

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 iMap Tax Data from external source Record from which to Fill

<b>COUNTY (1)</b>	<b>PID (PARCEL ID #)</b>	-----
Select from County/City table in add/edit	<b>OWNER FIRST NAME</b>	-----
	<b>OWNER LAST NAME</b>	-----
	<b>HOUSE NUMBER</b>	-----
	<b>STREET NAME</b>	-----
	<b>UNIT NUMBER</b>	-----

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 CVR MLS Rules & Regulations for restrictions and requirements of Coming Soon Status.

STATUS (1)

Incomplete  
 Active  
 Coming Soon

LISTING INFORMATION

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

\*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\*

**Expire Date:** \_\_/\_\_/\_\_\_\_

**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**

<p><b>Showing Instr 1 (1)</b></p> <p><input type="checkbox"/> Accompany Show</p> <p><input type="checkbox"/> Appt. Required</p>	<p><b>LockBox Type (1)(Not Req'd if No LB Choice is Chosen)</b></p> <p><input type="checkbox"/> Supra</p> <p><input type="checkbox"/> Sentrilock</p> <p><input type="checkbox"/> Both</p>	<p><b>Supra Serial LB #: _____</b> (Req'd if LockboxType = Supra or Both)</p> <p><b>Sentrilock Serial LB # _____</b> (Req'd if Lockbox Type = Sentrilock or Both)</p>
<p><b>Showing Instr 2 (1)</b></p> <p><input type="checkbox"/> LB Call Agent</p> <p><input type="checkbox"/> LB Call List Office</p> <p><input type="checkbox"/> LB Call Owner</p> <p><input type="checkbox"/> LB Call Showing Service</p> <p><input type="checkbox"/> LB Call Tenant</p> <p><input type="checkbox"/> LB Go Direct</p> <p><input type="checkbox"/> LB Use Online Showing Service</p>	<p><input type="checkbox"/> No LB Call Agent</p> <p><input type="checkbox"/> No LB Call List Office</p> <p><input type="checkbox"/> No LB Call Owner</p> <p><input type="checkbox"/> No LB Call Showing Service</p> <p><input type="checkbox"/> No LB Call Tenant</p> <p><input type="checkbox"/> No LB Go Direct</p> <p><input type="checkbox"/> No LB Use Online Showing Service</p>	<p><b>Add Shw Inst:</b> _____</p> <p>_____</p> <p><b>Owner Name:</b> _____</p> <p><b>Owner Phone:</b> _____</p> <p><b>Owner Agent (Y/N)</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

**PROPERTY TYPE INFORMATION**

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

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

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

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

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

**Space Description (50 characters):** \_\_\_\_\_

**Space Type (50 characters):** \_\_\_\_\_

**SPACE 2 (REQ'D IF AVAILABLE)**

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

**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:** \_\_\_\_\_ **\*\*Lease Type**  
\_\_\_\_\_  
(Req'd if Lease Price  
Terms = Year) \_\_\_ Full Service Gross **\*\*Term:** \_\_\_\_\_ **\*\*Min Sqft:** \_\_\_\_\_ **\*\*Max Contg. Sqft:** \_\_\_\_\_  
\_\_\_ Modified Gross  
\_\_\_ Modified Net  
\_\_\_ NNN  
\_\_\_ Other

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

Space Description (50 characters): \_\_\_\_\_

Space Type (50 characters): \_\_\_\_\_

**OTHER SALE/LEASE INFORMATION**

**DISABLED ACCESS (Y/N):** \_\_\_\_\_ **POSSIBLE USE (255 characters) (Req'd if Land Type Chosen):** \_\_\_\_\_  
(Not Req'd if Agricultural, Land or Mobile Home Type Chosen)  
\_\_\_Yes  
\_\_\_No

**ELEVATOR(Y/N): (Not Req'd if Agricultural, Land or Mobile Home Type Chosen)** \_\_\_\_\_ **SIGNAGE INCLUDED (Y/N)** \_\_\_\_\_ **SPRINKLERED(Y/N)** \_\_\_\_\_ **STORAGE (Y/N)** \_\_\_\_\_ **ENTERPRISE ZONE (Y/N)** \_\_\_\_\_  
\_\_\_Yes  
\_\_\_No  
\_\_\_Yes  
\_\_\_No  
\_\_\_Dry  
\_\_\_None  
\_\_\_Wet  
\_\_\_Yes  
\_\_\_No  
\_\_\_No  
\_\_\_No

**Total Building Sqft :** \_\_\_\_\_ **Rental Sqft :** \_\_\_\_\_ **Total # Units:** \_\_\_\_\_ **FEDERAL TAX CREDIT ELIGIBLE (Y/N): (Not Req'd if Agricultural, Land or Mobile Home Type Chosen)** \_\_\_\_\_  
(Not Req'd if Agricultural, Land or Mobile Home Type Chosen) (Req'd if Availability type = Lease)  
\_\_\_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:** \_\_\_\_\_ **AT GRADE (Y/N)** \_\_\_\_\_ **Total # at Grade:** \_\_\_\_\_ **RAMP (Y/N)** \_\_\_\_\_ **Total # of Ramps:** \_\_\_\_\_  
(Req'd if Dock High = Yes) \_\_\_Yes  
\_\_\_No (Req'd if At Grade = Yes) \_\_\_Yes  
\_\_\_No (Req'd if Ramp = Yes)



Property Highlights (250 characters): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Agent Only Comments (512 characters): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Directions (215 characters): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By assigning the copyright to CVRMLS, WAAR, CBRAR, for all listing content being entered into the MLS database during this session, CVRMLS, WAAR, CBRAR, 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 CVRMLS, WAAR, CBRAR, you may still enter your listing into the MLS but CVRMLS, WAAR, CBRAR, 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 CVRMLS, WAAR, CBRAR, 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 chosen) (Req'd if Sale Type Mobile Home Community is chosen) (Req'd if Sale Type Mobile 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)**

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

**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)**

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Asbestos     | <input type="checkbox"/> Rubber             |
| <input type="checkbox"/> Asphalt      | <input type="checkbox"/> Shingled           |
| <input type="checkbox"/> Built-up     | <input type="checkbox"/> Slate              |
| <input type="checkbox"/> Composition  | <input type="checkbox"/> Slate-Manufactured |
| <input type="checkbox"/> Concrete Com | <input type="checkbox"/> Sloped             |
| <input type="checkbox"/> Dimensional  | <input type="checkbox"/> Tar & Gravel       |
| <input type="checkbox"/> Flat         | <input type="checkbox"/> Tile               |
| <input type="checkbox"/> Metal        | <input type="checkbox"/> Wood               |
| <input type="checkbox"/> Other        |   |

**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: \_\_\_\_\_

Co-List Office Name: \_\_\_\_\_

**List Type:**

**Limited Rep: (Y/N)**

- Exclusive Agency
- Exclusive Right
- MLS Only Listing

- Yes
- No

**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):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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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**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 CVR MLS Rules & Regulations for restrictions and requirements of Coming Soon Status.