

simplifying **real estate**

CharlotteHomeZone.com

Flat Fee Listing Guide



Stephen Scott

Solutions that work for your budget

CharlotteHomeZone.com

704-779-6194

|

NCREaltyDynamics@gmail.com

|

Realty Dynamics, Inc.

Lets Get Your Home Sold

Easy 4 step process to get your home listed.

Step 1

Download this FILLABLE PDF Property Information Form and save to your desktop. Fill in all the required personal and property information. Save and either email, fax, or return the completed forms to me.

Email to: NCR RealtyDynamics@gmail.com or

Fax to: 704-486-5960

Step 2

After we receive your completed Property Information Form, a Listing Agreement will be emailed to each Owner separately to electronically sign via a program called DocuSign. The Listing Agreement will included all necessary State Required Disclosures.

Step 3

Email up to **48 digital property photos** - Best to share them with me via Dropbox, One Drive, or Google Drive. Professional pictures are always recommended because your property will look better online and lead to more showings, a quicker sale, and a higher sale price. There are plenty of photographers to choose from, however, I can recommend 2 options:

LIGHTHOUSE VISUALS: www.lighthousevisuals.com

Includes: Interior photos, exterior, aerial, and Matterport Virtual Tour - \$175-\$300
Call Tyler to schedule at: 540-815-0715

DRONE MEDIA SOLUTIONS: www.dronemediasolutions.com

Includes: Interior and Exterior—\$200 add aerial extra \$50
Call Elene to schedule at: 404-932-1669

Step 4

Complete Payment to Realty Dynamics Group -- \$250

Once your listing is ready to go live you will receive a secure link from Quickbooks to pay with a Credit Card. No additional fees.

Stephen Scott | Broker/Realtor® - NC/SC
CharlotteHomeZone.com



What's Included?

The Most Comprehensive Flat Fee Service In The Greater Charlotte Area

- ♦ 1-6 Month Written Listing Agreement with **FREE** extension up to 1 year
- ♦ Input listing into the **Canopy Multiple Listing Service**
- ♦ Syndication to **Realtor.com, Zillow.com, Trulia.com**, and 1000's of other global websites
- ♦ **Showing Time – Appointment Center** for home showing scheduling and feedback
- ♦ Upload up to 48 seller provided digital home photographs
- ♦ Place a **Supra Lockbox** on your home to provide agents electronic access to home key for Showings
- ♦ **Dynamic Virtual Tour** from **Tour Factory** – [click for example of tour](#)
- ♦ Professional **For Sale** sign at your home
- ♦ Listed on all local brokerage websites
- ♦ All major search engines including **Google, Yahoo, and Bing**
- ♦ Single Property Website for your home marketing
- ♦ Digital Flyer for you to use at your property
- ♦ **Market Report** for your neighborhood to track ongoing valuations in your area (upon request)

Stephen Scott | Broker/Realtor® - NC/SC
CharlotteHomeZone.com



Fillable PDF - Save this file to your desktop.
Input the requested information and save the PDF.

Return to me via:
Email to: NCR RealtyDynamics@gmail.com
Or Print & Fax to: 1-704-486-5960

Owner #1 Full Name: _____

Owner #1 Email Address: _____

Owner #1 Phone Number: _____

Owner #2 Full Name: _____

Owner #2 Email Address: _____

Owner #2 Phone Number: _____

Full Property Address: _____

What price will you list your home for sale? _____

What percentage will you offer the buyers agent (2.5 or 3%)? _____

What term for your listing agreement (3 to 12 months)? _____

Is your home on city water, county water, or well system? _____

Is your home on city sewer or a septic system? _____

Are you including any personal property with the home? Such as a refrigerator, washer, or dryer, tv's, entertainment systems, outdoor items, etc. Please list:

Will you be removing any items that are currently attached to the home? Such as wall mounted tv's, curtain rods, chandeliers, etc. Please list below:

Enter your marketing description for the home. Why do you love it? What updates have you made to the home? Any new systems, such as HVAC units or roof? What does your community offer for amenities? Please keep the description to under 1000 characters.

PROPERTY INFORMATION

CONDO/TOWNHOUSE

*Denotes Required Fields

*LIST PRICE

*TAX VALUE

*SELLER NAME

SELLER PHONE

*TYPE

1 Story	3 Story/Basement	Mid-Rise
1 Story/Basement	4 Story	Patio
1.5 Story	Co-op	Studio
1.5 Story/Basement	Duplex	Tri-Level
2 Story	Fourplex	Triplex/
2 Story/Basement	Garden	Multiplex
2.5 Story	High-Rise	Other
2.5 Story/Basement	Live/Work	
3 Story	Loft	

AUCTION/BID TYPE

Auction/Absolute
Auction/Reserve
Bid

*OWNERSHIP

Seller does not yet own
Seller owned for at least one year
Seller owned for less than one year

