

START A NEW LISTING FROM
TAX RECORD

1) Start New listing from Tax Record:

Select this if the listing being added is in one of the jurisdictions listed below.

Highlight the correct county/city for the listing being added and use the fields to the right of the county/city list to locate the tax record, then select Search at the bottom of the screen.

When the record(s) is displayed, click the Fill hyperlink to the left of the record.

2) Start new listing:

Select this if the property being added is NOT in one of the jurisdictions listed OR if the tax record could not be found in Choice 1.

3) Copy from existing listing:

Select to have the system auto-copy certain data fields from an existing on or off market listing.

MUST be your own listing.

The Autopopulation function should be used if the listing being added is in one of the jurisdictions in our tax database. Must exactly match Parcel ID (PID) in the tax record. Search for pre-existing Realist Tax Data from external source Record from which to Fill

COUNTY (1) Select from County/City table in add/edit	PID (PARCEL ID #) _____
	OWNER FIRST NAME _____
	OWNER LAST NAME _____
	HOUSE NUMBER _____
	STREET NAME _____
	UNIT NUMBER _____

STATUS INFORMATION

Listing Status Options

ACTIVE Listings are entered into the MLS database and the information you have provided will be made available to all MLS users .

INCOMPLETE Listings are assigned an MLS# but are not entered into the MLS database and any information you have provided will not be available to MLS users.

COMING SOON The Coming Soon status indicates that the agent and the property owner are preparing the property for sale, but it is not ready for full marketing and showing. Refer to MLS Rules & Regulations for restrictions and requirements of Coming Soon Status.

STATUS (1)

Incomplete
 Active
 Coming Soon

LISTING INFORMATION

Type: <input type="checkbox"/> Attached <input type="checkbox"/> Detached	County / City: _____	Delayed Show (Y/N): _____	List Price: _____	List Date: __/__/____
		No Show Until: __/__/____ (Req'd if Delayed Showing is Y)	Expected On Market Date: __/__/____ (Populate ONLY if Coming Soon Status is Chosen)	
PID: _____	Area: _____	Expire Date: __/__/____		

PID - The Autopop function should be used if the listing being added is in one of the jurisdictions in the tax database. Must exactly match Parcel ID (PID) in the tax record

SINGLE FAMILY DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

LOCATION INFORMATION

Street #: _____ Street Direction: _____ Street Name: _____ Street Suffix: _____

Post Office: _____ Zip Code: _____ Zip + 4: _____ State: _____

New/Resale: _____ PUD: _____
 New (Never Occupied)
 Resale (Occupied At Least Once)

Subdivision: _____ Neighborhood: _____ (Req'd if Subdivision = None)

Year Built: _____ Year Built Description: _____ Finished SqFt: _____ Finished SqFt - Bsmt: _____

Rooms: _____ Levels: _____ Lot: _____ Un-Finished SqFt: _____ Un-Finished SqFt - Bsmt: _____

Bedrooms: _____ SqFt Source: _____ Fin SqFt Source Desc (150 characters): (Req'd if SqFt Source = Other): _____
 Per Appraiser Per Owner
 Per Architect Per Tax
 Per Builder Other

Elementary School: _____ Middle School: _____

High School: _____ Other School: _____

Directions (215 characters): _____

ROOM INFORMATION

NOTE: ROOM LEVEL REQUIRED IF ROOM TYPE SELECTED

Room Type	Room Length Feet . Inches	X	Width Feet . Inches	Room Level	Room Description (50 characters)
Additional Room 1:	_____	X	_____	_____	_____
Additional Room 2:	_____	X	_____	_____	_____
Additional Room 3:	_____	X	_____	_____	_____
Additional Room 4:	_____	X	_____	_____	_____
Bedroom 2:	_____	X	_____	_____	_____
Bedroom 3:	_____	X	_____	_____	_____
Bedroom 4:	_____	X	_____	_____	_____
Bedroom 5:	_____	X	_____	_____	_____
Dining Room:	_____	X	_____	_____	_____
Family Room:	_____	X	_____	_____	_____
Florida Room:	_____	X	_____	_____	_____
Foyer:	_____	X	_____	_____	_____
Great Room:	_____	X	_____	_____	_____

