

MULTI-FAMILY 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 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

Type: <input type="checkbox"/> Duplex <input type="checkbox"/> High Rise <input type="checkbox"/> Low Rise <input type="checkbox"/> Quad <input type="checkbox"/> Rooming-House <input type="checkbox"/> Triplex	County / City: _____	Delayed Show (Y/N): ___	List Price: _____	List Date: __/__/____
		No Show Until: __/__/____ (Req'd if Delayed Showing is Y)	Expected On Market Date: __/__/____ (Populate ONLY if Coming Soon Status is Chosen)	
	PID: _____	Area: _____	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

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LOCATION INFORMATION

Street #: _____ Street Direction: _____ Street Name: _____ Street Suffix: _____
Post Office: _____ Zip Code: _____ Zip + 4: _____ State: _____
PUD: _____
Subdivision: _____ Neighborhood: _____ (Req'd if Subdivision = None)
Year Built: _____ Year Built Description: _____
Levels: _____ Lot: _____ Finished SqFt: _____ Finished SqFt - Bsmt: _____
Un-Finished SqFt: _____ Un-Finished SqFt - Bsmt: _____
Co Units: _____ # Assigned Spaces: _____
Gross Income: _____ Expenses: _____ Profit: _____
Elementary School: _____ Middle School: _____
High School: _____ Other School: _____

Directions (215 characters): _____

UNIT INFORMATION

UNIT 1

Rooms: _____ (Except Lse Exp - All fields Req'd if Rms >0) Beds: _____ Full Baths: _____ Half Baths: _____ Sqft: _____
Lease Y/N _____ Lease Expires: __/__/____
Owner Paid Heat _____ Monthly Rent: _____
__All
__None
__Some
Tenant Name: _____ Tenant Phone: _____
__Yes
__No

UNIT 2

Rooms: _____ (Except Lse Exp - All fields Req'd if Rms >0) Beds: _____ Full Baths: _____ Half Baths: _____ Sqft: _____
Lease Y/N _____ Lease Expires: __/__/____
Owner Paid Heat _____ Monthly Rent: _____
__All
__None
__Some
Tenant Name: _____ Tenant Phone: _____
(Req'd if Lease Y/N = Y)
__Yes
__No

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UNIT 3

Rooms: __ (Except Lse Exp - All fields Req'd if Rms >0)
Owner Paid Heat
 __ All
 __ None
 __ Some

Beds: __ **Full Baths:** __ **Half Baths:** __ **Sqft:** _____
Monthly Rent: _____ **Lease Y/N**
 __ Yes
 __ No

Lease Expires: __/__/____
Tenant Name: _____ **Tenant Phone:** ____-____-____

UNIT 4

Rooms: __ (Except Lse Exp - All fields Req'd if Rms >0)
Owner Paid Heat
 __ All
 __ None
 __ Some

Beds: __ **Full Baths:** __ **Half Baths:** __ **Sqft:** _____
Monthly Rent: _____ **Lease Y/N**
 __ Yes
 __ No