STYLE

A-Frame
Arts and Crafts
Bungalow
Cape Cod
Charleston
Circular
Colonial
Contemporary
Cottage
Dome
European
Farmhouse
French Provincial
Georgian
Mediterranean
Modern
Old World
Post and Beam
Rustic
Spanish
Traditional
Transitional
Tudor
Victorian
Williamsburg
Other

AUCTION/BID INFO

Actual List Price
Assessed Value
Market Value
Starting Bid

LISTING FINANCING

1031 Like-Kind Exchange
Cash
Construction Perm Loan
Conventional
FHA
FHA 203(K)
FMHA
Lease Purchase
Loan Assumption
NC Bond
Owner Financing
USDA
VA
Other-See Media Remarks

*ASSUMABLE

No
Non-Qualify
Qualify

PETS

Conditional
No
Yes

*OCCUPANT TYPE

Owner
Tenant
Vacant

*LAND INCLUDED

Yes

No

*ENTRY LEVEL

Main
Upper
Lower
Basement
Third

*UNIT'S LEVEL IN BUILDING

1-20 +, Below Grade

*OWNERSHIP TYPE

Co-op
Condo
Townhouse
Other

*Denotes Required Fields

BUILDING & LAND INFORMATION

*HLA MAIN	*NON-HLA SQFT: MAIN	ADDITIONAL SQFT	APPROX. LOT DIMENSIONS
*HLA UPPER	*NON-HLA SQFT: UPPER	*YEAR BUILT	*APPROX. ACRES
*HLA THIRD	*NON-HLA SQFT: THIRD	GARAGE SQFT	*ROAD RESPONSIBILITY Dedicated to Public Use Pending Acceptance No Road Privately Maintained Road or Maintenance Agreement Publicly Maintained Road Other - See Media/Remarks
*HLA BASEMENT	*NON-HLA SQFT: BASEMENT		
*HLA LOWER	*NON-HLA SQFT: LOWER		

CONSTRUCTION INFORMATION

*NEW CONSTRUCTION	Yes	No	*CONSTRUCTION STATUS (IF NEW CONSTRUCTION=Y) Completed Land/Home Package Proposed Under Construction	BUILDER	MODEL/ PLAN
				*PROPOSED COMPLETION DATE (IF CONSTRUCTION STATUS= UNDER CONSTRUCTION)	

ASSOCIATION INFORMATION

*SUBJECT TO HOA Optional Required None	SUBJECT TO HOA DUES Mandatory Voluntary No	HOA FEE HOA FEE 2	*HOA FEE PAID (IF HOA FEE FIELD IS ENTERED) Monthly Quarterly Semi-Annually Annually
HOA MANAGEMENT	HOA PHONE	HOA EMAIL	
HOA MANAGEMENT 2	HOA PHONE 2	HOA EMAIL 2	*HOA FEE PAID 2 (IF HOA FEE 2 FIELD IS ENTERED) Monthly Quarterly Semi-Annually Annually
*CCR SUBJECT TO Yes No Undiscovered			

CONFIRM. SPCL. ASSESSMENT Yes No	*CONFIRM. SPCL. ASSESSMENT DESCRIPTION (IF CONFIRM. SPECIAL ASSESSMENT=Y)	PROP SPCL. ASSESSMENT Yes No	*PROP. SPCL. ASSESSMENT DESCRIPTION (IF CONFIRM. PROP. SPCL. ASSESSMENT=Y)
--	---	------------------------------------	--

