

LOTS/LAND DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

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 "Tax County" (includes cities) for the listing being added and use the fields to the right of the "Tax County" 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 tax counties/cities listed OR if the tax record could not be found by using steps in Item #1 above.

3) Copy from existing listing:

Select this to have the system auto-copy certain data fields from an existing on or off market listing. NOTE: The copied listing MUST be your own

*The Autopopulation 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.

TAX COUNTY (1)	Tax ID	-----
Select from County/City table in add/edit	Street Number	-----
WILLIAMSBURG	Street Name	-----
JAMES CITY COUNTY	Owner Last Name	-----
NEW KENT COUNTY		
YORK COUNTY		
CHARLES CITY COUNTY		
(More...)		

STATUS INFORMATION

Listing Status Options

__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.

__ACTIVE Listings are entered into the MLS database and the information you have provided will be made available to all 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. WMLS "coming Soon" Addendum Form 124 is required. Refer to WMLS Rules &

LISTING INFORMATION

County / City: -----

List Price: -----

List Date: _/ _/ _

Expected On Market Date: _/ _/ _
(Populate ONLY if Coming Soon Status is Chosen)

Expire Date: _/ _/ _

PID: -----

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

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LOCATION INFORMATION

Street #: _____ Street Dir Prefix: __ Street Name: _____ Street Suffix: _____ Street Dir Suffix: __

City (mailing address): _____ Zip: _____

Lot #: _____ Lot Dimensions: ___ x ___

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

Elementary School: _____ Middle School: _____

High School: _____

Directions (215 characters): _____

GENERAL INFORMATION

Total Acres: _____ Wooded Acres: _____ Current Zoning: _____

Road Frontage: _____

Tax Year: _____ Annual Taxes: _____ Assessed Value: _____

Legal (75 characters): _____

Development Fee Y/N _____ Development Fee Amount : _____ (Req'd if Development Fee = Y)
__Yes
__No

Dev. Fee Amt Type (Req'd if Development Fee = Y) _____
__\$
__%

Pre Qual Letter (Y/N)
__Yes
__No

Minimum Deposit: _____ Deposit Held By: _____

HOA/Condo __Yes __No	Membership Required? __Yes __No	Association Fee Desc: __Community Association __Condo Association __Owners Association	Combined Monthly Fees Amt (Req'd if HOA = Y)
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Add'l HOA Y/N _____ Add'l Fee \$: _____ Add'l Fee Desc (50 characters): _____
__Yes
__No

Add'l Fee 2 \$: _____ Add'l Fee 2 Desc (50 characters): _____

Add'l Fee 3 \$: _____ Add'l Fee 3 Desc (50 characters): _____

Assn. Mgmt Co. Name (Req'd if HOA = _____

Assn. Mgmt Co. Phone
(Req'd if HOA = Y) _____

- SALE TERMS**
- Assump Fixed
 - Assump Second
 - Assump Variable
 - Cash
 - Conventional
 - Federal Land
 - FHA
 - Lease Purchase
 - Negotiable
 - Owner May Finance
 - Private
 - Rehab Loan
 - USDA
 - VA
 - VHDA
 - Will Trade/1031

- Disclosures Attached
(Select all that apply)**
- Lead Disclosure
 - Not Required
 - Office Disclosure
 - Other(s)
 - Property (DPOR)

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HOA Fee Includes:

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

FEATURES

LOT DESCRIPTION

- Add'l Parcel Available
- Buildable
- Cleared
- Corner
- Crops
- Cross Fenced
- Cul-De-Sac
- Curb/Gutters
- Dead End Street
- Fenced/Enclosed
- Flag Lot
- Fruit Trees
- Graded
- Irregular
- Landlocked
- Level
- On Golf Course
- Pasture
- Sidewalks
- Sloping
- Street Lights
- Subdividable
- Unimproved
- Waterview
- Wooded

ROAD TYPE

- Concrete
- County
- Dirt
- Easement
- Gravel
- Interstate
- No Road
- Paved
- Private
- State Maintained

POSSIBLE USE

- Agricultural
- Commercial
- Industrial
- Residential

BUILDING/STRUCTURE

- Barn
- Cabin
- Corn Crib
- Dairy
- Feed Barn
- Garage
- Greenhouse
- Hay Building
- House
- Manufactured/Mobile
- Modular
- Pump House
- Shed
- Smoke House
- Stable
- Storage

TELECOM

- Cable
- DSL
- Easement
- Fiberoptic
- No Service
- Satellite
- Telephone
- Underground
- Unknown

ELECTRIC

- At Street
- Easement
- No Electricity
- Off Site
- On Site
- Underground
- Unknown