Lease Expires: __/__/____
Tenant Name: _____ **Tenant Phone:** ____-____-____

STYLE (3)	FEATURES			PARKING (3)
<input type="checkbox"/> 2-Story <input type="checkbox"/> Cape <input type="checkbox"/> Colonial <input type="checkbox"/> Contemporary <input type="checkbox"/> Craftsman <input type="checkbox"/> Custom <input type="checkbox"/> Dutch Colonial <input type="checkbox"/> Green Certified Home <input type="checkbox"/> Manufactured Homes <input type="checkbox"/> Mediterranean/Spanish <input type="checkbox"/> Modern <input type="checkbox"/> Modular <input type="checkbox"/> Other <input type="checkbox"/> Patio Home <input type="checkbox"/> Ranch <input type="checkbox"/> Rowhouse/Townhouse <input type="checkbox"/> Saltbox <input type="checkbox"/> Split Foyer <input type="checkbox"/> Transitional <input type="checkbox"/> Tri-Level/Quad Level <input type="checkbox"/> Tudor <input type="checkbox"/> Victorian Golf Frontage Y/N <input type="checkbox"/> Yes <input type="checkbox"/> No Golf View/Frontage <input type="checkbox"/> Cart Path Side <input type="checkbox"/> Fairway <input type="checkbox"/> Green <input type="checkbox"/> Tee <input type="checkbox"/> View	STRUCTURE (2) <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Frame <input type="checkbox"/> Log <input type="checkbox"/> Metal <input type="checkbox"/> Other <input type="checkbox"/> Stone <input type="checkbox"/> Wood ATTIC (3) <input type="checkbox"/> Access Panel <input type="checkbox"/> Expandable <input type="checkbox"/> Finished <input type="checkbox"/> Floored <input type="checkbox"/> Locked Storage <input type="checkbox"/> No Attic <input type="checkbox"/> Part Finished <input type="checkbox"/> Pull Down <input type="checkbox"/> Shared <input type="checkbox"/> Walk-In <input type="checkbox"/> Walk-Up WALL TYPE (4) <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Drywall <input type="checkbox"/> Glass <input type="checkbox"/> Glass Block <input type="checkbox"/> Mixed <input type="checkbox"/> Other <input type="checkbox"/> Paneling <input type="checkbox"/> Plaster <input type="checkbox"/> Wood	SIDING (2) <input type="checkbox"/> Aluminum <input type="checkbox"/> Asbestos <input type="checkbox"/> Asphalt <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Cedar <input type="checkbox"/> Cedar Shake <input type="checkbox"/> Cement Lapbox <input type="checkbox"/> Clapboard <input type="checkbox"/> Glass <input type="checkbox"/> Hardboard <input type="checkbox"/> Hardiplank <input type="checkbox"/> Log <input type="checkbox"/> Other <input type="checkbox"/> Redwood <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 <input type="checkbox"/> Wood	ROOF (3) <input type="checkbox"/> Asbestos <input type="checkbox"/> Asphalt <input type="checkbox"/> Built-up <input type="checkbox"/> Composition <input type="checkbox"/> Concrete Com <input type="checkbox"/> Dimensional <input type="checkbox"/> Flat <input type="checkbox"/> Metal <input type="checkbox"/> Other <input type="checkbox"/> Rubber <input type="checkbox"/> Shingled <input type="checkbox"/> Slate <input type="checkbox"/> Slate-Manufactured <input type="checkbox"/> Sloped <input type="checkbox"/> Tar & Gravel <input type="checkbox"/> Tile <input type="checkbox"/> Wood GARAGE Y/N <input type="checkbox"/> Yes <input type="checkbox"/> No # CARS (Req'd if Garage=Y) <input type="checkbox"/> 1 <input type="checkbox"/> 1.5 <input type="checkbox"/> 2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 3 <input type="checkbox"/> 4+	<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"/> In Alley <input type="checkbox"/> No Parking <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"/> Valet <input type="checkbox"/> Visitor GARAGE (6) (Req'd if Garage=Y) <input type="checkbox"/> Apartment <input type="checkbox"/> Attached <input type="checkbox"/> Auto Door Opener <input type="checkbox"/> Detached <input type="checkbox"/> Direct Entry <input type="checkbox"/> Finished <input type="checkbox"/> Heated <input type="checkbox"/> In Basement <input type="checkbox"/> No Garage <input type="checkbox"/> Other <input type="checkbox"/> Oversized <input type="checkbox"/> Storage Above <input type="checkbox"/> Unfinished <input type="checkbox"/> Workshop

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EXTERIOR (10)

- Awnings
- Barn/Stable
- Controlled Access
- Gazebo
- Green House Wn
- Horse Permitted
- Hot Tub
- Insulated Doors
- Irrigation System
- Lead Glass Windows
- Out Building
- Outdoor Lighting
- Palladian Windows
- Private Storage
- Public Park
- Sauna
- Screens
- Sliding Doors
- Stained Glass
- Storage Shed Attached
- Storage Shed Detached
- Storm Doors
- Storm Windows
- Swing Sets
- Tennis Court
- Thermal Windows

BASEMENT Y/N

- Yes
- No

BASEMENT/FOUNDATION (3)

- Basement-Full
- Basement-Partial
- Crawl Space
- Dirt
- Finished-Com
- Finished-Part
- Floored
- Garage Access
- Heated
- Interior Access
- Locked Storage
- Other
- Roughed In
- Shared Basement
- Slab
- Unfinished
- Walk-Out
- Workshop

INTERIOR (25)

