ENERGY PERFORMANCE MLS OPPORTUNITY ASSESSMENT

Pace Energy and Climate Center

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EXECUTIVE SUMMARY

The overarching goal of this project is to use the "multiple listing service" (MLS), a standard marketing tool of the real estate industry, to encourage homeowners in New York State to make beneficial investments in improving the energy performance, that is the "energy efficiency," of their homes. The industry's green MLS programs offer a foundation of valuable experience that may be tapped to develop an energy efficiency focused MLS program in New York.

Beginning in about 2006 with initiatives in Traverse City, Michigan and Portland, Oregon, the real estate industry in a growing number of markets nationwide has been modifying MLS report programs to add information on "green features" of for-sale properties. While these "green features" include attributes in a wide range of categories, such as green roofs designs, the use of sustainably produced building materials, and energy attributes, the category of energy attributes appears to include the most commonly cited features.

This study focuses on the development of searchable fields in the MLS listings that report information on the energy performance characteristics and attributes of a home. The goal is to add these fields to the standard format of local MLS reports in New York State, in order to provide New York buyers with the search capacity to identify properties that have such features. In order to inform such a project, this study considers how the lessons of nationwide experience apply to (1) the introduction of an energy performance MLS program, (2) the implementation of such a program, and (3) the benefits such programs may provide.

The Pace Energy and Climate Center (Pace) review of the nationwide experience has sought to identify:

- Key features of successful programs
- Important issues that green MLS energy reporting initiatives confront
- The methods used to address these important issues
- Available evidence that these MLS program innovations may reward sellers who have made energy efficiency improvements when they sell their homes

In August 2010, the National Association of Realtors' (NAR) Green REsource Council survey of about 800 MLS organization nationwide found that about 230 MLS programs have implemented, are implementing, or plan to implement steps to expand their MLS report to address green attributes.[1] Of these, 150 have already implemented or are in the process of implementing such changes, and 80 currently include searchable fields in their MLS report access systems. Nine of the sixteen New York MLS organizations that responded reported that they had either implemented or were planning to implement searchable green fields in their MLS system. However, the progress of New York MLS organizations to date appears limited to reporting a few specific energy attributes, such as Energy Star rated windows or appliances, and the use of solar energy to heat water.

While the development of MLS programs that address energy performance is growing steadily across the country, a few specific programs appear to have been playing a leadership role, breaking new ground and making sustained efforts to improve based on the lessons of experience. Any list of such leaders will include the following MLS organizations:

- The Traverse Area Association of Realtors (Traverse City, Michigan)
- The Austin Central Texas MLS (Austin, Texas)
- The Denver Board of Realtors (Denver, Colorado)
- The Arizona Regional MLS –ARMLS (Phoenix, Arizona)
- Seattle-King County Association of Realtors – SKCAR (Seattle, Washington)
- Portland Metropolitan Association of Realtors – PMAR (Portland, Oregon)
- First Multiple Listing Service – FMLS (Atlanta, Georgia)

In general, MLS reports have addressed "green" quality in two ways: first, by reporting specific green attributes of properties; and second, by reporting green ratings or certifications the property has obtained from third party certification organizations. These two approaches are summarized below:

1. The reporting of green attributes often starts with adding new checklist items to existing reporting categories, for example, a high efficiency boiler category to an existing heating system category, or Energy Star rated appliances to an existing major appliance category.
2. Green rating or certification refers to an evaluation of the entire dwelling, based upon a specified protocol, administered by a third party service. Ratings and certifications are related, but not synonymous. Ratings convey a score assigned to a home based on defined criteria; certifications are labels awarded when a home's rating exceeds specific thresholds.

[1] The survey asked about plans to introduce "searchable green fields" in the MLS systems. Although energy features typically represent a significant number of the fields in green MLS reports, the survey did not address energy performance specifically.

Several such protocols have been developed and implemented over the years. Frequently cited examples are Energy Star Home Certification, LEED certification, and Home Energy Rating (HERS). Some protocols, such as the LEED certification, address many attributes in addition to energy performance, while others, such as Energy Star Home Certification and the HERS programs, focus on energy performance alone. In addition, several regions use third party certification programs developed specifically for the region's market. Examples of this include Seattle, Traverse City, Atlanta and California. However, MLS use of third party certification or rating systems remains much less common than the reporting of specific energy features.

It is important to note that although many MLS programs have added fields to their report forms that enable sellers to report some specific energy features of for-sale homes, the presence of such data reporting fields does not appear to be a good indicator of a significant marketing initiative in the region to promote/highlight these features to potential buyers. However, there is some evidence that in regions where the marketing of homes with energy features is very active, the use of third party energy performance certification and ratings is also well developed.

It appears that almost all reporting of third party energy certification and rating is carried out at the time of construction. Builders seeking to market new homes to buyers seeking energy efficiency make the investment in building practice inspections and testing required to obtain such certification. Very seldom are such certifications/ratings applied to energy retrofit upgrades. Build It Green in California has developed what it purports to be the first and only third party rating program that focuses specifically on existing homes: the Green Point Rated Existing Homes program. However, it appears that this new program has so far rated a relatively small number of homes.

DEVELOPING AN ENERGY PERFORMANCE MLS PROGRAM

Research conducted in the course of this study suggests that successful development of an energy performance MLS program will require four key elements:

1. Assembling the right team or working group to develop program particulars;
2. Communicating frequently and openly with all stakeholders;
3. Educating the local membership and consumers; and
4. Addressing any liability concerns quickly and openly.

These four elements address common themes that emerge from the several available case studies of green MLS program development and from interviews with real estate professionals associated with the different aspects of green MLS development and implementation nationwide.

In addition, the development of a successful program requires a champion: someone committed to introducing new features in the local MLS, who will commit the time and marshal the resources to carry out comprehensive programmatic change.

Finally, any successful effort to develop an energy performance MLS program will enlist the support of stakeholders in the local real estate market. In several cases, local home builders who were already building to meet green standards provided valuable encouragement to the working group leading the effort. The strong interest of the building industry provided tangible evidence that these new tools were addressing real market needs.

Efforts to make the changes in local MLS programs to address energy performance and other green attributes can receive valuable support from the Green Resource Council, founded by the National Association of Realtors.[2] Among the many valuable resources provided by the Council are a "Green MLS Tool Kit" and the Green Designation certification for real estate professionals who meet standards for green real estate knowledge and experience.

Elements of an Energy Performance MLS program

Based on reviews and analysis of existing green MLS reporting programs, as well as interviews with leaders in the field, the Pace team has identified a number of essential elements that should be included in any successful energy performance MLS program.

Communication of energy performance qualities

An effective energy performance MLS reporting program will offer information on the for-sale property that enables potential buyers to identify homes that use energy very efficiently, requiring less energy to heat, cool and live in than average homes. The challenge is to communicate information that clearly indicates the energy performance quality of the home. As indicated earlier, green MLS programs address this in two ways:

1. By reporting specific green attributes;
2. By reporting ratings the property has obtained from third party certification organizations.

[2] Green REsource Council web site:
http://www.greenresourcecouncil.org/what_is_green_resource_council.cfm

Appendix B provides examples of three different approaches to presenting specific green attributes in MLS listing reports from Austin, Texas, San Antonio, Texas and Memphis, Tennessee. The Austin MLS incorporates green features reporting within existing categories; the San Antonio MLS reports green features in separate green categories; and the Memphis MLS provides a separate green features checklist that appears in an addendum to the MLS report. The Green REsource Council's Green MLS Tool Kit provides additional examples of MLS input forms developed by others.

Validation of attributes

The development of energy performance MLS reporting must not only address what information to report and how to report it, but must also consider methods to assure that this information is accurate. Validating claims shows up as a major focus of attention of the working groups that addressed the implementation of green attribute reporting. Validation serves three important purposes:

1. To assure that consumers are provided understandable and verifiable information about the green attributes that are reported in the MLS programs.
2. To assure that realtors and the MLS are protected against liability if the green attribute claims prove to be inaccurate.
3. To provide property assessors with reliable information that may enable them to estimate the contribution energy performance improvements make to the market value of a property.

This problem is not unique to energy performance attributes or other measures of green quality. The standard MLS report includes extensive information covering many building, home site and neighborhood quality features. Because measures of energy performance may involve technical assessments of equipment efficiency and building envelope performance, real estate professionals have frequently expressed concern about their ability to assess the quality of the information provided to document an energy performance claim.

Two approaches have been used to validate such energy performance and other green claims:

1. Place responsibility for validation on homeowners, requiring a potential buyer to obtain documentation for any claims from the seller. This appears to be the most widely-adopted approach to validating reported information.
2. Require that the seller provide the MLS with documentation supporting the claims before they are included in the MLS report. This approach is used in comparatively few MLS regions.

Education

Validation is required to assure that the reported information is accurate, but even accurate information can be misunderstood. For real estate professionals and home buyers to use accurate information on energy quality they must understand what the terms mean. Therefore, education also plays an important role in MLS reporting of energy efficiency. There are two concerns that education will address:

1. Helping real estate professionals and buyers understand the significance of the information provided; and
2. Dispelling concerns that the information presented amounts to "green washing" – that is, misinformation indicating that a home is more environmentally friendly or has greater energy performance qualities than it really does.

Effective continuing education services for real estate professionals are frequently cited as essential components of effective green MLS programs. They help to prepare real estate professionals to use the new information and to keep abreast of the changes any new and developing program will inevitably experience.

Accuracy and completeness

Validation assures that the reported information is accurate. Education assures that intended meaning of the reported information is understood. Validation and education, however, do not address the larger and more important issue of whether the information reported effectively represents the relative energy performance quality of the home. Designing the energy profile or certification procedure is a more important and difficult issue, one that may be addressed in part by third party administered certification programs, but that remains an active concern among those committed to effective energy performance MLS reporting.

ESTIMATING THE BENEFITS OF ENERGY PERFORMANCE MLS REPORTING

In facilitating the transition to energy performance MLS reporting, it may be very helpful to be able to demonstrate the benefits of such a program to stakeholders. The primary impetus of green MLS reporting programs has been to help buyers find homes that minimize the use of energy and have other "sustainable" living features, and to help home sellers to advertise such features to potential buyers. Thus, green MLS programs aim to benefit both home buyers and home sellers.

While the benefit to home buyers is thus far anecdotal, there is some evidence that these programs have produced material benefits for home sellers:

- A study of housing sales in the Atlanta, Georgia region between January, 2009 and September, 2010 found that homes that were certified green sold more quickly, and often for a price closer to the asking price, than those homes that were not classified green.

- The "Green Building Value Initiative," a group of several green housing market stakeholders in the Portland, Oregon and Seattle, Washington realty markets, conducted a statistical analysis of comparable residential property sales during a nine month period in 2007-2008. This study found that sustainable third party certified homes sell faster and command better prices than non-certified homes.

- GreenWorks Realty has followed up on the Green Building Value Initiative study by continuing to track and report market data for the Seattle, Washington real estate market. GreenWorks Realty observes that environmentally certified homes in King County, Washington during the period November 2009 thru February 2010, which comprised 37 percent of the new home market, sold for $85,550 more per home, despite being 9.8 percent smaller in size than non-certified homes. In Seattle, where they comprised 34 percent of the new market, certified homes sold for 9.2 percent more per square foot, and sold in 24 percent less time, than non-certified homes.

Recent interviews with real estate professionals familiar with green real estate markets in Tennessee, Illinois, and California suggest that the "green premium" may have diminished or disappeared during the recent real estate market recession. However, given the rising price of oil and increasing societal concerns about energy costs, it is reasonable to imagine that an "energy performance premium" might prove less vulnerable to fluctuations in the real estate market.

INTRODUCTION

This Energy Performance MLS Opportunity Assessment aims to assemble potentially valuable resources and lessons from the nationwide experience of the real estate industry with "green MLS" programs. It is important to observe at the outset that the overarching goal of this project is to tap the full potential of a standard marketing tool of the real estate industry, the "multiple listing service" (MLS), to encourage homeowners to make beneficial investments in improving the energy performance, that is the energy efficiency, of their homes. This Opportunity Assessment examines lessons learned from efforts to establish green MLS programs that focused largely, but not exclusively, on energy performance attributes, in the belief that these lessons will be invaluable in developing an energy performance focused MLS program in New York State.

The technical barriers to improving the energy efficiency of single-family homes are more easily overcome than the motivational barriers that prevent many homeowners from making needed investments, even when those investments provide short term payback, positive cash flow, increased comfort, improved performance, and other positive attributes. One tool that could help overcome that motivational barrier is market demand for efficiency. Surveys of homebuyers consistently show that energy efficiency is among the most highly valued characteristics sought, yet current real estate listing services in the Northeast do not provide thorough or consistent comparisons of the energy efficiency characteristics of homes for sale. The establishment of an energy efficiency category in the MLS, based on a standardized metric, would provide home buyers with an easy basis on which to compare this aspect of houses and should motivate sellers to improve the performance of the homes they place on the market.

A most critical element of this project will be to develop a trusted working relationship with the MLS systems and the realtors who use them. Engaging these actors from the outset, listening to their ideas and concerns, and participating in their associations will build this trust and provide an opportunity to educate them on the value of energy scoring and its use as a sales tool. Accordingly this MLS Opportunity Assessment aims to build a foundation for building such an effective relationship by reviewing the experience of MLS systems and realtors who have developed green MLS programs.

The Pace team has sought out lessons from the real estate industry's recent experience with green MLS programs. Beginning about 2006, with the Traverse City, Michigan and Portland, Oregon initiatives, the real estate industry in a growing number of markets nationwide has been modifying MLS report programs to add information on "green features" of properties the MLS advertises to potential buyers. While the term "green features" includes a wide range of housing/property

attributes, including green roofs designs, the use of sustainably produced building materials, and energy attributes, energy attributes appear to the most commonly cited features. This assessment focuses on the lessons that can be drawn from the nationwide experience with reporting energy quality in the emerging green MLS programs, and the value and opportunity for success of instituting a similar energy category in New York's MLS.

Pace has surveyed MLS program initiatives nationwide to identify real estate market innovations that enable sellers of single family residences to effectively advertise energy efficiency or renewable power features of the dwelling. This study focuses on the development of searchable fields in the MLS listings that report such energy features in the standard format of a local MLS, to provide buyers and appraisers seeking such energy features with the search capacity to identify dwellings that have them.

The Pace review of the nationwide experience has sought to identify:

- Key features of successful programs
- Important issues that MLS energy reporting initiatives confront
- The methods used to address important issues
- Available evidence that these MLS program innovations may reward sellers who have made energy efficiency improvements when they sell their homes

Pace also focused specifically on New York State, examining the extent to which MLS programs in New York State have taken, or are planning, steps to introduce reporting of energy attributes and features in regional MLS listing forms.

WHY AN ENERGY PERFORMANCE MLS?

In cities and states across the country where a green MLS has been implemented, many benefits have been observed. A green MLS helps buyers find the features they want in a home, helps appraisers to accurately value homes, and helps builders and sellers market the green attributes in which they have invested. This ability to market green attributes in turn motivates more builders and homeowners to make green and energy efficient investments.

These benefits have been measured by a number of studies. For instance, in Atlanta, Georgia, Carson Matthews and Carol Cahill collected and reported market data for several area counties on green certified homes compared to other homes in the same price range. Their report contained sales information for single family houses built after 2007 that were marketed for between $250,000 and $2 million for the period January 2009 thru September 2010. The data in that report indicates that homes that were certified green sold more quickly and often sold for a price closer to the asking price than those homes there were not classified green. Appendix C provides sales data reported by Carson Matthews & Carol Cahill on their "GreenToTheScene" web site (www.greentothescene.org) for calendar year 2009 and each of the first three quarters in 2010.

A second study analyzed both third-party certified homes and self-certified homes. The "Green Building Value Initiative," a group of several green housing market stakeholders in the Portland, Oregon and Seattle, Washington realty market, conducted a statistical analysis of comparable residential property sales during a nine month period in 2007-2008 (Griffin, Kaufman, and Hamilton 2009). This analysis used statistical sampling of appraiser-identified comparable properties to obtain insights into the real differences in the market performance of green certified homes compared to non-certified homes in these two market areas. The analysis concluded that both third-party certified and self-certified properties saw benefits that comparable non-certified properties did not. Important findings include:

- Sustainable third party certified homes sell faster
- Certified homes sell for more than non-certified homes
- A certified home is more likely to earn a price premium if the quality and performance savings are clearly communicated to the buyer
- Home builders believe that third party green certification adds market value
- Appraisers believe that changes in appraisal methods may be needed to adequately address the benefits green certification embodies; existing appraisal methods to do not capture these quality distinctions.

- Most home buyers do not understand the real value benefits embodied in green certification; education is required.

In the Seattle, Washington real estate market, Green Works Realty[3] followed up on the Green Building Value Initiative study[4] by continuing to track and report market data for several counties and by using that data to compare the market performance of green certified homes with other homes in the same price range. This information is presented periodically, and the most recent edition covers the period September 2007 thru February 2010 (Green Works Realty 2010). Among its findings, this Green Works Realty analysis reports that, during the period from November 2009 through February 2010, environmentally certified homes in King County comprised 37 percent of the new home market, sold for $85,550 more per home, and were 9.8 percent smaller in size (Green Works 2010). In Seattle, certified homes comprised 34 percent of the new market, sold for 9.2 percent more per square foot, and sold in 24 percent less time (Green Works 2010).

