

CONDO/TOWNHOUSE 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 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"/> Condo <input type="checkbox"/> Cooperative <input type="checkbox"/> Townhouse	County / City: _____	Delayed Show (Y/N): ___	List Price: _____	List Date: ___/___/___
Sub Type: <input type="checkbox"/> Attached <input type="checkbox"/> Detached		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: _____

New/Resale: _____ Unit #: _____ Unit/Level: _____
 New (Never Occupied)
 Resale (Occupied At Least Once)

PUD: _____

Subdivision: _____ Neighborhood: _____ (Req'd if Subdivision = None)

Year Built: _____ Year Built Description: _____ Finished SqFt: _____ Urban Condo/Town Prop Y/N: _____
 Yes
 No
 (If Area = 10, 20, 30, 40, 50, Or 60, Then Urban Property Field Req'd)

Rooms: _____ Levels: _____ Lot: _____ Un-Finished SqFt: _____
 Bedrooms: _____

SqFt Source: _____ Finished SqFt - Bsmt: _____
 Per Appraiser Per Owner
 Per Architect Per Tax
 Per Builder Other

Un-Finished SqFt - Bsmt: _____

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

Elementary School: _____ High School: _____

Middle School: _____ Other School: _____

Directions (215 characters): _____

ROOM INFORMATION

NOTE: ROOM LEVEL REQUIRED IF ROOM TYPE SELECTED

Room Type	Room Length Feet . Inches	X	Width Feet . Inches	Room Level	Room Description (50 characters)
Additional Room 1:	_____	X	_____	_____	_____
Additional Room 2:	_____	X	_____	_____	_____
Additional Room 3:	_____	X	_____	_____	_____
Additional Room 4:	_____	X	_____	_____	_____
Bedroom 2:	_____	X	_____	_____	_____
Bedroom 3:	_____	X	_____	_____	_____
Bedroom 4:	_____	X	_____	_____	_____
Bedroom 5:	_____	X	_____	_____	_____
Dining Room:	_____	X	_____	_____	_____
Family Room:	_____	X	_____	_____	_____
Florida Room:	_____	X	_____	_____	_____
Foyer:	_____	X	_____	_____	_____

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Great Room:	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____	_____
Kitchen:	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____	_____
Laundry-Utility Rm:	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____	_____
Living Room:	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____	_____
Master Bedroom	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____	_____
Master Bedroom #2:	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____	_____
Morning Room:	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____	_____
Office - Study	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____	_____
Rec Room:	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____	_____

BATH INFORMATION

Bath Description (Req'd if Full Bath is > 0)	Full Bath	Half Bath
Basement: _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Level 1: _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Level 2: _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Level 3: _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Level 4: _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

(Description Can Be "Shower", "Tub" or "Tub & Shower")