NATURAL GAS

- At Street
- Easement
- No Gas
- Off Site
- Onsite

WATER SOURCE

- Community Well
- Onsite Well
- Public Water
- None
- Other

SEWER/SEPTIC

- Alternative Septic
- Community Sewer
- Conventional Septic
- Grinder Pump
- Lift Pump
- Onsite Septic
- Other
- Public Sewer
- Septic Needed

MAINTENANCE CONTRACT Y/N (Req'd if Sewer/Septic = "Alternative Septic" and/or "Grinder Pump" or "Lift Pump")

- Yes
- No

IRRIGATION SOURCE

- Creek/Stream
- Lake
- Other
- Pond
- River
- Well

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COMMUNITY AMENI-

- Basketball
- Beach
- Boat Ramp
- Clubhouse
- Common Area
- Common Laundry
- Community Room
- Dock
- Exercise Room
- Extra Storage
- Gated Community
- Golf Course
- Hot Tub
- Jogging Path
- Kiddie Pool
- Lake/Pond
- Lifeguard
- Maintenance Free
- Marina
- Other
- Picnic Area
- Playground
- Pool
- Professional Mgmt
- Public Park
- Putting Green
- Resident Manager
- Road Maintenance
- RV/Boat Storage
- Sauna
- Security Guard
- Spa
- Sports Field
- Tennis Court

Waterfront Y/N

- Yes
- No

Water Frontage: _____

Body of Water: _____

WATER FEATURES

- Access
- Bay Frontage
- Beach
- Boathouse
- Boat Lift
- Bulkhead/RIP
- Canal
- Creek Frontage
- Dock/Pier
- Lake
- Lake Frontage
- Marsh
- MLW 0-2 Ft
- MLW 2-4 Ft
- MLW 4-6 Ft
- MLW 6+ Ft
- Navigable
- Ocean/Bay Frontage
- Pond
- Riparian Rights
- River
- River Frontage
- Stream
- Ocean
- Walk To Water
- Other

Golf Frontage Y/N

- Yes
- No

Golf View/Frontage

- Cart Path Side
- Fairway
- Green
- Tee
- View

FENCED Y/N

- Yes
- No

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

- All Fenced
- Barbed
- Board
- Cedar
- Chain Link
- Combination
- Decorative
- Electric
- Front Only
- Invisible
- Metal
- Part Fenced
- Picket
- Privacy
- Rear Only
- Security
- Split Rail
- Vinyl/PVC
- Wall

AVAILABLE DOCS/INFO

- Aerial Photo
- Appraisal
- Archeological Study
- Architectural
- Association By-Laws
- Building Permit
- Building Plans
- Easement
- Engineer Plans
- Environmental Study
- Feasibility Study
- Field Map
- Historical
- Perc Test
- Phase One
- Plat
- Potable Water
- Plan of Development
- Road Maintenance Agr
- Septic Permit
- Septic Waiver
- Site Plan
- Soil Study
- Subdivision Plan
- Survey
- Topographical Map
- Traffic Study
- Variance
- Wetland Study

FARM TYPE

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

RESTRICTIONS

- Assoc Restrictions
- Bldg Restrictions
- Crops 2B Harv
- Deed Restrictions
- Designated Historic
- Easement
- Land Locked
- Other
- Pipeline
- Subdiv Restrictions
- Variance Needed
- Waterfront Restrictions
- Wetlands
- Zoning Restrictions

SHOWING INSTRUCTIONS

Showing Instructions (1)

Accompany Show
 Appt. Required
 Go Direct

LockBox Type (Choose all that apply)

WMLS Sentrilock
 Other Sentrilock
 Combo
 No Lockbox per Seller's Request
 Supra

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

Additional Showing Instructions: _____

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)

Yes
 No

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

Yes
 No

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

Yes
 No

DELAYED MARKETING

NOTE: Coming Soon Status is not applicable for Delayed Marketing Listings.

NOTE: BY SELECTING YES, I CERTIFY THAT I HAVE EXPLAINED THE MLS SELLER OPTIONS TO MY CLIENT(S), AND THAT THEIR REVIEWED AND AGREED UPON SELECTIONS ARE ACCURATELY REFLECTED IN THE MLS.

Delayed Marketing:
(Y/N)

Yes
 No

Delayed Marketing Date: __/__/____
(To be used ONLY if Delayed Marketing is Chosen)

- Delayed Marketing Date cannot be more than **7 days** from List Date.
- Delayed Marketing Period cannot be extended once Listing is Active.

SIGNATURES

Seller: _____ **Seller:** _____ **Date:** _____

Agent: _____ **Co-Agent:** _____ **Date:** _____