CONTRIBUTION TO REAL ESTATE APPRAISALS

An important goal of an effective green MLS program is to provide reliable information on the energy performance attributes of a property that professional real estate appraisers need to credit the contribution of these features to property value. Higher appraised values enable buyers to obtain financing that reflects that value and provides important benchmark information that affects market valuation of a property. Green MLS reporting and validation practices provide a foundation for eventually enabling appraisers to use green MLS information reporting to reward properties that have achieved high levels of energy performance with higher appraised values (Stukel 2011).[5]

A study of the green MLS program impact on the realty markets in Portland, OR and Seattle, WA found that appraisal practices had not yet caught up with the contribution to high value that green certification is making to market price in those markets (Griffen, Kaufman, and Hamilton 2009).

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[3] Green Works Realty's Ben Kaufman was one of the contributing authors of the Green Building Value Initiative analysis. Mr. Kaufman has continued to track and report market data on the Green Works Realty web site.

[4] Green Works Realty's Ben Kaufman is cited as a significant contributor to the Green Building Value Initiative analysis. Ben Kaufman has continued to collect and interpret information on the market performance green certified property in the Seattle area market. This information and analysis is available on the Green Works Realty web site: http://greenworksrealty.com/e-cert_report/e-cert_report.php?t=e-cert_report

NEW VERSUS EXISTING HOUSING

The project team was unable to find data that specifically tracks the market performance of existing homes that achieved post construction ratings, e.g., HERS ratings, after undertaking energy performance improvements. It is possible that some of the third party certified/rated property tracked in the Atlanta and Seattle markets includes post construction ratings, but the project team was unable to confirm that this is the case.

THE NATIONAL EXPERIENCE WITH GREEN MLS PROGRAMS

The inclusion of energy attribute reporting and ratings in MLS programs is characteristically embodied in "Green MLS" programs. Although green attributes include more than just energy attributes - for example, the use of sustainably harvested wood for construction materials - the green building attributes most commonly addressed within listings at present are energy efficiency and renewable energy attributes. Although this report reviews the lessons learned from introducing Green MLS programs, it does so with a focus on the reporting of energy features and energy performance.

The Pace survey reveals that many MLS programs have added some fields that enable the seller to report some energy efficiency features, such as "Energy Star" certified appliances, windows, lighting, or heating/cooling systems. Solar is commonly included among the water heating and space heating systems reported in standard MLS data collection fields. The presence of such data reporting fields, however, does not appear to be a good indicator of a significant marketing initiative in the region to promote/highlight these features to potential buyers, nor do these discrete features present an overall assessment of the energy performance of the house.

The MLS reporting of third party certification or rating of the energy performance of dwellings[6] is much less common than the reporting of specific energy features. In regions where the marketing of homes with energy features is very active, the use and reporting of third party energy performance certification and ratings is also well developed. In the case studies reviewed, it frequently appears that the motivating force for adding such certifications and ratings to MLS reporting is an active local green building industry. Traverse City's Kim Pontius and Seattle's Ben Kaufman observed that the local green building industry provided valuable encouragement that

[6] Common third party energy certification programs include Energy Star Qualified Ratings, the Leadership in Energy and Environmental Design (LEED) Green Building Certification, the National Green Building Standard Certification (ICC 700), NAHB Model Green Building Guide Certification, and Home Energy Rating System (HERS) ratings. Green building programs in some regions/states have developed their own certification programs as well, e.g., Green Built Grand Traverse Certification in the Traverse City, Michigan area.

motivated the continuing effort to change MLS reporting, to support education for real estate professionals, and to inform the public of the this new attention to energy quality in home construction (B. Kaufman and K. Pontius, pers. comm.).

It appears that almost all reporting of third party energy certifications and ratings are carried out at the time of construction; only very seldom have such certifications and ratings been applied to energy retrofit upgrades.[7] Builders seeking to market new homes to buyers seeking energy efficiency make the investment in inspections and testing required to obtain the appropriate certifications. Thus, the portions of this report that address the market experience of properties advertised as having high quality energy features address primarily third party certifications and ratings obtained at the time of construction.

The valuable contribution of the green building industry to the development of the green MLS programs in several regions may be an important lesson that should be applied to efforts to motivate energy retrofit improvements. Kim Pontius reports that efforts are underway in Traverse City to engage energy retrofit businesses in conducting home energy ratings and providing energy retrofit services; these will be needed if increased attention is given to energy performance in New York's existing housing stock.[8]

The national experience with developing green MLS programs, including the lessons and resource materials these programs have produced, provides a foundation for new initiatives. For example, the National Association of Realtors (NAR) is making an extremely valuable contribution to the development of effective green MLS programs by sharing of the fruits of experience through its Green REsource Council.[9] Thus, Pace's assessment of the lessons to be obtained from the

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[7] The Build It Green program in California has developed a rating program for existing homes, the "Green Point Rated Existing Home" program. This purports to be the first and only active third party rating program that focuses specifically on existing homes. However, it is a new program and has so far rated only a relatively small number of homes. Information on Build It Green's "Green Point Rated Existing Home" program is available on the organization's website at: http://www.builditgreen.org/greenpoint-rated/.

[8] NY State has perhaps the most mature market for this kind of existing home energy retrofit, driven by NYSERDA and many utilities under the EPA's Home Performance banner. The number of participants in NYSERDA's Home Performance with ENERGY STAR program to date is 37,289. Of that number, 26,041 are considered "market rate" customers; 11,248 are "assisted" customers (household income at or below 80% of the state/area median income.) (Karen Villeneuve, pers. comm.)

[9] "Established by the Real Estate Buyer's Agent Council (REBAC), a wholly-owned subsidiary of the National Association of REALTORS®, the Green REsource Council was founded to make the knowledge of green real

experience of others begins with a look at the Green REsource Council and then examines what can be learned from the detailed experience of previous efforts to develop green MLS programs that focus effectively on energy performance. The assessment concludes with a preliminary assessment of green MLS initiatives and opportunities in New York State.

GREEN RESOURCE COUNCIL

The NAR's Green REsource Council is playing an important leadership role in tracking green MLS activity, and in providing information resources that help MLS Boards successfully expand MLS programs to address energy performance reporting.

The Green REsource Council has developed a comprehensive "Green MLS Tool Kit"[10] that is available both as a multipage web site and as a downloadable PDF document. Together, the Green MLS Tool Kit and the Green REsource Council's web site provide up to date information on effective methods to organize and implement changes in local MLS reporting and search tools, so that home buyers may identify properties that have specific energy features. These features are included among a larger number of features that Green REsource Council characterizes as "green features." Commonly reported energy features range from the presence of Energy Star rated major home appliances (e.g., refrigerators, air conditioners, washing machines), windows and heating systems to green certifications and ratings that address the overall energy performance quality of the dwelling (e.g., Energy Star certified home construction, LEED certified construction and Home Energy Ratings). The Tool Kit also assembles in one place examples of the MLS forms developed by others. These are valuable resources that new initiatives, such as this New York project, can review and, with little effort, use to incorporate the work of others that have traveled this path before. For example the MLS Tool Kit provides:

- Extensive background information on the green housing market
- A glossary of terms
- Examples of disclosure and data entry forms developed by other MLS organizations
- An online forum where NAR members can ask questions about green MLS issues and can work collaboratively on common interests
- A list of resource organizations including those that provide third party green certifications for homes

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estate practices available to everyone." From the Green Resource Council web site at http://www.greenresourcecouncil.org/what_is_green_resource_council.cfm

[10] Available for download on the Internet at: http://www.greenthemls.org/index.cfm

- A list of contact people at organizations that have experience introducing green attributes into MLS programs

The Green REsource Council also provides the "Green Designation" certification program for NAR realtors that meet certain standards for knowledge and education on the effective marketing of property with green attributes.[11] The Traverse Area Association of Realtors in Michigan, one of the first realty associations to use the MLS to highlight green attributes of for-sale properties, reports that all their professional staff members have achieved Green Designation certification (K. Pontius, Executive Vice President of the Traverse Area Association of Realtors, pers. comm.). This certification is often mentioned as a valuable education resource when discussing green MLS program practices with local real estate professionals.

In August 2010, staff of the Green REsource Council surveyed the 800 or so MLS programs nationwide to learn the extent of the effort to expand MLS reports to address green attributes.[12] The survey found that about 230 MLS programs have implemented, are implementing, or plan to implement steps to expand their MLS report to address green attributes. Of these, 150 have already implemented or are already in the process of implementing such changes, and 80 include searchable fields in their MLS report access systems. Sixteen New York MLS organizations responded to the Green REsource Council's survey; nine reported that they had either implemented or were planning to implement searchable green fields in their MLS system.

It appears that a few MLS organizations have led this effort. These are the organizations that others turn to for guidance when they seek to introduce their own green MLS programs. The Green REsource Council's Al Medina indicated that a list of such green MLS leaders should include:

- The Traverse Area Association of Realtors (Traverse City, Michigan)
- The Austin Central Texas MLS (Austin, Texas)
- The Denver Board of Realtors (Denver, Colorado)
- The Arizona Regional MLS–ARMLS (Phoenix, Arizona)
- Seattle-King County Association of Realtors – SKCAR (Seattle, Washington)
- Portland Metropolitan Association of Realtors – PMAR (Portland, Oregon)
- First Multiple Listing Service – FMLS (Atlanta, Georgia)

[11] The Green REsource Council web site explains the "green designation" and provides the information NAR realtors need to obtain this certification. See: http://www.greenresourcecouncil.org/earn_nars_green_designation.cfm

[12] In this survey as in most applications of the term, "green attributes" includes energy performance attributes.

(A. Medina, pers. comm..)

The Green REsource Council's Green MLS Tool Kit offers brief "case study" reports describing the experience of several of these MLS leaders.

CASE STUDIES OF GREEN MLS PROGRAMS

The NAR Green REsource Council provides realtor-written case studies of the program experience with developing green MLS reporting and market profiles to address green attributes for five successful MLS regions:

- Portland, Oregon
- Atlanta, Georgia
- Virginia (Metropolitan Regional Information Systems)
- Traverse City, Michigan
- Chicago, Illinois

These case studies describe the processes that each MLS organization followed, the issues they confronted, and their assessments of the outcome.

In response to advice from Dan Farrell at NYSERDA's Green Residential Building Program, Pace contacted Ben Kaufman, the founder and co-owner of GreenWorks Realty in the Seattle, Washington area. GreenWorks Realty has been monitoring the market performance of certified green properties since green MLS reporting was introduced in the Seattle area in 2007. GreenWorks Realty periodically reports the market performance of certified green properties relative to non-certified properties in Seattle and nearby King County, Washington.

Following are key findings offered by the experience of several MLS organizations that have already implemented steps to encourage sellers to report energy efficiency and other green features in their property listings and to enable buyers seeking such features to search the listings for properties that report them. Five original case studies are attached in Appendix A. Here, we summarize the overall lessons we draw from the experience of these green MLS implementation programs.

STAKEHOLDER SUPPORT

Local realtor support.

Because the development of a Green MLS initiative requires the cooperation and market support of the realty industry, every effort to adopt a green attribute and green certification reporting in the MLS has required the strong support of someone in the local realty business. All the case studies indicate, and Green REsource Council staff Amanda Stinton and Al Medina observe, that success requires at least one local advocate from within the local MLS realty community. The role of this advocate is to serve as a "spark plug," to build interest, and to encourage colleagues to take on the work to develop green MLS report practices that the local realty community supports.

Local building industry

The local building industry is often a key source of support for introducing green rating information and green attributes information into MLS reporting. Those builders that are constructing homes that meet Energy Star or LEED certification standards provide strong support for changing the MLS reporting to offer sellers the opportunity to highlight these attributes. The Atlanta, Traverse City, Portland and Seattle programs cited the important role played by the building industry in providing market support for changing the MLS reporting to address home energy performance. The Traverse City case study in particular describes the important partnership between builders and realtors that contributed to the development of their green MLS:

> *"Despite being in operation for forty years, HBAGTA (Home Builders Association of the Greater Traverse Area) [and] the TAAR (Traverse Area Association Realtors) had never had a concerted collaboration before the development of TAAR's green initiative. The original aim was to develop a plan to green the regional MLS and promote building and remodeling among consumers. The HBAGTA became the mentor and primary knowledge broker to TAAR as the special Green MLS task team developed the criteria for this effort. A team of consisting of TAAR association members, TAAR association staff, TAAR MLS committee members and HBAGTA members and staff disseminated information, reviewed certification criteria, and developed relevant information fields for listings being placed in the MLS database."*

TAAR's Kim Pontius stated that this result would not have occurred absent the ongoing support of homebuilder industry.

For existing housing stock, a similar role may be played by the building trades that deliver energy efficiency improvements. These trades, along with their respective trade associations, should be considered potential supporting partners for steps to address energy efficiency improvements and other green attributes in existing housing (B. Kaufman and K. Pontius, pers. comm.).

Real Estate Professionals

As previously noted, the NAR's Green REsource Council provides support to local efforts by maintaining the up to date information available on the Council's website and the Green MLS Toolkit. The Green REsource Council also offers the "Green Designation" education program, which leads to Green Designation certification for member realtors. This designation offers realtors seeking to specialize in marketing properties offering green attributes/certification both the education and a certification credential to support work in this area. Traverse City's TAAR takes pride in claiming that their entire staff has obtained Green Designation. The NAR's training services for member realtors and the supporting Green Designation certification provides a very important education program for real estate professionals, providing ready access to the knowledge that real estate agents and others need to administer these new energy focused marketing tools.

Utilities

In Traverse City, the green MLS program developed a partnership with local utilities to help owners of existing homes undertake energy improvements. The utilities worked with realtors to communicate information on the energy efficiency incentives available to homeowners.

In some cases, the community of state and local programs, such as utility and community-based energy efficiency programs, have been valuable stakeholder allies, providing technical advice and education resources to help realty professionals acquire the technical and marketing knowledge needed to communicate this new information about housing quality.

Effective Processes For Implementing Green MLS Changes

Although the process used by MLS organizations to introduce new searchable fields for green attributes has varied from one MLS to another, MLS organizations typically follow their established practices for developing, reviewing and adopting MLS system changes (A. Medina, Green Resource Council, pers. comm., February 14, 2011).
While local practices will differ, successful programs include four key elements:[13]

- **Assemble the right team:** develop a working group, sometimes one already established to administer the MLS database, and other times an ad hoc group that is comprised of people specifically interested in introducing the green MLS program.

[13] These four points are cited in a PowerPoint slide presentation delivered Al Medina and Kim Pontius to a November 2010 NAR meeting.

- **Communicate frequently**: make a concerted effort to inform MLS members and other stakeholders of progress, and to respond quickly and openly to questions and expressed concerns.
- **Educate your membership and the consumer:** communicate goals, explain potential benefits, and offer continuing education to help real estate professionals understand the meaning of the energy terms and their implication for homeowners.
- **Mitigate Liability**: take steps immediately to assure real estate professionals that the changes will not pose liability risks resulting from disputes about the validity of energy performance claims.

(A. Medina, pers. comm.., February 2011)

Interviews with individuals involved in green MLS efforts confirm these observations. The importance of communication and education is repeatedly cited. Liability comes up as an immediate concern that MLS organizations find they must address to obtain support for the introduction of green MLS reporting. There appears to be some consensus that this issue can be addressed effectively by appropriate disclosure and disclaimer practices.

GREEN MLS REPORTING

The basic objective of Green MLS reporting is to offer information on the for-sale property that will communicate to potential buyers the green qualities or attributes of that property. The challenge is to communicate information that clearly indicates the green qualities of the property. This is difficult because there is little consensus on what constitutes "green quality." The focus of this project narrows the scope to energy performance, an area that receives a lot of disciplined analysis and is perhaps less subjectively defined. However, because energy performance measures often include technical concepts that most consumers understand poorly if at all, the challenge remains. The experience of green MLS programs offers valuable insights that will inform efforts to provide buyers with effective, understandable information on home energy performance. MLS reports address "green" quality in two ways: by reporting specific green attributes, and by reporting "green" ratings the property has obtained from third party certification organizations. The reporting of green attributes often starts with adding new checklist items to existing reporting categories - for example, adding a high efficiency boiler category to an existing heating system category or adding Energy Star rated appliances to an existing major appliance category. Green certification refers to the rating of the entire dwelling, based upon a specified protocol, administered by a third-party rating service. Several rating protocols have been developed and implemented over the years. Several regions use third-party certification programs developed for the region's market, e.g., Seattle, Traverse City, Atlanta and California. In some cases (e.g., LEED certification) the third party certified ratings are labels indicating that a home meets minimum standards; in others ratings offer using a scale of relative quality (e.g., HERS) Frequently cited

examples are Energy Star Home Certification, LEED certification, and a Home Energy Rating (HERS).

Appendix B provides three examples of MLS treatment of green attributes: Austin, Texas; San Antonio, Texas; and Memphis, Tennessee. The Austin, Texas MLS illustrates an MLS that incorporates green feature reporting within existing categories; the San Antonio, Texas MLS reports green features in separate green categories; and the Memphis, Tennessee MLS provides a separate green features checklist that appears in a separate document as an addendum to the MLS report (M. Blakeny, Memphis Area Association of Realtors, pers. comm.., February 28, 2011).[14]

Green MLS development has often addressed green attributes first, deferring the introduction to green certification information until the local realtors have had some experience with handling green attribute information. For example, the Atlanta case study notes: "Our decision to remove levels of certification [from the MLS] was based on the limited level of familiarity among consumers and realtors. Once awareness about the different levels of distinction rises, we will reconsider adding the details of the programs."

