

**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

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

RENTAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

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 w/ Option to Buy Y/N: _____ SqFt Source: _____ Lease Terms: _____
 ___ 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

<p>PARKING (3)</p> <p>___ Assigned ___ Carport ___ Circular Drive ___ Common Drive ___ Covered ___ Double Width ___ In Alley ___ No Parking ___ Off Street ___ On Street ___ Open Lot ___ Paved Driveway ___ Underground ___ Unpaved Driveway ___ Valet ___ Visitor</p>	<p>GARAGE Y/N</p> <p>___ Yes ___ No</p> <p># CARS (Req'd if Garage=Y)</p> <p>___ 1 ___ 1.5 ___ 2 ___ 2.5 ___ 3 ___ 4+</p>	<p>GARAGE (6) (Req'd if Garage=Y)</p> <p>___ 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</p>	<p>STYLE (3)</p> <p>___ 2-Story ___ A-frame ___ Cape ___ Colonial ___ Contemporary ___ Cottage/Bungalow ___ Craftsman ___ Custom ___ Dutch Colonial ___ Farm House ___ Gentleman Farm ___ Green Certified Home ___ Hi-Rise ___ Log ___ Low-Rise</p> <p>___ Manufactured Homes ___ Mediterranean/Spanish ___ Mid-Rise ___ Modular ___ Other ___ Patio Home ___ Ranch ___ Rowhouse/Townhouse ___ Saltbox ___ Split Foyer ___ Transitional ___ Tri-Level/Quad Level ___ Tudor ___ Victorian</p>
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RENTAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

SIDING (2)	FLOORING (4)	WATER (4)	COMMUNITY AMENITIES (20)	
<input type="checkbox"/> Aluminum	<input type="checkbox"/> Bamboo	<input type="checkbox"/> Community Well	<input type="checkbox"/> Association	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Carpet-Part	<input type="checkbox"/> Public Water	<input type="checkbox"/> Basketball	<input type="checkbox"/> Lifeguard
<input type="checkbox"/> Asphalt	<input type="checkbox"/> Carpet-W-W	<input type="checkbox"/> Well	<input type="checkbox"/> Beach	<input type="checkbox"/> Locked Storage
<input type="checkbox"/> Block	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other	<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Maintenance Free
<input type="checkbox"/> Brick	<input type="checkbox"/> Cork		<input type="checkbox"/> City View	<input type="checkbox"/> Marina
<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Granite		<input type="checkbox"/> Clubhouse	<input type="checkbox"/> None
<input type="checkbox"/> Cedar	<input type="checkbox"/> Laminate	SEWER/SEPTIC (4)	<input type="checkbox"/> Common Area	<input type="checkbox"/> Offsite Vehicle Storage
<input type="checkbox"/> Cedar Shake	<input type="checkbox"/> Linoleum	<input type="checkbox"/> Alternative Septic	<input type="checkbox"/> Common Laundry	<input type="checkbox"/> On Bus Line
<input type="checkbox"/> Cement Lapbox	<input type="checkbox"/> Marble	<input type="checkbox"/> Community Sewer	<input type="checkbox"/> Community Room	<input type="checkbox"/> Picnic Area
<input type="checkbox"/> Clapboard	<input type="checkbox"/> Slate	<input type="checkbox"/> Conventional Septic	<input type="checkbox"/> Controlled Access	<input type="checkbox"/> Playground
<input type="checkbox"/> Glass	<input type="checkbox"/> Tile	<input type="checkbox"/> Other	<input type="checkbox"/> Deck	<input type="checkbox"/> Pool
<input type="checkbox"/> Hardboard	<input type="checkbox"/> Tile-Ceramic	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Dock	<input type="checkbox"/> Professional Management
<input type="checkbox"/> Hardiplank	<input type="checkbox"/> Vinyl		<input type="checkbox"/> Elevator	<input type="checkbox"/> Putting Green
<input type="checkbox"/> Log	<input type="checkbox"/> Wood	Maintenance Contract Y/N	<input type="checkbox"/> Exercise Room	<input type="checkbox"/> Resident Manager
<input type="checkbox"/> Other	<input type="checkbox"/> Wood-Parquet	(Req'd if Sewer/Septic =	<input type="checkbox"/> Extra Storage	<input type="checkbox"/> Road Maintenance
<input type="checkbox"/> Redwood	<input type="checkbox"/> Wood-Part	Alternative Septic)	<input type="checkbox"/> Fenced Complex	<input type="checkbox"/> RV/Boat Storage
<input type="checkbox"/> Shingle		<input type="checkbox"/> Yes	<input type="checkbox"/> Gated Community	<input type="checkbox"/> Sauna
<input type="checkbox"/> Steel	BASEMENT Y/N	<input type="checkbox"/> No	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Security Guard
<input type="checkbox"/> Stone	<input type="checkbox"/> Yes		<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Sports Field
<input type="checkbox"/> Stucco	<input type="checkbox"/> No		<input type="checkbox"/> Intercom	<input type="checkbox"/> Street Lights
<input type="checkbox"/> Synth Stucco			<input type="checkbox"/> Jogging Path	<input type="checkbox"/> Tennis Court
<input type="checkbox"/> T111	Golf Frontage Y/N		<input type="checkbox"/> Kiddie Pool	<input type="checkbox"/> Water View
<input type="checkbox"/> Vinyl	<input type="checkbox"/> Yes		<input type="checkbox"/> Lake/Pond	
<input type="checkbox"/> Wood	<input type="checkbox"/> No			

