

RENTAL 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.

STATUS (1)

Incomplete

Active

LISTING INFORMATION

Type:

- Apartment
- Condo/Townhouse
- Duplex
- House
- Quad
- Triplex

County / City: _____

Rental Price: _____

List Date: __/__/____

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

SubType:

- Attached
- Detached

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LOCATION INFORMATION

Street #: _____ Street Direction: _____ Street Name: _____ Street Suffix: _____
 Unit #: _____ Zip Code: _____ Zip + 4: _____ State: _____
 Post Office: _____
 Subdivision: _____ Neighborhood: _____ (Req'd if Subdivision = None)
 App Fee Per Applicant: _____ Deposit: _____ App Fee Description: _____
 Gvmt Assist Subsidy Accept Y/N _____ Year Built: _____ Year Built Description: _____ Finished SqFt: _____
 ___ Yes _____ Rooms: _____ Levels: _____ Lot: _____ Occupancy Date: ___/___/_____
 ___ No _____ Bedrooms: _____ Full/Half Baths: _____ Lease Terms
 Lease w/ Option to Buy Y/N _____ SqFt Source: _____
 ___ Yes _____ Per Appraiser _____ Per Owner _____ 3 Month _____ Quarterly
 ___ No _____ Per Architect _____ Per Tax _____ Month _____ Weekly
 _____ Per Builder _____ Other _____ Month to Month _____ Year
 _____ Other

Fin SqFt Source Desc (150 characters): (Req'd if SqFt Source = Other): _____

Elementary School: _____ Middle School: _____
 High School: _____ Other School: _____

Directions (215 characters): _____

FEATURES

PARKING (3)	STYLE (3)	FLOORING (4)	WATER (4)
___ Assigned	___ 2-Story	___ Bamboo	___ Community Well
___ Carport	___ A-frame	___ Carpet-Part	___ Public Water
___ Circular Drive	___ Cape	___ Carpet-W-W	___ Well
___ Common Drive	___ Colonial	___ Concrete	___ Other
___ Covered	___ Contemporary	___ Cork	
___ Double Width	___ Cottage/Bungalow	___ Granite	BASEMENT Y/N
___ In Alley	___ Craftsman	___ Laminat	___ Yes
___ No Parking	___ Custom	___ Linoleum	___ No
___ Off Street	___ Dutch Colonial	___ Marble	
___ On Street	___ Farm House	___ Slate	Golf Frontage Y/N
___ Open Lot	___ Gentleman Farm	___ Tile	___ Yes
___ Paved Driveway	___ Green Certified Home	___ Tile-Ceramic	___ No
___ Underground	___ Hi-Rise	___ Vinyl	
___ Unpaved Driveway	___ Log	___ Wood	
___ Valet	___ Low-Rise	___ Wood-Parquet	
___ Visitor		___ Wood-Part	

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SIDING (2)	COMMUNITY AMENITIES (20)	APPL/EQUIP (25)
<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	<input type="checkbox"/> Association <input type="checkbox"/> Basketball <input type="checkbox"/> Beach <input type="checkbox"/> Boat Ramp <input type="checkbox"/> City View <input type="checkbox"/> Clubhouse <input type="checkbox"/> Common Area <input type="checkbox"/> Common Laundry <input type="checkbox"/> Community Room <input type="checkbox"/> Controlled Access <input type="checkbox"/> Deck <input type="checkbox"/> Dock <input type="checkbox"/> Elevator <input type="checkbox"/> Exercise Room <input type="checkbox"/> Extra Storage <input type="checkbox"/> Fenced Complex <input type="checkbox"/> Gated Community <input type="checkbox"/> Golf Course <input type="checkbox"/> Hot Tub <input type="checkbox"/> Intercom <input type="checkbox"/> Jogging Path <input type="checkbox"/> Kiddie Pool <input type="checkbox"/> Lake/Pond <input type="checkbox"/> Landscaping <input type="checkbox"/> Lifeguard <input type="checkbox"/> Locked Storage <input type="checkbox"/> Maintenance Free <input type="checkbox"/> Marina <input type="checkbox"/> None <input type="checkbox"/> Offsite Vehicle Storage <input type="checkbox"/> On Bus Line <input type="checkbox"/> Picnic Area <input type="checkbox"/> Playground <input type="checkbox"/> Pool <input type="checkbox"/> Professional Management <input type="checkbox"/> Putting Green <input type="checkbox"/> Resident Manager <input type="checkbox"/> Road Maintenance <input type="checkbox"/> RV/Boat Storage <input type="checkbox"/> Sauna <input type="checkbox"/> Security Guard <input type="checkbox"/> Sports Field <input type="checkbox"/> Street Lights <input type="checkbox"/> Tennis Court <input type="checkbox"/> Water View	<input type="checkbox"/> Attic Fan <input type="checkbox"/> Central Vac <input type="checkbox"/> Compactor <input type="checkbox"/> Countertop Range <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Double Oven <input type="checkbox"/> Downdraft Range <input type="checkbox"/> Drop-In Range <input type="checkbox"/> Dryer <input type="checkbox"/> Electric Air Cln <input type="checkbox"/> Electric Cooking <input type="checkbox"/> Exhaust Fan <input type="checkbox"/> Fire Sprinkler System <input type="checkbox"/> Freezer <input type="checkbox"/> Gas Cooking <input type="checkbox"/> Gas Grill <input type="checkbox"/> Generator <input type="checkbox"/> Generator Wired <input type="checkbox"/> Humidifier <input type="checkbox"/> Ice Maker <input type="checkbox"/> Intercom <input type="checkbox"/> Microwave <input type="checkbox"/> Oven <input type="checkbox"/> Refrigerator <input type="checkbox"/> Satellite Dish <input type="checkbox"/> Self/Con Cleaning <input type="checkbox"/> Smoke Alarm <input type="checkbox"/> Smooth Top Cooking <input type="checkbox"/> Stack Washer/Dryer <input type="checkbox"/> Stove <input type="checkbox"/> Stove Hood <input type="checkbox"/> Sump Pump <input type="checkbox"/> Wall Oven <input type="checkbox"/> Washer <input type="checkbox"/> Water Purifier <input type="checkbox"/> Water Softener <input type="checkbox"/> Wine Cooler