Green certification, of course, can be reported by a seller as additional information in the MLS report. Green certification has been addressed most commonly in new construction where the certification of the property is often managed by the builder who can supply the supporting documentation. There appears to be much less experience in MLS reporting with addressing green certification/ratings for existing dwellings. The Green REsource Council web site provides MLS reporting forms addressing green features developed by several different MLS organizations nationwide.[15] The Green MLS Tool Kit outlines key steps that should be addressed by an MLS undertaking the changes required to effectively report energy and other green features.[16]

Validation

[14] The Memphis, Tennessee MLS reports those properties that have green attributes, with a yes-no check box. For those indicating green properties, the checklist is provided an addendum to the MLS report. The availability of the check list report is a searchable field but the specific features on the checklist are not.

[15] The forms may be downloaded from the Green REsource Council web site at: http://www.greenresourcecouncil.org/greening_the_mls.cfm

[16] In the MLS Took Kit, Robert Larson, the California Multiple Listing Service Information Technology Director, provides an outline of the key steps an MLS should address in developing effective data input forms for a green MLS, available at: http://www.greenthemls.org/recommendations-for-data-entry-forms.cfm

The development of MLS reporting must address not only what information to report, but also what steps must be taken to assure that this information is accurate. Validation of claims shows up as a major focus of attention of the working groups that addressed the implementation of green attribute reporting. Validation serves three important purposes:[17]

- To assure that consumers are provided understandable and verifiable information about the green attributes that are reported in the MLS programs.
- To protect MLSs and realtors against liability if the green attribute claims prove to be inaccurate for any number of reasons.
- To provide property assessors with reliable information that will enable them to estimate the contribution energy performance improvements make to the market value of a property.

This problem is not unique to energy performance attributes and other measures of green quality. The standard MLS report includes extensive information covering many building, home site and neighborhood quality features.

Two methods are commonly employed to validate green claims. The first and most common approach is to place responsibility for validating reported energy and other green features on the homeowner. This approach involves advising the potential buyer to obtain documentation for any claims from the seller. The Traverse Area Association of Realtors MLS provides a check box in the MLS report that indicates whether documentation is available; the property owner is responsible for providing documentation when requested.

The second approach, used in comparatively few MLS regions, requires that the seller provide the MLS program with documentation supporting green attribute claims before they are included in the MLS report. The Phoenix area MLS uses a variant of this approach, requiring that the property owner provide documentation supporting green attribute claims reported in the MLS within four days; if the documentation is not provided within this time frame, the claim is removed from the MLS report.

Education and Communication

Education and communication also play important roles in MLS reporting of energy quality. Validation is required to assure that the reported information is accurate, but even accurate information can be misunderstood. For real estate professionals

[17] The importance of validation surfaces over and over again. Rob Larson, of the California Regional MLS and a major contributor to the Green MLS Tool Kit, emphasized these points in our March 1, 2011 interview.

and home buyers to use accurate information on energy quality they must understand what the terms mean. There are two concerns that education and communication will address:

- Helping home buyers, and the real estate professionals who serve them, understand the significance of the information provided; and

- Dispelling concern that the information presented amounts to "green washing," that is, that it might indicate a home to be more environmentally friendly or have greater energy performance qualities than it really does.

Real estate professionals actively involved in green MLS program implementation stress that these programs must provide effective education to MLS users on the collection, presentation and use of information on energy quality and other green attributes. Such education addresses:

- The practical meaning of the green attributes, particularly those attributes designed to indicate high levels of energy performance, e.g., how the age of Energy Star rated appliances will affect likely energy performance;
- How to collect accurate information on energy performance characteristics of a home when developing an MLS report from a seller;
- What documentation should be required to confirm that claims represent useful indications of relative energy performance quality; and
- How to interpret third party certification or ratings of energy and green quality.

One of the most oft-cited barriers to introducing green certification and green attributes in the local MLS is the poor understanding by realty professionals and consumers of the meaning and real value of specific green attributes and green certification. The Green REsource Council's Al Medina observed that the successful development of green MLS information collection and reporting requires the simultaneous development and sustained conduct of companion education activities for realty professionals and the local realty market (potential home buyers). Such communication typically includes the newsletters, email correspondence, and periodic business meeting activities MLS organizations typically use to communicate with their member real estate professionals. According to Mr. Medina, frequent and open communication about the reasons for establishing green MLS practices is essential, as is providing local professionals with easy to use opportunities to learn what is involved and how to use the new tools the green MLS offers.

The earlier-cited Green Designation program of the Green REsource Council is an important education resource maintained for the benefit of member realtors. The Green REsource Council

also maintains the Green Business Network and the Green MLS Community. The Green Business Network[18] targets related professions, including appraisers, mortgage brokers, and others providing education resources for member businesses and professionals. The Green MLS Community[19] provides an open forum for stakeholders engaged in developing or administering green MLS programs to communicate with each other, trading needed information and working together to solve problems. These resources provide valuable support for planning and carrying out local education programs for local realty professionals, builders, appraisers, and others with a stake in the local realty market.

Virtually all the case studies cite the importance of educating others in the real estate community about local efforts to introduce a green MLS, and communicating openly how these changes will operate and how others may learn what is happening and participate in the shaping of such a program. Mr. Medina emphasizes that successful green MLS programs place a high priority on open (transparent) communication with stakeholders and continuing education to explain the changes and how real estate professionals can relate to a green MLS effectively (A. Medina, pers. comm.., January 2011). Education is required not only to instruct realty professionals in how to use the green MLS but, perhaps more importantly, to address the concerns that real estate professionals may have about changing the established MLS program to address green housing attributes and certification.

Effective communication ensures that stakeholders understand the MLS changes and how to use the new MLS features. Communication and education provides effective means to explain the benefits of the changes and address concerns that otherwise could develop into strong opposition to change. The Portland case study observed: "In response to the changes [in the MLS], quite a bit of positive press was generated. The valuable lesson is that once the barrier to change was crossed, the negative feedback and resistance melted away."

Role of Legislative Mandates

In 2007 the Austin, Texas city government proposed requiring by city statute that home owners implement energy efficiency measures before they could sell their property. This proposal was a component of a city commitment "to make Austin the greenest city in the country" (Austin Board of Realtors 2011). Audit mandates have been implemented in some California communities (Quigley 2010). San Francisco and the State of California have recently mandated audits for commercial

[18] Information the Green Business Network is available at: www.greenresourcecouncil.org/green_business_network.cfm

[19] Information on the Green MLS Community is available at: http://greenmls.ning.com/

property and California state legislation has been proposed that would mandate audits and disclosure for residential property as well (Environmental Leader 2011).[20]

The Austin Board of Realtors collaborated with the city to develop an ordinance that took effect in June 2009. For single family homes, the ordinance requires that energy audits be performed and disclosed prior to the sale of most homes more than 10 years old (Austin Code 2009).[21] The Austin Board of Realtors MLS seller's disclosure form links to the city mandate audit disclosure report. A recent issue of the National Association of Realtors indicates that the real estate industry opposes legal mandates such as the one established in Austin. "While few can argue with the benefits of an energy audit for homeowners who want a healthy and energy-efficient home, it's clear that many in the real estate industry oppose efforts to mandate energy audits or home performance ratings" (Quigley 2010).

New York City passed legislation in 2009 mandating energy audits for large buildings and energy improvements in others, but this mandate does not appear to be linked to any disclosure requirements associated with real estate transactions. (Office of New York City Mayor 2009).

[21]The ordinance also mandates energy conservation audits for multifamily and commercial property. The ordinance and supporting information are available on the Internet at: www.austinenergy.com/go/ecad

NEW YORK REAL ESTATE MARKET MLS REPORTING OF GREEN FEATURES AND GREEN CERTIFICATION

New York State has for many years been encouraging homeowners to obtain comprehensive energy audits and to follow up with energy efficiency improvements. Over 37,000 homeowners have participated in the NYSERDA Home Performance with ENERGY STAR program; many more have taken such steps outside this program.[22] This provides a significant base of existing homeowners that could benefit from changes in MLS reporting that would allow them to communicate improvements in home energy performance at the time of listing.

The August 2010 survey of 500 MLS organizations nationwide conducted by the Green REsource Council examined progress with green feature reporting. Sixteen MLS organizations in New York State responded, nine of which indicated they had implemented or planned to implement searchable green fields in their MLS system/data entry form:[23]

1. Greater Hudson Valley MLS
2. Greene County MLS
3. Empire Access MLS (Westchester Putnam)
4. MLS of Long Island, Inc
5. Staten Island MLS
6. St Lawrence County Board of Realtors
7. Elmira Corning Regional Association of Realtors, Inc. MLS
8. Mid New York Regional MLS (Utica – Rome – Syracuse)
9. Central New York Information Service, Inc.

Using contact information provided by the NAR's Green REsource Center, Pace sought further information on the progress that these New York MLS organizations have made in introducing green attribute information in their MLS reporting. There appear to be three areas of New York State where MLS organizations have taken steps to introduce some information on energy efficiency/renewable energy features in the MLS reports: the Hudson Valley region, the Central New York/Rochester/Buffalo regions, and Long Island region. Each of the cited areas uses a

[22] Karen Villeneurve, Personal communication.

[23] Information on the August 2010 survey results for New York State MLS organizations was provided by Al Medina to PACE's Sam Swanson with the request that the specific MLS survey responses not be disclosed.

common MLS data base. The Greater Hudson Valley MLS serves several independent realty boards in the Hudson Valley. The New York Alliance MLS (NYSAM) provides MLS services from an integrated data base that includes reports from Central New York, Rochester and Buffalo (D. Yerdon, Executive Director of Central NY MLS, pers. comm.., February 17, 2011).[24]

The NYSAM data input forms for single family and condo/townhouse properties provide the following green attribute data input fields under the "Utilities Information" heading:

- A separate subheading for "Energy Star Qualified" features including four categories: Appliances, Heating Cooling, Lighting, Windows
- The "heating fuel description" categories include solar and wood heating
- The "water heater/fuel" categories include tankless water heaters and solar water heating

Denise Yerdon, MLS and Membership Director for the Central NY Information Services, reports that the further changes would be decided collectively by the directors of the three MLS regions the NYSAM serves, i.e., Rochester, Buffalo and Central NY. Ms Yerdon indicates there are no immediate plans to add additional green attribute fields to the NYSAM database.

[24] See the NYSAM website for more information on the coverage of the NYSAM database: http://www.idxbroker.com/mls/New_York_State_Alliance_MLS_(NYSAM).php

CONCLUSIONS AND RECOMMENDATIONS

Previous sections of this report describe important features and findings drawn from real estate industry experience with developing and administering changes in MLS programs to address home energy performance. The industry's green MLS programs offer a foundation of valuable experience that will inform efforts to develop an energy efficiency focused MLS program in New York State.

During the next few months CSG, Inc will be joining with New York's real estate industry in a collaborative effort to add energy performance information to MLS programs throughout New York State. The overall objective of this effort is to provide a new and powerful listing and sales tool to realtors, that will enable and encourage them to include energy efficiency information in their property listings; and, thereby, to motivate more homeowners to take additional steps to improve the energy performance of their homes, by using MLS reporting to make visible energy efficiency investments that are currently invisible to most home buyers. Further, by making energy efficiency information a standard part of MLS listings in New York State, it is hoped that the groundwork will be laid for future studies that could show a positive correlation between energy efficiency investments and the market value of homes. These conclusions and recommendations aim to aid that effort by sharpening the lessons of the national experience in green MLS implementation.

Home sales data from three real estate markets that have adopted MLS energy performance reporting offer significant evidence that homes that have documented evidence of energy performance and other "green" qualities can obtain higher prices than comparable homes that lack such documentation. This assessment found evidence in data reported for Atlanta, Seattle, and Portland real estate markets that homes that had obtained third party certified ratings of energy performance and other green qualities often sold for a higher price and/or sold more quickly than similar homes that lacked such ratings. This evidence is limited but encouraging.

Selecting and designing presentation of the home energy performance information in the MLS reports will be a major focus of this project. The available market data, showing that presenting this information is having a significant impact on home market sales (i.e., higher prices and faster sales), indicate that benefits are tied to third party certified ratings. Third party administered ratings offer some assurance that the ratings are not biased by the owner, contractor, or builder.

It is important to note that the available data has so far focused on new homes sales. There is very little experience with the effects of third party certified ratings of existing homes. This project will address existing homes because existing homes represent a very large share of the 75-80 thousand

homes sold each year in the New York.[25] Thus, despite the encouraging experience with new housing observed in Atlanta, Portland and Seattle, this program will be tilling new ground.

RECOMMENDATIONS

Each successful MLS program adopts features and practices that involve common attributes. The process used to implement those changes is universally integrated into established operating practices, and is carried out with active leadership by local real estate industry professionals. Therefore, it is essential that any effort to change MLS reporting must actively involve representatives from the affected MLS programs. The development of successful programs requires local real estate professionals who will commit the time to marshal resources, build support, facilitate adoption of MLS changes, and ultimately commit to sustaining these new features, modifying them over time to incorporate advances in knowledge and technology. Accordingly, New York State MLS organizations should play a central role in developing and implementing this project.

In addition to the experience of MLS programs nationwide, which provides lessons of experience in such areas as developing MLS data collection forms, information validation practices, and information reporting practices, the NAR's Green REsource Council provides an extremely valuable reservoir of resources, including a library of tools and materials, through its website and the Green MLS Tool Kit. It also facilitates access to MLS program experts that the project team may need to consult as it designs and implements New York's energy performance focused MLS program. The adoption of MLS changes to address energy and other green attributes is a relatively new undertaking; the Green REsource Council offers a user friendly pathway for New York real estate professionals to connect with the MLS organizations across the nation that are pursuing similar goals.

Specific Recommendations

Successful programs effectively address four key elements:

1. Assembling an effective MLS implementation team;

[25] Association of New York State realtors. Annual Existing Single Family Homes Sold 2008-2010. Available on the Internet at: http://www.nysar.com/content/press/statistics.htm In 2010 approximately 10 thousand new homes were constructed, less than 15 percent of total sales in that year.

2. Communicating frequently and effectively with local MLS members, affected home builders, and assessors who will use the information;
3. Educating members, real estate market stakeholders, and consumers (home sellers & buyers); and
4. Immediately addressing commonly encountered concerns of MLS members about their exposure to liability in case of inaccuracies in MLS energy performance listings.

Each of these four key elements is addressed more comprehensively below.

Assembling the Team

Assembling an effective MLS implementation team will not only require leadership from professional members of New York's MLS organizations, but also engagement with stakeholders in New York's real estate market and energy efficiency community. Following is a list of key stakeholders:

- New home builders who are already building homes to meet high energy performance standards, and who already may be taking steps to obtain third party energy performance ratings for their homes;
- Home energy improvement businesses that are providing home energy audit-based improvement services to owners of existing homes;
- The electric and gas utilities and New York State Energy Research and Development Corporation, organizations that are actively encouraging home owners to improve electricity and natural gas efficiency with education and financial incentive programs;
- The community of not for profit organizations in New York State that endorse and actively promote energy efficiency because energy efficiency improvements serve environmental goals.

Communicating and Educating

Effective education and communication surface as key ingredients in successful MLS programs because these activities nurture and sustain relationships and trust that keep any program vital. Education and communication enable MLS programs to keep in touch with the market effects observed and experienced by MLS member realtors as well as the concerns and interests of key community stakeholders. This provides the information the MLS programs need to adapt their programs to changes in the market. Effective education and communication are key to:

- Helping home buyers and the real estate professionals who serve them to understand the significance of the information on energy performance reported in the MLS;

- Dispelling concerns about "greenwashing";
- Preparing real estate professionals to use this information and to keep abreast of the changes this new and developing program will inevitably experience.

Implementation of changes in the MLS programs should include regular communication with MLS members, focused outreach to key stakeholders, and strategically planned outreach and education events to eventually introduce the changes to the home consumer. Most MLS organizations tap established information and education practices and channels to do this important work, but they also draw upon the valuable education resources offered by the Green REsources Council to assist these efforts.

Addressing liability concerns

MLS programs that address energy performance inevitably encounter initial strong concern by MLS members that reporting such information will expose them to liability claims from unhappy home buyers who conclude that the MLS reports exaggerate the actual energy performance quality of a home. This must be addressed at an early stage to assure MLS members that adding energy performance information to the MLS program will help them sell homes, not expose them to new liability risks. Other MLS programs have addressed this by taking steps to place responsibility for the reported information on the home seller. This has been accomplished by a legal disclaimer (e.g., see Traverse Area Association of Realtors disclaimer document) and by requiring the seller to provide supporting documentation for any energy performance claims.

Tracking progress

Although energy performance information has been introduced in MLS programs in real estate markets in many states, only in the Atlanta, Seattle, and Portland markets does there appear to be an organized effort to monitor the effects of providing this information on home sales. We recommend this project take steps to enable New York's real estate industry to track the impact of introducing energy performance ratings in New York's MLS reporting programs. Good quality evidence of benefits provides a strong foundation for increasing homeowner confidence that investments in energy efficiency will increase the value of their homes when they decide to sell. Acquiring such information over time will also help in evaluating project success and identifying possible opportunities to improve MLS energy reporting program effectiveness.