FEATURES

STYLE (3)	STRUCTURE (2)	SIDING (2)	ROOF (3)
<input type="checkbox"/> 2-Story	<input type="checkbox"/> Block	<input type="checkbox"/> Aluminum <input type="checkbox"/> Hardiplank	<input type="checkbox"/> Asbestos <input type="checkbox"/> Other <input type="checkbox"/> Wood
<input type="checkbox"/> Cape	<input type="checkbox"/> Brick	<input type="checkbox"/> Asbestos <input type="checkbox"/> Log	<input type="checkbox"/> Asphalt <input type="checkbox"/> Rubber
<input type="checkbox"/> Colonial	<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt <input type="checkbox"/> Other	<input type="checkbox"/> Built-up <input type="checkbox"/> Shingled
<input type="checkbox"/> Contemporary	<input type="checkbox"/> Frame	<input type="checkbox"/> Block <input type="checkbox"/> Redwood	<input type="checkbox"/> Composition <input type="checkbox"/> Slate
<input type="checkbox"/> Craftsman	<input type="checkbox"/> Log	<input type="checkbox"/> Brick <input type="checkbox"/> Shingle	<input type="checkbox"/> Concrete Com <input type="checkbox"/> Slate-Manufactured
<input type="checkbox"/> Custom	<input type="checkbox"/> Metal	<input type="checkbox"/> Brick Veneer <input type="checkbox"/> Steel	<input type="checkbox"/> Dimensional <input type="checkbox"/> Sloped
<input type="checkbox"/> Dutch Colonial	<input type="checkbox"/> Other	<input type="checkbox"/> Cedar <input type="checkbox"/> Stone	<input type="checkbox"/> Flat <input type="checkbox"/> Tar & Gravel
<input type="checkbox"/> Green Certified Home	<input type="checkbox"/> Stone	<input type="checkbox"/> Cedar Shake <input type="checkbox"/> Stucco	<input type="checkbox"/> Metal <input type="checkbox"/> Tile
<input type="checkbox"/> Hi-Rise	<input type="checkbox"/> Wood	<input type="checkbox"/> Cement Lapbox <input type="checkbox"/> Synth Stucco	
<input type="checkbox"/> Low-Rise	Golf Frontage	<input type="checkbox"/> Clapboard <input type="checkbox"/> T111	ATTIC (3)
<input type="checkbox"/> Mediterranean/Spanish	Y/N	<input type="checkbox"/> Glass <input type="checkbox"/> Vinyl	<input type="checkbox"/> Access Panel
<input type="checkbox"/> Mid-Rise	<input type="checkbox"/> Yes	<input type="checkbox"/> Hardboard <input type="checkbox"/> Wood	<input type="checkbox"/> Expandable
<input type="checkbox"/> Modern	<input type="checkbox"/> No	FLOORING (4)	<input type="checkbox"/> Finished
<input type="checkbox"/> Other	Golf View/Frontage	<input type="checkbox"/> Bamboo <input type="checkbox"/> Marble	<input type="checkbox"/> Floored
<input type="checkbox"/> Patio Home	<input type="checkbox"/> Cart Path Side	<input type="checkbox"/> Carpet-Part <input type="checkbox"/> Slate	<input type="checkbox"/> No Attic
<input type="checkbox"/> Ranch	<input type="checkbox"/> Fairway	<input type="checkbox"/> Carpet-W-W <input type="checkbox"/> Tile	<input type="checkbox"/> Part Finished
<input type="checkbox"/> Rowhouse/Townhouse	<input type="checkbox"/> Green	<input type="checkbox"/> Concrete <input type="checkbox"/> Tile-Ceramic	<input type="checkbox"/> Pull Down
<input type="checkbox"/> Split Foyer	<input type="checkbox"/> Tee	<input type="checkbox"/> Cork <input type="checkbox"/> Vinyl	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Transitional	<input type="checkbox"/> View	<input type="checkbox"/> Granite <input type="checkbox"/> Wood	<input type="checkbox"/> Walk-Up
<input type="checkbox"/> Tri-Level/Quad Level		<input type="checkbox"/> Laminat <input type="checkbox"/> Wood-Parquet	
<input type="checkbox"/> Tudor		<input type="checkbox"/> Linoleum <input type="checkbox"/> Wood-Part	
<input type="checkbox"/> Victorian			UNIT PLACEMENT (3)
			<input type="checkbox"/> Corner Unit
			<input type="checkbox"/> Detached
			<input type="checkbox"/> End Unit
			<input type="checkbox"/> Interior Unit
			<input type="checkbox"/> Lower Level
			<input type="checkbox"/> Middle Level
			<input type="checkbox"/> Street Level
			<input type="checkbox"/> Top Level
			<input type="checkbox"/> Walkout

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GARAGE Y/N

Yes
 No

CARS (Req'd if Garage=Y)

1
 1.5
 2
 2.5
 3
 4+

INTERIOR (25)

1st Floor Bedrm W/ Full Bath
 1st Floor Bedroom
 1st Floor Master Bedroom
 9 Ft + Ceilings
 Add'l 1st Floor Master
 Atrium
 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
 Housekeepers Quarters
 Internal Balcony
 Internet Ready
 Island
 Jetted Tub
 Loft
 MBR Bath
 Pantry
 Recessed Lighting
 Rough-In Bath

BASEMENT Y/N

Yes
 No

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

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

INTERIOR CONT.

Satellite Dish
 Security System
 Separate Suite
 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 (3)

Community Well
 Public Water
 Well
 Other

SEWER/SEPTIC (3)

Alternative Septic
 Community Sewer
 Conventional Septic
 Other
 Public Sewer

Maintenance Contract Y/N

(Req'd if Sewer/Septic = Alternative Septic)
 Yes
 No

BASEMENT/FOUNDATION (3) (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
 Shared Basement
 Slab
 Tenant Access
 Tenant Storage
 Unfinished
 Walk-Out
 Workshop

EXTERIOR (10)

Awnings
 Boat Lift
 Bulkhead/RIP
 Cul-de-sac
 Deck
 Dock/Pier
 Gazebo
 Green House Wn
 Hot Tub
 Insulated Doors
 Irrigation System
 Lead Glass Windows
 Level Lot
 Outdoor Lighting
 Palladian Windows
 Porch
 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
 Waterfront
 Waterview
 Wooded
 Zero Lot Line