- 1st Floor Bedrm W/ Full Bath
- 1st Floor Bedroom
- 1st Floor Master Bedroom
- 9 Ft + Ceilings
- Add'l 1st Floor Master
- Bay/Bow Window
- Beamed Ceiling
- Breakfast Nook
- Breezeway
- Built In Cabinet/Bookcases
- Butlers Pantry
- Cable TV
- Cathedral Ceiling
- Ceiling Fan
- Center Hall
- Countertops - Granite/Stone
- Countertops - Laminate
- Countertops - Solid Surface
- Countertops - Tile
- Dining Area
- Double Vanity
- Dryer Hookup
- DSL
- Eat-In-Kitchen
- Fire Sprinkler
- Fireplace
- Formal Dining Room
- French Doors
- Garden Tub
- Hot Tub
- Internal Balcony
- Internet Ready
- Island
- Loft
- MBR Bath
- Pantry
- Recessed Lighting
- Rough-In Bath
- Satellite Dish
- Security System
- Skylight
- Solar Tube
- Stack Wshr/Dryer Hookup
- Steam Shower
- Sunken Tub
- Track Lighting
- Tray Ceiling
- Walk-In Closet
- Washer Hookup
- Wet Bar
- Window Treatment
- Workshop

WATER (4)

- Community Well
- Public Water
- Well
- Other

SEWER/SEPTIC (4)

- Alternative Septic
- Community Sewer
- Conventional Septic
- Other
- Public Sewer

Maintenance Contract Y/N
 (Req'd if Sewer/Septic = Alternative Septic)

- Yes
- No

FENCED Y/N

- Yes
- No

FENCED (3) (Req'd if Fenced Y/N = Y)

- All Fenced
- Barbed
- Board
- Cedar
- Chain Link
- Combination
- Decorative
- Electric
- Front Only
- Invisible
- No Fencing
- Part Fenced
- Picket
- Privacy
- Rear Only
- Security
- Split Rail
- Vinyl/PVC
- Wall
- Wrought Iron

COMMUNITY AMENITIES (20)

- Association
- Basketball
- Beach
- Boat Ramp
- Clubhouse
- Common Area
- Common Laundry
- Community Room
- Controlled Access
- Dock
- Elevator
- Exercise Room
- Extra Storage
- Gated Community
- Golf Course
- Hot Tub
- Jogging Path
- Kiddie Pool
- Lake/Pond
- Landscaping
- Lifeguard
- Maintenance Free
- Marina
- On Bus Line
- Picnic Area
- Playground
- Pool
- Professional Management
- Putting Green
- Resident Manager
- Road Maintenance
- RV/Boat Storage
- Sauna
- Security Guard
- Sports Field
- Tennis Court

RESTRICTIONS (5)

- Age Qualified
- Age-Restricted Community
- Architec Des
- Assoc Restrictions
- Bldg Morator
- Bldg Restrictions
- Deed Restrictions
- Easement
- Excluded Party
- Health Dept
- Historic
- Mineral Rights
- No Mobile Homes
- Other
- Right Of Way
- RV/Boat Storage
- Subdiv Restr
- Variance Needed
- Waterfront Restrictions
- Wetlands
- Zoning Restrictions

