

RENTAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

START A NEW LISTING FROM TAX RECORD

1) Start New listing from Tax Record (auto population function*):

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 listing.

*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		

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 & Regulations for restrictions and requirements of Coming Soon Status.

LISTING INFORMATION

Property Attached:

 Yes
 No

UNIT PLACEMENT (req'd if Attached = Y)

 Corner Unit
 End Unit
 Interior Unit
 Lower Level
 Middle Level
 Street Level
 Top Level
 Walkout

PROPERTY SUB TYPE

 Apartment
 Condominium
 Duplex
 Manufactured Home
 Mobile Home
 Multi Family
 Quadruplex
 Single Family Residence
 Town House
 Triplex

List Date: / / Expire Date: / /

Expected On Market Date: / /
(To be used ONLY if Coming Soon Status is Chosen)

Rental Price: _____

County / City: _____

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

RENTAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

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

Unit #: _____ Unit Level: _____ City (mailing address): _____ Zip: _____

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

App Fee Per Applicant: _____ Deposit: _____ App Fee Description: _____

Year Built: _____ Year Built Description: _____ Total Finished SqFt: _____

SqFt Source:
 Per Appraiser
 Per Architect
 Per Builder
 Per Owner
 Per Tax
 Other

Rooms: _____ # Levels: _____ Lot: _____ Occupancy Date: ___/___/____

Bedrooms: _____ Lease Terms: _____ Lease w/Option to Buy (Y/N)
 ___Month ___Yes
 ___Month to Month ___No
 ___3 Month
 ___Other
 ___Quarterly
 ___Weekly
 ___Year

Fin SqFt Source Desc (Req'd if SqFt Source=Other):

Elementary School: _____ Middle School: _____

High School: _____

Directions (215 characters):

ROOM INFORMATION

ROOM LEVEL REQUIRED FOR ALL ROOMS SELECTED

Room Type (min of 1 required)	Room Length Feet . Inches	X	Width Feet . Inches	Room Level	Room Description (50 characters)
Primary Bedroom:	_____	X	_____	_____	_____
Primary Bedroom 2:	_____	X	_____	_____	_____
Bedroom 1:	_____	X	_____	_____	_____
Bedroom 2:	_____	X	_____	_____	_____
Bedroom 3:	_____	X	_____	_____	_____
Bedroom 4:	_____	X	_____	_____	_____
Bedroom 5:	_____	X	_____	_____	_____
Bonus Room:	_____	X	_____	_____	_____
Dining Room:	_____	X	_____	_____	_____

RENTAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

Family/Great Room:	____.____X____.____	____	
Foyer:	____.____X____.____	____	
Kitchen:	____.____X____.____	____	
Laundry/Util Room:	____.____X____.____	____	
Living Room:	____.____X____.____	____	
Office/Study:	____.____X____.____	____	
Sun Room:	____.____X____.____	____	
Additional Room 1:	____.____X____.____	____	
Additional Room 2:	____.____X____.____	____	
Additional Room 3:	____.____X____.____	____	

BATH INFORMATION

Bath Description	# of Full Baths	# of Half Baths
Level 1	____	____
Level 2	____	____
Level 3	____	____
Level 4	____	____
Basement	____	____

RENTAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

PAGE 4 of 7

FEATURES

<p>PARKING</p> <p><input type="checkbox"/> Assigned <input type="checkbox"/> Carport <input type="checkbox"/> Circular Drive <input type="checkbox"/> Common Drive <input type="checkbox"/> Covered <input type="checkbox"/> Double Width <input type="checkbox"/> Off Street <input type="checkbox"/> On Street <input type="checkbox"/> Open Lot <input type="checkbox"/> Paved Driveway <input type="checkbox"/> Underground <input type="checkbox"/> Unpaved Driveway <input type="checkbox"/> Visitor</p> <p>#Assigned Parking Spaces: __</p> <p>GARAGE Y/N</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p># CARS (Req'd if Garage=Y)</p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 1.5 <input type="checkbox"/> 2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 3+</p> <p>GARAGE TYPE (Req'd if Garage=Y)</p> <p><input type="checkbox"/> Apartment <input type="checkbox"/> Attached <input type="checkbox"/> Auto Door Opener <input type="checkbox"/> Basement <input type="checkbox"/> Detached <input type="checkbox"/> Direct Entry <input type="checkbox"/> Finished <input type="checkbox"/> Golf Cart <input type="checkbox"/> Heated <input type="checkbox"/> Other <input type="checkbox"/> Oversized <input type="checkbox"/> Pedestrian Door <input type="checkbox"/> Side/Rear Load <input type="checkbox"/> Storage Above <input type="checkbox"/> Unfinished <input type="checkbox"/> Workshop</p>	<p>STYLE</p> <p><input type="checkbox"/> 2-Story <input type="checkbox"/> A-frame <input type="checkbox"/> Cape <input type="checkbox"/> Colonial <input type="checkbox"/> Contemporary/Modern <input type="checkbox"/> Cottage/Bungalow <input type="checkbox"/> Craftsman <input type="checkbox"/> Dutch Colonial <input type="checkbox"/> Farm House <input type="checkbox"/> Green Certified Home <input type="checkbox"/> Log <input type="checkbox"/> Manufactured <input type="checkbox"/> Mid-Rise <input type="checkbox"/> Mediterranean/Spanish <input type="checkbox"/> Modular <input type="checkbox"/> Other <input type="checkbox"/> Patio Home <input type="checkbox"/> Ranch <input type="checkbox"/> Saltbox <input type="checkbox"/> Split Foyer <input type="checkbox"/> Townhouse <input type="checkbox"/> Transitional <input type="checkbox"/> Tri-Level/Quad Level <input type="checkbox"/> Tudor <input type="checkbox"/> Victorian</p> <p>HEATING</p> <p><input type="checkbox"/> Baseboard <input type="checkbox"/> Electric Air Clean <input type="checkbox"/> Forced Hot Air <input type="checkbox"/> Geothermal <input type="checkbox"/> Heat Pump <input type="checkbox"/> Hot Water <input type="checkbox"/> Humidifier <input type="checkbox"/> Other <input type="checkbox"/> Radiant <input type="checkbox"/> Radiator <input type="checkbox"/> Wood Stove <input type="checkbox"/> Zoned <input type="checkbox"/> Hot Tub <input type="checkbox"/> Steam</p>	<p>UNIT PLACEMENT</p> <p><input type="checkbox"/> Corner Unit <input type="checkbox"/> Detached <input type="checkbox"/> End Unit <input type="checkbox"/> Interior Unit <input type="checkbox"/> Lower Level <input type="checkbox"/> Middle Level <input type="checkbox"/> Street Level <input type="checkbox"/> Top Level <input type="checkbox"/> Walkout</p> <p>SIDING</p> <p><input type="checkbox"/> Aluminum <input type="checkbox"/> Asbestos <input type="checkbox"/> Asphalt <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Cedar <input type="checkbox"/> Cedar Shake <input type="checkbox"/> Clapboard <input type="checkbox"/> Glass <input type="checkbox"/> Hardiplank <input type="checkbox"/> Log <input type="checkbox"/> Other <input type="checkbox"/> Shingle <input type="checkbox"/> Steel <input type="checkbox"/> Stone <input type="checkbox"/> Stucco <input type="checkbox"/> Synth Stucco <input type="checkbox"/> T111 <input type="checkbox"/> Vinyl</p> <p>HEAT/FUEL</p> <p><input type="checkbox"/> Coal <input type="checkbox"/> Electric <input type="checkbox"/> Multi-Fuel System <input type="checkbox"/> Natural Gas <input type="checkbox"/> None <input type="checkbox"/> Oil <input type="checkbox"/> Other <input type="checkbox"/> Propane Gas <input type="checkbox"/> Wood</p> <p>COOLING</p> <p><input type="checkbox"/> Central Air <input type="checkbox"/> Electric <input type="checkbox"/> Gas A/C <input type="checkbox"/> Geothermal <input type="checkbox"/> Heat Pump <input type="checkbox"/> Indiv Window Wall Units <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Whole House Fan <input type="checkbox"/> Zoned</p>	<p>FLOORING</p> <p><input type="checkbox"/> Bamboo <input type="checkbox"/> Carpet <input type="checkbox"/> Concrete <input type="checkbox"/> Cork <input type="checkbox"/> Laminate <input type="checkbox"/> Linoleum <input type="checkbox"/> Stone <input type="checkbox"/> Tile <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Wood-Parquet</p> <p>WATER HEATER</p> <p><input type="checkbox"/> Central Source <input type="checkbox"/> Electric <input type="checkbox"/> Instant Hot <input type="checkbox"/> Insulated <input type="checkbox"/> Natural Gas <input type="checkbox"/> Off Furnace <input type="checkbox"/> Oil <input type="checkbox"/> Other <input type="checkbox"/> Propane Gas <input type="checkbox"/> Recirculating <input type="checkbox"/> Solar <input type="checkbox"/> Tank <input type="checkbox"/> Tankless</p> <p>FENCED Y/N</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>FENCED (Req'd if Fenced Y/N = Y)</p> <p><input type="checkbox"/> All Fenced <input type="checkbox"/> Barbed <input type="checkbox"/> Board <input type="checkbox"/> Cedar <input type="checkbox"/> Chain Link <input type="checkbox"/> Combination <input type="checkbox"/> Decorative <input type="checkbox"/> Electric <input type="checkbox"/> Front Only <input type="checkbox"/> Invisible <input type="checkbox"/> Metal <input type="checkbox"/> Part Fenced <input type="checkbox"/> Picket <input type="checkbox"/> Privacy <input type="checkbox"/> Rear Only <input type="checkbox"/> Security <input type="checkbox"/> Split Rail <input type="checkbox"/> Vinyl/PVC <input type="checkbox"/> Wall</p>	<p>WATER</p> <p><input type="checkbox"/> Community Well <input type="checkbox"/> Public Water <input type="checkbox"/> Well <input type="checkbox"/> Other</p> <p>SEWER/SEPTIC</p> <p><input type="checkbox"/> Alternative Septic <input type="checkbox"/> Community Sewer <input type="checkbox"/> Conventional Septic <input type="checkbox"/> Other <input type="checkbox"/> Public Sewer</p> <p>Maintenance Contract Y/N (Req'd if Sewer/Septic =)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Golf Frontage Y/N</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Water Frontage Y/N</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Basement Y/N</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>#FP (Fireplaces): __</p> <p>Private Pool Y/N:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
--	--	--	---	---

RENTAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

INTERIOR

- 9 Ft + Ceilings
- Atrium
- Bay/Bow Window
- Beamed Ceiling
- Breezeway
- Built In Cabinet/Book-cases
- Butlers Pantry
- Cathedral Ceiling
- Ceiling Fan
- Countertops-Granite/Stone
- Countertops - Laminate
- Countertops - Solid Surface
- Countertops - Tile
- Dining Area
- Double Vanity
- Dryer Hookup
- Eat-In-Kitchen
- Elevator
- Fire Sprinkler
- Formal Dining Room
- French Doors
- Garden Tub
- In-Law Suite
- Internal Balcony
- Island
- Jetted Tub
- Loft
- Other
- Pantry
- Recessed Lighting
- Rough-In Bath
- Sauna
- Security System
- Separate Suite
- Skylight
- Solar Tube
- Stack Wshr/Dryer Hookup
- Steam Shower
- Track Lighting
- Tray Ceiling
- Walk-In Closet
- Washer Hookup
- Wet Bar

COMMUNITY AMENITIES

- Basketball
- Beach
- Boat Ramp
- City View
- Clubhouse
- Common Area
- Common Laundry
- Community Room
- Deck
- Dock
- Exercise Room
- Extra Storage
- Fenced Complex
- Gated Community
- Golf Course
- Hot Tub
- Intercom
- Jogging Path
- Kiddie Pool
- Lake/Pond
- Lifeguard
- Locked Storage
- Maintenance Free
- Marina
- None
- Offsite Vehicle Storage
- Other
- Picnic Area
- Playground
- Pool
- Professional Mgmt
- Public Park
- Putting Green
- Resident Manager
- Road Maintenance
- RV/Boat Storage
- Sauna
- Security Guard
- Spa
- Sports Field
- Street Lights
- Tennis Court
- Water View

APPL/EQUIP

- Attic Fan
- Central Vac
- Compactor
- Dishwasher
- Disposal
- Double Oven
- Dryer
- Electric Cooking
- Exhaust Fan
- Fire Sprinkler System
- Freezer
- Gas Cooking
- Gas Grill Connection
- Generator
- Generator Wired
- Hot Tub
- Ice Maker
- Intercom
- Microwave
- Range
- Refrigerator
- Smoke Alarm
- Stack Washer/Dryer
- Stove
- Stove Hood
- Sump Pump
- Timer Thermostat
- Wall Oven
- Washer
- Water Purifier

RENT INCLUDES

- Air Conditioning
- Cable
- Community Amenities
- Electricity
- Heat
- Home Heating Oil
- Hot Water
- Internet
- Municipal Sewer Charges
- Municipal Water Charges
- Natural Gas/Propane
- None
- Parking
- Trash Pickup
- Yard Maintenance

Disclosures Attached (Select all that apply)

- Property (DPOR)
- Lead Disclosure
- Not Required
- Office Disclosure

RESTRICTIONS

- Age-Restricted Community
- Assoc Restrictions
- Deed Restrictions
- Easement
- Environmental/RPA
- Designated Historic
- Other

RENTAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

RENTSPREE

RentSpree Online Tenant Screening

Yes
 No

SHOWING INSTRUCTIONS

Showing Instructions

Accompany Show
 Appt. Required
 Go Direct

LockBox Type

WMLS Sentrilock
 Other Sentrilock
 Combo
 No LB per seller request
 Supra

Sentrilock Serial LB # _____

(Req'd if Lockbox Type = Sentrilock or Both)

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

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: _____