SINGLE FAMILY DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

Kitchen:	_____ X _____	_____	_____
Laundry-Utility Rm:	_____ X _____	_____	_____
Living Room:	_____ X _____	_____	_____
Primary Bedroom	_____ X _____	_____	_____
Primary Bedroom #2:	_____ X _____	_____	_____
Morning Room:	_____ X _____	_____	_____
Office - Study	_____ X _____	_____	_____
Rec Room:	_____ X _____	_____	_____

BATH INFORMATION

Bath Description (Req'd if Full Bath is > 0)	Full Bath	Half Bath
Basement: _____	____	____
Level 1: _____	____	____
Level 2: _____	____	____
Level 3: _____	____	____
Level 4: _____	____	____

(Description Can Be "Shower", "Tub" or "Tub & Shower")

STYLE (3)	STRUCTURE (2)	SIDING (2)	ROOF (3)	FLOORING (4)
<input type="checkbox"/> 2-Story	<input type="checkbox"/> Block	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Bamboo
<input type="checkbox"/> A-frame	<input type="checkbox"/> Brick	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Carpet-Part
<input type="checkbox"/> Cape	<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Built-up	<input type="checkbox"/> Carpet-W-W
<input type="checkbox"/> Colonial	<input type="checkbox"/> Frame	<input type="checkbox"/> Block	<input type="checkbox"/> Composition	<input type="checkbox"/> Concrete
<input type="checkbox"/> Contemporary	<input type="checkbox"/> Log	<input type="checkbox"/> Brick	<input type="checkbox"/> Concrete Com	<input type="checkbox"/> Cork
<input type="checkbox"/> Cottage/Bungalow	<input type="checkbox"/> Metal	<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Dimensional	<input type="checkbox"/> Granite
<input type="checkbox"/> Craftsman	<input type="checkbox"/> Other	<input type="checkbox"/> Cedar	<input type="checkbox"/> Flat	<input type="checkbox"/> Laminate
<input type="checkbox"/> Custom	<input type="checkbox"/> Stone	<input type="checkbox"/> Cedar Shake	<input type="checkbox"/> Metal	<input type="checkbox"/> Linoleum
<input type="checkbox"/> Dutch Colonial	<input type="checkbox"/> Wood	<input type="checkbox"/> Cement Lapbox	<input type="checkbox"/> Other	<input type="checkbox"/> Marble
<input type="checkbox"/> Farm House		<input type="checkbox"/> Clapboard	<input type="checkbox"/> Rubber	<input type="checkbox"/> Slate
<input type="checkbox"/> Gentleman Farm		<input type="checkbox"/> Glass	<input type="checkbox"/> Shingled	<input type="checkbox"/> Tile
<input type="checkbox"/> Green Certified Home	Golf Frontage Y/N	<input type="checkbox"/> Hardboard	<input type="checkbox"/> Slate	<input type="checkbox"/> Tile-Ceramic
<input type="checkbox"/> Log	<input type="checkbox"/> Yes	<input type="checkbox"/> Hardplank	<input type="checkbox"/> Slate-Manufactured	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Manufactured Homes	<input type="checkbox"/> No	<input type="checkbox"/> Log	<input type="checkbox"/> Sloped	<input type="checkbox"/> Wood
<input type="checkbox"/> Mediterranean/Spanish	Golf View/Frontage	<input type="checkbox"/> Other	<input type="checkbox"/> Tar & Gravel	<input type="checkbox"/> Wood-Parquet
<input type="checkbox"/> Modern	<input type="checkbox"/> Cart Path Side	<input type="checkbox"/> Redwood	<input type="checkbox"/> Tile	<input type="checkbox"/> Wood-Part
<input type="checkbox"/> Modular	<input type="checkbox"/> Fairway	<input type="checkbox"/> Shingle	<input type="checkbox"/> Wood	ATTIC (3)
<input type="checkbox"/> Other	<input type="checkbox"/> Green	<input type="checkbox"/> Steel		<input type="checkbox"/> Access Panel
<input type="checkbox"/> Patio Home	<input type="checkbox"/> Tee	<input type="checkbox"/> Stone		<input type="checkbox"/> Expandable
<input type="checkbox"/> Ranch	<input type="checkbox"/> View	<input type="checkbox"/> Stucco		<input type="checkbox"/> Finished
<input type="checkbox"/> Rowhouse/Townhouse		<input type="checkbox"/> Synth Stucco		<input type="checkbox"/> Floored
<input type="checkbox"/> Saltbox		<input type="checkbox"/> T111		<input type="checkbox"/> No Attic
<input type="checkbox"/> Split Foyer		<input type="checkbox"/> Vinyl		<input type="checkbox"/> Part Finished
<input type="checkbox"/> Transitional		<input type="checkbox"/> Wood		<input type="checkbox"/> Pull Down
<input type="checkbox"/> Tri-Level/Quad Level				<input type="checkbox"/> Walk-In
<input type="checkbox"/> Tudor				<input type="checkbox"/> Walk-Up
<input type="checkbox"/> Victorian				

