



**Real Estate Consultants**

## **Listing Data Sheet**

Property

Address: \_\_\_\_\_

List Price: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell:(1) \_\_\_\_\_ (2) \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Water Company: \_\_\_\_\_

Sewer Company: \_\_\_\_\_

Electric Company: \_\_\_\_\_

Gas Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cable: \_\_\_\_\_

HVAC: \_\_\_\_\_ Termite/Pest: \_\_\_\_\_

### Listing Checklist:

CML Data Input Forms ( )

Exclusive Right to Sell ( )

Property Disclosure ( )

Lead Paint / Tax Record ( )

Plat ( )

Order Sign Yes / No

# SOUTH CAROLINA DISCLOSURE OF REAL ESTATE BROKERAGE RELATIONSHIPS



South Carolina Real Estate Commission  
PO BOX 11847, Columbia, S.C. 29211-1847  
Telephone: (803) 896-4400 Fax: (803) 896-4427  
<http://llr.sc.gov/POL/REC/>

Pursuant to South Carolina Real Estate License Law in S.C. Code of Laws Section 40-57-370, a real estate licensee is required to provide you a meaningful explanation of agency relationships offered by the licensee's brokerage firm. This must be done at the first practical opportunity when you and the licensee have substantive contact.

Before you begin to work with a real estate licensee, it is important for you to know the difference between a broker-in-charge and associated licensees. The broker-in-charge is the person in charge of a real estate brokerage firm. Associated licensees may work only through a broker-in-charge. **In other words, when you choose to work with any real estate licensee, your business relationship is legally with the brokerage firm and not with the associated licensee.**

A real estate brokerage firm and its associated licensees can provide buyers and sellers valuable real estate services, whether in the form of basic **customer** services, or through **client**-level agency representation. The services you can expect will depend upon the legal relationship you establish with the brokerage firm. It is important for you to discuss the following information with the real estate licensee and agree on whether in your business relationship you will be a **customer** or a **client**.

## **You Are a Customer of the Brokerage Firm**

South Carolina license law defines customers as buyers or sellers who choose NOT to establish an agency relationship. The law requires real estate licensees to perform the following **basic duties** when dealing with **any** real estate buyer or seller as customers: **present all offers in a timely manner, account for money or other property received on your behalf, provide an explanation of the scope of services to be provided, be fair and honest and provide accurate information, provide limited confidentiality, and disclose "material adverse facts" about the property or the transaction which are within the licensee's knowledge.**

***Unless or until you enter into a written agreement with the brokerage firm for agency representation, you are considered a "customer" of the brokerage firm, and the brokerage firm will not act as your agent. As a customer, you should not expect the brokerage firm or its licensees to promote your best interest.***

Customer service does not require a written agreement; therefore, you are not committed to the brokerage firm in any way unless a transaction broker agreement or compensation agreement obligates you otherwise.

## **Transaction Brokerage**

A real estate brokerage firm may offer transaction brokerage in accordance with S.C. Code of Laws Section 40-57-350. Transaction broker means a real estate brokerage firm that provides customer service to a buyer, a seller, or both in a real estate transaction. A transaction broker may be a single agent of a party in a transaction giving the other party customer service. A transaction broker also may facilitate a transaction without representing either party. The duties of a brokerage firm offering transaction brokerage relationship to a customer can be found in S.C. Code of Laws Section 40-57-350(L)(2).

## **You Can Become a Client of the Brokerage Firm**

Clients receive more services than customers. If client status is offered by the real estate brokerage firm, you can become a client by entering into a written agency agreement requiring the brokerage firm and its associated licensees to act as an agent on your behalf and promote your best interests. If you choose to become a client, you will be asked to confirm in your written representation agreement that you received this agency relationships disclosure document in a timely manner.

A **seller becomes a client** of a real estate brokerage firm by signing a formal listing agreement with the brokerage firm. For a seller to become a client, this agreement must be in writing and must clearly establish the terms of the agreement and the obligations of both the seller and the brokerage firm which becomes the agent for the seller.

A **buyer becomes a client** of a real estate brokerage firm by signing a formal buyer agency agreement with the brokerage firm. For a buyer to become a client, this agreement must be in writing and must clearly establish the terms of the agreement and the obligations of both the buyer and the brokerage firm which becomes the agent for the buyer.

# SOUTH CAROLINA DISCLOSURE OF REAL ESTATE BROKERAGE RELATIONSHIPS



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If you enter into a written agency agreement, as a client, the real estate brokerage has the following *client-level duties: obedience, loyalty, disclosure, confidentiality, accounting, and reasonable skill and care*. Client-level services also include advice, counsel and assistance in negotiations.

## Single Agency

When the brokerage firm represents only one client in the same transaction (the seller or the buyer), it is called single agency.

## Dual Agency

Dual agency exists when the real estate brokerage firm has two clients in one transaction – a seller client and a buyer client. At the time you sign an agency agreement, you may be asked to acknowledge whether you would consider giving written consent allowing the brokerage firm to represent both you and the other client in a disclosed dual agency relationship.

## Disclosed Dual Agency

In a disclosed dual agency, the brokerage firm’s representation duties are limited because the buyer and seller have recognized conflicts of interest. Both clients’ interests are represented by the brokerage firm. As a disclosed dual agent, the brokerage firm and its associated licensees cannot advocate on behalf of one client over the other, and cannot disclose confidential client information concerning the price negotiations, terms, or factors motivating the buyer/client to buy or the seller/client to sell. Each Dual Agency Agreement contains the names of both the seller client(s) and the buyer client(s) and identifies the property.

## Designated Agency

In designated agency, a broker-in-charge may designate individual associated licensees to act solely on behalf of each client. Designated agents are not limited by the brokerage firm’s agency relationship with the other client, but instead have a duty to promote the best interest of their clients, including negotiating a price. The broker-in-charge remains a disclosed dual agent for both clients, and ensures the assigned agents fulfill their duties to their respective clients. At the time you sign an agency agreement, you may be asked to acknowledge whether you would consider giving written consent allowing the brokerage firm to designate a representative for you and one for the other client in a designated agency. Each Designated Agency Agreement contains the names of both the seller client(s) and the buyer client(s) and identifies the property.

## It’s Your Choice

As a real estate consumer in South Carolina, it is your choice as to the type and nature of services you receive.

- You can choose to remain a customer and represent yourself, with or without a transaction broker agreement.
- You can choose to hire the brokerage firm for representation through a written agency agreement.
- If represented by the brokerage firm, you can decide whether to go forward under the shared services of dual agency or designated agency or to remain in single agency.

If you plan to become a client of a brokerage firm, the licensee will explain the agreement to you fully and answer questions you may have about the agreement. Remember, however that until you enter into a representation agreement with the brokerage firm, you are considered a customer and the brokerage firm cannot be your advocate, cannot advise you on price or terms, and only provides limited confidentiality unless a transaction broker agreement obligates the brokerage firm otherwise.

The choice of services belongs to you – the South Carolina real estate consumer.

### Acknowledgement of Receipt by Consumer:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS DOCUMENT IS NOT A CONTRACT.**  
This brochure has been approved by South Carolina Real Estate Commission for use in explaining representation issues in real estate transactions and consumer rights as a buyer or seller. Reprinting without permission is permitted provided no changes or modifications are made.

**EXCLUSIVE RIGHT TO SELL CONTRACT**  
**State of South Carolina**

*This is a legally binding Contract; if not understood, seek advice of an attorney.*

State law prohibits Broker from representing Owner as a client without first entering into a written agreement with Owner.  
See S.C. Code §40-57-350 (1976).

**A. EMPLOYMENT:** In consideration of the covenants herein contained, the undersigned Owner ("Owner") and the undersigned Broker ("Broker") agree as follows:

Beginning on \_\_\_\_\_ 20 \_\_\_\_\_, and ending at midnight on \_\_\_\_\_ 20 \_\_\_\_\_, ("Authorization Period")  
Owner grants Broker the sole and exclusive right to sell the real property with any improvements thereon described as:  
Property Address \_\_\_\_\_  
Legal Description (ie, lot, block, subdivision) \_\_\_\_\_  
TMS \_\_\_\_\_ County \_\_\_\_\_

Broker accepts employment as the sole and exclusive agent of the Owner to sell the property, subject to the terms and conditions set forth herein.

