

# RESIDENTIAL 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.

|   |                        |       |
|---|------------------------|-------|
| <b>TAX COUNTY (1)</b>                     | <b>Tax ID</b>          | ----- |
| Select from County/City table in add/edit | <b>Street Number</b>   | ----- |
| WILLIAMSBURG                              | <b>Street Name</b>     | ----- |
| JAMES CITY COUNTY                         | <b>Owner Last Name</b> | ----- |
| 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

**Ownership Type:**

Fee Simple  
 Condominium

List Date:

Expire Date:

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

**PROPERTY SUB TYPE**

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

**UNIT PLACEMENT (req'd if Attached = Y)**

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

List 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\*

**RESIDENTIAL DATA INPUT FORM**  
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**LOCATION INFORMATION**

Street #: \_\_\_\_\_ Street Dir Prefix: \_\_\_\_\_ Street Name: \_\_\_\_\_ Street Suffix: \_\_\_\_\_ Street Dir Suffix: \_\_\_\_\_

City (mailing address): \_\_\_\_\_ Zip: \_\_\_\_\_ Unit #: \_\_\_\_\_ Unit Level: \_\_\_\_\_

New (Y/N) New Type (Req'd if "New"=Y) Year Built: \_\_\_\_\_ Year Built Description: \_\_\_\_\_

Select one:  Model  
 Proposed/To Be Built  
 Under Construction  
 New Construction

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

Total Finished SqFt: \_\_\_\_\_ Total Un-Fin SqFt: \_\_\_\_\_ Fin SqFt Below Grade: \_\_\_\_\_ Fin SqFt Above Grade: \_\_\_\_\_

SqFt Source: \_\_\_\_\_ # Levels: \_\_\_\_\_ # Rooms: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_  
 Per Appraiser  Per Owner  
 Per Architect  Per Tax  
 Per Builder  Other Acres: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_ x \_\_\_\_\_

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<br>Feet . Inches | X | Width<br>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 | _____                  | _____      | _____                            |
| Family/Great Room:            | _____                        | X | _____                  | _____      | _____                            |
| Foyer:                        | _____                        | X | _____                  | _____      | _____                            |
| Kitchen:                      | _____                        | X | _____                  | _____      | _____                            |
| Laundry/Utility Room:         | _____                        | X | _____                  | _____      | _____                            |

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|                           |  |       |       |
|---------------------------|--|-------|-------|
| <b>Living Room:</b>       | <input type="checkbox"/> ___ . ___ . ___ X ___ . ___ . ___ | _____ | _____ |
| <b>Office/Study:</b>      | <input type="checkbox"/> ___ . ___ . ___ X ___ . ___ . ___ | _____ | _____ |
| <b>Sun Room:</b>          | <input type="checkbox"/> ___ . ___ . ___ X ___ . ___ . ___ | _____ | _____ |
| <b>Additional Room 1:</b> | <input type="checkbox"/> ___ . ___ . ___ X ___ . ___ . ___ | _____ | _____ |
| <b>Additional Room 2:</b> | <input type="checkbox"/> ___ . ___ . ___ X ___ . ___ . ___ | _____ | _____ |
| <b>Additional Room 3:</b> | <input type="checkbox"/> ___ . ___ . ___ X ___ . ___ . ___ | _____ | _____ |

## BATH INFORMATION

| Bath Description | # of Full Baths | # of Half Baths |
|------------------|-----------------|-----------------|
| <b>Level 1</b>   | ___             | ___             |
| <b>Level 2</b>   | ___             | ___             |
| <b>Level 3</b>   | ___             | ___             |
| <b>Level 4</b>   | ___             | ___             |
| <b>Basement</b>  | ___             | ___             |