SINGLE FAMILY DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

PARKING (3)

- Assigned
- Carport
- Circular Drive
- Common Drive
- Covered
- Double Width
- In Alley
- No Parking
- Off Street
- On Street
- Open Lot
- Paved Driveway
- Underground
- Unpaved Driveway
- Valet
- Visitor

GARAGE Y/N

- Yes
- No

CARS (Req'd if Garage=Y)

- 1
- 1.5
- 2
- 2.5
- 3
- 4+

GARAGE (6)

(Req'd if Garage=Y)

- Apartment
- Attached
- Auto Door Opener
- Basement
- Detached
- Direct Entry
- Finished
- Golf Cart
- Heated
- No Garage
- Other
- Oversized
- Pedestrian Door
- Side/Rear Load
- Storage Above
- Unfinished
- Workshop

BASEMENT Y/N

- Yes
- No

BASEMENT/FOUNDATION (3)

(Req'd if Basement=Y)

- Basement-Full
- Basement-Partial
- Crawl Space
- Dirt
- Finished-Com
- Finished-Part
- Floored
- Garage Access
- Heated
- Interior Access
- Locked Storage
- Other
- Roughed In
- Slab
- Unfinished
- Walk-Out
- Workshop

INTERIOR (25)

- 1st Floor Bedrm W/ Full Bath
- 1st Floor Bedroom
- 1st Floor Primary Bedroom
- 9 Ft + Ceilings
- Add'l 1st Floor Primary BR
- Atrium
- Bay/Bow Window
- Beamed Ceiling
- Breakfast Nook
- Breezeway
- Built In Cabinet/Bookcases
- Butlers Pantry
- Cable TV
- Cathedral Ceiling
- Ceiling Fan
- Center Hall
- Countertops - Granite/Stone
- Countertops - Laminate
- Countertops - Solid Surface
- Countertops - Tile
- Dining Area
- Double Vanity
- Dryer Hookup
- DSL
- Eat-In-Kitchen
- Fire Sprinkler
- Fireplace Insert
- Formal Dining Room
- French Doors
- Garden Tub
- Hot Tub
- Housekeepers Quarters
- Internal Balcony
- Internet Ready
- Island
- Jetted Tub
- Loft
- MBR Bath

INTERIOR CONT.

- Pantry
- Recessed Lighting
- Rough-In Bath
- Satellite Dish
- Security System
- Separate Suite
- Skylight
- Solar Tube
- Stack Wshr/Dryer Hookup
- Steam Shower
- Sunken Tub
- Track Lighting
- Tray Ceiling
- Walk-In Closet
- Washer Hookup
- Wet Bar
- Window Treatment
- Workshop

WATER (3)

- Community Well
- Public Water
- Well
- Other

SEWER/SEPTIC (3)

- Alternative Septic
- Community Sewer
- Conventional Septic
- Other
- Public Sewer

Maintenance Contract Y/N

(Req'd if Sewer/Septic = Alternative Septic)

- Yes
- No

EXTERIOR (10)

- Awnings
- Barn/Stable
- Boat Lift
- Bulkhead/RIP
- Controlled Access
- Deck
- Dock/Pier
- Gazebo
- Green House Wn
- Guest House
- Horse Permitted
- Hot Tub
- Insulated Doors
- Irrigation System
- Lead Glass Windows
- Out Building
- Outdoor Lighting
- Palladian Windows
- Porch
- Private Storage
- Public Park
- Sauna
- Screens
- Sliding Doors
- Stained Glass
- Storage Shed Attached
- Storage Shed Detached
- Storm Doors
- Storm Windows
- Swing Sets
- Tennis Court
- Thermal Windows

SINGLE FAMILY DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

FENCED Y/N

Yes
 No

FENCED (3)

(Req'd if Fenced Y/N = Y)