**B. AGENCY RELATIONSHIPS:** (Owner must initial all applicable choices.)

\_\_\_\_\_ Owner acknowledges receiving an explanation of the types of agency relationships that are offered by brokerage and a *South Carolina Disclosure of Real Estate Brokerage Relationships* form at the first practical opportunity at which substantive contact occurred between the Broker and Owner.

Owner acknowledges that after entering into this written agency contract, Broker may request a modification in order to act as a **dual agent** or a **designated agent** in a specific transaction. If asked:

\_\_\_\_\_ Permission to act as a **dual agent** will not be considered;

\_\_\_\_\_ Permission to act as a **dual agent** may be considered at the time Owner is provided with information about the other party to a transaction. If Owner agrees, Owner will execute a separate written **Dual Agency Agreement**;

\_\_\_\_\_ Permission to act as a **designated agent** will not be considered;

\_\_\_\_\_ Permission to act as a **designated agent** may be considered at a time Owner is provided with information about the other party to a transaction. If Owner agrees, Owner will execute a separate written **Designated Agency Agreement**.

**C. SALE PRICE:** The property is listed to sell for the gross sale price of \$ \_\_\_\_\_ or other price or terms (including exchange) to which Owner may subsequently agree during the Authorization Period. At closing, the Owner shall pay the real estate compensation, a fee for preparing the deed, deed stamps, recording of satisfaction and prorated taxes as of the day of closing. The term "sale" shall include any exchange, swap or trade of the herein described property.

**D. COMPENSATION:** Owner agrees to pay Broker a fee of \_\_\_\_\_% computed upon the gross sales price in the following event:

- (1) During the Authorization Period, anyone sells or trades the property; or,
- (2) During the Authorization Period, anyone produces a Buyer who is ready, willing and able to buy or trade for the property at the terms set forth herein; or
- (3) During the Authorization Period, Owner fails or refuses to complete the sale or Owner agrees with Buyer to cancel an executed contract without consent of Broker; or
- (4) Owner defaults under any contract to sell or exchange the property; or
- (5) For \_\_\_\_\_ days after the expiration of the Authorization Period, Owner sells or obtains a contract to sell the property or any interest in the property to any prospects with whom the Owner, Broker or any real estate licensee communicated regarding the property during the Authorization Period. However, no fee will be due Broker if the property is relisted after Authorization Period and sold through another Broker.

A contract will be deemed to comply with the terms and conditions hereof if the offered contract is for at least the listing price stated herein, is non-contingent and is on a form adopted or recommend by a local Board of REALTORS® or substantially similar thereto.

The fee will be due to the Broker no later than the closing date in the contract or any extension thereof or upon demand if Owner refuses to accept and/or execute a contract which complies with the terms and conditions hereof. Closing is not a prerequisite for Broker's fee being earned. Owner agrees to pay the costs and expenses including attorney's fees incurred by Broker as a result of enforcing this provision.

Broker may offer a portion of the total commission due as compensation for producing an acceptable offer to purchase while acting as:  
(1) **Buyer's Agent.** The portion of the commission offered to buyer's agent shall be not more than \_\_\_\_\_ percent of the sale price or \$\_\_\_\_\_. (\_\_\_\_\_ initials)

(2) **Transaction Broker.** The portion of the commission offered to transaction brokers shall be not more than \_\_\_\_\_ percent of the sales price or \$\_\_\_\_\_. (\_\_\_\_\_ initials)

**E. PARTICIPATION IN MULTIPLE LISTING SERVICE:** The property will be ( ) will not be ( ) entered in the Consolidated Multiple Listing Service ("CMLS") which will constitute an offer of cooperation to all participants in the CMLS.

**Owner ( ) does ( ) does not agree for a CMLS lockbox** containing keys to be installed on the property in order to facilitate the inspection of the property by Broker and cooperating agents. Owner understands that placing the lockbox on the property has inherent risks resulting from the potential wrongful acts of persons with access to the lockbox. Owner understands and specifically assumes this risk. Owner further acknowledges that Broker is not an insurer against the loss of personal property and agrees to release Broker and CMLS from any responsibility therefore. **Listings with lockboxes in the CMLS primary service area (Richland, Lexington, Kershaw, Saluda, Fairfield, Newberry, and Calhoun Counties) must have a CMLS approved lockbox. Another type of lockbox, to include any keyless entry system to the residence, (non-CMLS approved), may be placed on the listing but must be accompanied by a lockbox approved by CMLS (including HUD homes, Corporate Owned homes, Foreclosures, etc.).**

**F. MARKETING THE PROPERTY:** Owner authorizes Broker to display a "For Sale" sign on the property and remove all other signs. All signage placed on the listed property must comply with CMLS Rules and Regulations. "For Sale by Owner" signs are prohibited.

Owner acknowledges that there are risks associated with allowing access to and disseminating information about the property that are not within the reasonable control of the Broker including unauthorized use of the lock box, control of visitors on the property and inappropriate use of information about the property. Owner understands and agrees that by placing the listing in the CMLS, all CMLS members and real estate related third parties will have access to Owner's information (including images of the property and contents) and those parties have the right to use all available technology to create, download, store, supplement, and manipulate such listing information. Owner acknowledges that even if the Owner withholds the property from the Internet, a prospective Buyer or their agent may take pictures of the property and contents and post such images on the internet or social media without approval or knowledge of Broker. Owner agrees to indemnify and hold Broker and CMLS harmless from any claim, loss or damage arising therefrom.

**Broker may place on Internet. yes \_\_\_\_\_ no \_\_\_\_\_** (initial one).

The Owner consents to Broker taking photographs and/or video ("Visual Media") of the Property and consents to the unlimited and perpetual use of such Visual Media by Broker, Broker's designees, and/or CMLS including the distribution of such photos on the internet or social media. **Owner consents (yes \_\_\_\_\_ no \_\_\_\_\_).** "Use" shall include, without limitation, the reproduction, modification, adaptation, publishing, creation of derivative works from, distribution, and display of the Visual Media throughout the world in any format.

The Broker has the option, but is not required, to continue marketing the property after an offer has been accepted. Owner may terminate this option by giving written notice to Broker.

**G. CALL, FAX, E-MAIL:** Owner agrees to allow any Agent/CMLS Member to call, e-mail, text or fax information regarding the sale of the property, including posting same on social media.

**H. INQUIRIES:** Owner agrees to immediately inform Broker of any inquires or negotiations concerning the sale of the property even if Owner believes that Broker knows of such inquiry.

**I. DISCLOSURE OF PROPERTY INFORMATION:** Owner agrees to furnish Broker with complete and reliable information about the ownership and operation of the property and any encumbrances or liens affecting the property. *South Carolina Code §40-57-350* requires Broker to disclose to any prospective Buyer all adverse material facts actually known to the Broker including but not limited to the value of the real estate, structural integrity of the improvements, matters presenting a significant health risk to occupants and information that indicates a party to the transaction is unable or unwilling to meet an obligation under the contract. Owner warrants to Owner's knowledge there are no material defects, hidden or obvious, in or on the property, which have not been disclosed to Broker in writing. Owner further warrants that Owner has reviewed the information on the listing input sheet attached to and made a part of this Agreement, and that all such information is accurate to the best of Owner's knowledge. Owner authorizes Broker to disclose pertinent information and material adverse facts about the property to agents, subagents, prospective Buyers and all inquiring parties. Such disclosure shall be in the manner or form customary in the marketplace. Owner agrees to disclose, in writing, to the Broker any known latent defects of the herein described property which are not readily ascertainable upon view and to indemnify and hold Broker harmless from any costs, claims, liabilities, or damages (including the cost to defend any alleged claims) arising from the Owner's failure to disclose any such defect. This indemnity shall include the costs and attorney fees incurred in enforcing this provision. Owner hereby authorizes anyone having a lien against the property to disclose complete information about the lien to Broker.

