

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

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Realty Dynamics, Inc.

## Lets Get Your Home Sold

### Easy 4 step process to get your home listed.

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#### 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](mailto: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](http://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](http://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

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- ♦ 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

# SINGLE FAMILY

\*Denotes Required Fields

\*LIST PRICE

\*TAX VALUE

\*SELLER NAME

SELLER PHONE

\*TYPE

1 Story  
1 Story/Basement  
1 Story/Basement/F.R.O.G  
1 Story/F.R.O.G  
1.5 Story  
1.5 Story/Basement  
2 Story  
2 Story/Basement  
2.5 Story

2.5 Story/Basement  
3 Story  
3 Story/Basement  
4 Story  
Manufactured CrossMod  
Manufactured Doublewide  
Manufactured Singlewide  
Manufactured Triplewide  
Modular Home

Patio Home  
Split Foyer  
Split Level  
Tri-Level  
Triplex/Multiplex  
Other

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  
Cabin  
Cape Cod  
Charleston  
Circular  
Colonial  
Contemporary  
Cottage  
Dome  
European  
Farmhouse  
French Provincial  
Garden  
Georgian  
Mediterranean  
Modern  
Old World  
Post and Beam  
Ranch  
Rustic  
Spanish  
Traditional  
Transitional  
Tudor  
Victorian  
Williamsburg  
Other-See Media Remarks

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

\*OCCUPANT TYPE

Owner  
Tenant  
Vacant

NOTES



\*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)	

2ND LIVING QUARTERS

2ND LQ HLA	2ND LQ NON-HLA SQFT	<input type="text"/>	2ND LQ Exterior Connected Exterior Not Connected Guest House Interior Connected Main Level Main Level Garage Room with Private Bath Separate Entrance	Separate Kitchen Facilities Separate Living Quarters Separate Utilities Upper Level Garage Other-See Media Remarks None
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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 FEE PAID 2 (IF HOA FEE 2 FIELD IS ENTERED) Monthly Quarterly Semi-Annually Annually
HOA MANAGEMENT 2	HOA PHONE 2	HOA EMAIL 2	
*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)

ROOM DETAILS

*Total # Beds	*Total # Full Baths	*Total # Half Baths			
*MAIN LEVEL	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
# Bedrooms	Bar/Entertainment	Den	Keeping Room	Office	Solarium
# Full Baths	Basement	Dining Area	Kitchen	Pantry	Study
# Half Baths	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	
*UPPER LEVEL	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
# Bedrooms	Bar/Entertainment	Den	Keeping Room	Office	Solarium
# Full Baths	Basement	Dining Area	Kitchen	Pantry	Study
# Half Baths	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	
*THIRD LEVEL	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
# Bedrooms	Bar/Entertainment	Den	Keeping Room	Office	Solarium
# Full Baths	Basement	Dining Area	Kitchen	Pantry	Study
# Half Baths	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	
*LOWER LEVEL	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
# Bedrooms	Bar/Entertainment	Den	Keeping Room	Office	Solarium
# Full Baths	Basement	Dining Area	Kitchen	Pantry	Study
# Half Baths	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	
*BASEMENT LEVEL	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
# Bedrooms	Bar/Entertainment	Den	Keeping Room	Office	Solarium
# Full Baths	Basement	Dining Area	Kitchen	Pantry	Study
# Half Baths	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	
*2nd LIVING QUARTERS	2nd Living Quarters	Computer Niche	Great Room-2 Story	Mud	Sitting
# Bedrooms	Bar/Entertainment	Den	Keeping Room	Office	Solarium
# Full Baths	Basement	Dining Area	Kitchen	Pantry	Study
# Half Baths	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  
Basement Fully Finished  
Basement Garage Door  
Basement Inside Entrance  
Basement Outside Entrance  
Basement Partially Finished  
Block  
Brick

Concrete  
Crawl Space  
Pier & Beam  
G-Sealed Crawl Space  
Slab  
Other-See Media Remarks  
N/A

**\*PARKING**

Attached Garage	Driveway
Back Load Garage	G-Electric Vehicle Charging
Basement	Station
Carport - 1 Car	Garage - 1 Car
Carport - 2 Car	Garage - 2 Car
Carport - 3 Car	Garage - 3 Car
Carport - 4+ Car	Garage - 4+ Car
Detached Garage	Garage Door Opener

Golf Cart Garage  
Keypad Entry  
Lot  
On-Street Parking  
Parking Deck  
Parking Space - 1  
Parking Space - 2  
Parking Space - 3

Parking Space - 4+  
RV Parking  
Side Load Garage  
Tandem Garage  
Other  
None

Parking Description

**\*CONSTRUCTION TYPE**

Manufactured	On Frame Modular
Off Frame Modular	Site Built

**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.

**\*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	

**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

**\*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	

**DOORS AND WINDOWS**

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

**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	

**\*LAUNDRY LOCATION**

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

**\*FIXTURES EXCEPTION** Yes No **FIXTURES EXCEPTION DESC.**  
*\*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	

\*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 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. This disclosure must be provided in connection with any sale, exchange, installment land sale, and lease with an option to purchase contract. This disclosure statement is not required in connection with transactions listed and exempted by South Carolina Code Section § 27-50-30.

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 owner attaches a report, owner shall not be liable for inaccurate or incomplete information in the report unless owner was grossly negligent in obtaining or transmitting the information. If owner fails to check "yes" or make a disclosure and owner knows there is a problem, owner may be liable for making an intentional or negligent misrepresentation and may owe the purchaser actual damages, court costs, and attorney fees. If a question is answered "no" for any question, the owner is stating that owner has no actual knowledge of any problem.

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. In some situations, the owner may notify the purchaser of the correction. In some situations, the owner may correct or repair the issue.

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 is solely responsible to complete this disclosure as truthfully and fully as possible. Owner and purchasers are solely responsible to consult with their attorneys regarding any disclosure issues. By signing below, owners acknowledge their duties and that failure to disclose known material information about the property may result in owner liability.

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.

REV: 4/2021

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**

	Yes	No	No Representation
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**

	Yes	No	No Representation
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**

	Yes	No	No Representation
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:**

☐ Owner occupied    ☐ Short sale    ☐ Bankruptcy    ☐ Vacant (How long vacant?) \_\_\_\_\_  
☐ Leased    ☐ Foreclosure    ☐ Estate    ☐ 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.**

	Yes	No	No Representation
1. Are there owners association charges or common area expenses? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there any owners association or <b>CCRB</b> resale or rental restrictions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the owners association levied any special assessments or similar charges? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do the <b>CCRB</b> or condominium master deed create guest or visitor restrictions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do the <b>CCRB</b> or condominium master deed create animal restrictions? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the property include assigned parking spaces, lockers, garages or carports? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are keys, key fobs or access codes required to access common or recreational areas ? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Will any membership other than owner association transfer with the properties? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are there any known common area problems? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is property or common area structures subject to South Carolina Coastal Zone Management Act? .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is there a transfer fee levied to transfer the property?*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="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: \_\_\_\_\_