All Fenced
 Barbed
 Board
 Cedar
 Chain Link
 Combination
 Decorative
 Electric
 Front Only
 Invisible
 No Fencing
 Part Fenced
 Picket
 Privacy
 Rear Only
 Security
 Split Rail
 Vinyl/PVC
 Wall
 Wrought Iron

COMMUNITY AMENITIES (20)

Association
 Basketball
 Beach
 Boat Ramp
 Clubhouse
 Common Area
 Common Laundry
 Community Room
 Controlled Access
 Dock
 Elevator
 Exercise Room
 Extra Storage
 Gated Community
 Golf Course
 Hot Tub
 Jogging Path
 Kiddie Pool
 Lake/Pond
 Landscaping
 Lifeguard
 Maintenance Free
 Marina
 On Bus Line
 Picnic Area
 Playground
 Pool
 Professional Management
 Putting Green
 Resident Manager
 Road Maintenance
 RV/Boat Storage
 Sauna
 Security Guard
 Sports Field
 Tennis Court

APPL/EQUIP (25)

Attic Fan
 Central Vac
 Compactor
 Countertop Range
 Dishwasher
 Disposal
 Double Oven
 Downdraft Range
 Drop-In Range
 Dryer
 Electric Air Cln
 Electric Cooking
 Exhaust Fan
 Fire Sprinkler System
 Freezer
 Gas Cooking
 Gas Grill
 Generator
 Generator Wired
 Humidifier
 Ice Maker
 Intercom
 Microwave
 Oven
 Refrigerator
 Satellite Dish
 Self/Con Cleaning
 Smoke Alarm
 Smooth Top Cooking
 Stack Washer/Dryer
 Stove
 Stove Hood
 Sump Pump
 Wall Oven
 Washer
 Water Purifier
 Water Softener
 Wine Cooler

DISABL EQUIPD Y/N

Yes
 No

DISABL FEAT (5)

(Req'd if Disabl Equipd = Y)

Additional Features
 Auditory Alarms
 Chair Lift
 Comfort Height Switches
 Elevator
 Entry Level Accessible Full Bath
 Entry Level Accessible Kitchen
 Entry Level Bedrooms
 Entry Ramp
 Grab Bars
 Roll In Shower
 Roll Under Sink
 Shower Seat
 Stair Lift
 Stepless Entry
 Variable Height Cabinets
 Variable Height Counters
 Visual Alarms
 Wheelchair Adapted
 Wide Doorways or Min. 32" Wide Doors

RESTRICTIONS (5)

Age Qualified
 Age-Restricted Community
 Architec Des
 Assoc Restrictions
 Bldg Morator
 Bldg Restrictions
 Crops 2B Harv
 Deed Restrictions
 Easement
 Excluded Party
 Health Dept
 Historic
 Mineral Rights
 No Mobile Homes
 Other
 Right Of Way
 RV/Boat Storage
 Subdiv Restr
 Variance Needed
 Waterfront Restrictions
 Wetlands
 Zoning Restrictions

GREEN CERT (4)

EarthCraft
 Energy Star Appliances
 Energy Star/House
 Home Performance w/Energy Star (exist homes)
 Leed for Homes
 National Green Building Standard
 Other

SINGLE FAMILY DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

HEATING (3)

- 2 Zoned Heat
- 3 Or More Zones
- Baseboard
- Coal Stove
- Electric
- Floor Furnace
- Forced Hot Air
- Geothermal
- Heat Pump
- Hot Water
- Hot Water Coil
- Other
- Radiant
- Radiator
- Space Heater
- Steam
- Timer Thermostat
- Wall Furnace
- Wood Stove

Other Desc: (Req'd if Heating = Other) -----

POOL Y/N

- Yes
- No

POOL DESCRIPTION (5)
(Req'd if Pool = Y)

- Above Ground
- Community/Off Site
- Concrete
- Covered
- Fenced
- Gunitite
- Heated
- Hot Tub
- In Ground
- Indoor
- Lap Pool
- Membership Req
- Other
- Outdoor
- Pool Equipment
- Pool House
- Self-Cleaner
- Vinyl
- With Spa
- Within Yard

HEAT/FUEL (3)

- Coal
- Electric
- Geothermal
- Multi-Fuel System
- Natural Gas
- None
- Oil
- Other
- Propane Gas
- Solar
- Wood

Other Desc: (Req'd if Heat/Fuel = Other) -----

WATER HEATER (2)

