

RESIDENTIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

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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)

Select from County/City
table in add/edit

WILLIAMSBURG

JAMES CITY COUNTY

NEW KENT COUNTY

YORK COUNTY

CHARLES CITY COUNTY

Tax ID

Street Number

Street Name

Owner Last Name

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

 Manufactured Home

 Mobile Home

 Single Family Residence

 Town House

**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

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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 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	_____	_____	_____
Family/Great Room:	_____	X	_____	_____	_____
Foyer:	_____	X	_____	_____	_____
Kitchen:	_____	X	_____	_____	_____
Laundry/Utility Room:	_____	X	_____	_____	_____

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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	____	____

FEATURES

STYLE	STRUCTURE	SIDING	ROOF	FLOORING
☐ 2-Story ☐ A-frame ☐ Cape ☐ Colonial ☐ Contemporary/Modern ☐ Cottage/Bungalow ☐ Craftsman ☐ Dutch Colonial ☐ Farm House ☐ Green Certified Home ☐ Log ☐ Manufactured Home ☐ Mediterranean/Spanish ☐ Modular ☐ Other ☐ Patio Home ☐ Ranch ☐ Saltbox ☐ Split Foyer ☐ Townhouse ☐ Transitional ☐ Tri-Level/Quad Level	☐ Block ☐ Concrete ☐ Frame ☐ Log ☐ Metal ☐ Other ☐ Stone ☐ Wood	☐ Aluminum ☐ Asbestos ☐ Asphalt ☐ Block ☐ Brick ☐ Cedar ☐ Cedar Shake ☐ Clapboard ☐ Glass ☐ Hardiplank ☐ Log ☐ Other ☐ Shingle ☐ Steel ☐ Stone ☐ Stucco ☐ Synth Stucco ☐ T111 ☐ Vinyl	☐ Asphalt Shingle ☐ Composite ☐ Concrete ☐ Green ☐ Metal ☐ Other ☐ Poly Skin ☐ Reflective ☐ Slate ☐ Tar & Gravel ☐ Tile ☐ Vinyl ☐ Wood Shingle	☐ Bamboo ☐ Carpet ☐ Concrete ☐ Cork ☐ Laminate ☐ Linoleum ☐ Stone ☐ Tile ☐ Vinyl ☐ Wood ☐ Wood-Parquet
			WALL TYPE	ATTIC
			☐ Block ☐ Brick ☐ Drywall ☐ Glass ☐ Glass Block ☐ Mixed ☐ Other ☐ Paneling ☐ Plaster ☐ Wood	☐ Access Panel ☐ Expandable ☐ Finished ☐ Floored ☐ No Attic ☐ Part Finished ☐ Pull Down ☐ Walk-In ☐ Walk-Up

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SHADING INDICATES THE FIELD IS REQUIRED

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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SHADING INDICATES THE FIELD IS REQUIRED

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

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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

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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: _____

Pre Qual Letter
(Y/N)

__Yes

__No

Deposit Held By: _____

HOA/Condo

__Yes

__No

Membership
Required?

__Yes

__No

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

Association Fee Desc:

__Community Associa-

tion

__Condo Association

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

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

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

_____-_____-_____

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Public Remarks (2500 characters):

[illegible][illegible]

Owner Name #1: _____ Owner Name #2: _____

Owned By	Occupied By:	Owner Agent (Y/N)	Foreclosure:	Possession
__Corporate	__Other	__Yes	__Yes	__At Closing
__Estate	__Owner	__No	__No	__Immediate
__Individuals	__Tenant			__Negotiable
__Other	__Under Construc-	Agent Related to	Short Sale: (Y/N)	__Other
__Partnership	tion	Seller (Y/N)	__Yes	__Tenant Rights
__REO		__Yes	__No	
__Relocation		__No		

☐ Yes
☐ No

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: _____
☐ Exclusive Agency	☐ Yes	
☐ Exclusive Right	☐ No	
☐ Other		

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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: _____