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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
 City View
 Clubhouse
 Common Area
 Common Laundry
 Community Room
 Controlled Access
 Deck
 Dock
 Elevator
 Exercise Room
 Extra Storage
 Fenced Complex
 Gated Community
 Golf Course
 Hot Tub
 Intercom
 Jogging Path
 Kiddie Pool
 Lake/Pond
 Landscaping
 Lifeguard
 Locked Storage
 Maintenance Free
 Marina
 Offsite Vehicle Storage
 On Bus Line
 Picnic Area
 Playground
 Pool
 Professional Management
 Putting Green
 Resident Manager
 Road Maintenance
 RV/Boat Storage
 Sauna
 Security Guard
 Sports Field
 Street Lights
 Tennis Court
 Water View

APPL/EQUIP (25)

Attic Fan
 Central Vac
 Compactor
 Countertop Range
 Dishwasher
 Disposal
 Double Oven
 Downdraft Range
 Drop-In Range
 Dryer
 Electric Air Cln
 Electric Cooking
 Exhaust Fan
 Fire Sprinkler System
 Freezer
 Gas Cooking
 Gas Grill
 Generator
 Generator Wired
 Humidifier
 Ice Maker
 Intercom
 Microwave
 Oven
 Refrigerator
 Satellite Dish
 Self/Con Cleaning
 Smoke Alarm
 Smooth Top Cooking
 Stack Washer/Dryer
 Stove
 Stove Hood
 Sump Pump
 Wall Oven
 Washer
 Water Purifier
 Water Softener
 Wine Cooler

DISABL EQUIPD Y/N

Yes
 No

DISABL FEAT (5)
 (Req'd if Disabl Equipd = Y)

Additional Features
 Auditory Alarms
 Chair Lift
 Comfort Height Switches
 Elevator
 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
 Wheelchair Adapted
 Wide Doorways or Min. 32"
 Wide Doors

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
 Other
 Right Of Way
 RV/Boat Storage
 Subdiv Restr
 Variance Needed
 Waterfront Restrictions
 Wetlands
 Zoning Restrictions

GREEN CERT (4)

EarthCraft
 Energy Star Appliances
 Energy Star/House
 Home Performance w/Energy Star (exist homes)
 Leed for Homes
 National Green Building Standard
 Other