- Electric
- Instant Hot
- Insulated
- Natural Gas
- Off Furnace
- Oil
- Other
- Propane Gas
- Recirculating
- Solar
- Tank
- Tankless

WATER TYPE (5)

- Access
- Bay Frontage
- Beach
- Creek Frontage
- Dock/Mooring
- Harbor Frontage
- Lake
- Lake Frontage
- Marsh
- MLW 0-2 Ft
- MLW 2-4 Ft
- MLW 4-6 Ft
- MLW 6+ Ft
- Navigable
- Ocean/Bay Frontage

IRRIGATION SOURCE (3)

- Creek/Stream
- Irrigated
- Lake
- Pond
- River

COOLING (3)

- 2 Zoned AC
- 3 Or More Zones
- Central Air
- Electric
- Gas A/C
- Geothermal
- Heat Pump
- Individual Wall Units
- Individual Window Units
- None
- Other
- Timer Thermostat
- Whole House Fan

Other Desc: (Req'd if Cooling = Other) -----

PORCH (3)

- Balcony
- Deck
- Front
- Front Country
- Front Full
- Glass
- Patio
- Rear
- Screened
- Side
- Sleeping Porch
- Stoop
- Wrap Around

- Pond
- Riparian Rights
- River
- River Frontage
- Sound Frontage
- Stream
- Walk To Water
- Water Access
- Whitewater

SALE TERMS (8)

- Assump Fixed
- Assump Second
- Assump Variable
- Cash
- Conventional
- Farm Home Adm
- Fed Mtg Hsadm
- Federal Land
- FHA
- Lease Purchase
- Negotiable
- Owner May Finance
- Private
- USDA
- VA
- VHDA
- Will Trade
- Wrap

WALL TYPE (4)

- Block
- Brick
- Drywall
- Glass
- Glass Block
- Mixed
- Other
- Paneling
- Plaster
- Wood

FP: __

FIREPLACE (4)

- Brick
- Direct Vent
- Electric
- Gas
- Non-Vented
- Non-Working
- Prefabricate
- Stone
- Wood Burning

BUILDING/STRUCTURE (10)

- Boathouse
- Barn
- Cabin
- Corn Crib
- Cottage
- Dairy
- Feed Barn
- Garage
- Greenhouse
- Hay Building
- Livestock
- Manufactured Home
- Modular
- Pump House
- Shed
- Smoke House
- Stable
- Storage
- Tack Room
- Tobacco Building
- Utility Building

FARM TYPE (6)

- Cattle
- Crops
- Dairy
- Horse
- Livestock
- Nursery
- Orchard
- Poultry
- Tree

GENERAL INFORMATION

Waterfront Y/N Acres: _____
 Yes
 No

Body of Water: _____ **Lot Dimensions:** _____x_____

Tax Year: _____ **Annual Taxes:** _____ **Assd Land:** _____ **Assd Imprv:** _____

Assd Total: _____ **Legal (75 characters):** _____

Investor Rental Cap Y/N
 Yes
 No

Home Warranty: _____	Current Zoning: _____	Road Frontage: _____	Water Depth <input type="checkbox"/> 0-2 ft <input type="checkbox"/> 2-4 ft <input type="checkbox"/> 4-6 ft <input type="checkbox"/> 6+ ft
Model Available Y/N: (Req'd if New/Resale = New)	Model Furnished Y/N: (Req'd if Model Available = Y)	Water Frontage: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Items Not Included (20 characters) _____	

Lot Description: (6)