**J. EXECUTED PROPERTY DISCLOSURE FORM AND LEAD BASED PAINT DISCLOSURE FORM:** A Property Disclosure Form, as required by *SC Code §27-50-10*, et. seq., must accompany this listing (unless exempt by law). Owner should consult an attorney if the Owner is unsure how to complete the form. The Owner shall solely rely on the advice of an attorney in completing the form and not on

the advice of Broker. If the Owner discovers, for any reason, a material inaccuracy in the disclosure statement, the Owner will correct the inaccuracy by delivering a corrected disclosure statement to the Broker or make satisfactory repairs to the item so that the disclosure is no longer inaccurate. If the property contains any residential structure constructed before 1978, a completed Lead Based Paint Disclosure Form in accordance with 42 U.S.C § 4852d must also accompany this listing agreement.

**K. FIXTURES/PERSONAL PROPERTY:** The real estate described herein includes, all fixtures, equipment and improvements of any kind which are now attached to or planted on the premises, such as: shrubbery, trees, fences, shutters, blinds, lamp posts, mail boxes, storage sheds, playsets, lawn irrigation systems and all related equipment, pool and spa equipment, TV wall mounts and brackets, antennas, clothes-line poles, window and door screens, storm windows and doors, garage door openers and remotes, satellite dishes, Seller-owned security systems, smoke detectors, gas logs, central vacuum system and equipment, landscape lighting, curtain/drapery rods, ceiling fans and remotes, attached or hanging bathroom vanity mirrors, light bulbs, switch plates, heating and air system registers, and built-ins, appliances, cabinets, furniture and shelves, unless otherwise agreed herein. Any personal property to be transferred to the buyer shall be at no extra cost and done by Bill of Sale.

**L. INSPECTIONS:** Owner agrees to make property available for the inspections by Broker, his agents, subagents, buyer/broker, and prospective Buyers, as deemed reasonably necessary by Broker and will have all utilities operational for the inspections, re-inspections, appraisals and final walk-through.

**M. NO CONTROL OF COMMISSION RATES OR FEES:** Broker's compensation for services rendered in respect to any listing is solely a matter of negotiation between the Broker and the Owner and is not fixed, controlled, suggested, recommended, or maintained by the CMLS, or by any persons not a party to this listing agreement. The compensation paid by the Listing Broker to a Cooperating Broker in respect to any listing is established by the Listing Broker in his offer of co-operation and is not fixed, controlled, suggested, recommended or maintained by the CMLS, or by any persons other than the Listing Broker and his or her subagent.

**N. SPECIAL STIPULATIONS:** The following stipulations shall, if conflicting with printed matter, control: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**O. MEDIATION:** If a dispute arises under this Contract, all parties to this transaction agree to mediation which shall be a condition precedent to the right of either party to initiate a civil action. Mediation shall take place subject to the rules and procedures established by the South Carolina Bar Association, and with a Court Certified Mediator.

**P. ERRORS AND OMISSIONS INSURANCE:** Broker does \_\_\_\_\_ does not \_\_\_\_\_ maintain Errors and Omissions Insurance.

**Q. NONDISCRIMINATION:** This property will be listed in full compliance with local, state and federal fair housing laws, against discrimination on the basis of race, creed, color, sex, sexual orientation, marital status, familial status, physical or mental disability, handicap, religion, national origin or ancestry of any prospective buyer.

**R. LEGAL AND PROFESSIONAL ADVICE:** Broker suggests Owner seek legal, tax and other professional advice relative to any real estate transaction. Broker makes no representation or warranty regarding the advisability of any transaction. Broker is not an expert in matters relating to law, tax, financing, disclosure, surveying, structural or mechanical condition, hazardous material, engineering, or other specialized topics. Broker shall have no liability to Owner pertaining to such matters.

**RECEIPT OF A COPY OF THIS AUTHORIZATION AGREEMENT IS HEREBY ACKNOWLEDGED.**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER'S MAILING ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

BROKER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

BROKERAGE: \_\_\_\_\_ OFFICE I.D. \_\_\_\_\_

BROKERAGE ADDRESS: \_\_\_\_\_

AGENT NAME IF OTHER THAN BROKER: \_\_\_\_\_

AGENT EMAIL: \_\_\_\_\_ AGENT PHONE: \_\_\_\_\_

# Residential - Input Sheet

RES

Please print clearly. Do not use \$ signs or commas for dollar entries.

List Office ID \_\_\_\_\_ Area \_\_\_\_\_ List Price \$ \_\_\_\_\_

**Property Type** (Select 1)

Single Family,  Condo,  Farm,  Manufactured/Mobile,  
 Modular,  Patio,  Townhouse

TMS# / Parcel ID \_\_\_\_\_

**County** (Select 1)  Lexington,  Richland,  Kershaw,  Abbeville,  Aiken,  
 Calhoun,  Fairfield,  Newberry,  Orangeburg,  Saluda,  Sumter,  Other

**Address** \_\_\_\_\_  
Street No Street Dir Street Name Street Type, Ex. Road, Drive, Etc. Unit # / Lot #

**Subdivision** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ - \_\_\_\_\_

Lot Size \_\_\_\_\_ **Acres** \_\_\_\_\_ . \_\_\_\_\_

**Agent Public ID** \_\_\_\_\_ **Agent** \_\_\_\_\_ Agent Phone \_\_\_\_\_ - \_\_\_\_\_

**Co-Agent Public ID** \_\_\_\_\_ **Co-Agent** \_\_\_\_\_ **Co-Agent Phone** \_\_\_\_\_ - \_\_\_\_\_

List Agt Oth Phone - Mobile# (\_\_\_\_\_) - \_\_\_\_\_ Fax # (\_\_\_\_\_) - \_\_\_\_\_

Agent E-mail \_\_\_\_\_

**List Office Name** \_\_\_\_\_

List Office Phone (\_\_\_\_\_) - \_\_\_\_\_ Ext \_\_\_\_\_ List Office Fax (\_\_\_\_\_) - \_\_\_\_\_

**SB Comp** \_\_\_\_\_ **Transaction Broker Accepted**  Y  N Transaction Broker Comp \_\_\_\_\_ **Variable Commission**  Y  N

**Listing Agreement Type**  Exclusive Right to Sell  Exclusive Agency  Transaction Broker

**Owner Name** \_\_\_\_\_ **Owner Phone** (\_\_\_\_\_) - \_\_\_\_\_

**List Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Exp. Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Foreclosed Property**  Y  N **Short Sale**  Y  N **Power On**  Y  N

**Property Disclosure**  Y  N **Exempt from Property Disclosure**  Y  N **Rollback Tax**  Y  N  Unk **Publish to Internet**  Y  N

**Main Structure Heated Sq. Ft.** \_\_\_\_\_ **Other Heated Sq. Ft.** \_\_\_\_\_ **Total Heated Sq. Ft.** \_\_\_\_\_

Detitled Mobile  Y  N Senior Living  Y  N

# of Bedrooms \_\_\_\_\_ # of Stories \_\_\_\_\_ . \_\_\_\_\_ **Year Built** \_\_\_\_\_  New  Resale **Interior # of Fireplaces** \_\_\_\_\_

**Garage Spaces** \_\_\_\_\_ **Garage**  Gar Att-Side Entry  Gar Att-Rear Entry  Gar Att-Front Entry  Gar Det.  Park Gar  Cpt Att.  Cpt Det.  None

Parking Spaces \_\_\_\_\_ **Garage Level**  Lower  Main **Pool on Property**  Y  N

Full Baths: Bsmt \_\_\_\_\_ Lower \_\_\_\_\_ **Main** \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ Frog \_\_\_\_\_

Half Baths: Bsmt \_\_\_\_\_ Lower \_\_\_\_\_ **Main** \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ Frog \_\_\_\_\_

Room Level Choices: **Formal Dining Room** \_\_\_\_\_ **Formal Living Room** \_\_\_\_\_ **Living Room** \_\_\_\_\_ **Great Room** \_\_\_\_\_

**Basement Lower Main Kitchen** \_\_\_\_\_ **Washer/Dryer** \_\_\_\_\_ **Other Room** \_\_\_\_\_ **Master Bedroom** \_\_\_\_\_

**Second Third Fourth BR 2** \_\_\_\_\_ **BR 3** \_\_\_\_\_ **BR 4** \_\_\_\_\_ **BR 5** \_\_\_\_\_ **BR 6** \_\_\_\_\_

**School District:** \_\_\_\_\_ **Elem School** \_\_\_\_\_

(select one)

Other Elem School \_\_\_\_\_

**Middle School** \_\_\_\_\_

Other Middle School \_\_\_\_\_

**High School** \_\_\_\_\_

Other High School \_\_\_\_\_

Intermed School \_\_\_\_\_

**Elem School Choice:**  Y  N **Mid School Choice:**  Y  N **Int School Choice:**  Y  N **High School Choice:**  Y  N

Verified by the Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Initials

ML# \_\_\_\_\_

List Office ID \_\_\_\_\_

Consolidated Multiple Listing Service, Inc.

