



LISTING SUBMITTAL WORKSHEET INSTRUCTIONS

Type 4 – Property for Sale or Exchange

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

LISTING TYPE (circle one only) – Circle '4' to indicate that this listing is for a property that is **for sale or exchange**. (No default)

PROPERTY DESCRIPTION – Enter a description of the property being offered for sale or exchange (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 designation of a neighborhood or subdivision within the given zip code. Enter it here if known. (Default = blank)*

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 owner is willing to put into a sale transaction. Normally this is from zero up to the total commission and transaction costs amount. If the owner wants to pay commission and transaction costs out of sale proceeds, enter zero. (Default = 0)

Will-add Cash (Exchange) (\$) – Enter (in even dollars) the maximum amount of cash that the owner is willing to put into an exchange transaction. Normally this is from zero up to the total commission and transaction costs amount. Any amount over commission and costs would be available to purchase additional equity. (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 owner and that he or she is also willing to put into a sale or exchange in order to close. 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)

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

ESTIMATED TRANSACTION COSTS (\$) – Enter (in even dollars) the amount of the owner's estimated transaction costs if sold or exchanged 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 (Sale) – Enter (in even dollars) the minimum amount of net cash **in excess of commission and transaction costs** that the owner requires in a sale. If an amount greater than zero is entered here, a zero must be entered in 'Will-add Cash (Sale).' (Default = 0)

Minimum Cash Wanted (Exchange) (\$) – Enter (in even dollars) the minimum amount of net cash **in excess of commission and transaction costs** that the owner requires in an exchange. If an amount greater than zero is entered here, a zero must be entered in 'Will-add Cash (Exchange).' (Default = 0)

Property Type-1 Wanted – For a Type 4 listing the first property type wanted is automatically defined as '01.00 – Any Cash and/or Secured Paper.'

Property Type-2 Wanted – Enter the first of as many as two additional property types wanted from NRE/IMS Property Types – Table I (also downloadable from the NRE/IMS website). (Default = 'Any Property Type')

Property Type-3 Wanted – Enter the second of as many as two additional property types wanted, if applicable. See 'Property Type-2 Wanted,' above. (Default = undefined)

Minimum Bedrooms Wanted – If your response to 'Property Type-2 or Type-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-2 or Type-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 owner is willing to acquire in an exchange. 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 owner is willing to acquire in an exchange. 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 = 0 = undefined)

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 = 0 = undefined)

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

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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 owner in an exchange (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 sale or exchange 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-4 owner should complete and sign the owner verification section where indicated on page 2 of the LSW.

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.