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DISABL EQUIPD Y/N	WATER HEATER (2)	PORCH (2)	WATER TYPE (5)	SALE TERMS (8)
<input type="checkbox"/> Yes	<input type="checkbox"/> Central Source	<input type="checkbox"/> Balcony	<input type="checkbox"/> Access	<input type="checkbox"/> Assump Fixed
<input type="checkbox"/> No	<input type="checkbox"/> Electric	<input type="checkbox"/> Deck	<input type="checkbox"/> Bay Frontage	<input type="checkbox"/> Assump Second
	<input type="checkbox"/> Instant Hot	<input type="checkbox"/> Front	<input type="checkbox"/> Beach	<input type="checkbox"/> Assump Variable
DISABL FEAT (5)	<input type="checkbox"/> Insulated	<input type="checkbox"/> Front Country	<input type="checkbox"/> Creek Frontage	<input type="checkbox"/> Cash
(Req'd if Disabl Equipd = Y)	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Front Full	<input type="checkbox"/> Dock/Mooring	<input type="checkbox"/> Conventional
<input type="checkbox"/> Additional Features	<input type="checkbox"/> Off Furnace	<input type="checkbox"/> Glass	<input type="checkbox"/> Harbor Frontage	<input type="checkbox"/> Farm Home Adm
<input type="checkbox"/> Auditory Alarms	<input type="checkbox"/> Oil	<input type="checkbox"/> Patio	<input type="checkbox"/> Lake	<input type="checkbox"/> Fed Mtg Hsad
<input type="checkbox"/> Chair Lift	<input type="checkbox"/> Other	<input type="checkbox"/> Rear	<input type="checkbox"/> Lake Frontage	<input type="checkbox"/> Federal Land
<input type="checkbox"/> Comfort Height Switches	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Screened	<input type="checkbox"/> Marsh	<input type="checkbox"/> FHA
<input type="checkbox"/> Elevator	<input type="checkbox"/> Recirculating	<input type="checkbox"/> Side	<input type="checkbox"/> MLW 0-2 Ft	<input type="checkbox"/> Lease Purchase
<input type="checkbox"/> Entry Level Accessible Full Bath	<input type="checkbox"/> Solar	<input type="checkbox"/> Sleeping Porch	<input type="checkbox"/> MLW 2-4 Ft	<input type="checkbox"/> Negotiable
<input type="checkbox"/> Entry Level Accessible Kitchen	<input type="checkbox"/> Tank	<input type="checkbox"/> Stoop	<input type="checkbox"/> MLW 4-6 Ft	<input type="checkbox"/> Owner May Finance
<input type="checkbox"/> Entry Level Bedrooms	<input type="checkbox"/> Tankless	<input type="checkbox"/> Wrap Around	<input type="checkbox"/> MLW 6+ Ft	<input type="checkbox"/> Private
<input type="checkbox"/> Entry Ramp			<input type="checkbox"/> Navigable	<input type="checkbox"/> USDA
<input type="checkbox"/> Grab Bars			<input type="checkbox"/> Ocean/Bay Frontage	<input type="checkbox"/> VA
<input type="checkbox"/> Roll In Shower			<input type="checkbox"/> Pond	<input type="checkbox"/> VHDA
<input type="checkbox"/> Roll Under Sink			<input type="checkbox"/> Riparian Rights	<input type="checkbox"/> Will Trade
<input type="checkbox"/> Shower Seat			<input type="checkbox"/> River	<input type="checkbox"/> Wrap
<input type="checkbox"/> Stair Lift			<input type="checkbox"/> River Frontage	
<input type="checkbox"/> Stepless Entry			<input type="checkbox"/> Sound Frontage	
<input type="checkbox"/> Variable Height Cabinets			<input type="checkbox"/> Stream	
<input type="checkbox"/> Variable Height Counters			<input type="checkbox"/> Walk To Water	
<input type="checkbox"/> Visual Alarms			<input type="checkbox"/> Water Access	
<input type="checkbox"/> Wheelchair Adapted			<input type="checkbox"/> Whitewater	
<input type="checkbox"/> Wide Doorways or Min. 32" Wide Doors				

UNIT 1: Unit Heat Fuel/Cooling and Utilities

Unit Heat Fuel/Cooling (3) (Req'd if Unit 1 Rooms is >0)				Unit Utilities (3) (Req'd if Unit 1 Rooms is >0)	
<input type="checkbox"/> 2 Zoned AC	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Timer Thermostat	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Water Heater
<input type="checkbox"/> 2 Zoned Heat	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Other Fuel	<input type="checkbox"/> Whole House Fan	<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Water Meter
<input type="checkbox"/> 3+ Zoned AC	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Other Ht/Cool	<input type="checkbox"/> Wood	<input type="checkbox"/> Electric Meter	
<input type="checkbox"/> 3+ Zoned Heat	<input type="checkbox"/> Hot Water Coil	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Wood Stove	<input type="checkbox"/> Electric Stove	
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Individual	<input type="checkbox"/> Radiant		<input type="checkbox"/> Gas Meter	
<input type="checkbox"/> Central Air	<input type="checkbox"/> Individual Wall Unit	<input type="checkbox"/> Radiator		<input type="checkbox"/> Gas Stove	
<input type="checkbox"/> Coal	<input type="checkbox"/> Individual Window	<input type="checkbox"/> Shared		<input type="checkbox"/> Refrigerator	
<input type="checkbox"/> Coal Stove	<input type="checkbox"/> Multi-Fuel	<input type="checkbox"/> Solar		<input type="checkbox"/> Separate Cooling Source	
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Space Heater		<input type="checkbox"/> Separate Heating Source	
<input type="checkbox"/> Forced Hotair	<input type="checkbox"/> None	<input type="checkbox"/> Steam		<input type="checkbox"/> Washer Hookup	