Property Address \_\_\_\_\_

RES

Water Frontage [ ] Assn Fee \$ [ ] Assn/Regime Fee Per MO QTR 6 MO YR  
0 - 9999

HOA  Y  N HOA Contact Name: [ ] HOA Contact #: [ ]

Tenant / Contact: [ ] Tenant / Contact #: [ ]

**PUBLIC REMARKS** Additional remarks attach separate page. (1500 char max – No Branding, Sales Incentives, Bonuses, or Codes – Must Be Fair Housing Compliant)

**AGENT REMARKS (NON-PUBLIC)** Attach separate page if necessary. (500 char max)

**DIRECTIONS** Attach separate page if necessary. (300 char max)

**CHECK ALL THAT APPLY**

**EXTERIOR**

**Style**

- Antebellum
- Bi-level
- Bungalow
- Cape Cod
- Charleston
- Colonial
- Contemporary
- Country
- Craftsman
- House-Apt
- Log
- Other
- Ranch
- Traditional
- Tri-Level
- Victorian
- Williamsburg

**Exterior Finish**

- Aluminum
- Asbestos
- Block
- Brick - All Sides (Abv Found)
- Brick - Partial (Abv Found)
- Cedar
- Fiber Cement i.e. Hardy Plank

- Log
- Other
- Stone
- Stucco - Hard Coat
- Stucco - Synthetic
- Vinyl
- Wood
- Wood Fiber i.e. Masonite

**Foundation**

- Crawl Space
- Slab

**Water Frontage Type**

- Common Lake
- Common Pond
- Creek
- Deeded Lake Access
- Ocean
- On Lake Monticello
- On Lake Murray
- On Lake Wateree
- Private Pond
- River
- River Access
- View - Cove
- View - Big Water
- Waterfront Community

**House Faces**

- East
- North
- Northeast
- Northwest
- South
- Southeast
- Southwest
- West

**Lot Location**

- Corner
- Cul-de-Sac
- On Golf Course
- On Water

**Exterior**

- Airplane Hangar
- Barn
- Boat Ramp
- Deck
- Deeded Boat Slip
- Dock
- Dock - Shared
- Fireplace
- Front Porch - Covered
- Front Porch - Uncovered
- Front Porch - Screened
- Back Porch - Covered
- Back Porch - Uncovered

- Back Porch - Screened
- Other Porch - Covered
- Other Porch - Uncovered
- Other Porch - Screened
- Grill
- Guest House
- Gutters - Full
- Gutters - Partial
- Hot Tub
- Irrigation Well
- Landscape Lighting
- Patio
- Pool House
- Shed
- Sprinkler
- Lake Fed Irrigation
- Stable
- Studio
- Workshop

**Fencing**

- Around Pool
- Barbed Wire
- Chain Link
- Front
- Full
- Horse Fence
- Invisible Fencing
- Livestock Fence
- None

- Partial
- Privacy Fence
- Rear Only - Aluminum
- Rear Only - Brick
- Rear Only - Chain Link
- Rear Only - Other
- Rear Only - Vinyl
- Rear Only - Wood
- Rear Only - Wrought Iron
- Wood

**Pool Type**

- Above Ground
- Indoor
- Inground - Gunite
- Inground - Other
- Inground - Vinyl

**Road Type**

- Dirt
- Gravel
- Paved
- Private Maintenance

**INTERIOR**

**Formal Dining Room**

- Area
- Bay Window
- Built-ins

Verified by the Property Owner \_\_\_\_\_  
Initials

Date \_\_\_\_\_

ML# [ ]

CHECK ALL THAT APPLY

- Butler's Pantry
- Ceiling Fan
- Ceilings - Box
- Ceilings - Cathedral
- Ceilings - High (over 9 feet)
- Ceilings - Tray
- Ceilings - Vaulted
- Ceilings - Coffered
- Combo
- Fireplace
- Floors - Hardwood
- Floors - Laminate
- Floors - Carpet
- Floors - Concrete
- Floors - Engineered Hardwood
- Floors - Marble
- Floors - Parquet
- Floors - Slate
- Floors - Tile
- Floors - Vinyl
- Floors - Luxury Vinyl Plank
- Floors - Other
- French Doors
- Molding
- Recessed Lights
- Wet Bar
- Ceilings - Tray
- Ceilings - Vaulted
- Ceilings - Coffered
- Entertainment Center
- Fireplace
- French Doors
- Floors - Hardwood
- Floors - Laminate
- Floors - Carpet
- Floors - Concrete
- Floors - Engineered Hardwood
- Floors - Marble
- Floors - Parquet
- Floors - Slate
- Floors - Tile
- Floors - Vinyl
- Floors - Luxury Vinyl Plank
- Floors - Other
- Molding
- Panel
- Recessed Lights
- Skylight
- Sunken
- Wetbar
- Cabinets - Natural
- Cabinets - Other
- Cabinets - Painted
- Cabinets - Pickle
- Cabinets - Stained
- Ceiling Fan
- Counter Tops - Concrete
- Counter Tops - Formica
- Counter Tops - Granite
- Counter Tops - Granite Tile
- Counter Tops - Marble
- Counter Tops - Other
- Counter Tops - Quartz
- Counter Tops - Solid Surface
- Counter Tops - Tile
- Eat-In
- Fireplace
- Floors - Hardwood
- Floors - Laminate
- Floors - Concrete
- Floors - Engineered Hardwood
- Floors - Marble
- Floors - Parquet
- Floors - Slate
- Floors - Tile
- Floors - Vinyl
- Floors - Luxury Vinyl Plank
- Floors - Other
- Galley
- Island
- Nook
- Pantry
- Prep Sink
- Recessed Lights
- Second Kitchen
- Wetbar
- Washer
- Water Filter
- Water Softener - Leased
- Water Softener - Owned
- Wine Cooler
- Gas Water Heater
- Electric Water Heater
- Floors - Engineered Hardwood
- Floors - Marble
- Floors - Parquet
- Floors - Slate
- Floors - Tile
- Floors - Vinyl
- Floors - Luxury Vinyl Plank
- Floors - Other
- French Doors
- Recessed Lighting
- Separate Shower
- Separate Water Closet
- Sitting Room
- Skylight
- Spa/Multiple Head Shower
- Steam Shower
- Tub - Garden
- Tub - Shower
- Tub - Free Standing
- Whirlpool
- Laundry
- Bath
- Closet
- Common
- Electric
- Garage
- Gas
- Heated Space
- Kitchen
- Mud Room
- None
- Porch
- Unheated Space
- Utility Room
- Other Rooms
- Bonus-Finished
- Bonus-Unfinished
- Enclosed Garage
- Exercise Room
- Sun Room
- FROG (No Closet)
- FROG (With Closet)
- In-Law Suite
- Library
- Loft
- Media Room
- Nursery
- Office
- Other
- Sewing
- Wine Cellar
- Workshop
- 2nd Bedroom
- Balcony/Deck
- Bath - Jack & Jill
- Bath - Private
- Bath - Shared
- Bay Window
- Bidet
- Built-Ins
- Ceiling Fan
- Ceilings - Box
- Ceilings - Cathedral
- Ceilings - High (over 9 feet)
- Ceilings - Tray
- Ceilings - Vaulted
- Ceilings - Coffered
- Closet - His & Her
- Closet - Private
- Closet - Walk-in
- Double Vanity
- Fireplace
- Floors - Hardwood
- Floors - Laminate
- Floors - Carpet
- Floors - Concrete
- Floors - Engineered Hardwood
- Floors - Marble
- Floors - Parquet
- Floors - Slate
- Floors - Tile
- Floors - Vinyl
- Floors - Luxury Vinyl Plank
- Floors - Other
- French Doors
- Recessed Lighting
- Separate Shower
- Sitting Room
- Skylight
- Tub - Garden
- Tub - Shower
- Tub - Free Standing
- Whirlpool
- Master Bedroom
- Balcony/Deck
- Bath - Jack & Jill
- Bath - Private
- Bath - Shared
- Bay Window
- Bidet
- Built-Ins
- Ceiling Fan
- Ceilings - Box
- Ceilings - Cathedral
- Ceilings - High (over 9 feet)
- Ceilings - Tray
- Ceilings - Vaulted
- Ceilings - Coffered
- Closet - His & Her
- Closet - Private
- Closet - Walk-in
- Double Vanity
- Fireplace
- Floors - Hardwood
- Floors - Laminate
- Floors - Carpet
- Floors - Concrete
- Floors - Engineered Hardwood
- Floors - Marble
- Floors - Parquet
- Floors - Slate
- Floors - Tile
- Floors - Vinyl
- Floors - Luxury Vinyl Plank
- Floors - Other
- French Doors
- Recessed Lighting
- Separate Shower
- Sitting Room
- Skylight
- Tub - Garden
- Tub - Shower
- Tub - Free Standing
- Whirlpool
- 3rd Bedroom
- Balcony/Deck
- Bath - Jack & Jill