Developing effective measures of energy performance quality is getting increasing attention among advocates for strengthening MLS reporting to address home energy performance. If the measures of energy performance quality are strongly linked to how much energy a home will require and

therefore how costly will be the energy bills, then the MLS reports will have greater market impact. They will not only be credible to home buyers shopping for energy performance but they also may begin to impact how appraisers consider this information when valuing comparable home values. Appraisal values affect what banks will finance and they are often cited by real estate agents and home buyers and sellers when bargaining a final sale price. Appraisers so far have not routinely considered energy performance metrics when performing the comparable sales analysis they use to establish an appraised value because there is only limited data available that documents the relationships among home energy performance, the metrics used for MLS reports, and sale price. It will take some time to build the data base and confidence in data, but the effort may result in significant rewards.

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Appendix A

Green Resource Council Case Studies

The Green MLS Tool Kit provides case studies for five MLS organizations that have successfully implemented Green MLS programs: (1) Atlanta, GA (2) Chicago, IL, (3) Portland, OR, (4) Traverse City, MI, and (5) Northern Virginia - MRIS. Copies are provided below.

Atlanta Case Study

In February of 2008, Cotten Alston, a fellow real estate practitioner, and I set out to add some searchable green features to the FMLS, an Atlanta based MLS. We began the process by approaching the president of Harry Norman, REALTORS, who was on the FMLS Board of Directors. It was clear to him that there was a lot of energy behind this movement and these changes would add a great deal of value for FMLS users. He set up a meeting with the FMLS president and we decided to establish a team of experts.

Alston and I brought together a green builder, a nationally-recognized green building consultant, and the director of the Greater Atlanta Home Builders Association. Together, we came up with a list of items and green building certifications that we would like to see added to FMLS.

We felt it was really important to have the input and backing of these green industry professionals. I strongly believe that having them at the table helped to make our case. We were able to approach FMLS and show that all parties involved in the building and sales process saw a void in the system and that we had a solution that would please everyone.

Our list of green items were those that were most common in our market, as well as the green building certifications that are available in Atlanta. Our initial list was long and involved multiple levels of certification under each program. For instance, they included EarthCraft House Platinum, LEED gold and silver, and so forth. Our decision to remove levels of certification was based on the limited level of familiarity among consumers and REALTORS. Once awareness about the different levels of distinction rises, we will reconsider adding the details of the programs.

Our green building certifications include EarthCraft House, LEED for Homes, ENERGY STAR, and NAHB Green. Searchable items include solar photovoltaic, solar water heating, geothermal HVAC, low-flow toilets, tankless water heating, and ENERGY STAR appliances. We also included a box for the HERS Rating.

The process of working out the details with FMLS only took about 30 days. After those details were finalized, we had to wait until its major update was scheduled to take place. FMLS launched all of the new green features and designations at its yearly trade show, and it educated members through e-mail communications. Education is an ongoing process and the aim is to help REALTORS understand what green features look like and how to market them when selling a home. To avoid greenwashing, the education includes information about misrepresentation of green features.

One of the most rewarding things since adding all of these features and certification has been the findings that have emerged in sales studies. During all of 2009, the Atlanta market showed consistent growth and success with green home sales. I studied figures for 2009, and the results were positive and indicated that homes that have been certified by a third party sell closer to list price, for a higher price and in considerably less time than their competition. In two of the studies, the days on market for certified green homes were less than for standard new construction. And statistics show a steady rise in green home sales. For example, during first half of 2009, green home sales accounted for 4.6 percent of the new construction market. During the third quarter, that number was to 6.6 percent, and during the fourth quarter of 2009, it rose to 11.4 percent.

Author: Carson Matthews

Chicago Case Study

In response to the Multiple Listing Service structure in the Chicago area, which does not differentiate between traditional and green listings, a group of local REALTORS® formed the Sustainable Real Estate Alliance (SREA). Its goal was to provide the local MLS with a tool to help homeowners with properties that had green features stand out in the marketplace and allow consumers to easily compare green properties to traditional ones. In addition, the SREA wanted to eliminate unsubstantiated green claims or greenwashing in MLS listings.

Once the group came together, it established a mission statement and guiding philosophies. One philosophical pillar was that the definition of green was based on a personal and individual choice. It would not be SREA's role to define green.

The first task was learning from other regions that had gone through the process of greening their MLS. With cooperation from NAR's Green Resource Council and outreach to other professionals, the SREA was able to analyze the successes and approaches of other MLSs. It also previewed proposed criteria the MLS in Chicago was planning to roll out in the distant future.

SREA believed that the MLS in Traverse City, Mich., put forth the best effort by creating a separate disclosure document to assist in identifying a green property. The SREA decided to expand upon the disclosure document so the amount of manipulation required by the MLS data administrators would be minimal.

The next step was creating the disclosure. Using the Traverse City document as a model, the SREA document was divided into sections.

The first section for third-party certification allows for the certification to be identified and the date of certification. A copy of the certification would be made available to a potential buyer.

The second section includes a HERS Index score and the report of the tests performed to achieve the index score. SREA decided that agents and buyers could simply search for a home based upon the HERS Index, given that a particular range in scoring correlates directly with efficiency levels. SREA recommended that the HERS Index score be a searchable field so that buyers could search for available homes that scored, for example, between 75 and 85.

Additional sections focus on location and landscaping, exterior and roof, building envelope, heating and cooling, plumbing, electrical and lighting, ENERGY STAR® products, interior finishes, and indoor environmental quality. The last section allows sellers to provide additional information that is not included in the disclosure.

SREA then created a document for peer review, and sent it to Chicago-area industry professionals, including architects, appraisers, lenders, REALTORS® (green and nongreen), developers, landscape designers, energy raters and home inspectors, for review. A cover letter explained the purpose of the disclosure document and SREA included the disclosure document and a short survey.

Though reviewers were pleased with the initial effort, they thought the document did not go far enough. And professionals unfamiliar with green found the document to be confusing and heavy. In addition, REALTORS® unfamiliar with green indicated that they had no idea what many of the items in the document were.

The reactions reinforced our instinct that an educational piece needed to be developed for REALTORS®, since they would be the document's primary users.

SRES then developed a proposal to MLSNI, the Chicago area's MLS, and to the REALTOR® associations that would be affected by the change. The proposal included the green disclosure document, a summation of the SREA and its process, proposed MLS search fields, and reasons green fields should be searchable fields. A how-to-use guide and a glossary also were part of the package.

The how-to-use guide consists of a general overview of the disclosure document and why and where it should and could be used. The guide does not teach what green is or how to achieve a green property. Instead, it refers readers to green education courses.

The searchable fields the SREA recommended to be introduced to the MLS format were:

- Green Disclosure Document completed
- HERS Index number range
- Certifications, such as LEED, ENERGY STAR®, NAHB, and other certifications
- Green Features section

The Green Features include:

- Photovoltaic and solar system
- Pre-wired for PV/solar
- Solar Hot Water
- Geothermal Heating/Cooling System
- Tankless Hot Water Heater
- Enhanced Air Filtration
- Low-flow commode
- Low-flow fixtures
- Native/drought-resistant landscaping
- Rainwater collection system
- Green roof

The proposal was created and presented to the director of services and the manager of systems design of MRED, the purveyors of the MLSNI, on October 14, 2009. The proposal was designed with an eye toward implementing it quickly and with the least amount of work for MLSNI's data administrators.

The meeting was successful and SREA was asked to provide some letters of endorsement so that when the proposal was presented to the MRED' Board of Directors there could be no question of its value.

The Director of Services and Manager of Systems Design appreciated SREA's effort to make implementation as easy as possible.

On October 21, 2009, the packet was sent to member associations and it received strong vocal support. Member associations then were asked for their approval in writing.

In November of 2009, the proposal was presented to the board of MRED by the Director of Services and Manager of Systems Design of MRED. It was approved and implementation was scheduled for December 17, 2009.

Search fields were added for all property types, except for "Land and Deeded Parking." The Green Disclosure was added to the public documents section. To date, six associations also have requested that the documents be added to their individual forms libraries.

SREA members will reach out to all member associations to offer in-person visits to explain the proposal to members and provide non-green agents information on obtaining green education.

A press release will be issued to increase the general public's awareness of the changes.

Due to the changes with green technology, SREA plans to meet bi-annually to address changes or may be needed to the green disclosure to keep it current and relevant.

In addition, SREA plans to bring in industry professionals for roundtable discussions regarding improvements to the green disclosure. There are discussions about local chapters or committees of NAR green designees being formed, and should such a committee form in Chicago, it will be recommended that that group take over future reviews of the green disclosure, glossary, and search fields.

Author: John Shaterian & Sarah Coulter

Portland Case Study

Introduction

Portland is a leader in the green building industry. It has some of the nation's highest profile green buildings and has a highly active USGBC Cascadia chapter. The city has been a hotbed of green innovation and is often cited as one the greenest cities in the country.

The most recent advances in taking LEED one step further – the Living Building Challenge – originated with the Cascadia chapter of the USGBC, and several Living Buildings are under development around Portland.

Both city leaders and the community at large have been embracing sustainability within the urban core, since the adoption of the urban growth boundary in 1979. Portland has long been a leader in the Northwest in public transportation infrastructure development.

Even within this highly receptive environment, the changes to the MLS system were a struggle to implement.

Background

The RMLS™ (Regional Multiple Listing Service) of Oregon was incorporated in 1990 and is the largest REALTOR®-owned, subscriber-driven MLS in the Northwest. RMLS™ and services Oregon and Southwest Washington. The subscriber-driven MLS is governed by representatives from within the subscriber base.

A 16-member Board of Directors, formed from REALTOR® subscribers, represents the current three shareholders, Portland East Metro and Clark County Associations of REALTORS®, and the Service Advisory Committee, which represents members outside the Portland/Vancouver metro area. The board takes input from individual subscribers as well as the standing "forms committee" that conducts annual reviews and updates of the forms used in the database.

In 2006, the first proposal was made to add database fields that supported both green features and home performance certifications through the "forms committee" annual review process. The proposal was not accepted because the Board did not have enough information indicating REALTOR® community support for the changes.

Continued focus through the "forms committee," along with gathering documented support by member REALTORS® through a letter writing campaign, helped to demonstrate the ground-level support. The aid of local green building certification groups was enlisted to help vet the actual entries and provide technical support.

In Portland, we had the assistance of two non-profit home performance rating groups, ENERGY STAR® and Earth Advantage, a Northwest-based certification. As the market evolved, consumer interest increased and support swelled in the user community, it led to approval by the

Board and a February 2007 implementation. The rising popularity and benefits of energy efficient and green home features helped to push the addition of new MLS data fields.

Implementation

The first implementation consisted of two sections, a certification field that applied to new construction only and some green features that could be applicable to any home. The "green certification" field provided a drop down box choice of five options that represented third-party certifications. They were ENERGY STAR®, Earth Advantage, Energy Star plus Earth Advantage, LEED and "other".

The green feature additions were sprinkled throughout the other segments of the listing document and included items, such as ENERGY STAR® appliances, bamboo or cork floors, rain collectors and solar tubes.

In the utilities section, solar or tankless hot water heaters were included under hot water. Also, a "For-90" (which stands for 90% efficient forced air furnaces) was added to the standard forced air option.

In the fuel section, updates were made to include a range of solar options, such as, solar off-grid, solar supplemental and solar.

In response to the changes, quite a bit of positive press was generated. The valuable lesson is that once the barrier to change was crossed, the negative feedback and resistance melted away.

In the 2007 press release announcing the changes, Beth Murphy, chief executive of the listing service said, "Green and energy-efficient features have emerged as some of the most important and sought-after by buyers in the RMLS service area. With the help of their REALTORS®, sellers will now be able to market these features in their homes and home buyers will be able to pinpoint homes with those features."

Educational programs were created by the local Earth Advantage home performance certification group to help educate REALTORS® in this new niche. The Earth Advantage S.T.A.R. (Sustainability Training for Accredited Real Estate Professionals) program, a two-day overview of green building practices, graduated 315 REALTORS® from May 2007 to March 2008. A total of 763 participated in the training, and as of September 2009, there have been 661 graduates.

The nationally-based education programs have brought additional REALTORS® up to date with this burgeoning market segment. A national program, EcoBroker®, had 15 certified EcoBrokers® in the Portland area in March of 2007. As of September 2009, there were 72 certified EcoBrokers® in Oregon, with 44 of those in the Portland metro area. A local real estate company

formed its own green team and heavily marketed the EA S.T.A.R.-trained individuals and advertised their greenness as a competitive advantage to the client.

With the National Association REALTORS'® launch of the Green REsource Council and the GREEN designation, green building and education now has national support and an agenda, and the circle is complete.

Continuing Improvement

Modifications continue to improve the MLS database. For example, the "other" category was dropped in the green certification section, and the year of certification was added. The addition of certification date gives a further level of information. It also acknowledges that standards change over time and that the qualities of a 2006 certification may be different than a certification given in 2009. Before, it featured just the date field and people could just check the box "Yes" or "No" to indicate whether a property had a green certification. It was up to the agent to delve further and find out when.

We saw some buildings with "pending or proposed LEED certification" using the fields prior to officially obtaining certification. Thus, the requiring the certification date field clarifies such issues.

A reflection of the sophistication of both the consumer and the REALTORS® in terms of understanding the different ratings shows in the enhancement of the field to include LEED Silver, Gold, or Platinum as choices.

The LEED neighborhood development field addresses the community aspect and is extending beyond the walls of the home. A key code for the abbreviations can be found in Appendix II.

One year after the initial implementation, the MLS continued getting t positive attention. “In the twenty-eight months of my tenure at Earth Advantage, the adoption of the green certification fields by RMLS has been one of the most powerful contributions to recognizing the true market value of our green certified homes,” commented Sean Penrith, Executive Director of Earth Advantage, Inc. “We are pleased to have such a progressive listing service on the forefront of green.”

Key Challenges and Lessons Learned

Even in an area where there appears to be an overwhelming reason to support the database change, it required committed individuals to take personal responsibility and see the process

through the barriers to change. There was resistance at the outset, with some perhaps perceiving green as a fad, and the value was not clear to the decision makers.

We were fortunate to have a spark in our community, Kria Lacher, a local REALTOR® with a passion for green and the dedication to pilot a difficult process. She committed herself to the project and coordinated the local home performance certification groups in the process, all of which were necessary to a successful implementation.

Roadblocks included working through a perception that there would be additional legal exposure with added fields. This was mitigated by increasing understanding among decision makers and adding experts in the form of third-party home performance certification groups and local architects.

One lesson that emerged was the importance of utilizing the resources of local home green build certification programs. ENERGY STAR® is another reliable resource, and it has helped with several MLS systems.

User groups for the MLS also need to be supportive because the database is only as good as the information that is put into it. Education is key to help REALTORS® utilize the fields properly and to understand the benefits of a higher performance home to clients.

Also critical to making the database change successful and helpful to REALTORS® is providing education, from local or national sources, on the ratings systems and features. The Portland Area REALTOR® group experienced positive results from improved communication with the building community and the home performance certification groups, and all parties benefitted from the interaction.

And finally, it also is important to make ongoing improvements and refinements that mirror market changes. That is, for example, if you have no LEED buildings in your market, it is not necessary to get too specific and bury the users in needless details of a program. Start with the basics and let your MLS grow with the local market.

Teresa St. Martin prepared this case with editorial and content input from RMLS Oregon, Earth Advantage, Kria Lacher, and other members of the RMLS working group.

Author: Teresa St Martin, Real Estate Broker, Windermere Cronin & Caplan

Traverse City Case Study

The Traverse Area Association of REALTORS® (TAAR) has had a long-standing policy of environmental stewardship in the Traverse Bay, Michigan region. The effort initially came about with the formation of the TAAR Environmental Subcommittee almost thirty-five years ago. The committee was charged with developing a position on water-quality issues based on septic systems' discharge into the local watershed.

The Traverse Bay region, a longtime tourist destination and agricultural area, began developing 1960s and 1970s when affluent middle-class workers from the automotive industry in Southeast Michigan migrated to the area. The influx of new people brought more commercial and residential development and greater pressure on the watershed.

TAAR's Environmental Subcommittee became a voice for good environmental stewardship during this period and its efforts became the genesis of several watershed and land conservation efforts by other regional stakeholders.

In December of 2007, TAAR and its wholly owned subsidiary, the Traverse Area Association of REALTORS® Multiple Listings Service**,** initiated a strategic effort to green the MLS. The Board of Directors charged the MLS Committee with developing the green MLS initiative.

The MLS Committee concluded that for this effort to succeed, it was necessary to partner with an expert in green building technologies and LEED, and it chose the Homebuilders Association of the Grand Traverse Area (HBAGTA).

Despite being in operation for forty years, HBAGTA the TAAR had never had a concerted collaboration before the development of TAAR's green initiative. The original aim was to develop a plan to green the regional MLS and promote building and remodeling among consumers. The HBAGTA became the mentor and primary knowledge broker to TAAR as the special Green MLS task team developed the criteria for this effort. A team of consisting of TAAR association members, TAAR association staff, TAAR MLS committee members and HBAGTA members and staff disseminated information, reviewed certification criteria, and developed relevant information fields for listings being placed in the MLS database. What also emerged was a draft of the Green Sellers' Disclosure form, Green Features form and field criteria for the Fidelity Paragon software used by the MLS. The process was streamlined because the MLS was owned by the same stakeholders, the REALTOR® association, and because a policy committee and a forms review committee already existed within

TAAR's structure. Careful and deliberate review by the Forms and Policy committees completed the process and determined that the Sellers' Disclosure should be voluntary and not mandatory.