NOTES

ROOM DETAILS

*Total # Beds	*Total # Full Baths		*Total # Half Baths		
<div>*MAIN LEVEL</div> <div># Bedrooms</div> <div># Full Baths</div> <div># Half Baths</div>	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
	Bar/Entertainment	Den	Keeping Room	Office	Solarium
	Basement	Dining Area	Kitchen	Pantry	Study
	Bathroom(s)	Dining Room	2nd Kitchen	Parlor	Sunroom
	Bedroom(s)	Entry Hall	Laundry	Play Room	Utility
	Bedroom/Bonus	Exercise	Library	Primary Bedroom	Wine Cellar
	Billiard	Family Room	Living Room	2nd Primary	Workshop
	Bonus Room	Foyer	Loft	Rec Room	None
	Breakfast	Great Room	Media	Sewing	
<div>*UPPER LEVEL</div> <div># Bedrooms</div> <div># Full Baths</div> <div># Half Baths</div>	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
	Bar/Entertainment	Den	Keeping Room	Office	Solarium
	Basement	Dining Area	Kitchen	Pantry	Study
	Bathroom(s)	Dining Room	2nd Kitchen	Parlor	Sunroom
	Bedroom(s)	Entry Hall	Laundry	Play Room	Utility
	Bedroom/Bonus	Exercise	Library	Primary Bedroom	Wine Cellar
	Billiard	Family Room	Living Room	2nd Primary	Workshop
	Bonus Room	Foyer	Loft	Rec Room	None
	Breakfast	Great Room	Media	Sewing	
<div>*THIRD LEVEL</div> <div># Bedrooms</div> <div># Full Baths</div> <div># Half Baths</div>	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
	Bar/Entertainment	Den	Keeping Room	Office	Solarium
	Basement	Dining Area	Kitchen	Pantry	Study
	Bathroom(s)	Dining Room	2nd Kitchen	Parlor	Sunroom
	Bedroom(s)	Entry Hall	Laundry	Play Room	Utility
	Bedroom/Bonus	Exercise	Library	Primary Bedroom	Wine Cellar
	Billiard	Family Room	Living Room	2nd Primary	Workshop
	Bonus Room	Foyer	Loft	Rec Room	None
	Breakfast	Great Room	Media	Sewing	
<div>*LOWER LEVEL</div> <div># Bedrooms</div> <div># Full Baths</div> <div># Half Baths</div>	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
	Bar/Entertainment	Den	Keeping Room	Office	Solarium
	Basement	Dining Area	Kitchen	Pantry	Study
	Bathroom(s)	Dining Room	2nd Kitchen	Parlor	Sunroom
	Bedroom(s)	Entry Hall	Laundry	Play Room	Utility
	Bedroom/Bonus	Exercise	Library	Primary Bedroom	Wine Cellar
	Billiard	Family Room	Living Room	2nd Primary	Workshop
	Bonus Room	Foyer	Loft	Rec Room	None
	Breakfast	Great Room	Media	Sewing	
<div>*BASEMENT LEVEL</div> <div># Bedrooms</div> <div># Full Baths</div> <div># Half Baths</div>	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
	Bar/Entertainment	Den	Keeping Room	Office	Solarium
	Basement	Dining Area	Kitchen	Pantry	Study
	Bathroom(s)	Dining Room	2nd Kitchen	Parlor	Sunroom
	Bedroom(s)	Entry Hall	Laundry	Play Room	Utility
	Bedroom/Bonus	Exercise	Library	Primary Bedroom	Wine Cellar
	Billiard	Family Room	Living Room	2nd Primary	Workshop
	Bonus Room	Foyer	Loft	Rec Room	None
	Breakfast	Great Room	Media	Sewing	
<div>*2nd LIVING QUARTERS</div> <div># Bedrooms</div> <div># Full Baths</div> <div># Half Baths</div>	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
	Bar/Entertainment	Den	Keeping Room	Office	Solarium
	Basement	Dining Area	Kitchen	Pantry	Study
	Bathroom(s)	Dining Room	2nd Kitchen	Parlor	Sunroom
	Bedroom(s)	Entry Hall	Laundry	Play Room	Utility
	Bedroom/Bonus	Exercise	Library	Primary Bedroom	Wine Cellar
	Billiard	Family Room	Living Room	2nd Primary	Workshop
	Bonus Room	Foyer	Loft	Rec Room	None
	Breakfast	Great Room	Media	Sewing	

EXTERIOR FEATURES

Airplane Hangar	Packing Shed
Arena	Pool-Above-Ground
Arena Covered	Pool-In-Ground
Auto Shop	Porte-Cochere
Barn(s)	G-Rainwater Catchment
Elevator	Rooftop Terrace
Equestrian Facilities	Satellite Internet Available
Feed Barn	Sauna
Fenced Pasture	Shed(s)
Fenced Yard	Stable
Fire Pit	Storage Unit
Gazebo	Tennis Court(s)
Greenhouse	Terrace
Hay Shed	Tractor Shed
Hot Tub	Underground Power Lines
In-Ground Gas Grill	Wired Internet Available
In-Ground Irrigation	Workshop
Lawn Maintenance	Other-See Media Remarks
Livestock Run In	
Outbuilding	
Outdoor Fireplace	
Outdoor Kitchen	
Outdoor Shower	

***EXTERIOR COVERING**

Aluminum
 Asbestos
 Brick Full
 Brick Partial
 Cedar Shake
 Concrete Block
 Fiber Cement
 Glass
 Hard Stucco
 Hardboard Siding
 Log
 Metal
 Rough Sawn
 Shingle
 Stone
 Stone Veneer
 Synthetic Stucco
 Vinyl
 Wood
 Other

LOT DESCRIPTION

Adjoins Nat/State Forest	Open Lot
Artificial Waterfall	Pasture
Beachfront	Paved Frontage
City View	Pond
Cleared	Private
Corner Lot	Riverfront
Creek Front	Rolling
Crops	Runway Lot
Cul-de-sac Lot	Sloping
Flood Fringe Area	Steep
Flood Plain	Stream/Creek
Fruit Trees	Taxiway Lot
G-Infill Lot	Trees
Golf Course View	Views
Green Area	Water View
Hilly	Waterfront
Lake	Wetlands
Lake Access	Winter View
Level	Wooded
Long Range View	Year-Round View
Mountain View	Other-See Media Remarks
Natural Waterfall	
On Golf Course	