Verified by the Property Owner \_\_\_\_\_  
Initials

Date \_\_\_\_\_

**CHECK ALL THAT APPLY**

- |  |  |  |   |  |
|--|--|--|---|--|
| <input type="checkbox"/> Bath – Private                | <input type="checkbox"/> Floors – Marble               | <input type="checkbox"/> Bath – Shared                 | <input type="checkbox"/> Garage Opener            | <input type="checkbox"/> Energy Star                 |
| <input type="checkbox"/> Bath – Shared                 | <input type="checkbox"/> Floors – Parquet              | <input type="checkbox"/> Bay Window                    | <input type="checkbox"/> Intercom                 | <input type="checkbox"/> Environments For Living     |
| <input type="checkbox"/> Bay Window                    | <input type="checkbox"/> Floors – Slate                | <input type="checkbox"/> Bidet                         | <input type="checkbox"/> Sauna                    | <input type="checkbox"/> LEED-H                      |
| <input type="checkbox"/> Bidet                         | <input type="checkbox"/> Floors – Tile                 | <input type="checkbox"/> Built-Ins                     | <input type="checkbox"/> Security System - Leased | <input type="checkbox"/> NAHBGreen Guidelines        |
| <input type="checkbox"/> Built-Ins                     | <input type="checkbox"/> Floors – Vinyl                | <input type="checkbox"/> Ceiling Fan                   | <input type="checkbox"/> Security System - Owned  | <input type="checkbox"/> NAHBGreen Standard (TM)     |
| <input type="checkbox"/> Ceiling Fan                   | <input type="checkbox"/> Floors – Luxury Vinyl Plank   | <input type="checkbox"/> Ceilings – Box                | <input type="checkbox"/> Smoke Detector           | <input type="checkbox"/> Other (Specify in Comments) |
| <input type="checkbox"/> Ceilings – Box                | <input type="checkbox"/> Floors – Other                | <input type="checkbox"/> Ceilings – Cathedral          | <input type="checkbox"/> Wetbar                   |  |
| <input type="checkbox"/> Ceilings – Cathedral          | <input type="checkbox"/> French Doors                  | <input type="checkbox"/> Ceilings – High (over 9 feet) |   |  |
| <input type="checkbox"/> Ceilings – High (over 9 feet) | <input type="checkbox"/> FROG (Requires Closet)        | <input type="checkbox"/> Ceilings – Tray               | <b>Handicap</b>                                   | <b>Water</b>   |
| <input type="checkbox"/> Ceilings – Tray               | <input type="checkbox"/> Recessed Lighting             | <input type="checkbox"/> Ceilings – Vaulted            | <input type="checkbox"/> Accessible               | <input type="checkbox"/> Community                   |
| <input type="checkbox"/> Ceilings – Vaulted            | <input type="checkbox"/> Separate Shower               | <input type="checkbox"/> Ceilings – Coffered           | <input type="checkbox"/> Bathroom                 | <input type="checkbox"/> Lake Drawn                  |
| <input type="checkbox"/> Ceilings – Coffered           | <input type="checkbox"/> Sitting Room                  | <input type="checkbox"/> Closet – His & Her            | <input type="checkbox"/> Doorways (Min. 36")      | <input type="checkbox"/> Other                       |
| <input type="checkbox"/> Closet – His & Her            | <input type="checkbox"/> Skylight                      | <input type="checkbox"/> Closet – Private              | <input type="checkbox"/> Elevator                 | <input type="checkbox"/> Public                      |
| <input type="checkbox"/> Closet – Private              | <input type="checkbox"/> Tub – Garden                  | <input type="checkbox"/> Closet – Walk-in              | <input type="checkbox"/> Kitchen                  | <input type="checkbox"/> Shared                      |
| <input type="checkbox"/> Closet – Walk-in              | <input type="checkbox"/> Tub – Shower                  | <input type="checkbox"/> Double Vanity                 | <input type="checkbox"/> Ramp                     | <input type="checkbox"/> Well                        |
| <input type="checkbox"/> Double Vanity                 | <input type="checkbox"/> Tub – Free Standing           | <input type="checkbox"/> Fireplace                     |   | <input type="checkbox"/> Well - Public Available     |
| <input type="checkbox"/> Fireplace                     | <input type="checkbox"/> Whirlpool                     |  | <b>OTHER</b>                                      |  |
| <input type="checkbox"/> Floors – Hardwood             |  | <input type="checkbox"/> Floors – Hardwood             | <b>Energy</b>                                     | <b>Sewer</b>   |
| <input type="checkbox"/> Floors – Laminate             | <b>5th Bedroom</b>                                     | <input type="checkbox"/> Floors – Laminate             | <input type="checkbox"/> Attic Fan                | <input type="checkbox"/> Community                   |
| <input type="checkbox"/> Floors – Carpet               | <input type="checkbox"/> Balcony/Deck                  | <input type="checkbox"/> Floors – Concrete             | <input type="checkbox"/> Goodcents/Rate 01        | <input type="checkbox"/> Lett System                 |
| <input type="checkbox"/> Floors – Concrete             | <input type="checkbox"/> Bath – Jack & Jill            | <input type="checkbox"/> Floors – Engineered Hardwood  | <input type="checkbox"/> Other                    | <input type="checkbox"/> Other                       |
| <input type="checkbox"/> Floors – Engineered Hardwood  | <input type="checkbox"/> Bath – Private                | <input type="checkbox"/> Floors – Marble               | <input type="checkbox"/> Solar                    | <input type="checkbox"/> Public                      |
| <input type="checkbox"/> Floors – Marble               | <input type="checkbox"/> Bath – Shared                 | <input type="checkbox"/> Floors – Parquet              | <input type="checkbox"/> Storm Doors              | <input type="checkbox"/> Septic                      |
| <input type="checkbox"/> Floors – Parquet              | <input type="checkbox"/> Bay Window                    | <input type="checkbox"/> Floors – Slate                | <input type="checkbox"/> Storm Windows            | <input type="checkbox"/> Septic - Public Available   |
| <input type="checkbox"/> Floors – Slate                | <input type="checkbox"/> Bidet                         | <input type="checkbox"/> Floors – Tile                 | <input type="checkbox"/> Thermopane               |  |
| <input type="checkbox"/> Floors – Tile                 | <input type="checkbox"/> Built-Ins                     | <input type="checkbox"/> Floors – Vinyl                |   | <b>Miscellaneous</b>                                 |
| <input type="checkbox"/> Floors – Vinyl                | <input type="checkbox"/> Ceiling Fan                   | <input type="checkbox"/> Floors – Luxury Vinyl Plank   | <b>Heating</b>                                    | <input type="checkbox"/> Built-Ins                   |
| <input type="checkbox"/> Floors – Luxury Vinyl Plank   | <input type="checkbox"/> Ceilings – Box                | <input type="checkbox"/> Floors – Other                | <input type="checkbox"/> Baseboard                | <input type="checkbox"/> Cable                       |
| <input type="checkbox"/> Floors – Other                | <input type="checkbox"/> Ceilings – Cathedral          | <input type="checkbox"/> French Doors                  | <input type="checkbox"/> Central                  | <input type="checkbox"/> Cable TV Available          |
| <input type="checkbox"/> French Doors                  | <input type="checkbox"/> Ceilings – High (over 9 feet) | <input type="checkbox"/> FROG (Requires Closet)        | <input type="checkbox"/> Electric                 | <input type="checkbox"/> Community Pool              |
| <input type="checkbox"/> FROG (Requires Closet)        | <input type="checkbox"/> Ceilings – Tray               | <input type="checkbox"/> Recessed Lighting             | <input type="checkbox"/> Floor Furnace            | <input type="checkbox"/> Gated Community             |
| <input type="checkbox"/> Recessed Lighting             | <input type="checkbox"/> Ceilings – Vaulted            | <input type="checkbox"/> Separate Shower               | <input type="checkbox"/> Gas 1st Lvl              | <input type="checkbox"/> Golf Community              |
| <input type="checkbox"/> Separate Shower               | <input type="checkbox"/> Ceilings – Coffered           | <input type="checkbox"/> Sitting Room                  | <input type="checkbox"/> Gas 2nd Lvl              | <input type="checkbox"/> Horse OK                    |
