

**START A NEW LISTING FROM  
TAX RECORD**

**1) Start New listing from Tax Record (auto population function\*):**

Select this if the listing being added is in one of the jurisdictions listed below.

Highlight the correct "Tax County" (includes cities) for the listing being added and use the fields to the right of the "Tax County" 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 tax counties/cities listed OR if the tax record could not be found by using steps in Item #1 above.

**3) Copy from existing listing:**

Select this to have the system auto-copy certain data fields from an existing on or off market listing. NOTE: The copied listing MUST be your own listing.

\*The Autopopulation 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.

<b>TAX COUNTY (1)</b>	<b>Tax ID</b>	_____
Select from County/City table in add/edit	<b>Street Number</b>	_____
WILLIAMSBURG	<b>Street Name</b>	_____
JAMES CITY COUNTY		
NEW KENT COUNTY	<b>Owner Last Name</b>	_____
YORK COUNTY		
CHARLES CITY COUNTY		
(More...)		

**STATUS INFORMATION**

**Listing Status Options**

**\_\_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.**

**\_\_ACTIVE Listings are entered into the MLS database and the information you have provided will be made available to all 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. WMLS "Coming Soon" Addendum Form 124 is required. Refer to WMLS Rules & Regulations for restrictions and requirements of Coming Soon Status.**

**LISTING INFORMATION**

<b>Type:</b> __ Attached __ Detached	<b>County / City:</b> _____	<b>List Price:</b> _____	<b>List Date:</b> __/__/____
<b>Ownership Type:</b> __ Fee Simple __ Condominium	<b>Expected On Market Date:</b> __/__/____ (To be used ONLY if Coming Soon Status is Chosen)	<b>Expire Date:</b> __/__/____	
	<b>Contingent Y/N</b> ___	<b>Contingency Type (To be used only if "Active/Contingent, Continue to Show" applies):</b> __ First Rgt of Refusal __ Home Sale With Kick Out Clause __ Other/Call Agent __ Home/Other Inspection __ POA/Condo __ Third Party Approval	
	<b>Contingent Date</b> _____ (Date Listing Went Under Contract)		
<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\*

**RESIDENTIAL DATA INPUT FORM**  
SHADING INDICATES THE FIELD IS REQUIRED

**LOCATION INFORMATION**

Street #: \_\_\_\_\_ Street Dir Prefix: \_\_\_\_\_ Street Name: \_\_\_\_\_ Street Suffix: \_\_\_\_\_ Street Dir Suffix: \_\_\_\_\_

City (mailing address): \_\_\_\_\_ Zip: \_\_\_\_\_ Unit #: \_\_\_\_\_ Unit Level: \_\_\_\_\_

New (Y/N) **New Type (Req'd if "New"=Y)** Year Built: \_\_\_\_\_ Year Built Description: \_\_\_\_\_

Select one:  Model  
 Proposed/To Be Built  
 Under Construction  
 New Construction

Subdivision: \_\_\_\_\_ Neighborhood: \_\_\_\_\_ (Req'd if Sub = None)

Total Finished SqFt: \_\_\_\_\_ Un-Finished SqFt: \_\_\_\_\_ Finished SqFt - Bsmt: \_\_\_\_\_ Un-Finished SqFt - Bsmt: \_\_\_\_\_

SqFt Source:  Per Appraiser  Per Owner  Per Architect  Per Tax  Per Builder  Other