***MAIN LEVEL GARAGE**

Yes No

***WATERBODY NAME**

(IF WATERFRONT IS SELECTED IN THE "LOT DESCRIPTION" OR "MISCELLANEOUS" FIELDS)

***FOUNDATION**

Basement	Concrete
Basement Fully Finished	Crawl Space
Basement Garage Door	Pier & Beam
Basement Inside Entrance	G-Sealed Crawl Space
Basement Outside Entrance	Slab
Basement Partially Finished	Other-See Media Remarks
Block	N/A
Brick	

LAKE/WATER AMENITIES

Beach
 Beach-Community
 Boat House
 Boat Lift
 Boat Lift-Community
 Boat Ramp
 Boat Ramp-Community
 Boat Slip-Community
 Boat Slip (Deed)
 Boat Slip (Lease/License)
 Covered structure
 Dock-Community
 Floating Dock
 Paddlesport Launch Site
 Paddlesport Launch Site-Community
 Personal Watercraft Lift
 Pier
 Pier-Community
 Retaining Wall
 Stationary Dock
 Other-See Media Remarks
 None

***PARKING**

Assigned Parking Space-1	Detached Garage	Golf Cart Garage	Parking Space - 4+
Assigned Parking Space-2	Driveway	Keypad Entry	RV Parking
Attached Garage	G-Electric Vehicle Charging	Lot	Side Load Garage
Back Load Garage	Station	On-Street Parking	Tandem Garage
Basement	Garage - 1 Car	Parking Deck	Other
Carport - 1 Car	Garage - 2 Car	Parking Garage	None
Carport - 2 Car	Garage - 3 Car	Parking Space - 1	
Carport - 3 Car	Garage - 4+ Car	Parking Space - 2	
Carport - 4+ Car	Garage Door Opener	Parking Space - 3	
Parking Description			

***CONSTRUCTION TYPE**

Manufactured	On Frame Modular
Off Frame Modular	Site Built

***WATER**

City Water	Tap Fee Required
Community Well	Water Softener System
County Water	Well Installed
Filtration System	Well Needed
Public Water	Other-See Media Remarks
Shared Well	None
Spring	

STREET

Concrete
 Dirt
 Gravel
 Paved
 Other-See Media Remarks

ELEVATION

1000-1500 ft. Elev.
 1500-2000 ft. Elev.
 2000-2500 ft. Elev.
 2500-3000 ft. Elev.
 3000-3500 ft. Elev.
 3500-4000 ft. Elev.
 4000-4500 ft. Elev.
 4500-5000 ft. Elev.
 5000-5500 ft. Elev.
 5500-6000 ft. Elev.

***SEWER**

City Sewer
 Community Sewer
 County Sewer
 Public Sewer
 Septic Installed
 Septic Needed
 Shared Septic
 Tap Fee Required
 Other-See Media Remarks
 N/A
 None

*Denotes Required Fields

*DRIVEWAY

Asphalt	Gated
Brick	Gravel
Circular	Shared
Cobblestone	Stone
Concrete	Other
Earth	None

ROOF

Aluminum Covering	Metal
Architectural Shingle	Rolled Rubber
Asbestos Shingle	Slate
Built-Up	Steel Deck
Composition Shingle	Steel Joists
Concrete Deck	Steel Trusses
Fiberglass Shingle	Tar and Gravel
Flat	Tile
Insulated	Wood Deck

*WATER HEATER

Electric	G-Solar
Gas	Other
Hybrid Heat Pump	None
Natural Gas	
G-On-Demand Water Heater	
Propane	

PORCH

Back	Patio
Balcony	Porch-Wrap-
Covered	Around
Deck	Screened
Enclosed Patio	Side
Front	Other
Glass	

GREEN BUILDING FEATURES

- G-Advanced Framing
- G-Concrete Construction
- G-Engineered Wood Products
- G-Low VOC Coatings
- G-No VOC Coatings
- G-Photovoltaic-Solar Power
- G-Recycled Materials
- G-Salvaged Materials
- G-Spray Foam Insulation
- G-Xeriscaping-Drought Resist. Plants

GREEN CERTIFICATION

- Earth Craft House
- Energy Star® Qualified
- Environments for Living
- Green Built N.C.
- LEED Home
- NGBS National Green Building Standard
- None

HERS INDEX

0-100

*HVAC

G-Active Solar Heat	No A/C
Apollo System	Oil Floor Furnace
Baseboard Hot Water Heat	Oil Hot Air
Central Air	Oil Space Heater
Ductless/Mini-Split System	Oil Steam Heat
Electric Baseboard Heat	Oil Water Heater
Electric Hot Air	G-Passive Solar Heat
G-Energy Star® HVAC	Propane
G-Fresh Air Ventilation	Radiant Heat
Gas Floor Furnace	G-Radiant Heated Floors
Gas Hot Air Furnace	G-Sealed Combustion Fireplace
Gas Space Heater	G-Sealed Combustion Wood Stove
Gas Steam Heat	Wall Unit - A/C
Gas Water Heater	Wall Unit Heat
G-Geothermal	Window Unit
Heat Pump - A/C	Woodstove
Heat Pump - Heat	Other-See Media Remarks
Humidifier	N/A
Kerosene	None
Multi Zone A/C	
Multi Zone Heat	
Natural Gas	