| <input type="checkbox"/> Sitting Room                  | <input type="checkbox"/> Closet – His & Her            | <input type="checkbox"/> Skylight                      | <input type="checkbox"/> Gas Pac                  | <input type="checkbox"/> Panic Room                  |
| <input type="checkbox"/> Skylight                      | <input type="checkbox"/> Closet – Private              | <input type="checkbox"/> Tub – Garden                  | <input type="checkbox"/> Heat Pump 1st Lvl        | <input type="checkbox"/> Recreation Facility         |
| <input type="checkbox"/> Tub – Garden                  | <input type="checkbox"/> Closet – Walk-in              | <input type="checkbox"/> Tub – Shower                  | <input type="checkbox"/> Heat Pump 2nd Lvl        | <input type="checkbox"/> Satellite Dish              |
| <input type="checkbox"/> Tub – Shower                  | <input type="checkbox"/> Double Vanity                 | <input type="checkbox"/> Tub – Free Standing           | <input type="checkbox"/> Multiple Units           | <input type="checkbox"/> Security Cameras            |
| <input type="checkbox"/> Tub – Free Standing           | <input type="checkbox"/> Fireplace                     | <input type="checkbox"/> Whirlpool                     | <input type="checkbox"/> None                     | <input type="checkbox"/> Surround Sound Wiring       |
| <input type="checkbox"/> Whirlpool                     | <input type="checkbox"/> Floors – Hardwood             |  | <input type="checkbox"/> Oil                      | <input type="checkbox"/> Tennis Courts               |
|  | <input type="checkbox"/> Floors – Laminate             | <b>Basement</b>  | <input type="checkbox"/> Other                    | <input type="checkbox"/> Warranty (Home 12-month)    |
| <b>4th Bedroom</b>                                     | <input type="checkbox"/> Floors – Carpet               | <input type="checkbox"/> No                            | <input type="checkbox"/> Propane                  | <input type="checkbox"/> Warranty (New Construction) |
| <input type="checkbox"/> Balcony/Deck                  | <input type="checkbox"/> Floors – Concrete             | <input type="checkbox"/> Yes                           | <input type="checkbox"/> Solar                    | <input type="checkbox"/> Builder Provided            |
| <input type="checkbox"/> Bath – Jack & Jill            | <input type="checkbox"/> Floors – Engineered Hardwood  | <b>Lower Level</b>                                     | <input type="checkbox"/> Space                    | <input type="checkbox"/> Sidewalk Community          |
| <input type="checkbox"/> Bath – Private                | <input type="checkbox"/> Floors – Marble               | <input type="checkbox"/> Finished                      | <input type="checkbox"/> Split System             |  |
| <input type="checkbox"/> Bath – Shared                 | <input type="checkbox"/> Floors – Parquet              | <input type="checkbox"/> Partially Finished            | <input type="checkbox"/> Water Source             | <b>Assoc Fee Includes:</b>                           |
| <input type="checkbox"/> Bay Window                    | <input type="checkbox"/> Floors – Slate                | <input type="checkbox"/> Unfinished                    | <input type="checkbox"/> Wood Stove               | <input type="checkbox"/> Back Yard Maintenance       |
| <input type="checkbox"/> Bidet                         | <input type="checkbox"/> Floors – Tile                 |  | <input type="checkbox"/> Zoned                    | <input type="checkbox"/> Cable TV                    |
| <input type="checkbox"/> Built-Ins                     | <input type="checkbox"/> Floors – Vinyl                | <b>Fireplace</b>                                       |   | <input type="checkbox"/> Clubhouse                   |
| <input type="checkbox"/> Ceiling Fan                   | <input type="checkbox"/> Floors – Luxury Vinyl Plank   | <input type="checkbox"/> Electric                      | <b>Cooling</b>                                    | <input type="checkbox"/> Common Area Maintenance     |
| <input type="checkbox"/> Ceilings – Box                | <input type="checkbox"/> Floors – Other                | <input type="checkbox"/> Freestanding                  | <input type="checkbox"/> Central                  | <input type="checkbox"/> Community Boat Ramp         |
| <input type="checkbox"/> Ceilings – Cathedral          | <input type="checkbox"/> French Doors                  | <input type="checkbox"/> Gas Log – Natural             | <input type="checkbox"/> Gas Pac                  | <input type="checkbox"/> Electric Service            |
| <input type="checkbox"/> Ceilings – High (over 9 feet) | <input type="checkbox"/> FROG (Requires Closet)        | <input type="checkbox"/> Gas Log – Propane             | <input type="checkbox"/> Heat Pump 1st Lvl        | <input type="checkbox"/> Exterior Maintenance        |
| <input type="checkbox"/> Ceilings – Tray               | <input type="checkbox"/> Recessed Lighting             | <input type="checkbox"/> Insert                        | <input type="checkbox"/> Heat Pump 2nd Lvl        | <input type="checkbox"/> Front Yard Maintenance      |
| <input type="checkbox"/> Ceilings – Vaulted            | <input type="checkbox"/> Separate Shower               | <input type="checkbox"/> Masonry                       | <input type="checkbox"/> Multiple Units           | <input type="checkbox"/> Green Areas                 |
| <input type="checkbox"/> Ceilings – Coffered           | <input type="checkbox"/> Sitting Room                  | <input type="checkbox"/> Wood Burning                  | <input type="checkbox"/> None                     | <input type="checkbox"/> Landscaping                 |
| <input type="checkbox"/> Closet – His & Her            | <input type="checkbox"/> Skylight                      | <input type="checkbox"/> Wood Stove                    | <input type="checkbox"/> Other                    | <input type="checkbox"/> Pest Control                |
| <input type="checkbox"/> Closet – Private              | <input type="checkbox"/> Tub – Garden                  |  | <input type="checkbox"/> Split System             | <input type="checkbox"/> Playground                  |
| <input type="checkbox"/> Closet – Walk-in              | <input type="checkbox"/> Tub – Shower                  | <b>Interior</b>  | <input type="checkbox"/> Wall Unit(s)             | <input type="checkbox"/> Pool                        |
| <input type="checkbox"/> Double Vanity                 | <input type="checkbox"/> Tub – Free Standing           | <input type="checkbox"/> Attic Access                  | <input type="checkbox"/> Water Source             | <input type="checkbox"/> Road Maintenance            |
| <input type="checkbox"/> Fireplace                     | <input type="checkbox"/> Whirlpool                     | <input type="checkbox"/> Attic Pull Down Access        | <input type="checkbox"/> Window Units             | <input type="checkbox"/> Security                    |
| <input type="checkbox"/> Floors – Hardwood             |  | <input type="checkbox"/> Attic Storage                 | <input type="checkbox"/> Zoned                    | <input type="checkbox"/> Sewer                       |
| <input type="checkbox"/> Floors – Laminate             | <b>6th Bedroom</b>                                     | <input type="checkbox"/> Bookcase                      |   | <input type="checkbox"/> Sidewalk Maintenance        |
| <input type="checkbox"/> Floors – Carpet               | <input type="checkbox"/> Balcony/Deck                  | <input type="checkbox"/> Humidifier                    | <b>Green Construction</b>                         | <input type="checkbox"/> Sprinkler                   |
| <input type="checkbox"/> Floors – Concrete             | <input type="checkbox"/> Bath – Jack & Jill            | <input type="checkbox"/> Ceiling Fan                   | <input type="checkbox"/> CHIP Home Program        | <input type="checkbox"/> Street Light Maintenance    |
| <input type="checkbox"/> Floors – Engineered Hardwood  | <input type="checkbox"/> Bath – Private                | <input type="checkbox"/> Central Vacuum                | <input type="checkbox"/> EarthCraft House         | <input type="checkbox"/> Tennis Courts               |

Verified by the Property Owner \_\_\_\_\_

Date \_\_\_\_\_

Initials

List Office ID \_\_\_\_\_

Consolidated Multiple Listing Service, Inc.