# Levels: \_\_\_\_\_ # Rooms: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_

Acres: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_ x \_\_\_\_\_

Elementary School: \_\_\_\_\_ Middle School: \_\_\_\_\_

High School: \_\_\_\_\_

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

**ROOM INFORMATION**

ROOM LEVEL REQUIRED FOR ALL ROOMS SELECTED

Room Type (min of 1 required)	Room Length Feet . Inches	X	Width Feet . Inches	Room Level	Room Description (50 characters)
Master Bedroom:	_____	X	_____	_____	_____
Master Bedroom 2:	_____	X	_____	_____	_____
Bedroom 1:	_____	X	_____	_____	_____
Bedroom 2:	_____	X	_____	_____	_____
Bedroom 3:	_____	X	_____	_____	_____
Bedroom 4:	_____	X	_____	_____	_____
Bedroom 5:	_____	X	_____	_____	_____
Bonus Room:	_____	X	_____	_____	_____
Dining Room:	_____	X	_____	_____	_____
Family/Great Room:	_____	X	_____	_____	_____
Foyer:	_____	X	_____	_____	_____
Kitchen:	_____	X	_____	_____	_____
Laundry/Util Room:	_____	X	_____	_____	_____

**RESIDENTIAL DATA INPUT FORM**  
 SHADING INDICATES THE FIELD IS REQUIRED

Living Room:	_____ X _____	_____	_____
Office/Study:	_____ X _____	_____	_____
Sun Room:	_____ X _____	_____	_____
Additional Room 1:	_____ X _____	_____	_____
Additional Room 2:	_____ X _____	_____	_____
Additional Room 3:	_____ X _____	_____	_____

**BATH INFORMATION**

Bath Description	# of Full Baths	# of Half Baths
Level 1	_____	_____
Level 2	_____	_____
Level 3	_____	_____
Level 4	_____	_____
Basement	_____	_____

**FEATURES**

STYLE	STRUCTURE	SIDING	ROOF	FLOORING
<input type="checkbox"/> 2-Story	<input type="checkbox"/> Block	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Asphalt Shingle	<input type="checkbox"/> Bamboo
<input type="checkbox"/> A-frame	<input type="checkbox"/> Concrete	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Composite	<input type="checkbox"/> Carpet
<input type="checkbox"/> Cape	<input type="checkbox"/> Frame	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete
<input type="checkbox"/> Colonial	<input type="checkbox"/> Log	<input type="checkbox"/> Block	<input type="checkbox"/> Green	<input type="checkbox"/> Cork
<input type="checkbox"/> Contemporary/Modern	<input type="checkbox"/> Metal	<input type="checkbox"/> Brick	<input type="checkbox"/> Metal	<input type="checkbox"/> Laminate
<input type="checkbox"/> Cottage/Bungalow	<input type="checkbox"/> Other	<input type="checkbox"/> Cedar	<input type="checkbox"/> Other	<input type="checkbox"/> Linoleum
<input type="checkbox"/> Craftsman	<input type="checkbox"/> Stone	<input type="checkbox"/> Cedar Shake	<input type="checkbox"/> Poly Skin	<input type="checkbox"/> Stone
<input type="checkbox"/> Dutch Colonial	<input type="checkbox"/> Wood	<input type="checkbox"/> Clapboard	<input type="checkbox"/> Reflective	<input type="checkbox"/> Tile
<input type="checkbox"/> Farm House		<input type="checkbox"/> Glass	<input type="checkbox"/> Slate	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Green Certified Home		<input type="checkbox"/> Hardiplank	<input type="checkbox"/> Tar & Gravel	<input type="checkbox"/> Wood
<input type="checkbox"/> Log		<input type="checkbox"/> Log	<input type="checkbox"/> Tile	<input type="checkbox"/> Wood-Parquet
<input type="checkbox"/> Manufactured Home		<input type="checkbox"/> Other	<input type="checkbox"/> Vinyl	
<input type="checkbox"/> Mediterranean/Spanish		<input type="checkbox"/> Shingle	<input type="checkbox"/> Wood Shingle	
<input type="checkbox"/> Modular	<b>UNIT PLACEMENT</b>	<input type="checkbox"/> Steel		
<input type="checkbox"/> Other	<input type="checkbox"/> Corner Unit	<input type="checkbox"/> Stone	<b>WALL TYPE</b>	<b>ATTIC</b>
<input type="checkbox"/> Patio Home	<input type="checkbox"/> Detached	<input type="checkbox"/> Stucco	<input type="checkbox"/> Block	<input type="checkbox"/> Access Panel
<input type="checkbox"/> Ranch	<input type="checkbox"/> End Unit	<input type="checkbox"/> Synth Stucco	<input type="checkbox"/> Brick	<input type="checkbox"/> Expandable
<input type="checkbox"/> Saltbox	<input type="checkbox"/> Interior Unit	<input type="checkbox"/> T111	<input type="checkbox"/> Drywall	<input type="checkbox"/> Finished
<input type="checkbox"/> Split Foyer	<input type="checkbox"/> Lower Level	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Glass	<input type="checkbox"/> Floored
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Middle Level		<input type="checkbox"/> Glass Block	<input type="checkbox"/> No Attic
<input type="checkbox"/> Transitional	<input type="checkbox"/> Street Level		<input type="checkbox"/> Mixed	<input type="checkbox"/> Part Finished
<input type="checkbox"/> Tri-Level/Quad Level	<input type="checkbox"/> Top Level		<input type="checkbox"/> Other	<input type="checkbox"/> Pull Down
<input type="checkbox"/> Tudor	<input type="checkbox"/> Walkout		<input type="checkbox"/> Paneling	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Victorian			<input type="checkbox"/> Plaster	<input type="checkbox"/> Walk-Up
			<input type="checkbox"/> Wood	

