

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

County / City: _____	List/Lease Price: _____	List/Lease Date: __/__/____
Area: _____	Availability Type <input type="checkbox"/> Lease <input type="checkbox"/> Sale	Expected On Market Date: __/__/____ (Populate ONLY if Coming Soon Status is Chosen)
PID: _____		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

COMMERCIAL 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: _____

Year Built: _____ (Not Req'd if Agricultural, Land or Mobile Home Type Chosen) Year Built Description: _____ Lot: _____

PROPERTY INFORMATION

Legal (75 characters): _____

Property Description (500 characters): _____

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)

LB Call Agent
 LB Call List Office
 LB Call Owner
 LB Call Showing Service
 LB Call Tenant
 LB Go Direct
 LB Use Online Showing Service

No LB Call Agent
 No LB Call List Office
 No LB Call Owner
 No LB Call Showing Service
 No LB Call Tenant
 No LB Go Direct
 No LB Use Online Showing Service

Addl Shw Inst: _____

Owner Name: _____

Owner Phone: _____ **Owner Agent (Y/N)**
 Yes
 No

PROPERTY TYPE INFORMATION

****SELECT AT LEAST ONE CHOICE FROM ANY ONE OF THE TEN PROPERTY TYPE FIELDS LISTED BELOW****

INDUSTRIAL TYPE	RETAIL TYPE	AGRICULTURAL TYPE	LAND TYPE
<input type="checkbox"/> Distribution Warehouse	<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Agribusiness	<input type="checkbox"/> Commercial-Other
<input type="checkbox"/> Flex Space	<input type="checkbox"/> Convenience Store (with food service)	<input type="checkbox"/> Cropland	<input type="checkbox"/> Industrial
<input type="checkbox"/> Food Processing	<input type="checkbox"/> Convenience Store (with fuel)	<input type="checkbox"/> Other	<input type="checkbox"/> Multi-Family
<input type="checkbox"/> Industrial-Business Park	<input type="checkbox"/> Free-Standing Building	<input type="checkbox"/> Pasture/Ranch	<input type="checkbox"/> Office
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Marina	<input type="checkbox"/> Timberland	<input type="checkbox"/> Retail
<input type="checkbox"/> Mini-Storage (Sale Only)	<input type="checkbox"/> Restaurant		<input type="checkbox"/> Retail-Pad
<input type="checkbox"/> Net Leased	<input type="checkbox"/> Retail-Commercial		<input type="checkbox"/> Single-Family Residential
<input type="checkbox"/> Office Showroom	<input type="checkbox"/> Retail-Pad		
<input type="checkbox"/> Other	<input type="checkbox"/> Street Retail		
<input type="checkbox"/> R&D	<input type="checkbox"/> Vehicle-Related		
<input type="checkbox"/> Refrigerated/Cold Storage			
<input type="checkbox"/> Truck Terminal			
<input type="checkbox"/> Warehouse			

COMMERCIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

MOBILE HOME TYPE (Y/N) ___ Yes ___ No	OFFICE TYPE ___ Institutional/Governmental ___ Medical ___ Office Building ___ Office Condo ___ Office Park ___ Office-R&D ___ Office-Warehouse	SHOPPING CENTER TYPE ___ Community Center ___ Fashion/Specialty Center ___ Free-Standing Building ___ Grocery-Anchored ___ Mixed Use ___ Neighborhood Center ___ Other ___ Outlet Center ___ Power Center ___ Regional Center/Mall	HOSPITALITY TYPE ___ Bed & Breakfast ___ Casino ___ Chalet ___ Convention Center ___ Extended Stay ___ Golf Course ___ Hostel ___ Hotel ___ Inn Motel ___ Other ___ Pool ___ Recreation Cabins ___ Resort ___ Restaurant ___ Ski & Sun ___ Spa ___ Vacation Rental(s)
MULTI-FAMILY TYPE ___ Garden/Low-Rise ___ Govt Subsidized ___ Mid/High-Rise ___ Townhouse	SPORT/ENTERTAINMENT TYPE ___ Golf Related ___ Theatre/Performing Arts Facility		

LEASE ONLY INFORMATION

**: INFORMATION IN THIS SECTION IS ONLY REQUIRED IF THE AVAILABILITY TYPE = LEASE

****Lease Price Terms**
 ___ Month
 ___ Year

Additional Contacts (50 characters): _____

SPACE 1

**Suite # _____	**Sqft Available: _____	Sublet (Y/N) ___ Yes ___ No	**Date Available: ___/___/___	Lease Amount/Month: _____ (Req'd if Lease Price Terms = Month)
Lease Amount/Year: _____ (Req'd if Lease Price Terms = Year)	**Lease Type ___ Full Service Gross ___ Modified Gross ___ Modified Net ___ NNN ___ Other	**Term: _____	**Min Sqft: _____	**Max Contg. Sqft: _____

