



## LISTING SUBMITTAL WORKSHEET INSTRUCTIONS

### Type 1 – Prospective Buyer with Cash and/or Paper

(Required data fields are shown in **BOLD CAPS**; optional fields are shown in *Italics*)

**LISTING TYPE (circle one only)** – Circle '1' to indicate that this listing is for a **prospective buyer**.

**WILL-ADD CASH (PURCHASE) (\$)** – Enter (in even dollars) the maximum amount of cash that the prospective buyer is willing to put into a purchase. In the event an acceptable transaction can be structured that would not require the full amount, then only that lesser amount would be used in the computations. (No default)

**WILL-ADD PAPER (\$)** – Enter (in even dollars) the total discounted market value of all mortgage notes or other secured notes that are owned (not owed) by the prospective buyer and that he or she is also willing to put into a purchase in order to close. (No default)

**COMMISSION OR FEE (\$)** – Enter (in even dollars) the commission or fee payable by the prospective buyer, if any. (No default)

**ESTIMATED TRANSACTION COSTS (\$)** – Enter (in even dollars) the amount of the prospective buyer's estimated transaction costs. Include buyer's attorney fees, documentary stamps, recording fees, etc., but do not include commission (previously entered). (No default)

*Property Type-1 Wanted* – Select the appropriate property type wanted from NRE/IMS Property Types - Table 1 (also downloadable from the NRE/IMS website) to indicate the first of as many as three property types wanted. (Default = Any Property Type)

*Property Type-2 Wanted* – Select an additional property type wanted, if applicable. See 'Property Type-1 Wanted,' above. (Default = undefined)

*Property Type-3 Wanted* – Select an additional property type wanted, if applicable. See 'Property Type-1 Wanted,' above. (Default = undefined)

*Minimum Bedrooms Wanted* – If your response to 'Property Type-1, 2, or 3 Wanted,' above, is any type of single-family residential property (04.xx), enter the minimum number of bedrooms wanted. (Default = 0)

*Minimum Baths Wanted* – If your response to 'Property Type-1, 2, or 3 Wanted,' above, is any type of single-family residential property (04.xx), enter the minimum number of bathrooms wanted. (Default = 0)

**MINIMUM MARKET VALUE WANTED (\$)** – Enter (in even dollars) a figure representing the lowest priced property the prospective buyer is willing to acquire in a purchase. This entry sets the lower limit under which the computer will not search. (No default)

**MAXIMUM MARKET VALUE WANTED (\$)** – Enter (in even dollars) a figure representing the maximum priced property the prospective buyer is willing to acquire in a purchase. This entry sets the upper limit over which the computer will not search. (No default)

**MINIMUM ZIP-1 WANTED** – Enter a 5-digit numeric code to indicate the **minimum** zip code of the **first** geographic area wanted. (No default)

**MAXIMUM ZIP-1 WANTED** – Same as above, except this entry is for the **maximum** zip code of the **first** geographic area wanted. (No default)

*Minimum Zip-2 Wanted* – Same as above, except this entry is for the **minimum** zip code of the **second** geographic area wanted, if applicable (default = blank).

*Maximum Zip-2 Wanted* – Same as above, except this entry is for the **maximum** zip code of the **second** geographic area wanted, if applicable (default = blank).

*Zip-1 Sub-Area Wanted* – When a single Zip-1 Wanted code is defined (above) you can further select a sub-area within that zip code provided that the sub-area is on file in the system. (Default = zero = undefined)

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*Zip-2 Sub-Area Wanted* – When a single Zip-2 Wanted code is defined (above) you can further select a sub-area within that zip code provided that the sub-area is on file in the system. (Default = zero = undefined)

*Water Wanted* – Enter '**F**' or '**V**' or '**NP**' or '**N**' to indicate whether your prospective buyer in a purchase wants a waterFront property, water-View property, has **No Preference**, or specifically does **Not** want waterfront or water-view property. (Default = No Preference)

*Minimum Cap Rate OK (%)* – If income property (type 05.xx, 06.xx, 07.xx, 10.00, 11.00, 12.00, or 13.00) is wanted by your prospective buyer in a purchase (as indicated above), then enter (in 'nn.nn' percent format) the minimum capitalization rate he or she will consider. (Default = 0)

**EXPIRATION MONTH, DAY, YEAR** – Enter the month, day, and year that your buyer listing expires insofar as NRE/IMS is concerned. It should be at least 90 days from today's date. It **must** be at least 30 days from today's date. (No default)

The prospective buyer should complete and sign where indicated on page 2.

In order to assure that the same prospective buyer is not entered into the NRE/IMS system more than once, you must also furnish his or her name, address, city, state, zip code, telephone numbers, and the last four digits of his or her social security number.