APPL/EQUIP (25)	
<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Humidifier
<input type="checkbox"/> Central Vac	<input type="checkbox"/> Ice Maker
<input type="checkbox"/> Compactor	<input type="checkbox"/> Intercom
<input type="checkbox"/> Countertop Range	<input type="checkbox"/> Microwave
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Oven
<input type="checkbox"/> Disposal	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Double Oven	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Downdraft Range	<input type="checkbox"/> Self/Con Cleaning
<input type="checkbox"/> Drop-In Range	<input type="checkbox"/> Smoke Alarm
<input type="checkbox"/> Dryer	<input type="checkbox"/> Smooth Top Cooking
<input type="checkbox"/> Electric Air Cln	<input type="checkbox"/> Stack Washer/Dryer
<input type="checkbox"/> Electric Cooking	<input type="checkbox"/> Stove
<input type="checkbox"/> Exhaust Fan	<input type="checkbox"/> Stove Hood
<input type="checkbox"/> Fire Sprinkler System	<input type="checkbox"/> Sump Pump
<input type="checkbox"/> Freezer	<input type="checkbox"/> Wall Oven
<input type="checkbox"/> Gas Cooking	<input type="checkbox"/> Washer
<input type="checkbox"/> Gas Grill	<input type="checkbox"/> Water Purifier
<input type="checkbox"/> Generator	<input type="checkbox"/> Water Softener
<input type="checkbox"/> Generator Wired	<input type="checkbox"/> Wine Cooler

INTERIOR (25)	
<input type="checkbox"/> 1st Floor Bedrm W/ Full Bath	<input type="checkbox"/> French Doors
<input type="checkbox"/> 1st Floor Bedroom	<input type="checkbox"/> Garden Tub
<input type="checkbox"/> 1st Floor Master Bedroom	<input type="checkbox"/> Hot Tub
<input type="checkbox"/> 9 Ft + Ceilings	<input type="checkbox"/> Housekeepers Quarters
<input type="checkbox"/> Add'l 1st Floor Master	<input type="checkbox"/> Internal Balcony
<input type="checkbox"/> Atrium	<input type="checkbox"/> Internet Ready
<input type="checkbox"/> Bay/Bow Window	<input type="checkbox"/> Island
<input type="checkbox"/> Beamed Ceiling	<input type="checkbox"/> Jetted Tub
<input type="checkbox"/> Breakfast Nook	<input type="checkbox"/> Loft
<input type="checkbox"/> Breezeway	<input type="checkbox"/> MBR Bath
<input type="checkbox"/> Built In Cabinet/Bookcases	<input type="checkbox"/> Pantry
<input type="checkbox"/> Butlers Pantry	<input type="checkbox"/> Recessed Lighting
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Rough-In Bath
<input type="checkbox"/> Cathedral Ceiling	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Ceiling Fan	<input type="checkbox"/> Security System
<input type="checkbox"/> Center Hall	<input type="checkbox"/> Separate Suite
<input type="checkbox"/> Countertops - Granite/Stone	<input type="checkbox"/> Skylight
<input type="checkbox"/> Countertops - Laminate	<input type="checkbox"/> Solar Tube
<input type="checkbox"/> Countertops - Solid Surface	<input type="checkbox"/> Stack Wshr/Dryer Hookup
<input type="checkbox"/> Countertops - Tile	<input type="checkbox"/> Steam Shower
<input type="checkbox"/> Dining Area	<input type="checkbox"/> Sunken Tub
<input type="checkbox"/> Double Vanity	<input type="checkbox"/> Track Lighting
<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Tray Ceiling
<input type="checkbox"/> DSL	<input type="checkbox"/> Walk-In Closet
<input type="checkbox"/> Eat-In-Kitchen	<input type="checkbox"/> Washer Hookup
<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Wet Bar
<input type="checkbox"/> Fireplace Insert	<input type="checkbox"/> Window Treatment
<input type="checkbox"/> Formal Dining Room	<input type="checkbox"/> Workshop