DOORS AND WINDOWS

- G-Insulated Doors
- G-Insulated Windows
- Pocket Doors
- Screen Door(s)
- Storm Door(s)
- Storm Window(s)

*LAUNDRY LOCATION

- Main
- Upper
- Third
- Basement
- Lower
- Closet
- Garage
- Kitchen
- Laundry Room
- Porch
- Utility Room
- Other-See Media Remarks
- None

*FIXTURES EXCEPTION Yes No
*if Fixtures Exception is Yes

FIREPLACE Yes No

FIREPLACE DESCRIPTION

Bonus Room	Natural Gas
Den	Pellet Stove
Family Room	Porch
Fireplace Insert	Propane
Gas Logs	Rec Room
Gas Unvented	See Thru
Gas Vented	Wood Burning
Great Room	Wood Burning w/Gas
Keeping Room	Starter
Kitchen	Woodstove
Living Room	Other
Master Bedroom	

FLOOR COVERINGS

Bamboo	Laminate Tile	Slate	Vinyl Plank
Brick	Laminate Wood	Stone	Wood
Carpet	Linoleum	G-Sustainable Flooring	Other-See Media Remarks
Concrete	Marble	Terrazzo	
Cork	Parquet	Tile	
Laminate Stone	Prefinished Wood	Vinyl	

COMMUNITY FEATURES

55 and Older	Game Court	Playground	Street Lights
Airfield	Gated Community	Pond	Tennis Court(s)
Business Center	Golf Course	Recreation Area	Walking Trails
Cabana	Helipad	Rooftop Terrace	Other
Club House	Hot Tub	RV/Boat Storage	None
Dog Park	Indoor Pool	Security	
Equestrian Facilities	Lake	Sidewalk	
Equestrian Trails	Outdoor Pool	Ski Slopes	
Fitness Center	Picnic Area	Sport Court	

*Denotes Required Fields

*EQUIPMENT

Beverage Refrigerator	Electric Dryer Hookup	Gas Range	Refrigerator
Cable Prewire	Electric Oven	Generator	Security System
Ceiling Fan(s)	Electric Range	Generator Hookup	Self Cleaning Oven
Central Vacuum	G-Energy Star® Clothes Washer	Grill Top	Surround Sound
CO Detector	G-Energy Star® Dishwasher	Ice Maker Connection	Trash Compactor
Convection Oven	G-Energy Star® Dryer	Induction Range	Wall Oven
Cooktop Electric	G-Energy Star® Freezer	Intercom	Warming Drawer
Cooktop Gas	G-Energy Star® Light Fixtures	G-Low Flow Fixtures	Washer
Dishwasher	G-Energy Star® Refrigerator	Microwave	Wine Refrigerator
Disposal	Exhaust Fan	Natural Gas	Other-See Media Remarks
Double Oven	Exhaust Hood	Network Ready	None
Downdraft Cooktop	Freezer	Oven	
Dryer	Gas Dryer Hookup	Propane	
G-Dual Flush Toilets	Gas Oven	Radon Mitigation System	

ACCESSIBILITY

2 or More Access Exits	Elevator	Mobility Friendly Flooring
Accessible Kitchen Appliances	Entry Slope Less Than 1 Foot	No Interior Steps
Bath 60-Inch Turning Radius	Exterior Curb Cuts	Pool Power Lift
Bath Grab Bars	Garage Door Height Greater Than 84 Inches	Pool Ramp Entry
Bath Lever Faucets	Hall Width 36 Inches or More	Ramp(s)-Main Level
Bath Low Mirrors	Handicap Parking	Remote Devices
Bath Raised Toilet	Kitchen 60-Inch Turning Radius	Stair Lift
Bath Roll-In Shower	Kitchen Low Cabinetry	Thresholds 5/8 Inches
Bath Roll-Under Sink	Kitchen Low Counters	Vehicle Transfer Area
Bath Scald Control Faucet	Kitchen Modified Range	Wheelchair Height Mailbox
Closet Bars 15-48 Inches	Kitchen Raised Dishwasher	Wheelchair Height Shelves
Door Width 32 Inches or More	Kitchen Roll-Under Sink	Zero-Grade Entry
Doors-Lever Handle	Kitchen Side Open Oven	Other-See Media Remarks
Doors-Recede	Lowered Light Switches	
Doors-Swing In		