Property Address \_\_\_\_\_

RES

**CHECK ALL THAT APPLY**

**Avail Financing**

- Assumable
- Cash
- Conventional
- FHA
- VA
- Lease Purchase
- Other
- Owner
- Owner Assist w/CC
- Rural Housing Eligible
- Income Cap requirement

**Possession**

- Closing
- Delayed
- Immediate
- Negotiable

**Showing**

- Showing Time
- Appointment
- Call Agent
- Call Owner
- Call Tenant
- Key in Office
- Lockbox
  - LB # \_\_\_\_\_
  - Shackle Code# \_\_\_\_\_
- No Sign
- Owner Agent
- See Agent Remarks
- Sign
- Text Agent
- Text Owner
- Vacant

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature



STATE OF SOUTH CAROLINA
RESIDENTIAL PROPERTY CONDITION
DISCLOSURE STATEMENT



The South Carolina Code of Laws (Title 27, Chapter 50, Article 1) requires that an owner of residential real property (single family dwelling unit or a single transaction involving transfer of four dwelling units or less) shall provide to a purchaser this completed and signed disclosure statement prior to forming a real estate contract.

Owners should answer the questions fully, honestly, and appropriately by attaching documents, checking a box for each check box question, and writing in the blanks on this disclosure statement.

If a question is answered "yes" or asks for a description, then owner must explain or describe the issue or attach a descriptive report from an engineer, contractor, pest control operator, expert, or public agency.

If a question is answered "no representation" for any question, owner is stating that owner is making no representation regarding the conditions or characteristics of the property, but owner still may have a duty to disclose information that is known or should have been known.

If a question is answered and subsequently new information is obtained or something changes to render the owner's answer incorrect, inaccurate, or misleading (example: roof begins to leak), owner must promptly correct the disclosure.

If owner is assisted in the sale of property by a real estate licensee, owner remains solely responsible for completing and delivering this disclosure statement to the purchaser. The real estate licensee must disclose material adverse facts about the property if actually known by the licensee about the issue, regardless of owner responses on this disclosure.

Owner must provide the completed disclosure statement to the purchaser prior to the time the owner and purchaser sign a real estate contract unless the real estate contract states otherwise. Owner should provide a signed copy to the purchaser and keep a copy signed by the purchaser.

A real estate contract, not this disclosure, controls what property transfers from owner to purchaser.

Property Address (including unit # or identifier) \_\_\_\_\_

Owner: ( ) ( ) Purchaser ( ) ( ) acknowledge receipt of a copy of this page which is page 1 of 5.

**Apply this question below and the three answer choices to the numbered issues (1-14) on this disclosure.**

**As owner, do you have any actual knowledge of any problem(s)\* concerning?**

\*Problem includes present defects, malfunctions, damages, conditions, or characteristics.

**I. WATER SUPPLY AND SANITARY SEWAGE DISPOSAL SYSTEM**

	<b>Yes</b>	<b>No</b>	<b>No Representation</b>
1. Water supply .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Water quality .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Water pressure .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sanitary sewage disposal system for any waste water .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Describe water supply <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Private <input type="checkbox"/> Corporate <input type="checkbox"/> Community <input type="checkbox"/> Well <input type="checkbox"/> Other_____			
B. Describe water disposal <input type="checkbox"/> Septic <input type="checkbox"/> Sewer <input type="checkbox"/> Private <input type="checkbox"/> Corporate <input type="checkbox"/> Government <input type="checkbox"/> Other_____			
C. Describe water pipes <input type="checkbox"/> PEX <input type="checkbox"/> Copper <input type="checkbox"/> PVC/CPVC <input type="checkbox"/> Polybutylene <input type="checkbox"/> Steel <input type="checkbox"/> Other/Unknown_____			

**II. ROOF, CHIMNEYS, FLOORS, FOUNDATION, BASEMENT, AND OTHER STRUCTURAL COMPONENTS AND MODIFICATIONS OF THESE STRUCTURAL COMPONENTS**

	<b>Yes</b>	<b>No</b>	<b>No Representation</b>
5. Roof system .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Gutter system .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Foundation, slab, fireplaces, chimneys, wood stoves, floors, basement, windows, driveway, storm windows/screens, doors, ceilings, interior walls, exterior walls, sheds, attached garage, carport, patio, deck, walkways, fencing, or other structural components including modifications .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Approximate year that current roof covering was installed:_____. Approximate year structure was built:_____			
B. During your ownership, describe any known roof system leaks, repairs and/or modifications with date(s):_____			

**III. PLUMBING, ELECTRICAL, HEATING, COOLING, AND OTHER MECHANICAL SYSTEMS**

	<b>Yes</b>	<b>No</b>	<b>No Representation</b>
8. Plumbing system (pipes, fixtures, water heater, disposal, softener, plumbing components) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Electrical system (wiring, panel, fixtures, A/V wiring, outlets, switches, electrical components).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Appliances (range, stove, ovens, dishwasher, refrigerator, washer, dryer, other appliances) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Built-in systems and fixtures (fans, irrigation, pool, security, lighting, A/V, other) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Mechanical systems (pumps, garage door opener, filtration, energy equipment, safety, other) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Heating system(s) (HVAC components) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Cooling system(s) (HVAC components) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Owner: (\_\_\_\_) (\_\_\_\_) Purchaser (\_\_\_\_) (\_\_\_\_) acknowledge receipt of a copy of this page which is page 2 of 5.**

- A. Describe Cooling System  Central  Ductless  Heat Pump  Window  Other \_\_\_\_\_
- B. Describe Heating System  Central  Ductless  Heat Pump  Furnace  Other \_\_\_\_\_
- C. Describe HVAC Power  Oil  Gas  Electric  Solar  Other \_\_\_\_\_
- D. Describe HVAC system approximate age and any other HVAC system(s): \_\_\_\_\_

**IV. PRESENT OR PAST INFESTATION OF WOOD DESTROYING INSECTS OR ORGANISMS OR DRY ROT OR FUNGUS, THE DAMAGE FROM WHICH HAS NOT BEEN REPAIRED**

A. Describe any known present wood problems caused by termites, insects, wood destroying organisms, dry rot or fungus:

B. Describe any termite/pest treatment, coverage to property, name of provider, and termite bond (if any):

C. Describe any known present pest infestations:

**V. THE ZONING LAWS, RESTRICTIVE COVENANTS, BUILDING CODES, AND OTHER LAND USE RESTRICTIONS AFFECTING THE REAL PROPERTY, ANY ENCROACHMENTS OF THE REAL PROPERTY FROM OR TO ADJACENT REAL PROPERTY, AND NOTICE FROM A GOVERNMENTAL AGENCY AFFECTING THIS REAL PROPERTY**

**Apply this question below and the three answer choices to the numbered issues (15-25) on this disclosure.**

**As owner, do you have any actual knowledge or notice concerning the following:**

	Yes	No	No Representation
15. Violations or variances of the following: zoning laws, restrictive covenants, building codes, permits or other land use restrictions affecting the real property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Designation as a historic building, landmark, site or location within a local historic or other restrictive district, which may limit changes, improvements or demolition of the property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Easements (access, conservation, utility, other), party walls, shared private driveway, private roads, released mineral rights, or encroachments from or to adjacent real property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Legal actions, claims, foreclosures, bankruptcies, tenancies, judgments, tax liens, other liens, insurance issues, or governmental actions that could affect title to the property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Room additions or structural changes to the property during your ownership .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Problems caused by fire, smoke, or water to the property during your ownership .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Drainage, soil stability, atmosphere, or underground problems affecting the property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Erosion or erosion control affecting the property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Flood hazards, wetlands, or flood hazard designations affecting the property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Flood insurance covering the property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Federal Emergency Management Agency (FEMA) claims filed on the property .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes to number 25, please list the dates of all claims: \_\_\_\_\_