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<p>HEATING (3)</p> <p><input type="checkbox"/> 2 Zoned Heat</p> <p><input type="checkbox"/> 3 Or More Zones</p> <p><input type="checkbox"/> Baseboard</p> <p><input type="checkbox"/> Central Boiler</p> <p><input type="checkbox"/> Coal Stove</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Floor Furnace</p> <p><input type="checkbox"/> Forced Hot Air</p> <p><input type="checkbox"/> Geothermal</p> <p><input type="checkbox"/> Heat Pump</p> <p><input type="checkbox"/> Hot Water</p> <p><input type="checkbox"/> Hot Water Coil</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Radiant</p> <p><input type="checkbox"/> Radiator</p> <p><input type="checkbox"/> Space Heater</p> <p><input type="checkbox"/> Steam</p> <p><input type="checkbox"/> Timer Thermostat</p> <p><input type="checkbox"/> Wall Furnace</p> <p><input type="checkbox"/> Wood Stove</p> <p>Other Desc: (Req'd if Heating = Other)</p> <p>-----</p>	<p>HEAT/FUEL (3)</p> <p><input type="checkbox"/> Coal</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Geothermal</p> <p><input type="checkbox"/> Multi-Fuel System</p> <p><input type="checkbox"/> Natural Gas</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Oil</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Propane Gas</p> <p><input type="checkbox"/> Solar</p> <p><input type="checkbox"/> Wood</p> <p>Other Desc: (Req'd if Heat/Fuel = Other)</p> <p>-----</p>	<p>COOLING (3)</p> <p><input type="checkbox"/> 2 Zoned AC</p> <p><input type="checkbox"/> 3 Or More Zones</p> <p><input type="checkbox"/> Central Air</p> <p><input type="checkbox"/> Central Cooling Unit</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Gas A/C</p> <p><input type="checkbox"/> Geothermal</p> <p><input type="checkbox"/> Heat Pump</p> <p><input type="checkbox"/> Individual Wall Units</p> <p><input type="checkbox"/> Individual Window Units</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Timer Thermostat</p> <p><input type="checkbox"/> Whole House Fan</p> <p>Other Desc: (Req'd if Cooling = Other)</p> <p>-----</p>	<p># FP: __</p> <p>FIREPLACE (4)</p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Direct Vent</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Non-Vented</p> <p><input type="checkbox"/> Non-Working</p> <p><input type="checkbox"/> Prefabricate</p> <p><input type="checkbox"/> Stone</p> <p><input type="checkbox"/> Wood Burning</p>
<p>POOL Y/N</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>WATER HEATER (2)</p> <p><input type="checkbox"/> Central Source</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Instant Hot</p> <p><input type="checkbox"/> Insulated</p> <p><input type="checkbox"/> Natural Gas</p> <p><input type="checkbox"/> Off Furnace</p> <p><input type="checkbox"/> Oil</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Propane Gas</p> <p><input type="checkbox"/> Recirculating</p> <p><input type="checkbox"/> Solar</p> <p><input type="checkbox"/> Tank</p> <p><input type="checkbox"/> Tankless</p>	<p>PORCH (2)</p> <p><input type="checkbox"/> Balcony</p> <p><input type="checkbox"/> Deck</p> <p><input type="checkbox"/> Front</p> <p><input type="checkbox"/> Front Country</p> <p><input type="checkbox"/> Front Full</p> <p><input type="checkbox"/> Glass</p> <p><input type="checkbox"/> Patio</p> <p><input type="checkbox"/> Rear</p> <p><input type="checkbox"/> Screened</p> <p><input type="checkbox"/> Side</p> <p><input type="checkbox"/> Sleeping Porch</p> <p><input type="checkbox"/> Stoop</p> <p><input type="checkbox"/> Wrap Around</p>	<p>WATER TYPE (5)</p> <p><input type="checkbox"/> Access</p> <p><input type="checkbox"/> Bay Frontage</p> <p><input type="checkbox"/> Beach</p> <p><input type="checkbox"/> Creek Frontage</p> <p><input type="checkbox"/> Dock/Mooring</p> <p><input type="checkbox"/> Harbor Frontage</p> <p><input type="checkbox"/> Lake</p> <p><input type="checkbox"/> Lake Frontage</p> <p><input type="checkbox"/> Marsh</p> <p><input type="checkbox"/> MLW 0-2 Ft</p> <p><input type="checkbox"/> MLW 2-4 Ft</p> <p><input type="checkbox"/> MLW 4-6 Ft</p> <p><input type="checkbox"/> MLW 6+ Ft</p> <p><input type="checkbox"/> Navigable</p> <p><input type="checkbox"/> Ocean/Bay Frontage</p>
<p>POOL DESCRIPTION (5) (Req'd if Pool = Y)</p> <p><input type="checkbox"/> Above Ground</p> <p><input type="checkbox"/> Community/Off Site</p> <p><input type="checkbox"/> Concrete</p> <p><input type="checkbox"/> Covered</p> <p><input type="checkbox"/> Fenced</p> <p><input type="checkbox"/> Gunite</p> <p><input type="checkbox"/> Heated</p> <p><input type="checkbox"/> Hot Tub</p> <p><input type="checkbox"/> In Ground</p> <p><input type="checkbox"/> Indoor</p> <p><input type="checkbox"/> Lap Pool</p> <p><input type="checkbox"/> Membership Req</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Outdoor</p> <p><input type="checkbox"/> Pool Equipment</p> <p><input type="checkbox"/> Pool House</p> <p><input type="checkbox"/> Self-Cleaner</p> <p><input type="checkbox"/> Vinyl</p> <p><input type="checkbox"/> With Spa</p> <p><input type="checkbox"/> Within Yard</p>	<p>WALL TYPE (4)</p> <p><input type="checkbox"/> Block</p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Drywall</p> <p><input type="checkbox"/> Glass</p> <p><input type="checkbox"/> Glass Block</p> <p><input type="checkbox"/> Mixed</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Paneling</p> <p><input type="checkbox"/> Plaster</p> <p><input type="checkbox"/> Wood</p>	<p>PARKING (3)</p> <p><input type="checkbox"/> Assigned</p> <p><input type="checkbox"/> Carport</p> <p><input type="checkbox"/> Circular Drive</p> <p><input type="checkbox"/> Common Drive</p> <p><input type="checkbox"/> Covered</p> <p><input type="checkbox"/> Double Width</p> <p><input type="checkbox"/> In Alley</p> <p><input type="checkbox"/> No Parking</p> <p><input type="checkbox"/> Off Street</p> <p><input type="checkbox"/> On Street</p> <p><input type="checkbox"/> Open Lot</p> <p><input type="checkbox"/> Paved Driveway</p> <p><input type="checkbox"/> Underground</p> <p><input type="checkbox"/> Unpaved Driveway</p> <p><input type="checkbox"/> Valet</p> <p><input type="checkbox"/> Visitor</p>	<p>SALE TERMS (8)</p> <p><input type="checkbox"/> Assump Fixed</p> <p><input type="checkbox"/> Assump Second</p> <p><input type="checkbox"/> Assump Variable</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Conventional</p> <p><input type="checkbox"/> Farm Home Adm</p> <p><input type="checkbox"/> Fed Mtg Hsad</p> <p><input type="checkbox"/> Federal Land</p> <p><input type="checkbox"/> FHA</p> <p><input type="checkbox"/> Lease Purchase</p> <p><input type="checkbox"/> Negotiable</p> <p><input type="checkbox"/> Owner May Finance</p> <p><input type="checkbox"/> Private</p> <p><input type="checkbox"/> USDA</p> <p><input type="checkbox"/> VA</p> <p><input type="checkbox"/> VHDA</p> <p><input type="checkbox"/> Will Trade</p> <p><input type="checkbox"/> Wrap</p>