RESTRICTIONS

Architectural Review	Modular Allowed	Use
Building	Modular Not Allowed	Other-See Media Remarks
Deed	No Representation	N/A
Height	No Restrictions	None
Historical	Short Term Rental Allowed	
Livestock Restriction	Signage	
Manufactured Home Allowed	Square Feet	
Manufactured Home Not Allowed	Subdivision	

RESTRICTIONS DESCRIPTION

INTERIOR FEATURES

Attic Fan
Attic Finished
Attic Other
Attic Stairs Fixed
Attic Stairs Pull Down
Attic Walk-In
Basement Shop
Breakfast Bar
Built-Ins
Cable Available
Cathedral Ceiling(s)
Drop Zone
Elevator
Garage Shop
Garden Tub
Handicap Access
Hot Tub
Kitchen Island
Laundry Chute
Open Floor Plan
Pantry
Sauna
Skylight(s)
Split BR Plan
Storage Unit
Tray Ceiling
Vaulted Ceiling
Walk-In Closet(s)
Walk-In Pantry
Wet Bar
Whirlpool
Window Treatments
Other-See Media Remarks
None



STATE OF NORTH CAROLINA
RESIDENTIAL PROPERTY AND OWNERS' ASSOCIATION DISCLOSURE STATEMENT

Instructions to Property Owners

1. The Residential Property Disclosure Act (G.S. 47E) ("Disclosure Act") requires owners of residential real estate (single-family homes, individual condominiums, townhouses, and the like, and buildings with up to four dwelling units) to furnish buyers a Residential Property and Owners' Association Disclosure Statement ("Disclosure Statement"). This form is the only one approved for this purpose. A disclosure statement must be furnished in connection with the sale, exchange, option, and sale under a lease with option to purchase where the tenant does not occupy or intend to occupy the dwelling. A disclosure statement is not required for some transactions, including the first sale of a dwelling which has never been inhabited and transactions of residential property made pursuant to a lease with option to purchase where the lessee occupies or intends to occupy the dwelling. For a complete list of exemptions, see G.S. 47E-2.
2. You must respond to each of the questions on the following pages of this form by filling in the requested information or by placing a check (✓) in the appropriate box. In responding to the questions, you are only obligated to disclose information about which you have actual knowledge.
 - a. If you check "Yes" for any question, you must explain your answer and either describe any problem or attach a report from an attorney, engineer, contractor, pest control operator or other expert or public agency describing it. If you attach a report, you will not be liable for any inaccurate or incomplete information contained in it so long as you were not grossly negligent in obtaining or transmitting the information.
 - b. If you check "No," you are stating that you have no actual knowledge of any problem. If you check "No" and you know there is a problem, you may be liable for making an intentional misstatement.
 - c. If you check "No Representation," you are choosing not to disclose the conditions or characteristics of the property, even if you have actual knowledge of them or should have known of them.
 - d. If you check "Yes" or "No" and something happens to the property to make your Disclosure Statement incorrect or inaccurate (for example, the roof begins to leak), you must promptly give the buyer a corrected Disclosure Statement or correct the problem.
3. If you are assisted in the sale of your property by a licensed real estate broker, you are still responsible for completing and delivering the Disclosure Statement to the buyers; and the broker must disclose any material facts about your property which he or she knows or reasonably should know, regardless of your responses on the Disclosure Statement.
4. You must give the completed Disclosure Statement to the buyer no later than the time the buyer makes an offer to purchase your property. If you do not, the buyer can, under certain conditions, cancel any resulting contract (See "**Note to Buyers**" below). You should give the buyer a copy of the Disclosure Statement containing your signature and keep a copy signed by the buyer for your records.

Note to Buyers: If the owner does not give you a Residential Property and Owners' Association Disclosure Statement by the time you make your offer to purchase the property, you may under certain conditions cancel any resulting contract without penalty to you as the buyer. To cancel the contract, you must personally deliver or mail written notice of your decision to cancel to the owner or the owner's agent within three calendar days following your receipt of the Disclosure Statement, or three calendar days following the date of the contract, whichever occurs first. However, in no event does the Disclosure Act permit you to cancel a contract after settlement of the transaction or (in the case of a sale or exchange) after you have occupied the property, whichever occurs first.

5. In the space below, type or print in ink the address of the property (sufficient to identify it) and your name. Then sign and date.

Property Address: _____

Owner's Name(s): _____

Owner(s) acknowledge(s) having examined this Disclosure Statement before signing and that all information is true and correct as of the date signed.

Owner Signature: _____ Date _____ , _____

Owner Signature: _____ Date _____ , _____

Buyers acknowledge receipt of a copy of this Disclosure Statement; that they have examined it before signing; that they understand that this is not a warranty by owners or owners' agents; that it is not a substitute for any inspections they may wish to obtain; and that the representations are made by the owners and not the owners' agents or subagents. Buyers are strongly encouraged to obtain their own inspections from a licensed home inspector or other professional. As used herein, words in the plural include the singular, as appropriate.