<input type="checkbox"/> Additional Parcel Available	<input type="checkbox"/> Dead End Street	<input type="checkbox"/> Pasture	<input type="checkbox"/> Timber-Hardwood
<input type="checkbox"/> Beach	<input type="checkbox"/> Fenced/Enclosed	<input type="checkbox"/> Possible Subdivision	<input type="checkbox"/> Timber-Mixed
<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Flag Lot	<input type="checkbox"/> Possible Wetland	<input type="checkbox"/> Timber-Pine
<input type="checkbox"/> Buildable	<input type="checkbox"/> Fruit Trees	<input type="checkbox"/> Railroad Access	<input type="checkbox"/> Timbered-Clear Cut
<input type="checkbox"/> Bulkhead/RIP	<input type="checkbox"/> Graded	<input type="checkbox"/> Railroad Siding	<input type="checkbox"/> Timbered-Select Cut
<input type="checkbox"/> City View	<input type="checkbox"/> Irregular	<input type="checkbox"/> Railroad Spur	<input type="checkbox"/> Unimproved
<input type="checkbox"/> Cleared	<input type="checkbox"/> Landlocked	<input type="checkbox"/> Rolling	<input type="checkbox"/> Waterfront
<input type="checkbox"/> Corner	<input type="checkbox"/> Landscaped	<input type="checkbox"/> Sidewalks	<input type="checkbox"/> Waterview
<input type="checkbox"/> Crops	<input type="checkbox"/> Level	<input type="checkbox"/> Sloping	<input type="checkbox"/> Wooded
<input type="checkbox"/> Cross Fenced	<input type="checkbox"/> On Golf Course	<input type="checkbox"/> Steep Slopes	<input type="checkbox"/> Zero Lot Line
<input type="checkbox"/> Cul-De-Sac	<input type="checkbox"/> Paper Street	<input type="checkbox"/> Street Lights	
<input type="checkbox"/> Curb/Gutters	<input type="checkbox"/> Park Like	<input type="checkbox"/> Subdividable	

Minimum Deposit: _____

Pre Qual Letter Y/N
 Yes
 No

Res Energy Efficient Appraisal Y/N
 Yes
 No

Home Energy Score (1-10): ___

Home Energy Rating System (10 characters): ___

Disclosures (2)
 Listing Attachment
 No Form
 Not Required
 Office
 Property

Lead Disclosure (2)
 Listing Attachment
 No Form
 Not Required
 Office
 Property

This field requires a numeric input from 150+ to 0 or 1. The lower the number the more energy efficient the home. For more information go to <http://www.resnet.us/energy-rating>. How does the HERS Index work? To calculate the HERS Index Score, a certified RESNET Home Energy Rater will do a home energy rating and compare the data against a 'reference home'.



REMARKS

Remarks (1200 characters):

Agent Only Comments (512 characters):

By assigning the copyright to CVR MLS and CBRAR MLS for all listing content being entered into the MLS database during this session, CVR MLS and CBRAR MLS may be able to detect and hinder the unauthorized use of your listing content by third-party violators, and when appropriate, pursue any violators. If you choose "no" and do not assign the copyright to all listing content to CVR MLS and CBRAR MLS, you may still enter your listing into the MLS but CVR MLS and CBRAR MLS will be unable to detect or hinder third-parties from illegally using your listing content.

Does Participant/Subscriber agree that by clicking "yes" he or she assigns to CVR MLS and CBRAR MLS the copyright in all listing content being entered into the MLS database during this session? Y/N

Yes
 No

FEE INFORMATION

HOA/Condo	Add'l HOA Y/N	Membership Req'd (Req'd if HOA = Y)	Fee \$ (Req'd if HOA = Y)
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	-----
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	

Fee Period (Req'd if HOA = Y)

Monthly
 Quarterly
 Yearly

Management Firm (30 characters):

Management Phone: ____-____-____

Fee Desc: (2)

Community Association
 Condo Association
 Cooperative
 Owners Association
 Road Maintenance

Fee Includes: (10)

<input type="checkbox"/> Clubhouse	<input type="checkbox"/> Limited Yard Maintenance	<input type="checkbox"/> Snow Removal
<input type="checkbox"/> Comm Ar Mnt	<input type="checkbox"/> Management Fees	<input type="checkbox"/> Trash Removal
<input type="checkbox"/> Common Area	<input type="checkbox"/> Pool	<input type="checkbox"/> Water
<input type="checkbox"/> Community Utilities	<input type="checkbox"/> Recreational Facilities	<input type="checkbox"/> Water Access
<input type="checkbox"/> Exterior Maintenance	<input type="checkbox"/> Road Maintenance	<input type="checkbox"/> Yard Maintenance
<input type="checkbox"/> Insurance	<input type="checkbox"/> Security	
<input type="checkbox"/> Limited Exterior Maintenance	<input type="checkbox"/> Sewer	