A. Describe any green energy, recycling, sustainability or disability features for the property: \_\_\_\_\_

B. Describe any Department of Motor Vehicles titled manufactured housing on the property: \_\_\_\_\_

**Owner: ( ) ( ) Purchaser ( ) ( ) acknowledge receipt of a copy of this page which is page 3 of 5.**

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**VI. BURIED, UNBURIED, OR COVERED PRESENCE OF THE FOLLOWING: LEAD BASED PAINT, LEAD HAZARDS, ASBESTOS, RADON GAS, METHANE GAS, STORAGE TANKS, HAZARDOUS MATERIALS, TOXIC MATERIALS, OR ENVIRONMENTAL CONTAMINATION**

A. Describe any known property environmental contamination problems from construction, repair, cleaning, furnishing, intrusion, operating, toxic mold, methamphetamine production, lead based paint, lead hazards, asbestos, radon gas, methane gas, formaldehyde, corrosion-causing sheetrock, storage tanks, hazardous materials, toxic materials, environmental contamination, or other: \_\_\_\_\_

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**VII. EXISTENCE OF A RENTAL, RENTAL MANAGEMENT, VACATION RENTAL, OR OTHER LEASE CONTRACT ANTICIPATED TO BE IN PLACE ON THE PROPERTY AT THE TIME OF CLOSING**

A. Describe the lease terms and any leasing problems, if any: \_\_\_\_\_

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B. State the name and contact information for any property management company involved (if any): \_\_\_\_\_

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C. Describe known outstanding charges owed by tenant for gas, electric, water, sewer, and garbage: \_\_\_\_\_

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**VIII. THE EXISTENCE OF A METER CONSERVATION CHARGE, AS PERMITTED BY SECTION 58-37-50 THAT APPLIES TO ELECTRICITY OR NATURAL GAS SERVICE TO THE PROPERTY**

A. Describe any utility company financed or leased property on the real property: \_\_\_\_\_

B. Describe known delinquent charges for real property's gas, electric, water, sewer, and garbage: \_\_\_\_\_

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**IX. WHETHER THE PROPERTY IS SUBJECT TO GOVERNANCE OF A HOMEOWNERS ASSOCIATION WHICH CARRIES CERTAIN RIGHTS AND OBLIGATIONS THAT MAY LIMIT THE USE OF THIS PROPERTY AND INVOLVE FINANCIAL OBLIGATIONS**

Yes*	No	No Representation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*If **YES**, owner must complete the attached Residential Property Disclosure Statement Addendum.

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**X. PLEASE USE THE SPACE BELOW FOR "YES" ANSWER EXPLANATIONS AND ATTACH ANY ADDITIONAL SHEETS OR RELEVANT DOCUMENTS AS NEEDED**

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Owner: (\_\_\_\_) (\_\_\_\_) Purchaser (\_\_\_\_) (\_\_\_\_) acknowledge receipt of a copy of this page which is page 4 of 5.

This disclosure does not limit the obligation of the purchaser to inspect the property and improvements which are the subject of the real estate contract. Purchaser is solely responsible for conducting their own off site conditions and psychologically affected property inspections prior to entering into a real estate contract. The real estate licensees (acting as listing or selling agents, or other) have no duty to inspect the on site or off site conditions of the property and improvements. Purchasers should review all applicable documents (covenants, conditions, restrictions, bylaws, deeds, and similar documents) prior to entering into any legal agreements including any contract. The South Carolina Code of Laws describes the Residential Property Condition Disclosure Statement requirements and exemptions at § 27-50-10 (and following) which can be read online ([www.scstatehouse.gov](http://www.scstatehouse.gov) or other websites).

**Current status of property or factors which may affect the closing:**

- |   |                                      |                                     |  |
|---|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Owner occupied | <input type="checkbox"/> Short sale  | <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Vacant (How long vacant?) _____ |
| <input type="checkbox"/> Leased         | <input type="checkbox"/> Foreclosure | <input type="checkbox"/> Estate     | <input type="checkbox"/> Other: _____                    |

**A Residential Property Condition Disclosure Statement Addendum  is  is not completed and attached. This addendum should be attached if the property is subject to covenants, conditions, restrictions, bylaws, rules, or is a condominium.**

**Owner acknowledges having read, completed, and received a copy of this Residential Property Condition Disclosure Statement before signing and that all information is true and correct as of the date signed.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Owner Printed Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Owner Printed Name: \_\_\_\_\_

**Purchaser acknowledges prior to signing this disclosure:**

- Receipt of a copy of this disclosure
- Purchaser has examined disclosure
- Purchaser had time and opportunity for legal counsel
- This disclosure is not a warranty by the real estate licensees
- This disclosure is not a substitute for obtaining inspections of on site and off site conditions
- This disclosure is not a warranty by the owner
- Representations are made by the owner and not by the owner's agents or subagents
- Purchasers have sole responsibility for obtaining inspection reports from licensed home inspectors, surveyors, engineers, or other qualified professionals

Purchaser Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purchaser Printed Name: \_\_\_\_\_

Purchaser Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purchaser Printed Name: \_\_\_\_\_



STATE OF SOUTH CAROLINA
RESIDENTIAL PROPERTY CONDITION
DISCLOSURE STATEMENT ADDENDUM



Prior to signing contract, owner shall provide this disclosure addendum to the purchaser if the property is subject to a homeowners association, a property owners association, a condominium owners association, a horizontal property regime, or similar organizations subject to covenants, conditions, restrictions, bylaws or rules (CCRB). These organizations are referred to herein as an owners association.

Purchasers should review the applicable documents (covenants, conditions, restrictions, bylaws, deeds, condominium master deed, and similar documents), all related association issues, and investigate the owners association prior to entering into any legal agreements including a contract. Owners association charges include any dues, fees, assessments, reserve charges, or any similar charges. Purchasers are solely responsible to determine what items are covered by the owners association charges.

Property Address: \_\_\_\_\_

Describe owners association charges: \$ \_\_\_\_\_ Per \_\_\_\_\_ (month/year/other)

What is the contact information for the owners association? \_\_\_\_\_

As owner do you have any actual knowledge of answers to the following questions?
Please check the appropriate box to answer the questions below.

Table with 11 rows of questions and 3 columns: Yes, No, No Representation. Each cell contains a checkbox.

(\* Question does not include recording costs related to value or deed stamps.)

Explain any yes answers in the space below and attach any additional sheets or relevant documents as needed: \_\_\_\_\_

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purchaser signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purchaser signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Address: \_\_\_\_\_

Electric Provider

- Mid-Carolina Electric - 803.749-6400
- Dominion - 800.251.7234
- Tri-County Electric - 803-874-1215
- Other - \_\_\_\_\_



Gas Provider

- Dominion - 800.251.7234
- Natural Gas isn't available in this area

Water Provider

- Carolina Water Service - 800.272.1919
- Chapin Water System - 803.575.8042
- City of Cayce - 803.796.9020
- City of Columbia - 803-545-3300
- City of West Columbia - 800.272.1919
- Gaston Water District - 803.794.2819
- Joint Municipal Water - 803.359.8373
- Town of Batesburg-Leesville - 803.345.2444
- Town of Lexington - 803.359.4164
- This house is on a Well
- Other - \_\_\_\_\_

Sewer Provider

- Carolina Water Service - 800.272.1919
- Chapin Sewer System - 803.575.8042
- City of Columbia - 803.545.3300
- Town of Lexington - 803.359.4164
- This house is on a Septic
- Other - \_\_\_\_\_

Telecommunications Provider (Cable/Internet)

- AT&T U-Verse & Phone - 888.757.6500
- Direct TV - 888.777.2454
- DISH Network - 800.823.4929
- Comporium - 800.259.7978
- Windstream - 866.445.5880
- Spectrum - 803.252.2253
- Other - \_\_\_\_\_

Waste Management

Trash info:

\_\_\_\_\_

\_\_\_\_\_