Buyer Signature: _____ Date _____ , _____

Buyer Signature: _____ Date _____ , _____

Property Address/Description: _____

The following questions address the characteristics and condition of the property identified above about which the owner has actual knowledge. Where the question refers to “dwelling,” it is intended to refer to the dwelling unit, or units if more than one, to be conveyed with the property. The term “dwelling unit” refers to any structure intended for human habitation.

	Yes	No	No Representation
1. In what year was the dwelling constructed? _____ Explain if necessary: _____			<input type="checkbox"/>
2. Is there any problem, malfunction or defect with the dwelling's foundation, slab, fireplaces/chimneys, floors, windows (including storm windows and screens), doors, ceilings, interior and exterior walls, attached garage, patio, deck or other structural components including any modifications to them?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The dwelling's exterior walls are made of what type of material? <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Wood <input type="checkbox"/> Stone <input type="checkbox"/> Vinyl <input type="checkbox"/> Synthetic Stucco <input type="checkbox"/> Composition/Hardboard <input type="checkbox"/> Concrete <input type="checkbox"/> Fiber Cement <input type="checkbox"/> Aluminum <input type="checkbox"/> Asbestos <input type="checkbox"/> Other _____ (Check all that apply)			<input type="checkbox"/>
4. In what year was the dwelling's roof covering installed? _____ (Approximate if no records are available) Explain if necessary: _____			<input type="checkbox"/>
5. Is there any leakage or other problem with the dwelling's roof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there any water seepage, leakage, dampness or standing water in the dwelling's basement, crawl space, or slab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there any problem, malfunction or defect with the dwelling's electrical system (outlets, wiring, panel, switches, fixtures, generator, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there any problem, malfunction or defect with the dwelling's plumbing system (pipes, fixtures, water heater, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is there any problem, malfunction or defect with the dwelling's heating and/or air conditioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. What is the dwelling's heat source? <input type="checkbox"/> Furnace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Baseboard <input type="checkbox"/> Other _____ (Check all that apply)... Age of system: _____			<input type="checkbox"/>
11. What is the dwelling's cooling source? <input type="checkbox"/> Central Forced Air <input type="checkbox"/> Wall/Window Unit(s) <input type="checkbox"/> Other _____ (Check all that apply)... Age of system: _____			<input type="checkbox"/>
12. What are the dwelling's fuel sources? <input type="checkbox"/> Electricity <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Other _____ (Check all that apply) If the fuel source is stored in a tank, identify whether the tank is <input type="checkbox"/> above ground or <input type="checkbox"/> below ground, and whether the tank is <input type="checkbox"/> leased by seller or <input type="checkbox"/> owned by seller. (Check all that apply).....			<input type="checkbox"/>
13. What is the dwelling's water supply source? <input type="checkbox"/> City/County <input type="checkbox"/> Community System <input type="checkbox"/> Private Well <input type="checkbox"/> Shared Well <input type="checkbox"/> Other _____ (Check all that apply)			<input type="checkbox"/>
14. The dwelling's water pipes are made of what type of material? <input type="checkbox"/> Copper <input type="checkbox"/> Galvanized <input type="checkbox"/> Plastic <input type="checkbox"/> Polybutylene <input type="checkbox"/> Other _____ (Check all that apply)			<input type="checkbox"/>
15. Is there any problem, malfunction or defect with the dwelling's water supply (including water quality, quantity, or water pressure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. What is the dwelling's sewage disposal system? <input type="checkbox"/> Septic Tank <input type="checkbox"/> Septic Tank with Pump <input type="checkbox"/> Community System <input type="checkbox"/> Connected to City/County System <input type="checkbox"/> City/County System available <input type="checkbox"/> Straight pipe (wastewater does not go into a septic or other sewer system [note: use of this type of system violates state law]) <input type="checkbox"/> Other _____ (Check all that apply)			<input type="checkbox"/>
17. If the dwelling is serviced by a septic system, do you know how many bedrooms are allowed by the septic system permit? If your answer is "yes," how many bedrooms are allowed? _____ <input type="checkbox"/> No records available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is there any problem, malfunction or defect with the dwelling's sewer and/or septic system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Is there any problem, malfunction or defect with the dwelling's central vacuum, pool, hot tub, spa, attic fan, exhaust fan, ceiling fans, sump pump, irrigation system, TV cable wiring or satellite dish, garage door openers, gas logs, or other systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Is there any problem, malfunction or defect with any appliances that may be included in the conveyance (range/oven, attached microwave, hood/fan, dishwasher, disposal, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buyer Initials and Date _____ Owner Initials and Date _____
Buyer Initials and Date _____ Owner Initials and Date _____