## FEATURES

| STYLE  | STRUCTURE                         | SIDING                                | ROOF                                     | FLOORING                              |
|--|-----------------------------------|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> 2-Story               | <input type="checkbox"/> Block    | <input type="checkbox"/> Aluminum     | <input type="checkbox"/> Asphalt Shingle | <input type="checkbox"/> Bamboo       |
| <input type="checkbox"/> A-frame               | <input type="checkbox"/> Concrete | <input type="checkbox"/> Asbestos     | <input type="checkbox"/> Composite       | <input type="checkbox"/> Carpet       |
| <input type="checkbox"/> Cape                  | <input type="checkbox"/> Frame    | <input type="checkbox"/> Asphalt      | <input type="checkbox"/> Concrete        | <input type="checkbox"/> Concrete     |
| <input type="checkbox"/> Colonial              | <input type="checkbox"/> Log      | <input type="checkbox"/> Block        | <input type="checkbox"/> Green           | <input type="checkbox"/> Cork         |
| <input type="checkbox"/> Contemporary/Modern   | <input type="checkbox"/> Metal    | <input type="checkbox"/> Brick        | <input type="checkbox"/> Metal           | <input type="checkbox"/> Laminate     |
| <input type="checkbox"/> Cottage/Bungalow      | <input type="checkbox"/> Stone    | <input type="checkbox"/> Cedar        | <input type="checkbox"/> Other           | <input type="checkbox"/> Linoleum     |
| <input type="checkbox"/> Craftsman             | <input type="checkbox"/> Wood     | <input type="checkbox"/> Cedar Shake  | <input type="checkbox"/> Poly Skin       | <input type="checkbox"/> Stone        |
| <input type="checkbox"/> Dutch Colonial        |                                   | <input type="checkbox"/> Clapboard    | <input type="checkbox"/> Reflective      | <input type="checkbox"/> Tile         |
| <input type="checkbox"/> Farm House            |                                   | <input type="checkbox"/> Glass        | <input type="checkbox"/> Slate           | <input type="checkbox"/> Vinyl        |
| <input type="checkbox"/> Green Certified Home  |                                   | <input type="checkbox"/> Hardiplank   | <input type="checkbox"/> Tar & Gravel    | <input type="checkbox"/> Wood         |
| <input type="checkbox"/> Log                   |                                   | <input type="checkbox"/> Log          | <input type="checkbox"/> Tile            | <input type="checkbox"/> Wood-Parquet |
| <input type="checkbox"/> Manufactured Home     |                                   | <input type="checkbox"/> Other        | <input type="checkbox"/> Vinyl           |                                       |
| <input type="checkbox"/> Mediterranean/Spanish |                                   | <input type="checkbox"/> Shingle      | <input type="checkbox"/> Wood Shingle    |                                       |
| <input type="checkbox"/> Modular               |                                   | <input type="checkbox"/> Steel        |  |                                       |
| <input type="checkbox"/> Other                 |                                   | <input type="checkbox"/> Stone        |  |                                       |
| <input type="checkbox"/> Patio Home            |                                   | <input type="checkbox"/> Stucco       |  |                                       |
| <input type="checkbox"/> Ranch                 |                                   | <input type="checkbox"/> Synth Stucco |  |                                       |
| <input type="checkbox"/> Saltbox               |                                   | <input type="checkbox"/> T111         |  |                                       |
| <input type="checkbox"/> Split Foyer           |                                   | <input type="checkbox"/> Vinyl        |  |                                       |
| <input type="checkbox"/> Townhouse             |                                   |                                       |  |                                       |
| <input type="checkbox"/> Transitional          |                                   |                                       |  |                                       |
| <input type="checkbox"/> Tri-Level/Quad Level  |                                   |                                       |  |                                       |

  

| WALL TYPE                            | ATTIC                                  |
|--------------------------------------|--|
| <input type="checkbox"/> Block       | <input type="checkbox"/> Access Panel  |
| <input type="checkbox"/> Brick       | <input type="checkbox"/> Expandable    |
| <input type="checkbox"/> Drywall     | <input type="checkbox"/> Finished      |
| <input type="checkbox"/> Glass       | <input type="checkbox"/> Floored       |
| <input type="checkbox"/> Glass Block | <input type="checkbox"/> No Attic      |
| <input type="checkbox"/> Mixed       | <input type="checkbox"/> Part Finished |
| <input type="checkbox"/> Other       | <input type="checkbox"/> Pull Down     |
| <input type="checkbox"/> Paneling    | <input type="checkbox"/> Walk-In       |
| <input type="checkbox"/> Plaster     | <input type="checkbox"/> Walk-Up       |
| <input type="checkbox"/> Wood        |  |

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## PARKING

- Assigned
- Carport
- Circular Drive
- Common Drive
- Covered
- Double Width
- Off Street
- On Street
- Open Lot
- Paved Driveway
- Underground
- Unpaved Driveway
- Visitor