UNIT 2: Unit Heat Fuel/Cooling and Utilities

Unit Heat Fuel/Cooling (3) (Req'd if Unit 2 Rooms is >0)				Unit Utilities (3) (Req'd if Unit 2 Rooms is >0)	
<input type="checkbox"/> 2 Zoned AC	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Timer Thermostat	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Water Heater
<input type="checkbox"/> 2 Zoned Heat	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Other Fuel	<input type="checkbox"/> Whole House Fan	<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Water Meter
<input type="checkbox"/> 3+ Zoned AC	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Other Ht/Cool	<input type="checkbox"/> Wood	<input type="checkbox"/> Electric Meter	
<input type="checkbox"/> 3+ Zoned Heat	<input type="checkbox"/> Hot Water Coil	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Wood Stove	<input type="checkbox"/> Electric Stove	
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Individual	<input type="checkbox"/> Radiant		<input type="checkbox"/> Gas Meter	
<input type="checkbox"/> Central Air	<input type="checkbox"/> Individual Wall Unit	<input type="checkbox"/> Radiator		<input type="checkbox"/> Gas Stove	
<input type="checkbox"/> Coal	<input type="checkbox"/> Individual Window	<input type="checkbox"/> Shared		<input type="checkbox"/> Refrigerator	
<input type="checkbox"/> Coal Stove	<input type="checkbox"/> Multi-Fuel	<input type="checkbox"/> Solar		<input type="checkbox"/> Separate Cooling Source	
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Space Heater		<input type="checkbox"/> Separate Heating Source	
<input type="checkbox"/> Forced Hotair	<input type="checkbox"/> None	<input type="checkbox"/> Steam		<input type="checkbox"/> Washer Hookup	

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UNIT 3: Unit Heat Fuel/Cooling and Utilities

Unit Heat Fuel/Cooling (3) (Req'd if Unit 3 Rooms is >0)			
<input type="checkbox"/> 2 Zoned AC	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Timer Thermostat
<input type="checkbox"/> 2 Zoned Heat	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Other Fuel	<input type="checkbox"/> Whole House Fan
<input type="checkbox"/> 3+ Zoned AC	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Other Ht/Cool	<input type="checkbox"/> Wood
<input type="checkbox"/> 3+ Zoned Heat	<input type="checkbox"/> Hot Water Coil	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Wood Stove
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Individual	<input type="checkbox"/> Radiant	
<input type="checkbox"/> Central Air	<input type="checkbox"/> Individual Wall Unit	<input type="checkbox"/> Radiator	
<input type="checkbox"/> Coal	<input type="checkbox"/> Individual Window	<input type="checkbox"/> Shared	
<input type="checkbox"/> Coal Stove	<input type="checkbox"/> Multi-Fuel	<input type="checkbox"/> Solar	
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Space Heater	
<input type="checkbox"/> Forced Hotair	<input type="checkbox"/> None	<input type="checkbox"/> Steam	

Unit Utilities (3) (Req'd if Unit 3 Rooms is >0)	
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Water Heater
<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Water Meter
<input type="checkbox"/> Electric Meter	
<input type="checkbox"/> Electric Stove	
<input type="checkbox"/> Gas Meter	
<input type="checkbox"/> Gas Stove	
<input type="checkbox"/> Refrigerator	
<input type="checkbox"/> Separate Cooling Source	
<input type="checkbox"/> Separate Heating Source	
<input type="checkbox"/> Washer Hookup	

UNIT 4: Unit Heat Fuel/Cooling and Utilities

Unit Heat Fuel/Cooling (3) (Req'd if Unit 4 Rooms is >0)			
<input type="checkbox"/> 2 Zoned AC	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Timer Thermostat
<input type="checkbox"/> 2 Zoned Heat	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Other Fuel	<input type="checkbox"/> Whole House Fan
<input type="checkbox"/> 3+ Zoned AC	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Other Ht/Cool	<input type="checkbox"/> Wood
<input type="checkbox"/> 3+ Zoned Heat	<input type="checkbox"/> Hot Water Coil	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Wood Stove
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Individual	<input type="checkbox"/> Radiant	
<input type="checkbox"/> Central Air	<input type="checkbox"/> Individual Wall Unit	<input type="checkbox"/> Radiator	
<input type="checkbox"/> Coal	<input type="checkbox"/> Individual Window	<input type="checkbox"/> Shared	
<input type="checkbox"/> Coal Stove	<input type="checkbox"/> Multi-Fuel	<input type="checkbox"/> Solar	
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Space Heater	
<input type="checkbox"/> Forced Hotair	<input type="checkbox"/> None	<input type="checkbox"/> Steam	