During its deliberations, the team determined that the level and quality of information, and the process knowledge needed to carry it forward through the MLS phase was too complex for REALTOR® members and consumers to understand.

The team recommended to the MLS Committee that it was imperative to create an outreach and education program to provide relevant information both to consumers and REALTOR® members when the new MLS criteria was launched.

Working collaboratively also was key to success. During the process, concerns about liability issues emerged, particularly whether misrepresentation – green washing – could occur. However, by taking a holistic approach as part of an association- and MLS-based strategic initiative toward the greening of the MLS and by enlisting the support of the homebuilders in designing the criteria, the board determined that the MLS Committee had created a comprehensive enough plan to move ahead. At the end of the process, TAAR's Board of Directors recommended that there be an aggressive REALTOR® education and public outreach effort made both by TAAR and the MLS.

Green Solutions 4 (GS4) emerged as the solution that would help REALTORS® and consumers disseminate information about all facets of green housing and how green technologies and lifestyle choices can affect the environment. Another significant aspect of the initiative was to encourage TAAR members to pursue the newly-launched National Association of REALTORS® Green Designation.

Thanks to the cross-functional nature of the task team, the endorsement and support of the Board of Directors, the enthusiasm of the organizations' staff and because of the long history of regional environmental stewardship, roadblocks in greening the MLS were few. Of further help was that the political landscape was changing and NAR had endorsed a culture of sustainability for REALTOR® associations and their members for the 21st century.

Author: Kim Pontius

Metropolitan Regional Information Systems Case Study

MRIS began researching eco-friendly home features in response to several difficulties customers were experiencing. During meetings with association executives, appraisers and

REALTOR® work groups, and through various suggestion methods, the topic of "eco-friendly" and "green" kept emerging.

MRIS saw that without green options in the MLS, sellers were not able to list features that made their home stand out from the competition, buyers were not able to search for eco-friendly features, and appraisers were not able to accurately appraise the value of a home with green features. In addition, builders were not realizing the value of adding green features to new homes and homeowner were less aware than they should be of the benefits and savings associated with incorporating energy efficient features into their properties.

It was apparent that every segment of our customer base would benefit by adding eco-friendly features to the MLS.

MRIS began working collaboratively with associations, eco-agents and brokers, builders, appraisers, and green industry leaders to identify issues in today's market and assess future risks and opportunities in green real estate.

Communicating with RMLS Portland and other early adopters of the green MLS movement and learning about their successes and experiences provided us with a solid foundation upon which to begin.

We then collaborated with our local associations' green task forces, such as the Northern Virginia Association of REALTORS® (NVAR), which provided the expertise and invited us to attend its task force meetings.

During the first meeting, we reviewed our suggested list of features and plans for adding green feature to our systems. NVAR had serious concerns about potential liability to its members due, in part, to the lack of consistent industry standards and definitions. To discuss this concern, NVAR set up another task force comprised of MRIS, and neighboring associations – Greater Capital Area Association of REALTORS® (GCAAR), and Dulles Area Association of REALTORS® (DAAR) – and their legal representatives.

The goals of MRIS and the task forces were to:

- Proceed slowly and cautiously; outlining risks and opportunities;
- Review other MLS' green initiatives;
- Reduce the opportunity for litigation due to ambiguous definitions, overzealous salespeople or an overzealous plan by the MLS;
- Provide features that are straightforward to all customer segments;

- Improve intuitiveness by following the same process for "eco-friendly" features as we do for traditional features within a pick list, such as heating, cooling, and so forth;

- Do not determine what green is, which homes are greener than others, or which certifications are more respected, trusted and valid within the industry. Just produce a system that helps our customers accomplish their day-to-day tasks.

Through collaboration with the local task force and the legal task force, many legitimate features were rejected because they could not be verified by agents and appraisers. Other features, such as energy audits, HERS ratings, and so forth, were made available in a document pick list and as an attached document, rather than publishing the actual score or report in the listing itself. We also decided not to categorize these features under a "green" heading, but rather keep them consistent with what type of data it was. That is, we added green features into existing utilities, appliances and heating and cooling pick lists.

We also decided agent education was essential. Ideas included providing basic definitions, value statements, and, over time, home sales data that would reflect whether eco-friendly homes sell faster or for more money than conventional homes of the same size. This knowledge would help all MRIS customers and their clients. We saw an added benefit of education is that it could encourage energy efficient improvements among homeowners thinking about the resale value of their properties.

Concern for agent liability, possible litigation, and the need for education have been the only roadblocks we have experienced to date. The real estate communities, national and local experts, and our associations have been extremely valuable and cooperative in sharing their expertise and lessons learned.

At this point MRIS and our REALTOR® associations are working collaboratively to promote awareness, reduce risk and proceed deliberately. We will continue this partnership with our local REALTOR® associations, eco-agents and brokers, builders and green industry leaders to produce a system that helps our customers accomplish their day-to-day tasks as the green movement matures.

Author: Tim Campbell, MRIS

Appendix B

Sample Representative MLSs

Various states and communities have adopted differing approaches in the incorporation of green building standards into residential Multiple Listing Services (MLSs). Typically, green building standards are either incorporated directly into the standard MLS form, or attached as a separate document. When included, green standards can either be grouped together in one area of the form, or spread throughout as options listed in the appropriate categories.

Most MLSs that include green standards make special note of any green energy rankings or awards, such as HERS and LEED standards. To some degree these provide a useful shorthand, indicating to buyers that a home has significant green or energy efficiency components. However, the inclusion of more detailed information is most helpful; for this reason, green appliances, such as low-flow toilets and solar panels, are specifically listed.

Below, three representative MLSs are reproduced, as examples of the various approaches that can be used. The Austin, TX MLS provides an example of directly incorporating green building standards in the appropriate categories (highlighted in green). The San Antonio, TX MLS sequesters green building standards in their own categories (highlighted in green); lastly, the Memphis, Tennessee Green Features checklist[26] provides an example of the separate document approach. The San Antonio and Austin, Texas reports provide searchable fields for each green attribute in the MLS report. The Memphis, Tennessee report provides a yes/no check box to indicate the availability of the separate report that, when available, is provided as an addendum to the MLS report.

[26] Available on the Internet at: http://www.maar.org/Default.aspx?p=38101

1. AUSTIN MLS INPUTS

ACTMLS — AUSTIN-CENTRAL TEXAS MLS RESIDENTIAL PROPERTY PROFILE SHEET

ML # (System Assigned) _____

Instructions
* Denotes fields auto populated from Tax Records where available
® Denotes required information.

Dec-09 **RES**

® LIST AGREEMENT TYPE
o Exclusive Agency
o Exclusive Right to Sell
o Exclusive Right w/ Exception

® FORECLOSURE/REO Y / N

1st RIGHT REFUSAL? Y / N

Refusal Hours (Req'd if Y) _____

® LIST PRICE _____

® LIST AGREEMENT DOCUMENT (1 Req'd)
o ACTRIS
o Other
o TAR

TYPE (1 Req'd if F/REO = Y)
o FHA/HUD o Bank
o VA o Private
o Mortgage Co o See Agent

® HOA? Y / N

AUCTION Y / N

AUCTION DATE (Req'd if Auction = Y)
____/____/____

SALES RESTRICTIONS (Choose 1)
o Court Approval Required
o Estate
o Pre-foreclosure
o Probate
o Probate Subject to Overbid
o REO
o Short Sale Approved
o Short Sale Potential
o See Agent

® COUNTY * (1 Req'd; if Other selected, Out of Area fields will be required)
o Bastrop o Comal o Hays o San Saba
o Bell o Fayette o Lee o Travis
o Blanco o Gillespie o Lampasas o Williamson
o Burnet o Gonzales o Llano o Other
o Caldwell o Guadalupe o Milam

OUT OF AREA COUNTY (Req'd if County = Other) _____

® AREA * (1 Req'd)

o 1A	o 3	o 6	o 10N	o BT	o CLS	o GP	o HD	o JA	o LN	o MC	o OT	o RRW	o SV	o W
o 1B	o 3E	o 7	o 10S	o BU	o CM	o GTE	o HH	o KL	o LP	o MT	o PF	o SC	o SWE	o WE
o 1N	o 4	o 8E	o 11	o BW	o DT	o GTW	o HS	o LC	o LS	o N	o RA	o SE	o SWW	o WW
o 2	o 5	o 8W	o BA	o CC	o EL	o GU	o HU	o LH	o LW	o NE	o RN	o SH	o TC	
o 2N	o 5E	o 9	o BL	o CLN	o FC	o GZ	o HW	o LL	o MA	o NW	o RRE	o SS	o UT	

® PARCEL ID * (PID) _____

MULTIPLE PIDS o No o Yes

® FEMA 100 YR FLOOD PLAIN (1 Req'd)
o No o Unknown
o Yes o See Agent
o Partial

® MAPSCO* _____ (Page) ____ (Grid)

ETJ (Choose 1)
o No
o Yes
o See Agent

ADDRESS

® STREET NUMBER* _____ **® STREET NAME*** _____

UNIT # * _____

STATE (if outside of Texas) _____

® CITY* _____

OUT OF AREA CITY (Req'd if City=Other) _____

® ZIP CODE* _____

COUNTRY (if outside US) _____

® SUBDIVISION* _____

® LEGAL* _____

® SCHOOL DISTRICT * (1 Req'd)

o Academy	o Comal	o Flatonia	o Hutto	o Llano	o Navarro	o San Marcos	o Troy
o Austin	o Copperas Cove	o Florence	o Jarrell	o Lockhart	o New Braunfels	o San Saba	o Waelder
o Bartlett	o Coupland	o Fredericksburg	o Johnson City	o Lometa	o Nixon -Smiley	o Schulenburg	o Weimer
o Bastrop	o Cuero	o Gatesville	o Killeen	o Luling	o Pflugerville	o Shiner	o Wimberley
o Belton	o Del Valle	o Gause	o La Grange	o Manor	o Prairie Lea	o Schertz-Cibolo-Universal City	o Yoakum
o Blanco	o Dime Box	o Georgetown	o La Vernia	o Marble Falls	o Rockdale	o Sequin	o Other
o Borne	o Doss	o Giddings	o Lago Vista	o Marion	o Richland Springs	o Smithville	
o Bruceville-Eddy	o Dripping Springs	o Gonzales	o Lake Travis	o Mason	o Rogers	o Star	
o Buckholts	o Eanes	o Granger	o Lampasas	o Mc Dade	o Rosebud-Lott	o Taylor	
o Burnet	o Elgin	o Harper	o Leander	o Milano	o Round Rock	o Temple	
o Cameron	o Evant	o Hays	o Lexington	o Moody	o Round Top-Carmine	o Thorndale	
o Cherokee	o Fayetteville	o Holland	o Liberty Hill	o Moulton	o Salado	o Thrall	

OUT OF AREA SCHOOL DISTRICT (Req'd if School District = Other) _____

® ELEMENTARY A _____

® ELEMENTARY B _____

® MIDDLE SCHOOL _____

® JUNIOR HIGH SCHOOL _____

® 9 GR/HIGH SCHOOL _____

® SENIOR HIGH _____

® PROPERTY TYPE (1 Req'd)
o Attached 1/2 Duplex o Mobile Home
o Condo o Town House
o House o See Agent
o Manufactured

® OWNERSHIP TYPE (1 Req'd)
o Common o Fractional
o Fee-Simple o See Agent

UNIT STYLE (1 Req'd if Prop Type = Condo Attached or Town home; Choose Up To 5)
o 1st Floor Entry o High Rise (10+ Stories) o Neighbor Below
o 2nd Floor Entry o Loft o No Adjoining Neighbor
o 3rd + Floor Entry o Mid Rise (3-9 Stories) o Single level Floor Plan
o Elevator o Middle Unit o Stilt Home
o End Unit o Multi-level Floor Plan o See Agent
o Entry Steps o Neighbor Above

® STORIES (1 Req'd)
o 1 o 3
o 2 o Multi-level

® MAIN LEVEL BEDS
#_____

® FULL BATH
#_____

® LIVING
#_____

® DINING DESCRIPTION (1 Req'd; Choose Up To 2)
o Breakfast Area o Liv/Din Combo
o Dining "L" o No Dining
o Formal Dining o See Agent
o Kit/Din Combo

® MASTER ON MAIN?
Y / N

OTHER LEVEL BEDS
#_____

® HALF BATH
#_____

® DINING
#_____

® GARAGE SPACES **DESCRIPTION** (1 Req'd if Garg >0;Choose Up To 4)
o Attached o Door Opener o Door-Single o Entry-Rear o Entry-Swing-In o Parking Garage
#_____ o Detached o Door-Multi o Entry-Front o Entry-Side o Golf Cart o See Agent

DISABILITY FEATURES?
Y / N

PARKING DESCRIPTION (1 Req'd if # Garage = 0; Choose Up To 4)
o 1 Car Carport o 2 Car Carport o 3 Car Carport o 4 Car Carport o Off Street o See Agent
o 1 RSVP Space o 2 RSVP Space o 3 RSVP Space o 4 RSVP Space o Outside

® YEAR BUILT * **® YR BLT DESC.** (1 Req'd)
o Approximate o Resale o Under Construction
_____ o Historical Design. o Tear Down o Unknown
o New o To Be Built o Updated/Remodeled

® SQFT* **® SQFT SOURCE** * (1 Req'd)
o Appraiser o See Agent
_____ o Builder o See Attachment
o Owner o Tax Record

® CONSTRUCTION (1 Req'd; Choose Up To 5)
o 1 Side Masonry o All Sides Masonry o Concrete Block o Frame/Stone o Metal Siding o Stone Veneer o Vinyl Siding
o 2 Side Masonry o Brick Veneer o Double Wide o HardiPlank Type o Modular o Stucco o Wood Shingle
o 3 Side Masonry o Clapboard o Frame o Industrial o Single Wide o Triple Wide o See Agent
o Aluminum Siding o Composition Shingle o Frame/Brick Veneer o Log o Steel o Vertical Siding

® ROOF (1 Req'd; Choose Up To 4)
o Aluminum o Concrete o Mansard o Rubber o Wood Shake
o Asphalt Shingles o Fiber Cement o Metal o Slate/Imitation Slate o Wood Shingle
o Barrel o Fiberglass o Mixed o S-Tile o See Agent
o Built-up o Flat o Overlay o Tar/Gravel
o Composition Shingle o Green/Garden o Pitched o Tile

® VIEW (1 Req'd; Choose Up To 4)
o City o Greenbelt o Panoramic
o Creek/Stream o Hill Country o Pond
o Fields o Lake/River o Woods
o Golf Course o No View o See Agent

® WATERFRONT **WTRFT DESC** (1 Req'd if WTRFT =Y; Choose Up To 2)
Y / N
o Canal o Pond
o Creek/Stream o River
o Lake o See Agent

® WATER ACCESS
Y / N

ACCESS TYPE (1 Req'd if WA = Y; Choose Up To 4)
o Boat Lift o Private Dock
o Common Dock o Public Ramp
o Dock Available o See Agent

BUILDER NAME
_____

® FOUNDATION (1 Req'd; Choose Up To 2)
o Basement o On Stilts
o Block & Beam o Pier & Beam
o Bois D'Arc Post o Pilings
o Crawlspace o Slab
o None o See Agent

® CONDITION (1 Req'd)
o As-Is
o Latent Defect(s)
o New Construction
o Not Applicable
o See Disclosure
o See Agent

FACES (Choose 1)
o East o South
o North o South-East
o North-East o South-West
o North-West o West

® RESTRICTIONS (1 Req'd if Restrict = Y; Choose Up To 5)
Y / N
o Adult 55+ o Deed Restrictions o Livestock
o Adult 62+ o Development Type o Seller Imposed
o Building Size o Easement/R.O.W. o Unknown
o Building Style o Environmental o Zoning
o City Restrictions o Lease o See Agent
o Covenant o Limited # Vehicles

LOT DESCRIPTION (Choose Up To 4)
o Alley Access o In Golf Course Community o Partially Cultivated o Wooded
o Backs to Golf Course o Interior o Pond on Lot o Xeriscape
o Backs to Greenbelt o Irregular o Private Road o See Agent
o Canal (Man Made) o Lake on Lot o Public Maintained Road
o Corner o Level o Rilled
o Cul-de-sac o No Backyard Grass o Rolling
o Cultivated o On Golf Course o Sloped
o Flag o Open o Stream on Lot

LOT SIZE*
_____ X _____
(Frontage x Depth)

LAND SQFT* **ACRES***
_____ _____

GATED COMMUNITY?
Y / N

® DIRECTIONS (Directions to Property Only; No Phone Numbers)
_____
_____
(255 Characters)

AGENT REMARKS
_____
_____
_____
_____
_____

INTERNET REMARKS/DESC. OF PROPERTY

(510 Characters No Names, Phone/Fax numbers or web site/ URL addresses. **Written Description of the Property Only.**)

® INTERNET
Austinhomesearch.com? Y/N Realtor.com? Y/N Display for IDX? Y/N (Office Default) Do you want the Property Address on the Internet? Y/N