****Annual Lease Rate (\$/s):** _____ **NNN Expenses:** _____

Space Description (50 characters): _____

Space Type (50 characters): _____

SPACE 2 (REQ'D IF AVAILABLE)

**Suite # _____	**Sqft Available: _____	Sublet (Y/N) ___ Yes ___ No	**Date Available: ___/___/___	Lease Amount/Month: _____ (Req'd if Lease Price Terms = Month)
Lease Amount/Year: _____ (Req'd if Lease Price Terms = Year)	**Lease Type ___ Full Service Gross ___ Modified Gross ___ Modified Net ___ NNN ___ Other	**Term: _____	**Min Sqft: _____	**Max Contg. Sqft: _____

COMMERCIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

****Annual Lease Rate (\$/s):** _____

NNN Expenses: _____

Space Description (50 characters): _____

Space Type (50 characters): _____

SPACE 3 (REQ'D IF AVAILABLE)

****Suite #** _____

****Sqft Available:** _____

Sublet (Y/N)

Yes
 No

****Date Available:**

____/____/____

Lease Amount/Month:
_____ (Req'd
if Lease Price Terms =
Month)

Lease Amount/Year:

(Req'd if Lease Price
Terms = Year)

****Lease Type**

Full Service Gross
 Modified Gross
 Modified Net
 NNN
 Other

****Term:** _____

****Min Sqft:** _____

****Max Contg. Sqft:** _____

****Annual Lease Rate (\$/s):** _____

NNN Expenses: _____

Space Description (50 characters): _____

Space Type (50 characters): _____

OTHER SALE/LEASE INFORMATION

DISABLED ACCESS (Y/N):
(Not Req'd if Agricultural,
Land or Mobile Home
Type Chosen)

Yes
 No

POSSIBLE USE (255 characters) (Req'd if Land Type Chosen):

**ELEVATOR(Y/N): (Not
Req'd if Agricultural,
Land or Mobile Home
Type Chosen)**

Yes
 No

SIGNAGE INCLUDED (Y/N)

Yes
 No

SPRINKLERED(Y/N)

Dry
 None
 Wet

STORAGE (Y/N)

Yes
 No

ENTERPRISE ZONE (Y/N)

Yes
 No

Total Building Sqft :
(Not Req'd if Agricultural, Land
or Mobile Home Type Chosen)

Rental Sqft :
(Req'd if Availability type
= Lease)

Total # Units: _____

**FEDERAL TAX CREDIT ELIGIBLE
(Y/N): (Not Req'd if Agricultural,
Land or Mobile Home Type Chosen)**

Yes
 No

Levels: _____

Parking Spaces: _____

Covered Spaces: _____

Uncovered Parking: _____

Column Spacing Feet: _____

Ceiling Height: _____

Clear Ceiling Ht Ft: _____

DOCK HIGH (Y/N)

Yes
 No

Total # Dock High:
(Req'd if Dock High = Yes)

AT GRADE (Y/N)

Yes
 No

Total # at Grade:
(Req'd if At Grade = Yes)

RAMP (Y/N)

Yes
 No

Total # of Ramps:
(Req'd if Ramp = Yes)

COMMERCIAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

RAILROAD FRONT (Y/N), RAILROAD SIDING POSSIBLE (Y/N), AIR (Y/N), AIR DESCRIPTION (1):

Lot Dimensions: x, Total Acres, Land Area, LAND AREA TYPE (1)

Taxable Acres, Soil, BUILDING CLASS, Land Frontage Feet, Water Frontage Feet

Current Zoning, Potential Zoning, CONSERVATION PROGRAM (Y/N), Conservation Program Type

CRANES Y/N, Crane Clr Under Hook, Tonnage, RAIL Y/N, Body of Water

ANCHORED Y/N; (Req'd if Shopping Center Type is chosen), Length of Term, Time Remaining, POSSESSION (2)

Assd Land, Assd Imprv, Total Assmt, Assd Year

GENERAL INFORMATION

Remarks (1200 characters):

Property Highlights (250 characters): _____

Agent Only Comments (512 characters): _____

Directions (215 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

SALE ONLY INFORMATION

**** INFORMATION IN THIS SECTION IS ONLY REQUIRED IF THE AVAILABILITY TYPE = SALE**

Cap Rate %: _____ CAP RATE TYPE (1) CASH FLOW TYPE (1) Cash on Cash %: _____ **** % Occupied:** _____
 Actual Actual
 Pro Forma Pro Forma

****TENANCY (1)** Gross Rent Multiplier: _____ NET LEASE Y/N) Int Rate %: _____ Amortization # Years: _____
 Multiple Yes
 Single No