Unit Utilities (3) (Req'd if Unit 4 Rooms is >0)	
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Water Heater
<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Water Meter
<input type="checkbox"/> Electric Meter	
<input type="checkbox"/> Electric Stove	
<input type="checkbox"/> Gas Meter	
<input type="checkbox"/> Gas Stove	
<input type="checkbox"/> Refrigerator	
<input type="checkbox"/> Separate Cooling Source	
<input type="checkbox"/> Separate Heating Source	
<input type="checkbox"/> Washer Hookup	

GENERAL INFORMATION

Waterfront Y/N
 Yes
 No

Acres: _____ **Lot Dimensions:** _____ x _____

Tax Year: _____ **Annual Taxes:** _____

Assd Land: _____

Assd Imprv: _____

Assd Total: _____

Legal (75 characters): _____

Home Warranty: _____

Current Zoning: _____

Road Frontage: _____

Lot Description: (6)

<input type="checkbox"/> Additional Parcel Available	<input type="checkbox"/> On Golf Course
<input type="checkbox"/> Beach	<input type="checkbox"/> Paper Street
<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Park Like
<input type="checkbox"/> City View	<input type="checkbox"/> Sloping
<input type="checkbox"/> Corner	<input type="checkbox"/> Steep Slopes
<input type="checkbox"/> Cul-De-Sac	<input type="checkbox"/> Street Lights
<input type="checkbox"/> Dead End Street	<input type="checkbox"/> Subdividable
<input type="checkbox"/> Fruit Trees	<input type="checkbox"/> Waterfront
<input type="checkbox"/> Irregular	<input type="checkbox"/> Waterview
<input type="checkbox"/> Landlocked	<input type="checkbox"/> Wooded
<input type="checkbox"/> Level	<input type="checkbox"/> Zero Lot Line

Water Frontage: _____

Items Not Included (20 characters): _____

Disclosures (2)

Listing Attachment
 No Form
 Not Required
 Office
 Property

Lead Disclosure (2)

Listing Attachment
 No Form
 Not Required
 Office
 Property

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AGENT/OFFICE INFORMATION

List Agent Code: _____ List Agent Name: _____
List Office Code: _____ List Office Name: _____
Co-List Agent Code: _____ Co-List Agent Name: _____
Co-List Office Name: _____

List Type: _____ Limited Rep: (Y/N) _____
__ Exclusive Agency __ Yes
__ Exclusive Right __ No
__ MLS Only Listing

COMPENSATION INFORMATION

Selling Firm Comp Type _____ Selling Firm Comp Amount: _____ Dual/Var Cmp (Y/N) _____
__ Percent (Req'd if Selling Firm Comp Type = Percent or Flat Fee) __ Yes
__ Flat Fee __ No
__ Structured Comp

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

Compensation Remarks (250 characters): _____

Bonus: (Y/N) _____ Bonus Description (Req'd if Bonus = Y) (50 characters): _____
__ Yes
__ No

SHOWING INSTRUCTIONS

Showing Instr 1 (1) _____ LockBox Type (1)(Not Req'd if No LB Choice is Chosen) _____ Supra Serial LB #: _____
__ Accompany Show __ Supra (Req'd if LockboxType = Supra or Both)
__ Appt. Required __ Sentrilock
__ Both

Showing Instr 2 (1) _____ Addl Shw Inst: _____
__ LB Call Agent __ No LB Call Agent
__ LB Call List Office __ No LB Call List Office
__ LB Call Owner __ No LB Call Owner
__ LB Call Showing Service __ No LB Call Showing Service
__ LB Call Tenant __ No LB Call Tenant
__ LB Go Direct __ No LB Go Direct
__ LB Use Online Showing Service __ No LB Use Online Showing Service

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

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 = Y)

Yes
 No

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

Yes
 No

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

Yes
 No

LISTING STATUS CONFIRMATION

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

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.