ADDITIONAL INFORMATION CON'T

BLOCKS TO UT SHUTTLE #_____

BLOCKS TO METRO #_____

HORSES Total Allowed? Y / N #_____

® FLOORING* (1 Req'd; Choose Up To 4)
- o Bamboo
- o Brick/Adobe
- o Carpet
- o Concrete
- o Cork
- o Hard Tile
- o Laminate
- o Linoleum
- o Marble
- o None
- o Parquet
- o Quarry Tile
- o Sheet Vinyl
- o Slate
- o Stained Concrete
- o Stone
- o Terrazzo
- o Vinyl Tile
- o Wood
- o Wood Under Carpet
- o See Agent

® MASTER BEDROOM DESCRIPTION (1 Req'd; Choose Up To 6)
- o 2 Master Suites
- o Bidet
- o Double Vanity
- o Dressing Room
- o Fireplace
- o Full Bath
- o Garden Tub
- o Half Bath
- o Jetted Type
- o In-Law Plan
- o None
- o Other Room
- o Separate Shower
- o Sitting Room
- o Walk-in Closet
- o See Agent

ROOMS (Choose Up To 8)
- o Bedroom/Office
- o Conservatory
- o Converted Garage
- o Exercise
- o Family
- o Formal Living
- o Foyer
- o Game
- o Great
- o Home Theater
- o Library
- o Living/Den
- o Loft
- o Media
- o Office/Study
- o Pantry
- o Screened Patio/Porch
- o Shared Bath
- o Storage
- o Sun
- o Utility
- o Wine
- o Workshop
- o See Agent

® GUEST ACCOMMODATIONS DESCRIPTION Y / N (1 Req'd if GA=Y; Choose Up To 3)
- o Connected
- o Garage Apartment
- o Main level
- o Not Connected
- o Room w/ Private Bath
- o Separate Entrance
- o Separate Kit Facilities
- o Separate Utilities
- o See Agent

KITCHEN (Choose Up To 6)
- o Breakfast Area
- o Breakfast Bar
- o Center Island
- o Corian Type Counters
- o Country Kitchen
- o Galley Type
- o Granite/Marble Counters
- o Gourmet Kitchen
- o Kitchenette
- o Natural Stone Counters
- o Open to Family Room
- o Pantry Closet
- o Plumbed for Icemaker
- o Second Kitchen
- o Tile Counters
- o See Agent

LAUNDRY FACILITIES (Choose Up To 3)
- o Dryer Connection
- o Electric & Gas Connections
- o Electric Connection
- o Gas Connection
- o No Connections
- o See Appliances
- o Stackable Washer/Dryer
- o Stackable W/D Connection
- o Washer/Dryer Connection
- o Washer Connection
- o See Agent

® LAUNDRY LOCATION (1 Req'd; Choose Up To 3)
- o Bathroom
- o Carport
- o Chute
- o Closet
- o Common Facilities
- o Garage
- o Hall
- o Kitchen
- o Main Level
- o None
- o Upper Level
- o Utility Room
- o See Agent

APPLIANCES/EQUIPMENT (Choose Up To 12)
- o Bar Ice Maker
- o Built-in Oven
- o Carbon Monoxide Detector
- o Central Vacuum
- o Convection Oven
- o Cook Top
- o Dishwasher
- o Disposal
- o Double Oven
- o Downdraft
- o Dryer
- o Energy Star Appliances
- o Gas Water Heater
- o Geotherm
- o Instant Hot Water
- o Jennaire Type
- o Microwave Oven
- o None
- o Range-Free Standing
- o Re-circulated Exhaust Fan
- o Refrigerator
- o Refrigerator Sub-Zero Type
- o Self Cleaning Oven
- o Single Oven
- o Solar Assisted
- o Stacked Washer/Dryer
- o Tankless Water Heater
- o Trash Compactor
- o Updated A/C unit (>12 Seer)
- o Vented Exhaust Fan
- o Washer
- o Water Filter Leased
- o Water Filter Owned
- o Water Softener Leased
- o Water Softener Owned
- o See Agent

INTERIOR FEATURES (Choose Up To 12)
- o Carbon Monoxide Detector
- o Cedar Closets
- o Ceiling- Cathedral
- o Ceiling- Coffered
- o Ceiling-High
- o Ceilings-Beam
- o Ceiling-Vaulted
- o Disabled Modified See Agent
- o Double Vanity
- o Dumbwaiter
- o Elevator
- o Fire Alarm System
- o Flashing Light Notification
- o Garden Tub
- o Hand Rails
- o High Speed Connection
- o ICF Compatible Fixtures
- o Indoor Utilities
- o In-Law Plan
- o Intercom
- o Jetted Type
- o Lower Fixtures
- o Modified for Hearing Impaired
- o Modified for Wheelchair
- o Modified Site
- o Plumbed for Icemaker
- o Security System-Leased
- o Security System-Owned
- o Separate Shower
- o Shutters
- o Skylight
- o Sliding Glass Door
- o Smoke Detector
- o Stereo System
- o Track Lighting
- o Walk-in Closet
- o Wet Bar
- o Wide Doors
- o Window Treatments
- o Wired for Cable
- o Wired for Security
- o Wired for Stereo
- o Wired for Surround Sound
- o See Agent

® STEPS (1 Req'd; Choose Up To 3)
- o Back Steps
- o Exterior Steps
- o Front Steps
- o Garage Door
- o Interior Garage
- o Interior Steps
- o No Exterior Steps
- o No Interior Steps
- o None
- o Sunken Room(s)
- o See Agent

® FIREPLACE #_____

FIREPLACE DESCRIPTION (1 Req'd if FRPL>0; Choose Up To 3)
- o Bathroom
- o Bedroom
- o Dining Room
- o Family Room
- o Formal Living
- o Game Room
- o Gas Log Fireplace
- o Guest Accommodations
- o Heatilator
- o Wood Stove Insert
- o Kitchen
- o Library
- o Living Room
- o Log Lighter
- o Pellet Stove
- o See Through
- o Wood Burning
- o Wood Stove-Freestanding
- o See Agent

® FENCE (1 Req'd; Choose Up To 4)
- o 3-Strand
- o 5-Strand
- o Barb Wire
- o Cedar
- o Chain Link
- o Cross Bars
- o Electric
- o Exotic Style
- o Goat Type
- o Invisible
- o Livestock
- o Masonry
- o Mesh
- o None
- o Non-Privacy
- o Partial
- o Pike
- o Pipe
- o Post
- o Privacy
- o Split Rail
- o Vinyl
- o Wire
- o Wood
- o Wrought Iron
- o See Agent

TREES (Choose Up To 3)
o Heavy
o Large (over 40')
o Medium (20'-40')
o Moderate
o Small (under 20')
o Sparse
o None

® POOL ON PROPERTY DESCRIPTION (1 Req'd if Pool=Y; Choose Up To 4)
Y / N
o Above Ground
o Attached Spa/Hot tub
o Cabana
o Child Gate/Fence
o Cover - Leaf Net
o Cover - Mesh
o Cover - Safety
o Cover - Solid
o Cover - Winter
o Diving
o Heated
o Indoor Pool
o In-ground Pool
o Lap Pool
o Negative Edge
o Perimeter Fence
o Separate Spa/Hot tub
o Sport
o See Agent

SPRINKLER SYSTEM DESCRIPTION
Y / N
(1 Req'd if Sprinkler = Y; Choose Up To 3)
o Automatic
o Back Yard
o Front Yard
o In-ground
o Manual
o Multiple Yards
o Partial
o Side Yard
o See Agent

EXTERIOR FEATURES (Choose Up To 12)
o Balcony
o Barbecue
o Barn/Stable
o Cabana
o Curbs
o Deck
o Decorative Pond
o Dock
o Dog Run
o Gazebo
o Greenhouse
o Horse Facilities
o Hot Tub
o Intercom Entry
o Outbuildings
o Patio Covered
o Patio Uncovered
o Playscape
o Porch Enclosed
o Porch Open
o Private Back Yard
o Private Garden
o Ramp(s)
o RV/Boat Parking
o Satellite Dish Leased
o Satellite Dish Owned
o Sauna
o Security Lighting
o Sidewalk
o Storage
o Tennis Court(s)
o Waterfall
o Wheelchair Accessible
o Workshop
o See Agent

AREA AMENITIES (Choose Up To 10)
o Billiards Room
o Club House
o Common Grounds
o Cluster Mailbox
o Elevator
o Equestrian Community
o Exercise Room
o Game Room
o Gym
o Jogging/Biking Trail
o Kitchen Facilities
o Lake Privileges
o Overhead Utilities
o Park
o Play Ground
o Pool-Above Ground
o Pool-Community
o Pool-Diving
o Pool-Heated
o Pool-Indoor
o Pool-In-ground
o Pool-Sport
o Private Golf Course
o Private Hangar
o Private Landing Strip
o Public Golf Course
o Public Hangar
o Public Landing Strip
o Sauna
o Small Aircraft Airport
o Sport Court(s)
o Sport Facility
o Storage
o Tennis Court(s)
o Underground Utilities
o See Agent

COMMUNITY WEB SITE _____ (Community information only. No Agent Information Allowed.)

® REQUIRED DOCUMENTATION/AGENT INFORMATION (Choose Up To 10)
o Approved Seniors Project
o Corporate Listing
o Corporate Owned
o Exclusions
o Familial Relationship
o Home Protection Plan
o Lead Based Paint Addendum
o MI/Lenders Approval
o MUD
o None
o Other Disclosures
o Other Real Estate Owned
o Owner/Agent
o Planned Unit Development
o Prospects Reserved
o Real Estate Owned Lender
o Relo Addendum Required
o Rental Records Available
o Residentail Service Contract
o Seller Provided Survey Available
o Sellers Disclosure
o Special Addendum
o Warranty/See Agent
o Water District
o See Agent

DOCUMENTS AVAILABLE (Choose Up To 10)
o Aerial Photos
o ALTA Survey
o APOD/Backup Available
o Appraisal
o Archeological Site
o Building Plans
o Cost Estimates
o Deed Restrictions
o Development Plan
o ECRA Clearance
o Engineering Report
o Environmental Study Complete
o Feasibility Study
o Financial Statement
o Financing
o Flowage Easement
o Geological
o Historical
o Income & Expense Statement
o Leases
o Legal Documents
o None Available
o Oak Wilt Test
o Off-Site Requirements
o Perc Test Results/Map
o Perc Test Needed
o Plans & Specs
o Profit & Loss Statement
o Rent Roll
o Schedule of Personal Property
o Septic Certification
o Site Plan
o Soil Test
o Special Assessment District
o Standard Industrial Classification
o Survey
o Tax Return Available
o Topography Map
o Unit Mix Schedule
o Utility Easement
o Vendor Leases
o Water Capacity/Quality Report
o Water/Well Report
o Water/Well Test
o Wetlands Approval/Waiver
o Wetlands Delineation Map
o See Agent

UTILITIES INFORMATION

® HEAT (1 Req'd; Choose Up To 2)
o Baseboard
o Boiler
o Central Heat
o Electric
o Floor Furnace
o Heat Pump
o Natural Gas
o No Heat
o Radiant
o Radiator
o Solar
o Space Heater
o Wall Unit
o See Agent

® A/C* (1 Req'd; Choose Up To 2)
o Central A/C
o Chiller DX System
o Chilled Water
o No A/C
o Wall Unit
o Window Unit
o See Agent

® UTILITY (1 Req'd; Choose Up To 4)
o Above Ground
o Electricity Available
o Electricity Not Available
o Electricity on Property
o Fuel Tank
o Natural Gas Available
o Natural Gas Not Available
o Natural Gas on Property
o None Available
o Phone Available
o Phone Not Available
o Phone on Property
o Propane Available
o Propane Needed
o Propane on Property
o Solar
o Underground
o See Agent

® WATER (1 Req'd; Choose Up To 2)
o City
o MUD
o None Avail.
o Private Water Co.
o Water District
o Well Needed
o Well on Property
o Well Shared
o See Agent

® SEWER (1 Req'd; Choose Up To 2)
o City at Street
o City on Property
o MUD
o None Avail.
o Private
o Septic On Property
o Septic Needed
o Septic Shared
o Water District
o See Agent

INSULATION (Choose Up To 3)
o Batts
o Blanket
o Blown-in
o Ceiling
o Cellulose
o Floor
o Foam
o Foil-faced surface
o Fully
o Glass Fiber
o Insulation to Code
o Mineral Wool
o Partial Insulation
o Perlite
o PGE/PUD Energy Package
o Polystyrene
o Poured
o Rigid Board
o Some
o Unknown
o Urethane
o Vermiculite
o Wall
o See Agent

INSULATION RATING
_____R

ENERGY EFFICIENT (Choose Up To 14)
o Attic Fan
o Ceiling Fan(s)
o Compost Area/Bin
o Conditioned Space for HVAC
o Double Pane Windows
o Electrostatic Air Filter
o Energy Audit
o Energy Star Appliances
o Gas Water Heater
o Geotherm
o Green/Garden Roof
o Heat Pump
o High Roof Window
o Humidifier
o ICF Compatible Fixtures
o Instant Hot Water
o Insulated Doors
o Load Controller
o None
o Programmable Thermostat
o Solar Assisted
o Solar Heat
o Solar Screen
o Solar Water Heater
o Storm Door(s)
o Storm Windows
o Strawbale
o Tankless Water Heater
o Thermal Type Window(s)
o Tinted Window(s)
o Turbines
o Updated A/C unit (>12 Seer)
o Whole House Fan
o Zone Air/Heat
o See Agent

GREEN BUILDING RATING (Choose Up To 3)
o Austin Energy's Green Building Program
o Energy Star Homes
o Environments for Living
o LEED-H
o NAHB

RATING YEAR
(Req'd if a Green Rating is selected)
_____

RATING ACHIEVED
(Req'd if a Green Rating is selected)
o 1 Star
o 2 Star
o 3 Star
o 4 Star
o 5 Star
o Gold
o HERS
o N/A
o Platinum
o Silver
o See Agent

FINANCIAL INFORMATION

HOA NAME _____

HOA MANAGEMENT CO _____

HOA (Req'd if HOA = Y)
$_____ (Choose 1) o Mandatory o Voluntary (Choose 1) o Annually o Monthly o Quarterly o Semi-Annually

HOA TRANSFER FEE $_____

HOA FEES INCLUDE (1 Req'd if HOA = Y; Choose Up To 5)
o Cable o Common Insurance o Common Area Maintenance o Electric o Exterior Maintenance
o Gas o Heat o Hot Water o Insurance-See Agent o Landscaping
o Security Fees o Sewer Fees o Trash Collection o Water Fees o See Agent

TITLE (Choose 1)
o Buyer o Negotiable o Seller

SPECIAL ASSESSMENT (Choose 1)
o No o Yes o See Agent

® ESTIMATED TAXES* $_____

ACTUAL TAXES $_____

® TAX YEAR* _____

TAX RATE ___._____

® EXEMPTIONS (1 Req'd; Choose Up To 3)
o Agricultural o Disability o Homestead
o Historical o None o Over 65
o Wildlife o See Agent

POSSESSION (Choose Up To 2)
o Closing o Funding o Immediate
o Lease Back o Negotiable o See Agent

PREFERRED TITLE COMPANY _____

TYPE OF LIEN (1 Req'd)
o Assumable
o Non-Assumable

LOAN AMOUNT $_____

FIXED RATE Y / N

INTEREST AMT ____ . ____%

BUYER INCENTIVE (Choose Up To 4)
o Appliance Package o Closing Cost o Decoration Allowance o Landscape Package
o Points o Repairs o See Agent

® ACCEPTABLE FINANCING (1 Req'd; Choose Up To 5)
o Assumable-Non Qual o Assumable-Qual o Buyer Assistance Program o Court Approval o Cash o Committed Money
o Conventional o Exchange o Fannie Mae o FHA o Freddie Mac o Lender Approval
o Lease Purchase o Owner Financing-1st Mortgage o Owner Financing-2nd Mortgage o Sale Lease Back o SBA Loan o Sell Workout
o Texas Vet o USDA Eligible o VA o Zero Down o See Agent

OFFICE INFORMATION

® LISTING AGENT ID _____

® LISTING AGENT NAME _____

® LIST DATE ____/____/____

® LISTING OFFICE ID _____

® LISTING OFFICE NAME _____

® EXPIRATION DATE ____/____/____

LISTING AGENT 2 ID _____

LISTING AGENT 2 NAME _____

® OWNER NAME* _____

® OWNER PHONE _____-_____-_____

® OCCUPANT (1 Req'd)
o Owner
o Tenant
o Vacant

OCCUPANT PHONE _____-_____-_____

OWNER OTHER PHONE _____-_____-_____

SIGN? Y / N

INTERMEDIARY? Y / N

® SUB-AGENT % / $ _____

® AMOUNT _____

® BUYER AGENT % / $ _____

® AMOUNT _____

BONUS TO BA % / $ _____

VARIABLE RATE COMMISION Y / N

® SHOW INSTRUCTIONS (1 Req'd; Choose Up To 3)
o Agent or Owner Present
o Appointment w/ Agent
o Appointment w/ Builder
o Appointment w/ Management Co.
o Appointment w/ Occupant
o Appointment w/ Office
o Appointment w/ Owner
o Call Agent for Code
o Call First-Go
o Call Office
o Do Not Disturb Tenant, Mgt., ETC.
o Go
o See Remarks
o See Agent

