of closing, title insurance is usually less expensive at the time of closing, rather than if a buyer called the title company later, as an additional title search would have to be performed prior to issuing the insurance.

**Title Search** - A review done by the title company's representative of all records available to determine if the title is indeed clear of all liens and claims.

**Topography** - a detailed description or representation on a map of the natural and artificial features of an area.

**Total Baths** – Sting allowing for whatever total of bathrooms existed in the property.

**Total Stories** – The total number of floors in the building.

**Town** - Please enter the town name here. If the town name you are trying to load cannot be found, please select the appropriate "other" option:

- Other AR
- Other MO
- Other MS
- Other OK
- Other TN

**Township** – A subdivision of the county.

**Traffic Count** - a count of traffic along a road, either done electronically or by people counting by the side of the road.

**Transaction Broker** - A transaction broker (also referred to as a facilitator, coordinator or contract broker) is not a representative or agent for either the buyer or the seller. The job of a transaction broker is to help both the buyer and the seller with the necessary paperwork and formalities involved in transferring ownership of real property.

**Transfer Tax** - A tax that is collected at closing for the transfer of ownership of real property.

**Transport** – This field is used to signify available transportation relative to the subject property.

**Truth in Lending Act** - Federal law that makes lenders disclose, in writing, all terms, charges and APR to borrowers upon loan application and again at the closing of the mortgage loan.

**Type/Style** - Use this field to indicate the style of the property. Your options include Chalet/A Frame, Contemporary, and European to name a few.

## U-V

**Underwriters** - Trained individuals that make the final decision of whether each loan is approved, approved with conditions, or denied.

**Underwriting** - The final approval or rejection by a lender upon reviewing all pertinent details of a loan applicant's credit worthiness.

**Unit Number** - If applicable, this is where you would enter the Unit Number of the subject property. In the address 1234-D Main Street, this is where you would enter the "D."

**Utilities** – A list of the utilities for the property being sold/leased

**VA Funding Fee** - A funding fee is added to most VA loan amounts, depending on the amount of down payment that the veteran makes. In most cases the fee is 2% of the loan amount.

VA Mortgage - Typically a 100% loan made to veterans. They must qualify by providing proof of eligibility. When selling a house originally purchased through VA eligibility, the veteran should get a "Release of Liability" so that he can obtain a VA loan in the future.

Variable Rate Commission - This is a "Yes / No" field. Use this field to indicate whether there is a dual or variable rate on the commission to be paid. For example, if you intend to pay a co-op brokerage from another firm a different rate than you would if the co-op comes from within your own firm you would indicate "YES" that there is a dual or variable rate on the commission. A dual or variable rate commission exists when the total commission paid by the seller is different based on who is the procuring cause of the sale.

Virtual Tour Link: Use this field to indicate whether you have included a virtual tour of your subject property. Please provide only the UNBRANDED version of your virtual tour link.

## W

Warranty - A binding promise that certain statements are true.

Warranty Deed - A deed warranting that the grantor has clear title and promises he has the right to convey the property to the buyer.

Water Sewer – Type of water/sewer source

Windows – Type of windows that the property has.

Withdrawn Date – The date the property is withdrawn from the MLS.

Wrap-Around Mortgage - A mortgage to the new buyer which includes the seller's existing first mortgage payment, plus an additional amount that will be proceeds to the seller.

## X-Y-Z

Year Built – Enter the year the subject property was built.

Yield - The profit from an investment, normally stated as a percentage of the amount invested.

Zero Lot Lines - When a building is positioned so that it rests either directly on the lot's boundary line, or so close to the boundary line that there is minimal yard or space between the structure and adjacent structure.

Zip Code - Please enter the USPS Zip code for the subject property.

Zoning - This field is used to enter in the appropriate Zoning Codes for the subject property. If you are uncertain about the zoning for the subject property, please contact the Planning & Zoning body for that County.