RENTAL DATA INPUT FORM
 SHADING INDICATES THE FIELD IS REQUIRED

RENTAL RESTRICTIONS (150 characters): _ _ ----- ----- ----- ----- -----	RENT INCLUDES	HEATING (3)	HEAT/FUEL (3)
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> 2 Zoned Heat	<input type="checkbox"/> Coal
	<input type="checkbox"/> Cable	<input type="checkbox"/> 3 Or More Zones	<input type="checkbox"/> Electric
	<input type="checkbox"/> Community Amenities	<input type="checkbox"/> Baseboard	<input type="checkbox"/> Geothermal
	<input type="checkbox"/> Electricity	<input type="checkbox"/> Coal Stove	<input type="checkbox"/> Multi-Fuel System
	<input type="checkbox"/> Heat	<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas
	<input type="checkbox"/> Home Heating Oil	<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> None
	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Forced Hot Air	<input type="checkbox"/> Oil
	<input type="checkbox"/> Internet	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Other
	<input type="checkbox"/> Municipal Sewer Charges	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Propane Gas
<input type="checkbox"/> Municipal Water Charges	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Solar	
<input type="checkbox"/> Natural Gas/Propane	<input type="checkbox"/> Hot Water Coil	<input type="checkbox"/> Wood	
<input type="checkbox"/> None	<input type="checkbox"/> Other		
<input type="checkbox"/> Parking	<input type="checkbox"/> Radiant		
<input type="checkbox"/> Phone	<input type="checkbox"/> Radiator		
<input type="checkbox"/> Satellite	<input type="checkbox"/> Space Heater		
<input type="checkbox"/> Trash Pickup	<input type="checkbox"/> Steam		
<input type="checkbox"/> Yard Maintenance	<input type="checkbox"/> Timer Thermostat		
	<input type="checkbox"/> Wall Furnace		
	<input type="checkbox"/> Wood Stove		

COOLING (3)	# FP: _ _	FENCED Y/N	FENCED (3) (Req'd if Fenced Y/N = Y)
<input type="checkbox"/> 2 Zoned AC		<input type="checkbox"/> Yes	<input type="checkbox"/> All Fenced <input type="checkbox"/> Part Fenced
<input type="checkbox"/> 3 Or More Zones		<input type="checkbox"/> No	<input type="checkbox"/> Barbed <input type="checkbox"/> Picket
<input type="checkbox"/> Central Air	POOL Y/N		<input type="checkbox"/> Board <input type="checkbox"/> Privacy
<input type="checkbox"/> Electric	<input type="checkbox"/> Yes		<input type="checkbox"/> Cedar <input type="checkbox"/> Rear Only
<input type="checkbox"/> Gas A/C	<input type="checkbox"/> No		<input type="checkbox"/> Chain Link <input type="checkbox"/> Security
<input type="checkbox"/> Geothermal			<input type="checkbox"/> Combination <input type="checkbox"/> Split Rail
<input type="checkbox"/> Heat Pump			<input type="checkbox"/> Decorative <input type="checkbox"/> Vinyl/PVC
<input type="checkbox"/> Individual Wall Units			<input type="checkbox"/> Electric <input type="checkbox"/> Wall
<input type="checkbox"/> Individual Window Units			<input type="checkbox"/> Front Only <input type="checkbox"/> Wrought Iron
<input type="checkbox"/> None			<input type="checkbox"/> Invisible
<input type="checkbox"/> Other			
<input type="checkbox"/> Timer Thermostat			
<input type="checkbox"/> Whole House Fan			

GENERAL INFORMATION

Acres: _ _ _ _ _	Smoking Y/N	Pets	Furnished Y/N
	<input type="checkbox"/> Yes	<input type="checkbox"/> Conditional	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> No	

# Assigned Spaces: _ _ _ _ _	Owner Agent (Y/N)
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

RENTAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

REMARKS

Remarks (1200 characters):

Agent Only Comments (512 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

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)	Fee Paid By:
<input type="checkbox"/> Monthly	<input type="checkbox"/> Owner
<input type="checkbox"/> Quarterly	<input type="checkbox"/> Shared
<input type="checkbox"/> Yearly	<input type="checkbox"/> Tenant

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

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)	Address Display: (Y/N) (Req'd if Internet Display = Y)	Comments/Reviews: (Y/N) (Req'd if Internet Display = Y)	AVM: (Y/N) (Req'd if Internet Display = Y)
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

LISTING STATUS CONFIRMATION

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

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