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

INTERIOR (25)

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

Yes
 No

GARAGE (6)
(Req'd if Garage=Y)

Apartment
 Attached
 Auto Door Opener
 Detached
 Direct Entry
 Finished
 Golf Cart
 Heated
 No Garage
 Other
 Oversized
 Pedestrian Door
 Side/Rear Load
 Storage Above
 Unfinished
 Workshop

CARS (Req'd if Garage=Y)

1
 1.5
 2
 2.5
 3
 4+

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RENTAL RESTRICTIONS (150 characters):

- 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
 - Phone
 - Satellite
 - Trash Pickup
 - Yard Maintenance

- HEATING (3)**
- 2 Zoned Heat
 - 3 Or More Zones
 - Baseboard
 - Coal Stove
 - Electric
 - Floor Furnace
 - Forced Hot Air
 - Geothermal
 - Heat Pump
 - Hot Water
 - Hot Water Coil
 - Other
 - Radiant
 - Radiator
 - Space Heater
 - Steam
 - Timer Thermostat
 - Wall Furnace
 - Wood Stove

- HEAT/FUEL (3)**
- Coal
 - Electric
 - Geothermal
 - Multi-Fuel System
 - Natural Gas
 - None
 - Oil
 - Other
 - Propane Gas
 - Solar
 - Wood

- COOLING (3)**
- 2 Zoned AC
 - 3 Or More Zones
 - Central Air
 - Electric
 - Gas A/C
 - Geothermal
 - Heat Pump
 - Individual Wall Units
 - Individual Window Units
 - None
 - Other
 - Timer Thermostat
 - Whole House Fan

FP: ____

- FENCED Y/N**
- Yes
 - No

POOL 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
 - Part Fenced
 - Picket
 - Privacy
 - Rear Only
 - Security
 - Split Rail
 - Vinyl/PVC
 - Wall
 - Wrought Iron

GENERAL INFORMATION

Acres: _____

- Smoking Y/N**
- Yes
 - No

- Pets**
- Conditional
 - Yes
 - No

- Furnished Y/N**
- Yes
 - No

Assigned Spaces: _____

- Owner Agent (Y/N)**
- Yes
 - No

REMARKS

Remarks (1200 characters):

Agent Only Comments (512 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

FEE INFORMATION

HOA/Condo <input type="checkbox"/> Yes <input type="checkbox"/> No	Add'l HOA Y/N <input type="checkbox"/> Yes <input type="checkbox"/> No	Membership Req'd (Req'd if HOA = Y) <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee \$ (Req'd if HOA = Y) -----
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Fee Period (Req'd if HOA = Y) <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Yearly	Fee Paid By: <input type="checkbox"/> Owner <input type="checkbox"/> Shared <input type="checkbox"/> Tenant
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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: _____

COMPENSATION INFORMATION

Referral Fee: _____

Referral Fee %: _____

Referral Fee % Details (50 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 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

Addl Shw Inst: _____

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.

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