### GARAGE Y/N

- Yes
- No

### # CARS (Req'd if Garage=Y)

- 1
- 1.5
- 2
- 2.5
- 3+

### GARAGE (Req'd if Garage=Y)

- Apartment
- Attached
- Auto Door Opener
- Basement
- Detached
- Direct Entry
- Finished
- Golf Cart
- Heated
- Other
- Oversized
- Pedestrian Door
- Side/Rear Load
- Storage Above
- Unfinished
- Workshop

# FP: \_\_

### FIREPLACE

- Brick
- Direct Vent
- Electric
- Fireplace Insert
- Gas
- Non-Vented
- Non-Working
- Stone

## INTERIOR

- 9 Ft + Ceilings
- Atrium
- Bay/Bow Window
- Beamed Ceiling
- Breezeway
- Built In Cabinet/Bookcases
- 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
- Window Treatment
- Workshop

### BASEMENT Y/N

- Yes
- No

## BASEMENT/ FOUNDATION (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

### 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

## EXTERIOR

- Awnings
- Back Porch
- Balcony
- Controlled Access
- Deck
- Front Porch
- Insulated Doors
- Irrigation System
- Lead Glass Windows
- Other
- Outdoor Lighting
- Palladian Windows
- Patio
- Porch
- Private Storage
- Screens
- Screened Porch
- Side Porch
- Sliding Doors
- Stained Glass
- Stoop
- Storm Doors
- Storm Windows
- Swing Sets
- Tennis Court
- Thermal Windows
- Wrap Around Porch

## ADDITIONAL STRUCTURE

- Barn
- Cabin
- Cottage
- Dairy
- Feed Barn
- Greenhouse
- Manufactured/Mobile Home
- Modular
- Pump House
- Shed
- Smoke House
- Stable
- Storage
- Tack Room

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## 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
- Water Softener
- Wine Cooler

## WATER HEATER

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

## ACCESSIBILITY EQUIPPED Y/N

- Yes
- No

## ACCESSIBILITY FEATURES (Req'd if Acc. Equip. = Y)

- Additional Features
- Auditory Alarms
- Chair Lift
- Comfort Height Switches
- 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"

## GREEN/ENERGY EFFICIENT

- EarthCraft
- Energy Star Appliances
- Energy Star/House
- Home Performance w/Energy Star
- Leed for Homes
- National Green Building Std.
- Solar Feature(s)

## HEATING

- Baseboard
- Electric Air Clean
- Forced Hot Air
- Geothermal
- Heat Pump
- Hot Water
- Humidifier
- Other
- Radiant
- Radiator
- Wood Stove
- Zoned

Other Desc: (Req'd if Heating = Other) \_\_\_\_\_

## HEAT/FUEL

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

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

## COOLING

- Central Air
- Electric
- Gas A/C
- Geothermal
- Heat Pump
- Indiv Window Wall Units
- None
- Other
- Whole House Fan
- Zoned

Other Desc: (Req'd if Cooling = Other) \_\_\_\_\_

## WATER SOURCE

- Community Well
- Public Water
- Well
- Other

## SEWER/SEPTIC

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

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
- Pond
- River
- Well

## PRIVATE POOL

- Yes
- No

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

- Above Ground
- Covered
- Fenced
- Heated
- In Ground
- Indoor
- Lap Pool
- Other
- Outdoor
- Pool Equipment
- Pool House
- Salt Water
- Self-Cleaning

**RESIDENTIAL DATA INPUT FORM**

SHADING INDICATES THE FIELD IS REQUIRED

**COMMUNITY AMENITIES**

- 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 Management
- 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
- 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
- Walk To Water

**Golf Frontage Y/N**

- Yes
- No

**Golf View/Frontage**

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

**FARM TYPE**

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

**RESTRICTIONS**

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

**Allow Onsite:**

- Boats
- Chickens
- Horses
- Pets
- Pets w/Restriction
- Recreational Vehicles
- Rentals
- Trucks/Trailer

**RESIDENTIAL DATA INPUT FORM**  
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**GENERAL INFORMATION**

Tax Year: \_\_\_\_\_ Annual Taxes: \_\_\_\_\_ Assessed Value: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Legal (75 characters): \_\_\_\_\_  
\_\_\_\_\_

Investor Rental Cap (Y/N)

Yes  
 No

Home Warranty: \_\_\_\_\_

Items That Do Not Convey (500 characters)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Minimum Deposit: \_\_\_\_\_

Deposit Held By: \_\_\_\_\_

HOA/Condo

Yes  
 No

Membership  
Required?

