



LISTING SUBMITTAL WORKSHEET INSTRUCTIONS

Type 2 – Property for Sale Only

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

LISTING TYPE (circle one only) – Circle '2' to indicate that this listing is for a property that is **for sale only**. (No default)

PROPERTY DESCRIPTION – Enter a description of the property being offered for sale (e.g., 'Gulf View Home on 1.5 Acres' or '7,000 Sq Ft Strip Center,' etc.). (No default)

PROPERTY TYPE – Enter (in 'nn.nn' format) the property type from *NRE/IMS Property Types - Table I* (downloadable from the NRE/IMS website). (No default)

PROPERTY STREET ADDRESS – Enter the physical street address of the property. (No default)

PROPERTY CITY, STATE, ZIP CODE, and zip sub-area – Enter the city, state, and zip code in which the property is located (No default). *The zip sub-area is a numeric designation of a neighborhood or subdivision within the given zip code. Enter it here if known. (Default = zero = undefined)*

Property Bedrooms and Baths – If the property being offered is any type of single-family residential (04.xx), enter the number of bedrooms and baths (Default = 0). For residential properties the number of baths must be at least '1.'

MARKET VALUE (Price) (\$) – Enter (in even dollars) the real world market value of the property being offered, and not a 'shopping figure.' (No default)

TOTAL EXISTING LOAN(S) (\$) – Enter (in even dollars) the total dollar amount of all loans currently on the property whether they are assumable or not. (No default)

TOTAL ASSUMABLE LOAN(S) (\$) – Enter (in even dollars) the total dollar amount of all loans on the property that are assumable. (No default)

POTENTIAL NEW LOAN(S) (\$) – Enter (in even dollars) the total dollar amount of potential third party financing that is available to a new owner with good credit. (No default)

Will-add Cash (Sale) (\$) – Enter (in even dollars) the maximum amount of cash that the seller is willing to put into a sale transaction. Normally this is from zero up to the total commission and transaction costs amount. If the seller wishes to pay commission and transaction costs from sale proceeds, enter zero. (Default = 0)

Will-add Paper (\$) – Enter (in even dollars) the total discounted market value of all mortgage notes or other secured notes that are owned (no owed) by the seller and that he is also willing to put into a sale in order to close. This is normally zero. The paper referred to here is paper secured by collateral other than the property being offered. (Default = 0)

Forecast Gross Operating Income (\$) – If the property being offered is an income property (type 05.xx, 06.xx, or 07.xx), enter (in even dollars) the forecast annual gross operating income. (Default = 0)

Forecast Operating Expenses (\$) – If the property being offered is an income property (type 05.xx, 06.xx, or 07.xx), enter (in even dollars) the forecast annual operating expenses. (Default = 0)

Current Gross Operating Income (\$) – If the property being offered is an income property (type 05.xx, 06.xx, or 07.xx), enter (in even dollars) the current annual gross operating income. (Default = 0)

Current Operating Expenses (\$) – If the property being offered is an income property (type 05.xx, 06.xx, or 07.xx), enter (in even dollars) the current annual operating expenses. (Default = 0)

COMMISSION OR FEE (\$) – Enter (in even dollars) the commission or fee payable by the seller if sold at list price. (No default)

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(page 2)

ESTIMATED TRANSACTION COSTS (\$) – Enter (in even dollars) the amount of the seller’s estimated transaction costs if sold at list price. Include owner’s attorney fees, documentary stamps, recording fees, etc., but do not include commission (previously entered). (No default)

Property Water Orientation – Enter ‘F’ or ‘V’ or ‘N’ to indicate whether the property being offered has water Frontage, a water View, or No water frontage or view. (Default = none)

MINIMUM CASH WANTED (\$) – Enter (in even dollars) the minimum amount of net cash **in excess of commission and transaction costs** that the seller requires in a sale. If an amount greater than zero is entered here, a zero must be entered in ‘Will-add Cash.’ (No default)

EXPIRATION MONTH, DAY, YEAR – Enter the month, day, and year that your seller 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 type-2 owner should complete and sign the owner verification section where indicated on page 2.

In order to assure that the same owner is not entered into the NRE/IMS system more than once, and for your own records, you should also furnish his or her name, address, city, state, zip code, and telephone number(s), however this information is not required as a part of the on-line listing entry