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GENERAL INFORMATION

Waterfront Y/N **Acres:** _____ **Lot Dimensions:** _____ x _____
__ Yes
__ No

Tax Year: _____ **Annual Taxes:** _____ **Assd Land:** _____ **Assd Imprv:** _____

Assd Total: _____ **Legal (75 characters):** _____

Home Warranty: _____ **Current Zoning:** _____ **Road Frontage:** _____

Model Available Y/N: _____ **Model Furnished Y/N:** _____ **Water Frontage:** _____
(Req'd if New/Resale = New) (Req'd if Model Available = Y)
__ Yes __ Yes
__ No __ No

Items Not Included (20 characters): _____

Res Energy Efficient Appraisal Y/N **Pre Qual Letter Y/N:** _____
__ Yes _____
__ No **Home Energy Score (1-10):** _____

Home Energy Rating System (10 characters): _____

Disclosures (2) **Lead Disclosure (2)**
__ Listing Attachment __ Listing Attachment
__ No Form __ No Form
__ Not Required __ Not Required
__ Office __ Office
__ Property __ Property

This field requires a numeric input from 150+ to 0 or 1. The lower the number the more energy efficient the home. For more information go to - <http://www.resnet.us/energy-rating>. How does the HERS Index work? To calculate the HERS Index Score, a certified RESNET Home Energy Rater will do a home energy rating and compare the data against a 'reference home'.

Minimum Deposit: _____

REMARKS

Remarks (1200 characters):

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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	Add'l HOA Y/N	Membership Req'd (Req'd if HOA = Y)	Fee \$ (Req'd if HOA = Y)
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	-----
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	

Fee Period (Req'd if HOA = Y)	Management Firm (30 characters): _____
<input type="checkbox"/> Monthly	-----
<input type="checkbox"/> Quarterly	
<input type="checkbox"/> Yearly	

Fee Desc: (2)	Management Phone: _____	Add'l Fee \$: _____
----------------------	--------------------------------	----------------------------

- Community Association
- Condo Association
- Cooperative
- Owners Association
- Road Maintenance

- Fee Includes: (10)**
- | | |
|---|--|
| <input type="checkbox"/> Building Insurance | <input type="checkbox"/> Management Fees |
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Comm Ar Mnt | <input type="checkbox"/> Recreational Facilities |
| <input type="checkbox"/> Community Utilities | <input type="checkbox"/> Reserves |
| <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Security |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Heat | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Hot Water | <input type="checkbox"/> Trash Removal |
| <input type="checkbox"/> Janitorial | <input type="checkbox"/> Water |
| <input type="checkbox"/> Limited Exterior Maintenance | <input type="checkbox"/> Water Access |
| <input type="checkbox"/> Limited Yard Maintenance | <input type="checkbox"/> Yard Maintenance |

- Allow Onsite: (4)**
- Boats
 - Pets
 - Pets w/ Restriction
 - Recreational Vehicles
 - Rentals
 - Trucks/Trailer

Add'l Fee Des (50 characters): _____

CONDO/TOWNHOUSE DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

OWNER INFORMATION

Owner Name: _____

Owner Phone: _____

Occupant Name: _____

Occupant Phone: _____

Occupied By:

Owned By (3)

- Corporate
- Estate
- Individuals
- Other
- Partnership
- REO
- Relocation

Possession (2)

- At Closing
- Immediate
- Negotiable
- Other
- Tenant Rights

Owner Agent (Y/N)

- Yes
- No

Agent Related to Seller (Y/N)

- Yes
- No

- Other
- Owner
- Tenant
- Under Construction
- Vacant

Complex Complete (Y/N)

- Yes
- No

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:

- Exclusive Agency
- Exclusive Right
- MLS Only Listing

Limited Rep: (Y/N)

- Yes
- No

Co-List Office Name: _____

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): _____

Bonus: (Y/N)

- Yes
- No

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

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.