Add'l Fee \$: _____ Add'l Fee Des (50 characters): _____

OWNER INFORMATION

Owner Name: _____ Owner Phone: _____

Occupant Name: _____ Occupant Phone: _____ Occupied By: _____

Owned By (3)	Possession (2)	Owner Agent (Y/N)	Agent Related to Seller (Y/N)	Occupied By:
<input type="checkbox"/> Corporate	<input type="checkbox"/> At Closing	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Other
<input type="checkbox"/> Estate	<input type="checkbox"/> Immediate	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Owner
<input type="checkbox"/> Individuals	<input type="checkbox"/> Leasehold Rights			<input type="checkbox"/> Tenant
<input type="checkbox"/> Other	<input type="checkbox"/> Negotiable			<input type="checkbox"/> Under Construction
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other			<input type="checkbox"/> Vacant
<input type="checkbox"/> REO	<input type="checkbox"/> Tenant Rights			
<input type="checkbox"/> Relocation				

AGENT/OFFICE INFORMATION

List Agent Code: _____ List Agent Name: _____

List Office Code: _____ List Office Name: _____

Co-List Agent Code: _____ Co-List Agent Name: _____

List Type: _____ Limited Rep: (Y/N) _____ Co-List Office Name: _____

<input type="checkbox"/> Exclusive Agency	<input type="checkbox"/> Yes
<input type="checkbox"/> Exclusive Right	<input type="checkbox"/> No
<input type="checkbox"/> MLS Only Listing	

COMPENSATION INFORMATION

Selling Firm Comp Type	Selling Firm Comp Amount: (Req'd if Selling Firm Comp Type = Percent or Flat Fee)	Dual/Var Cmp (Y/N)
<input type="checkbox"/> Percent	_____	<input type="checkbox"/> Yes
<input type="checkbox"/> Flat Fee		<input type="checkbox"/> No
<input type="checkbox"/> Structured Comp		

Structured Comp Description (Req'd if Selling Firm Comp Type = Structured Comp)(250 characters): _____

Compensation Remarks (250 characters): _____

Bonus: (Y/N) _____ Bonus Description (Req'd if Bonus = Y) (50 characters): _____
 Yes
 No



SHOWING INSTRUCTIONS

Showing Instr 1 (1)

Accompany Show
 Appt. Required

LockBox Type (1)(Not Req'd if No LB Choice is Chosen)

Supra
 Sentrilock
 Both

Supra Serial LB #: _____
(Req'd if LockboxType = Supra or Both)

Sentrilock Serial LB # _____
(Req'd if Lockbox Type = Sentrilock or Both)

Showing Instr 2 (1)

<input type="checkbox"/> LB Call Agent	<input type="checkbox"/> No LB Call Agent
<input type="checkbox"/> LB Call List Office	<input type="checkbox"/> No LB Call List Office
<input type="checkbox"/> LB Call Owner	<input type="checkbox"/> No LB Call Owner
<input type="checkbox"/> LB Call Showing Service	<input type="checkbox"/> No LB Call Showing Service
<input type="checkbox"/> LB Call Tenant	<input type="checkbox"/> No LB Call Tenant
<input type="checkbox"/> LB Go Direct	<input type="checkbox"/> No LB Go Direct
<input type="checkbox"/> LB Use Online Showing Service	<input type="checkbox"/> No LB Use Online Showing Service

Addl Shw Inst: _____

VIRTUAL TOUR INFORMATION

NOTE: ENTER WEB ADDRESS(S) FOR EACH VIRTUAL TOUR. PLEASE NOTE THAT VIRTUAL TOURS CANNOT BE BRANDED OR CONTAIN CONTACT INFORMATION OF ANY KIND

Virtual Tour: _____

Additional Virtual Tour: _____

INTERNET DISPLAY

NOTE: IF NO IS SELECTED FOR THE FIELD INTERNET DISPLAY, THEN THE OTHER FIELDS WILL BE AUTO POPULATED WITH NO

Internet Display: (Y/N)

Yes
 No

Address Display: (Y/N)
(Req'd if Internet Display = Y)

Yes
 No

Comments/Reviews: (Y/N)
(Req'd if Internet Display = Y)

Yes
 No

AVM: (Y/N) (Req'd if Internet Display = Y)

Yes
 No

LISTING STATUS CONFIRMATION

Listing Status Options - Go back to Status Tab to confirm or reselect Active or Incomplete Status.

ACTIVE Listings are entered into the MLS database and the information you have provided will be made available to all MLS users .

INCOMPLETE Listings are assigned an MLS# but are not entered into the MLS database and any information you have provided will not be available to MLS users.

COMING SOON The Coming Soon status indicates that the agent and the property owner are preparing the property for sale, but it is not ready for full marketing and showing. Refer to MLS Rules & Regulations for restrictions and requirements of Coming Soon Status.