	Yes	No	No Representation
21. Is there any problem with present infestation of the dwelling, or damage from past infestation of wood destroying insects or organisms which has not been repaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is there any problem, malfunction or defect with the drainage, grading or soil stability of the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are there any structural additions or other structural or mechanical changes to the dwelling(s) to be conveyed with the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Is the property to be conveyed in violation of any local zoning ordinances, restrictive covenants, or other land-use restrictions, or building codes (including the failure to obtain proper permits for room additions or other changes/improvements)?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are there any hazardous or toxic substances, materials, or products (such as asbestos, formaldehyde, radon gas, methane gas, lead-based paint) which exceed government safety standards, any debris (whether buried or covered) or underground storage tanks, or any environmentally hazardous conditions (such as contaminated soil or water, or other environmental contamination) which affect the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Is there any noise, odor, smoke, etc. from commercial, industrial, or military sources which affects the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Is the property subject to any utility or other easements, shared driveways, party walls or encroachments from or on adjacent property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Is the property the subject of any lawsuits, foreclosures, bankruptcy, leases or rental agreements, judgments, tax liens, proposed assessments, mechanics' liens, materialmens' liens, or notices from any governmental agency that could affect title to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Is the property subject to a flood hazard or is the property located in a federally-designated flood hazard area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Does the property abut or adjoin any private road(s) or street(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. If there is a private road or street adjoining the property, is there in existence any owners' association or maintenance agreements dealing with the maintenance of the road or street?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "yes" to any of the questions listed above (1-31) please explain (attach additional sheets if necessary):

In lieu of providing a written explanation, you may attach a written report to this Disclosure Statement by a public agency, or by an attorney, engineer, land surveyor, geologist, pest control operator, contractor, home inspector, or other expert, dealing with matters within the scope of that public agency's functions or the expert's license or expertise.

The following questions pertain to the property identified above, including the lot to be conveyed and any dwelling unit(s), sheds, detached garages, or other buildings located thereon.

	Yes	No	No Representation
32. Is the property subject to governing documents which impose various mandatory covenants, conditions, and restrictions upon the lot or unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "yes" to the question above, please explain (attach additional sheets if necessary):

33. Is the property subject to regulation by one or more owners' association(s) including, but not limited to, obligations to pay regular assessments or dues and special assessments? If your answer is "yes," please provide the information requested below as to each owners' association to which the property is subject [insert N/A into any blank that does not apply]:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

•(specify name) _____ whose regular assessments ("dues") are \$ _____ per _____. The name, address, and telephone number of the president of the owners' association or the association manager are _____

•(specify name) _____ whose regular assessments ("dues") are \$ _____ per _____. The name, address, and telephone number of the president of the owners' association or the association manager are _____

*** If you answered "Yes" to question 33 above, you must complete the remainder of this Disclosure Statement. If you answered "No" or "No Representation" to question 33 above, you do not need to answer the remaining questions on this Disclosure Statement. Skip to the bottom of the last page and initial and date the page.**

Buyer Initials and Date _____ Owner Initials and Date _____
 Buyer Initials and Date _____ Owner Initials and Date _____

- | | <u>Yes</u> | <u>No</u> | <u>No
Representation</u> |
|---|--------------------------|--------------------------|------------------------------|
| 34. Are any fees charged by the association or by the association's management company in connection with the conveyance or transfer of the lot or property to a new owner? If your answer is "yes," please state the amount of the fees: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. As of the date this Disclosure Statement is signed, are there any dues, fees, or special assessments which have been duly approved as required by the applicable declaration or bylaws, and that are payable to an association to which the lot is subject? If your answer is "yes," please state the nature and amount of the dues, fees, or special assessments to which the property is subject: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. As of the date this Disclosure Statement is signed, are there any unsatisfied judgments against, or pending lawsuits <i>involving the property or lot to be conveyed</i> ? If your answer is "yes," please state the nature of each pending lawsuit, and the amount of each unsatisfied judgment: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. As of the date this Disclosure Statement is signed, are there any unsatisfied judgments against, or pending lawsuits <i>involving the planned community or the association to which the property and lot are subject</i> , with the exception of any action filed by the association for the collection of delinquent assessments on lots other than the property and lot to be conveyed? If your answer is "yes," please state the nature of each pending lawsuit, and the amount of each unsatisfied judgment: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Which of the following services and amenities are paid for by the owners' association(s) identified above out of the association's regular assessments ("dues")? (Check all that apply). | | | |

	<u>Yes</u>	<u>No</u>	<u>No Representation</u>
Management Fees.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Building Maintenance of Property to be Conveyed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Insurance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Yard/Landscaping Maintenance of Lot to be Conveyed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Common Areas Maintenance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash Removal.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Amenity Maintenance (specify amenities covered) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pest Treatment/Extermination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Lights.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm water Management/Drainage/Ponds.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Service.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cable.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Road Maintenance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Area Maintenance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gate and/or Security.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: (specify) _____ _____ _____			

Buyer Initials and Date _____	Owner Initials and Date _____
Buyer Initials and Date _____	Owner Initials and Date _____