Yes  
 No

Combined  
Monthly Fees  
Amt (Req'd  
if HOA = Y)

\_\_\_\_\_

Association Fee Desc:  
 Community Association  
 Condo Association

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

\_\_\_\_\_  
\_\_\_\_\_

Assn. Mgmt Co. Phone (Req'd if HOA=Y):  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Pre Qual Letter  
(Y/N)

Yes  
 No

Add'l  
Fee(s)  
Y/N

Yes  
 No

Add'l Fee(s)  
(Req'd if Y)

\* Autosum from below

\$: \_\_\_\_\_

**Add'l Capital Contribution Fee**

\*\$: \_\_\_\_\_

**Add'l Transfer Fee**

\*\$: \_\_\_\_\_

**Add'l Other Fee**

\*\$: \_\_\_\_\_

Add'l Other Fee Description  
(50 characters): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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)

HOA Fee Includes:

- Building Insurance
- Clubhouse
- Comm Area Maintenance
- Common Area
- Community Utilities
- Exterior Maintenance
- Gas
- Hot Water
- Janitorial
- Landscaping
- Limited Exterior Maint.
- Limited Yard Maintenance
- Management Fees
- Pool
- Recreational Facilities
- Road Maintenance
- Security
- Sewer
- Snow Removal
- Trash Removal
- Water
- Water Access
- Yard Maintenance

**REMARKS**

**Public Remarks (2500 characters):**

-----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----

**Agent Only Comments (1000 characters):**

-----  
 -----  
 -----  
 -----  
 -----

**OWNER INFORMATION**

**Owner Name #1:** \_\_\_\_\_ **Owner Name #2:** \_\_\_\_\_

|                                      |   |                                      |                              |                                     |  |
|--------------------------------------|---|--------------------------------------|------------------------------|-------------------------------------|--|
| <b>Owned By</b>                      | <b>Occupied By:</b>                         | <b>Owner Agent (Y/N)</b>             | <b>Foreclosure:</b>          | <b>Possession</b>                   |  |
| <input type="checkbox"/> Corporate   | <input type="checkbox"/> Other              | <input type="checkbox"/> Yes         | <input type="checkbox"/> Yes | <input type="checkbox"/> At Closing |  |
| <input type="checkbox"/> Estate      | <input type="checkbox"/> Owner              | <input type="checkbox"/> No          | <input type="checkbox"/> No  | <input type="checkbox"/> Immediate  |  |
| <input type="checkbox"/> Individuals | <input type="checkbox"/> Tenant             | <b>Agent Related to Seller (Y/N)</b> | <b>Short Sale: (Y/N)</b>     | <input type="checkbox"/> Negotiable |  |
| <input type="checkbox"/> Other       | <input type="checkbox"/> Under Construction |                                      |                              | <input type="checkbox"/> Yes        | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Partnership |   |                                      |                              | <input type="checkbox"/> No         | <input type="checkbox"/> Tenant Rights |
| <input type="checkbox"/> REO         |   |                                      |                              |                                     |  |
| <input type="checkbox"/> Relocation  |   |                                      |                              |                                     |  |

**Seller Concessions (Y/N)**

Yes  
 No

**AGENT/OFFICE INFORMATION**

|   |                                   |
|---|-----------------------------------|
| <b>List Agent Code:</b> _____             | <b>List Agent Name:</b> _____     |
| <b>List Office Code:</b> _____            | <b>List Office Name:</b> _____    |
| <b>Co-List Agent Code:</b> _____          | <b>Co-List Agent Name:</b> _____  |
| <b>List Type:</b>                         | <b>Limited Rep (Y/N):</b>         |
| <input type="checkbox"/> Exclusive Agency | <input type="checkbox"/> Yes      |
| <input type="checkbox"/> Exclusive Right  | <input type="checkbox"/> No       |
| <input type="checkbox"/> Other            | <b>Co-List Office Name:</b> _____ |

**SHOWING INSTRUCTIONS**

**Showing Instructions**  
 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 By selecting Yes, I certify that I have explained the MLS Seller Options to my client(s), and that

**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: \_\_\_\_\_