Proposed Equity: _____ **** # Rooms:** _____ **** # Mobile Homes:** _____ **** # Vacant Sites:** _____
(Req'd if Hospitality is (Req'd if Sale Type Mobile (Req'd if Sale Type Mobile
chosen) Home Community is chosen) Home Community is chosen)

**** Site Size:** _____ (Req'd if Mobile Home Community type is chosen) **** # Wells:** _____ (Req'd if Irrigation Wells is chosen in Irrigation feature field) **** LOAN PAY OFF Y/N)** **** OWNERSHIP**
 Yes Investment
 No Owner-User

SALE/LEASE FEATURE INFORMATION

HEATING/COOLING (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- 2-Zoned
- 3 or More Zones
- Baseboard
- Central Air
- Coal Stove
- Electric
- Floor Furnace
- Forced Hot Air
- Gas A/C
- Geothermal
- Heat Pump
- Hot Water
- Hot Water Coil
- Individual Wall Units
- Individual Window Units
- Natural Gas
- None
- Other
- Radiant
- Radiator
- Space Heater
- Steam
- Timed Thermostat
- Wall Furnace
- Wood Stove

SEWER (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- None
- Other
- Sanitary Sewer
- Septic

BUILDING CONDITION (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- Average
- Good
- Rehab
- See Remarks
- Under Construction
- Very Good

DOORS (3) (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- 10 Ft. - 15 Ft. Doors
- 10 Ft. Doors
- 15+ Ft. Doors
- Other

EXTERIOR (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- Block
- Brick
- EFIS
- Metal/Vinyl
- Other
- Tilt-Up

WATER SOURCE

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

OTHER RETAIL INFO

- Bay Dimensions (depth x width)
- Common Area Maintenance Cost
- Lease Terms
- Required Parking Ratio
- Signage
- Traffic Count

ROOF (3) (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- Asbestos
- Asphalt
- Built-up
- Composition
- Concrete Com
- Dimensional
- Flat
- Metal
- Other
- Rubber
- Shingled
- Slate
- Slate-Manufactured
- Sloped
- Tar & Gravel
- Tile
- Wood

ROAD TYPE (2) (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- City Maintained Road
- County Maintained Road
- Interstate
- No Road Frontage
- Private
- State Maintained
- U.S. Highway

LOADING (3)

- 1-3 Bays
- 4-6 Bays
- 7+ Bays
- None

OTHER OFFICE INFO

- Core Factor
- Elevator
- HVAC
- Parking Ratio
- Security Card Access

TOPOGRAPHY

- Bottom
- Gently Rolling
- Level
- Level to Rolling
- Level to Steep
- Rolling
- Rolling to Steep
- Sloped
- Undulating
- Wooded

SALE ONLY FEATURE INFORMATION

****:** INFORMATION IN THIS SECTION IS ONLY REQUIRED IF THE AVAILABILITY TYPE = SALE

**** SALE TERMS**

- Assumable
- Cash out
- Conventional
- Lease Purchase
- Owner Financing
- Rehab Loan
- Securitized Loan
- See Remarks

**** DRAINAGE (6)**

- Average
- Excellent
- Good
- Natural Type
- Surface
- Tile
- Unknown

**** IRRIGATION (3)**

- Drip Irrigation System
- Irrigation Wells
- None
- Other
- Pivots
- Travelling Gun

FENCE CONDITION (4)

- Average
- Excellent
- Fair
- Good
- N/A

FENCE TYPE (3)

- Barbed
- Board
- None
- Other
- Woven

Debit Service Actual (Yr/\$): _____ / _____

Scheduled Gross \$: _____

SCHEDULED GROSS TYPE

- Reimbursement
- Vacancy

Effective Gross Operating Expenses: _____

Net Operating Income \$: _____

NET OPERATING TYPE

- Capital Costs
- Debt Service

Pre Tax Cash Flow \$: _____

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)

- Exclusive Agency
- Exclusive Right
- MLS Only Listing

- Yes
- No

Co-List Office Name: _____

SALE COMPENSATION INFORMATION

Selling Firm Comp Type

- Percent
- Flat Fee
- Structured Comp

Selling Firm Comp Amount:
(Req'd if Selling Firm Comp Type = Percent or Flat Fee)

Dual/Var Cmp (Y/N)

- Yes
- No

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

Compensation Remarks (250 characters): _____

COMMERCIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

Bonus: (Y/N)

Yes
 No

Bonus Description (Req'd if Bonus = Y) (50 characters): _____

LEASE COMPENSATION INFORMATION

Referral Fee: _____

Referral Fee %: _____

Referral Fee % Details (50 characters): _____

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 INFORMATION

Internet Publication Opt Out: (Y/N)

Yes
 No

LISTING STATUS CONFIRMATION

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

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