® ACCESS INSTRUCTIONS (1 Req'd; Choose Up To 4)
o Alarm on Premises
o Animal(s) on Property
o Key in Lockbox
o Key w/ Gate Guard
o Key w/ Listing Agent
o Key w/ Listing Office
o Key w/ Management Co
o Key w/ Occupant
o Key w/ Owner
o None
o Pet(s) on Premises
o See Security Code Attachment
o See Remarks
o See Agent

® LOCKBOX TYPE (1 Req'd; Choose Up To 2)
o Both
o Combo Lockbox
o Lockbox
o None

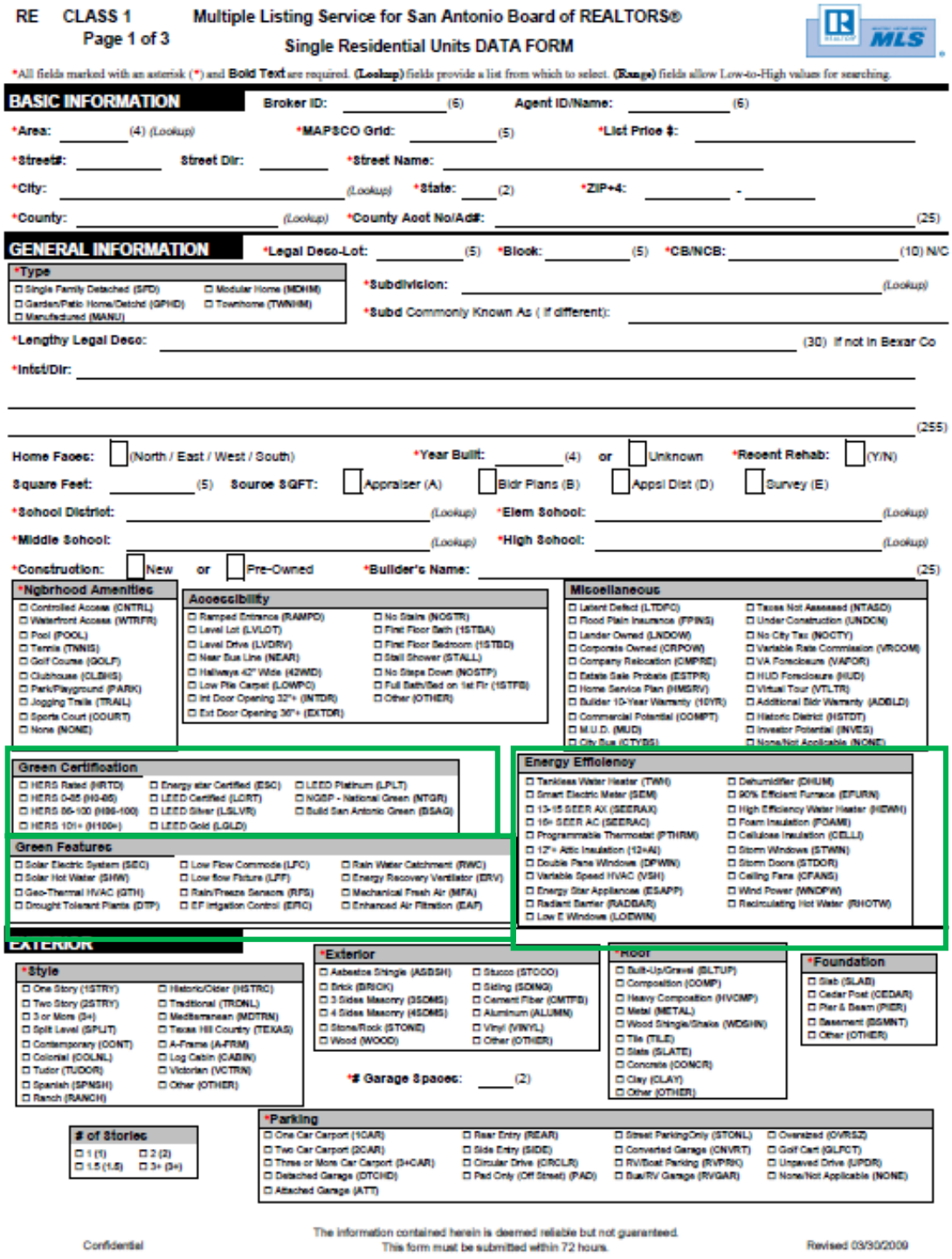
LOCKBOX LOCATION (1 Req'd if Combo or Lockbox=Y; Choose Up To 2)
o Door-Back o Door-Front
o Door-Side o Fence
o Gate o Porch
o Tree o See Agent

Seller grants the Broker the right to publish any information contained on this form (through the MLS). The information has been furnished by the Seller and/or other sources, and is not guaranteed by the Broker or MLS. Age, square feet, etc,. and all dimensions are approximate.

Agent ID _____ **Agent Name** _____ **Office Name** _____

Broker/Salesperson Signature _____ **Date** _____ **Agent Phone** _____

2. SAN ANTONIO



RE CLASS 1
Page 1 of 3

Multiple Listing Service for San Antonio Board of REALTORS®
Single Residential Units DATA FORM

*All fields marked with an asterisk (*) and **Bold Text** are required. **(Lookup)** fields provide a list from which to select. **(Range)** fields allow Low-to-High values for searching.

BASIC INFORMATION

Broker ID: _____(6) Agent ID/Name: _____(6)

*Area: _____(4) *(Lookup)* *MAPSCO Grid: _____(5) *List Price $: _____

*Street#: _____ Street Dir: _____ *Street Name: _____

*City: _____ *(Lookup)* *State: ____(2) *ZIP+4: _____ - _____

*County: _____ *(Lookup)* *County Acct No/Add#: _____(25)

GENERAL INFORMATION

*Legal Deco-Lot: _____(5) *Block: _____(5) *CB/NCB: _____(10) N/C

*Type
☐ Single Family Detached (SFD) ☐ Modular Home (MDHM)
☐ Garden/Patio Home/Detchd (GPHD) ☐ Townhome (TWNHM)
☐ Manufactured (MANU)

*Subdivision: _____ *(Lookup)*

*Subd Commonly Known As (if different): _____

*Lengthy Legal Desc: _____(30) If not in Bexar Co

*Inst/Dir: _____

_____

_____(255)

Home Faces: ☐ (North / East / West / South) *Year Built: _____(4) or ☐ Unknown *Recent Rehab: ☐ (Y/N)

Square Feet: _____(5) Source SQFT: ☐ Appraiser (A) ☐ Bldr Plans (B) ☐ Appsl Dist (D) ☐ Survey (E)

*School District: _____ *(Lookup)* *Elem School: _____ *(Lookup)*

*Middle School: _____ *(Lookup)* *High School: _____ *(Lookup)*

*Construction: ☐ New or ☐ Pre-Owned *Builder's Name: _____(25)

*Ngbrhood Amenities
☐ Controlled Access (CNTRL)
☐ Waterfront Access (WTRFR)
☐ Pool (POOL)
☐ Tennis (TNNIS)
☐ Golf Course (GOLF)
☐ Clubhouse (CLBHS)
☐ Park/Playground (PARK)
☐ Jogging Trails (TRAIL)
☐ Sports Court (COURT)
☐ None (NONE)

Accessibility
☐ Ramped Entrance (RAMPD)
☐ Level Lot (LVLOT)
☐ Level Drive (LVDRV)
☐ Near Bus Line (NEAR)
☐ Hallways 42" Wide (42WD)
☐ Low Pile Carpet (LOWPC)
☐ Int Door Opening 32"+ (INTDR)
☐ Ext Door Opening 36"+ (EXTDR)
☐ No Stairs (NOSTR)
☐ First Floor Bath (1STBA)
☐ First Floor Bedroom (1STBD)
☐ Stall Shower (STALL)
☐ No Steps Down (NOSTP)
☐ Full Bath/Bed on 1st Flr (1STFB)
☐ Other (OTHER)

Miscellaneous
☐ Latent Defect (LTDFC)
☐ Flood Plain Insurance (FPINS)
☐ Lender Owned (LNDOW)
☐ Corporate Owned (CRPOW)
☐ Company Relocation (CMPRE)
☐ Estate Sale Probate (ESTPR)
☐ Home Service Plan (HMSRV)
☐ Builder 10-Year Warranty (10YR)
☐ Commercial Potential (COMPT)
☐ M.U.D. (MUD)
☐ City Bus (CTYBS)
☐ Taxes Not Assessed (NTASD)
☐ Under Construction (UNDCN)
☐ No City Tax (NOCTY)
☐ Variable Rate Commission (VROOM)
☐ VA Foreclosure (VAFOR)
☐ HUD Foreclosure (HUD)
☐ Virtual Tour (VTLTR)
☐ Additional Bldr Warranty (ADBLD)
☐ Historic District (HSTDT)
☐ Investor Potential (INVES)
☐ None/Not Applicable (NONE)

Green Certification
☐ HERS Rated (HRTD)
☐ HERS 0-85 (H0-85)
☐ HERS 86-100 (H86-100)
☐ HERS 101+ (H100+)
☐ Energy star Certified (ESC)
☐ LEED Certified (LCRT)
☐ LEED Silver (LSLVR)
☐ LEED Gold (LGLD)
☐ LEED Platinum (LPLT)
☐ NGBP - National Green (NTGR)
☐ Build San Antonio Green (BSAG)

Energy Efficiency
☐ Tankless Water Heater (TWH)
☐ Smart Electric Meter (SEM)
☐ 13-15 SEER AX (SEERAX)
☐ 16+ SEER AC (SEERAC)
☐ Programmable Thermostat (PTHRM)
☐ 12"+ Attic Insulation (12+AI)
☐ Double Pane Windows (DPWIN)
☐ Variable Speed HVAC (VSH)
☐ Energy Star Appliances (ESAPP)
☐ Radiant Barrier (RADBAR)
☐ Low E Windows (LOEWIN)
☐ Dehumidifier (DHUM)
☐ 90% Efficient Furnace (EFURN)
☐ High Efficiency Water Heater (HEWH)
☐ Foam Insulation (FOAM)
☐ Cellulose Insulation (CELLI)
☐ Storm Windows (STWIN)
☐ Storm Doors (STDOR)
☐ Ceiling Fans (CFANS)
☐ Wind Power (WNDPW)
☐ Recirculating Hot Water (RHOTW)

Green Features
☐ Solar Electric System (SEC)
☐ Solar Hot Water (SHW)
☐ Geo-Thermal HVAC (GTH)
☐ Drought Tolerant Plants (DTP)
☐ Low Flow Commode (LFC)
☐ Low flow Fixture (LFF)
☐ Rain/Freeze Sensors (RFS)
☐ EF Irrigation Control (EFIC)
☐ Rain Water Catchment (RWC)
☐ Energy Recovery Ventilator (ERV)
☐ Mechanical Fresh Air (MFA)
☐ Enhanced Air Filtration (EAF)

EXTERIOR

*Style
☐ One Story (1STRY)
☐ Two Story (2STRY)
☐ 3 or More (3+)
☐ Split Level (SPLIT)
☐ Contemporary (CONT)
☐ Colonial (COLNL)
☐ Tudor (TUDOR)
☐ Spanish (SPNSH)
☐ Ranch (RANCH)
☐ Historic/Older (HSTRC)
☐ Traditional (TRDNL)
☐ Mediterranean (MDTRN)
☐ Texas Hill Country (TEXAS)
☐ A-Frame (A-FRM)
☐ Log Cabin (CABIN)
☐ Victorian (VCTRN)
☐ Other (OTHER)

*Exterior
☐ Asbestos Shingle (ASBSH)
☐ Brick (BRICK)
☐ 3 Sides Masonry (3SDMS)
☐ 4 Sides Masonry (4SDMS)
☐ Stone/Rock (STONE)
☐ Wood (WOOD)
☐ Stucco (STUCO)
☐ Siding (SDNG)
☐ Cement Fiber (CMTFB)
☐ Aluminum (ALUMN)
☐ Vinyl (VINYL)
☐ Other (OTHER)

*Roof
☐ Built-Up/Gravel (BLTUP)
☐ Composition (COMP)
☐ Heavy Composition (HVCMP)
☐ Metal (METAL)
☐ Wood Shingle/Shake (WDSHN)
☐ Tile (TILE)
☐ Slate (SLATE)
☐ Concrete (CONCR)
☐ Clay (CLAY)
☐ Other (OTHER)

*Foundation
☐ Slab (SLAB)
☐ Cedar Post (CEDAR)
☐ Pier & Beam (PIER)
☐ Basement (BSMNT)
☐ Other (OTHER)

*# Garage Spaces: ____(2)

# of Stories
☐ 1 (1) ☐ 2 (2)
☐ 1.5 (1.5) ☐ 3+ (3+)

*Parking
☐ One Car Carport (1CAR)
☐ Two Car Carport (2CAR)
☐ Three or More Car Carport (3+CAR)
☐ Detached Garage (DTCHD)
☐ Attached Garage (ATT)
☐ Rear Entry (REAR)
☐ Side Entry (SIDE)
☐ Circular Drive (CRCLR)
☐ Pad Only (Off Street) (PAD)
☐ Street Parking Only (STONL)
☐ Converted Garage (CNVRT)
☐ RV/Boat Parking (RVPRK)
☐ Bus/RV Garage (RVGAR)
☐ Oversized (OVRSZ)
☐ Golf Cart (GLFCT)
☐ Unpaved Drive (UPDR)
☐ None/Not Applicable (NONE)

Confidential

The information contained herein is deemed reliable but not guaranteed.
This form must be submitted within 72 hours.

Revised 03/30/2009

Single Residential Units DATA FORM

*All fields marked with an asterisk (*) and **Bold Text** are required. **(Lookup)** fields provide a list from which to select. **(Range)** fields allow Low-to-High values for searching.

Pool: ☐ (Y/N)

***Pool/Spa**

☐ In Ground Pool (INGRN)	☐ Fenced Pool (FNCPL)
☐ Above Ground Pool (ABVGR)	☐ Enclosed Pool (ENCPL)
☐ Adjoining Pool/Spa (ADJPL)	☐ Diving Board (DVBRD)
☐ Hot Tub (HOTTB)	☐ Pools Sweep (PLSWP)
☐ Pool is Heated (PLHTD)	☐ None (NONE)
☐ Pool Solar Heated (PLSLR)	☐ Other (OTHER)

Exterior Features

☐ Private Tennis (PVTEN)	☐ Sprinkler System (SPSYS)	☐ Mature Trees (TREES)
☐ Patio Slab (PTSLB)	☐ Partial Sprinkler System (PRSPR)	☐ Detached Quarters (DTQTR)
☐ Covered Patio (CVPAT)	☐ Storm Windows (STRWN)	☐ Additional Dwelling (ADDDW)
☐ Bar-B-Que Pit/Grill (BBQ)	☐ Double Pane Windows (DBLPN)	☐ Horse Stalls/Barn (HORSE)
☐ Gas Grill (GRILL)	☐ Solar Screens (SOLAR)	☐ Dog Run Kennel (DGRUN)
☐ Deck/Balcony (DKBAL)	☐ Decorative Bars (DECBR)	☐ Wire Fence (WIRE)
☐ Privacy Fence (PVFNC)	☐ Storage Building/Shed (STRG)	☐ Stone/Masonry Fence (STONE)
☐ Chain Link Fence (CHLNK)	☐ Gazebo (GAZE)	☐ Outdoor Kitchen (OTKT)
☐ Wrought Iron Fence (WRGHT)	☐ Has Gutters (GTTRS)	☐ None (NONE)
☐ Partial Fence (PRFNC)	☐ Special Yard Lighting (SPCL)	

***Lot Size:** (25)

Lot Description

☐ Corner (CRNR)	☐ Bluff View (BLUFF)	☐ Irregular (IRR)	☐ 2 - 5 Acres (2-5AC)
☐ Cul-de-Sac/Dead End (CLDSC)	☐ City View (CITY)	☐ Less than 1/4 Acre (-.25A)	☐ 5 - 14 Acres (5-14A)
☐ On Golf Course (GLFCR)	☐ County View (CNTY)	☐ 1/4 - 1/2 Acre (-.5AC)	☐ 15 Acres Plus (15+A)
☐ On Waterfront (WTRFR)	☐ Water View (WATER)	☐ 1/2-1 Acre (-1AC)	☐ Zero Lot Line (ZLL)
☐ On Greenbelt (GRNBL)	☐ Horses Allowed (HORSE)	☐ 1 - 2 Acres (1-2A)	

Lot Improvements

☐ Street Paved (PAVED)	☐ Streetlights (STLGT)
☐ Curbs (CURBS)	☐ Alley (ALLEY)
☐ Street Gutters (STGTR)	☐ Fire Hydrant w/in 500' (FRHYD)
☐ Sidewalks (SDWLK)	

Lot Dem: (25)

INTERIOR

***Interior**

☐ One Living Area (1LVAR)	☐ Two Eating Areas (2ETAR)	☐ Game Room (GAMRM)	☐ All Bedrooms Upstairs (BEDUP)	☐ Maid's Quarters (MDQTR)
☐ Two Living Areas (2LVAR)	☐ Island Kitchen (ISLKT)	☐ Media Room (MEDIA)	☐ Secondary Bedroom Down (SCBED)	☐ Pull Down Storage (PLDWN)
☐ Three Living Areas (3LVAR)	☐ Breakfast Bar (BKFST)	☐ Shop (SHOP)	☐ 1st Floor Lvl/No Steps (1FLRL)	☐ Skylights (SKYLT)
☐ Liv/Din Combo (LDCMB)	☐ Walk-in Pantry (WLKIN)	☐ Loft (LOFT)	☐ Converted Garage (CNVGR)	☐ Cable TV Available (CABLE)
☐ Separate Dining Room (SPDIN)	☐ Study/Office (STUDY)	☐ Sauna (SAUNA)	☐ High Ceilings (HGHCL)	☐ High Speed Internet (INTRN)
☐ Eat-In Kitchen (EATIN)	☐ Atrium (ATRM)	☐ Utility Room Inside (UTINS)	☐ Open Floor Plan (OPEN)	☐ Not Applicable (NA)
☐ Auxiliary Kitchen (AUXIT)	☐ Florida Room (FLARM)	☐ Utility Area in Garage (UTGAR)	☐ Guest Suite (GSUI)	☐ Other (OTH)

***Inclusions**

☐ Ceiling Fans (CLFNS)	☐ Built-in Oven (BIOVN)	☐ Dishwasher (DSHWR)	☐ Smoke Alarm (SMKAL)	☐ Satellite Dish (owned) (SATDS)
☐ Chandelier (CHNDL)	☐ Self-Cleaning Oven (SCOVN)	☐ Trash Compactor (TRCMP)	☐ Security System (Owned) (SSOWN)	☐ Garage Door Opener (GARDR)
☐ Central Vacuum (CNTVC)	☐ Microwave Oven (MICOVN)	☐ Ice Maker Connection (ICMKR)	☐ Security System (Leased) (SSLSD)	☐ Whole House Fan (WHSFN)
☐ Washer Connection (WSHCN)	☐ Stove/Range (STVRN)	☐ Water Softener (owned) (SFTOWN)	☐ Pre-Wired for Security (PRWRD)	☐ In Wall Pest Control (PSTCN)
☐ Dryer Connection (DRYCN)	☐ Gas Cooking (GSCK)	☐ Water Softener (Leased) (SFTLSD)	☐ Attic Fan (ATCFN)	☐ Plumb for Water Softener (PLUMB)
☐ Washer (WSHER)	☐ Gas Grill (GRILL)	☐ Wet Bar (WETBR)	☐ Electric Water Heater (ELWTR)	☐ Smooth Cooktop (SMCK)
☐ Dryer (DRYER)	☐ Refrigerator (REFRI)	☐ Vent Fan (VNTFN)	☐ Gas Water Heater (GSWTR)	☐ Down Draft (DNDT)
☐ Stacked Washer/Dryer (STKWD)	☐ Disposal (DISPL)	☐ Intercom (INTCM)	☐ Wood Stove (WDSTV)	☐ Not Applicable (NA)
☐ Cook Top (CKTOP)				

***Floor**

☐ Carpeting (CRPT)	☐ Wood (WOOD)
☐ Saltillo Tile (STILE)	☐ Vinyl (VINYL)
☐ Ceramic Tile (CTILE)	☐ Laminate (LMNAT)
☐ Marble (MRBLE)	☐ Slate (SLATE)
☐ Linoleum (LNLEM)	☐ Stained Concrete (STDCT)
☐ Parquet (PRQUT)	☐ Other (OTHER)

# of Fireplaces

☐ 0 (0)
☐ 1 (1)
☐ 2 (2)
☐ 3+ (3+)

***Fireplace**

☐ One (ONE)	☐ Gas Logs Included (LGINC)
☐ Two (TWO)	☐ Mock Fireplace (MOCK)
☐ Three+ (3+)	☐ Wood Burning (WDBRN)
☐ Living Room (LIVRM)	☐ Gas (GAS)
☐ Dining Room (DINRM)	☐ Not Applicable (NA)
☐ Family Room (FAMRM)	☐ Other (OTHER)
☐ Master Bedroom (MSTBD)	

***Window Coverings**

☐ All Remain (ALL)
☐ Some Remain (SOME)
☐ None Remain (NONE)

***Bedrooms:** ____ (2)

***Master Bedroom**

☐ Split (SPLIT)	☐ Multi-Closets (MULTI)
☐ Downstairs (DWNST)	☐ Ceiling Fan (CLFAN)
☐ Upstairs (UPSTR)	☐ Full Bath (FLBT)
☐ Outside Access (OUTAC)	☐ Half Bath (HFBT)
☐ Dual Masters (DUAL)	☐ Other (OTHER)
☐ Sitting Room (SITRM)	☐ Not Applicable/None (NA)
☐ Walk-In Closet (WLKIN)	

***Full Baths:** ____ (2)

***Half Baths:** ____ (2)

***Master Bath**

☐ Tub/Shower Separate (TSSEP)	☐ Double Vanity (DBLVN)
☐ Tub/Shower Combo (TSCMB)	☐ Tub has Whirlpool (TWHRL)
☐ Tub Only (TONLY)	☐ Bidet (BIDET)
☐ Shower Only (SONLY)	☐ Garden Tub (GRDTB)
☐ His & Her Baths (HSHR)	☐ None/No Tub or shower (NTIS)
☐ Single Vanity (SNGVN)	☐ Not Applicable (NA)
☐ Separate Vanity (SEPVN)	

***Room Dimensions:** (Round to nearest foot)

Room Name	Lth		Wth	Room Name	Lth		Wth	Room Name	Lth		Wth
Entry Room Size:	____	x	____	Utility Room Size:	____	x	____	Bedroom 4 Size	____	x	____
Living Room Size:	____	x	____	*Master Bedroom Size:	____	x	____	Bedroom 5 Size	____	x	____
Family Room Size:	____	x	____	*Master Bath Size:	____	x	____	Other Room Use:	____ (10)		
Study/Office Size:	____	x	____	Master Bedroom 2 Size:	____	x	____	Other Room Size:	____	x	____
*Kitchen Size:	____	x	____	Bedroom 2 Size:	____	x	____	Other Room 2 Use:	____ (10)		
Breakfast Room Size:	____	x	____	Bedroom 3 Size	____	x	____	Other Room 2 Size:	____	x	____
Dining Room Size:	____	x	____								

Multiple Listing Service for San Antonio Board of REALTORS®
Single Residential Units DATA FORM

*All fields marked with an asterisk (*) and **Bold Text** are required. **(Lookup)** fields provide a list from which to select. **(Range)** fields allow Low-to-High values for searching.

UTILITIES

***Air Conditioning**
- ☐ One Central (1CNTR)
- ☐ Two Central (2CNTR)
- ☐ Three+ Central (3+CNT)
- ☐ One Window/Wall (1WNDW)
- ☐ Two Window/Wall (2WNDW)
- ☐ 3+ Window/Wall (3+WND)
- ☐ Heat Pump (HTPMP)
- ☐ Zoned (ZONED)
- ☐ Not Applicable (NA)
- ☐ Other (OTHER)

***Heating**
- ☐ Central (CNTRL)
- ☐ Heat Pump (HTPMP)
- ☐ Floor Furnace (FLRFR)
- ☐ Jet (JET)
- ☐ Panel (PANEL)
- ☐ Window Unit (WNDUN)
- ☐ Other (OTHER)
- ☐ None (NONE)

***Heating Fuel**
- ☐ Electric (ELEC)
- ☐ Natural Gas (NTGAS)
- ☐ Propane (PROPN)
- ☐ Solar (SOLAR)
- ☐ Propane Leased (PPLNS)
- ☐ Other (OTHER)

***Water/Sewer**
- ☐ Water System (WTRSY)
- ☐ Private Well (PRVT)
- ☐ Sewer System (SWRSY)
- ☐ Septic (SPTIC)
- ☐ Aerobic Septic (ARBSP)
- ☐ Water Storage (WTRST)
- ☐ Other (OTHER)

Utility Suppliers:

Elec: _____ (12) **Water:** _____ (12) **Garbage:** _____ (12)

Gas: (12) **Sewer:** (12) **Other:** (12)

TAX/HOA

***Taxed by Mltpl Counties:** ☐ (Y/N)

Certified Tax Year: _____ (4)

***Total Tax:** _____ . __

HOA Name: _____ (Lookup)

HOA Fee: _____ (4)

Assoc Transfer Fee: _____ (4)

***HOA**
- ☐ Mandatory (MAND)
- ☐ Voluntary (VOLNT)
- ☐ None (NONE)

Payment Frequency
- ☐ Annually (A)
- ☐ Monthly (M)
- ☐ Quarterly (Q)
- ☐ Semi-Annually (S)

HOA Name 2: _____ (Lookup)

HOA Fee 2: _____ (4)

Assoc Transfer Fee 2: _____ (4)

Multiple HOA: ☐ (Y/N)

Payment Frequency 2
- ☐ Annually (A)
- ☐ Monthly (M)
- ☐ Quarterly (Q)
- ☐ Semi-Annually (S)

HOA Name 3: _____ (Lookup)

HOA Fee 3: _____ (4)

Assoc Transfer Fee 3: _____ (4)

Payment Frequency 3
- ☐ Annually (A)
- ☐ Monthly (M)
- ☐ Quarterly (Q)
- ☐ Semi-Annually (S)

OFFICE/SALES

***Listing Date:** ____ / ____ / _____ ***Expiration Date:** ____ / ____ / _____

***Contract**
- ☐ Exclusive Agency (EA)
- ☐ Exclusive Right to Sell (ERS)

***Proposed Terms**
- ☐ Conventional (CONV)
- ☐ FHA (FHA)
- ☐ VA (VA)
- ☐ 1st Seller Carry (1ST)
- ☐ 2nd Seller Carry (2ND)
- ☐ Seller Req/Qualify (SLREQ)
- ☐ Lease Option (LSOPT)
- ☐ Buydown (BYDWN)
- ☐ Wraparound (WRAP)
- ☐ TX Vet (TXVET)
- ☐ Cash (CASH)
- ☐ Trade (TRADE)
- ☐ 100% Financing (100FN)
- ☐ VA Substitution (VASUB)
- ☐ Release Req (RELRE)
- ☐ Investors OK (INVOK)
- ☐ Assumption w/Qualifying (WQUA)
- ☐ Assumption non Qualifying (NONQU)
- ☐ Other (OTHER)

***Possession**
- ☐ Before Closing (BFCLS)
- ☐ Closing/Funding (CLSFD)
- ☐ Specific Date (SPCDT)
- ☐ Current Lease Agreement (CNTLS)
- ☐ Tenant Will Vacate (TNVCT)
- ☐ Negotiable (NEGO)
- ☐ Not Applicable (NA)

***Ph to Show:** ____ - ____ - _____ ***Showing Contact:** ☐ Agent ☐ CSS ☐ Office ☐ Owner

Occupancy
- ☐ Vacant (VACNT)
- ☐ Tenant (TENNT)
- ☐ Owner (OWNER)
- ☐ Other (OTHER)
- ☐ Home Tender (HMTND)

Currently Being Leased: ☐ (Y/N) **Lease Expiration Date:** ____ / ____ / _____ or ☐ Month to Month

***Owner:** _____ (30)

***Subagent Com:** _____ (%/$) ***Buyer Agent Com:** _____ (%/$) **Bonus:** _____ ((%/$)

***Owner LREA/LREB:** ☐ (Y/N) ***Preferred Title Company:** _____ (Lookup)

Potential Short Sale: ☐ (Y/N)

Short Sale Info: ☐ Approved for Short Sale (APRSS) ☐ Seller has Applied (SLRAP) ☐ Subject to 3rd Party Approval (SBJ3P)

REMARKS

(Characters Only)

Public View Remarks: _____

_____

_____

_____

_____

_____ (512)

Agent Confidential Remarks: _____

_____ (375)

Agent Signature: _____ **Date:** _____

(We the undersigned Owners acknowledge that we have examined the above data and verify the content.)

Owners Signature: _____ **Date:** _____

2. TENNESSEE GREEN FEATURES CHECKLIST

Green Features System Checklist

Information deemed reliable but not guaranteed. It is the responsibility of the Buyer and Seller to verify accuracy of any specific features listed below.

Exterior Green Features

___ Permeable materials for driveways, parking areas, walkways, or patios

___ Native vegetation for landscaping ___ Solar Outdoor Lighting ___ Rainwater Harvesting System ___ Solar Pool Equipment

___ Walk to Mass Transit/Community Services

Interior Green Features

___ Green-Label Carpeting ___ Low or None Formaldehyde

Cupboards ___ Low VOC-emitting Wallpaper ___ Low VOC Paint ___ Flooring (See Remarks) ___ Programmable Thermostats ___ Gray Water System

Energy Star [1](ES) Qualified Appliances

___ ES Refrigerator ___ ES Dishwasher ___ ES Clothes Washer ___ ES Clothes Dryer ___ ES Furnace

___ ES Central Air ___ 13 – 14 SEER

___ 15+ SEER ___ ES Heat Pump ___ ES Water Heater ___ Solar Water Heater ___ Programmable Thermostat ___ Low Flow Showerhead(s), Fixtures ___ Dual Flush Toilet(s) ___ High efficiency toilet(s) ___ ES Windows[2] ___ ES Doors[2] ___ ES Skylights[2] ___ ES Lighting[2] ___ Other (See Comments)

Energy Efficient(ES) Construction (Sellers may be requested to provide certification verification.)

___ HERS (whole home energy efficiency) rating[3]

___ Energy Star Qualified Home ___ LEED Home[7]

___ Silver ___ Gold ___ Platinum

___ NAHB National Green Building Program[8]

___ ANSI National Green Building Standard[9]

___ EcoBUILD[11] ___ Energy Star Qualified Home[10] ___ Other Green Building Certification

(See Comments) ___ Passive Solar Features[4] ___ Solar Photovoltaic (PV) Electric

System ___ Utility Bills[5]

___ Energy Audit Available ___ Recycled-Content for Building

Materials

_____
_____
_____
_____

*** Definitions & Explanations** [1]**Energy Star** – Look for the Energy Star label on the appliance (usually inside

the door) or seek out the Energy Guide for that model)

[2]**Energy Star Qualified Window, Doors, Skylights –** Request receipts for installation including information from manufacturer. Energy audit or HERS rating recommended ensuring proper installation. Home inspector may be able to advise. Proper air sealing is important.

[3]**HERS** – Seller should provide a copy of the HERS rating. More information at www.natresnet.org.

[4]**Passive Solar Features** – Refer to licensed, insured professionals. Documentation or third party certification may be requested. Agent may point out directional exposure (north, south, east, or west), natural light and ventilation, overhangs, etc., but should not indicate a particular heating or lighting value.

[5]Seller will provide copies of the utility bills for the past specified period of time. Buyer should also consider any factors, such as occupancy, which would affect utility bills.

[6]**Other Green Features –** Supporting documentation may be requested. Sellers should plan in advance to provide documentation to potential buyers.

[7]**LEED Home –** Certification letter or document from the U.S. Green Building Council may be requested.

[8]**NAHB Green Building Program –** Certification letter from the NAHB Research Center may be requested.

[9]**ANSI Standard –** Certification latter from the NAHB Research Center or from ANSI (American National Standards Institute) may be requested.

[10]**Energy Star Qualified Home -** To earn the ENERGY STAR, a home must meet guidelines for energy efficiency set by the U.S. Environmental Protection Agency. These homes are at least 15% more energy efficient than homes built to the 2004 International Residential Code (IRC), and include additional energy-saving features that typically make them 20–30% more efficient than standard homes.

[11]**EcoBUILD -** A home built to EcoBUILD standards is designed to be 30% more energy efficient than typical residential construction in Shelby County. To accomplish this, participating builders follow EcoBUILD guidelines to meet key energy and environmental goals. For more information go to: http://www.mlgw.com/SubView.php?key=about_ecobuild

Appendix C

Table of Market Performance in Green Certified Homes

Market Performance of Green Certified Homes in the Atlanta MLS market, 2009 and First, Second and Third Quarter 2010.

Certified Green Home Sales Statistics in
Atlanta, Georgia
2009 and first three quarters 2010

	Certified Green				Conventional New Construction				% - Col 1/Col 2			
	2009	1st Qrtr 2010	2nd Qrtr 2010	3rd Qrtr 2010	2009	1st Qrtr 2010	2nd Qrtr 2010	3rd Qrtr 2010	2009	1st Qrtr 2010	2nd Qrtr 2010	3rd Qrtr 2010
Current List Price	$412,450	$499,450	$306,375	$438,000	$439,900	$400,000	$421,500	$419,900	93.8%	124.9%	72.7%	104.3%
Sales Price	$389,950	$494,000	$297,450	$407,000	$399,900	$370,000	$387,853	$390,000	97.5%	133.5%	76.7%	104.4%
Sales Price/List Price Ratio	94.5%	98.9%	97.1%	87.0%	90.9%	92.5%	92.0%	89.7%	3.6%	106.9%	105.5%	97.0%
Total Days on Market	108	164	99	106	139	125	110	115	77.3%	131.2%	90.0%	92.2%
Number of Homes Sold	94	18	32	12	1305	215	261	185	7.2%	8.4%	12.3%	6.5%

Single Family Homes Built 2007 or later and sold as New Construction in Fulton, DeKalb, Cobb & Gwinnett
Counties priced between $250,000 & $2,000,000. All Findings are Based on Median Numbers.

Certified Homes Include EarthCraft House, LEED for Homes, NAHB Green & Energy Star

source: http://www.greentothescene.com viewed on 2/7/11
GreenToTheScene web site

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www.GreentotheScene.com