**RESIDENTIAL DATA INPUT FORM**  
 SHADING INDICATES THE FIELD IS REQUIRED

**PARKING**

- Assigned
- Carport
- Circular Drive
- Common Drive
- Covered
- Double Width
- Off Street
- On Street
- Open Lot
- Paved Driveway
- Underground
- Unpaved Driveway
- Visitor

**GARAGE Y/N**

- Yes
- No

**# CARS (Req'd if Garage=Y)**

- 1
- 1.5
- 2
- 2.5
- 3+

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

- Apartment
- Attached
- Auto Door Opener
- Basement
- Detached
- Direct Entry
- Finished
- Golf Cart
- Heated
- Other
- Oversized
- Pedestrian Door
- Side/Rear Load
- Storage Above
- Unfinished
- Workshop

# FP: \_\_

**FIREPLACE**

- Brick
- Direct Vent
- Electric
- Fireplace Insert
- Gas
- Non-Vented
- Non-Working
- Stone
- Wood Burning

**INTERIOR**

- 9 Ft + Ceilings
- Atrium
- Bay/Bow Window
- Beamed Ceiling
- Breezeway
- Built In Cabinet/Bookcases
- Butlers Pantry
- Cathedral Ceiling
- Ceiling Fan
- Countertops - Granite/Stone
- Countertops - Laminate
- Countertops - Solid Surface
- Countertops - Tile
- Dining Area
- Double Vanity
- Dryer Hookup
- Eat-In-Kitchen
- Elevator
- Fire Sprinkler
- Formal Dining Room
- French Doors
- Garden Tub
- In-Law Suite
- Internal Balcony
- Island
- Jetted Tub
- Loft
- Other
- Pantry
- Recessed Lighting
- Rough-In Bath
- Sauna
- Security System
- Separate Suite
- Skylight
- Solar Tube
- Stack Wshr/Dryer Hookup
- Steam Shower
- Track Lighting
- Tray Ceiling
- Walk-In Closet
- Washer Hookup
- Wet Bar
- Window Treatment
- Workshop

**BASEMENT Y/N**

- Yes
- No

**BASEMENT/  
FOUNDATION (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
- Slab
- Unfinished
- Walk-Out
- Workshop

**FENCED Y/N**

- Yes
- No

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

- All Fenced
- Barbed
- Board
- Cedar
- Chain Link
- Combination
- Decorative
- Electric
- Front Only
- Invisible
- Metal
- Part Fenced
- Picket
- Privacy
- Rear Only
- Security
- Split Rail
- Vinyl/PVC
- Wall

**EXTERIOR**

- Awnings
- Back Porch
- Balcony
- Controlled Access
- Deck
- Front Porch
- Insulated Doors
- Irrigation System
- Lead Glass Windows
- Other
- Outdoor Lighting
- Palladian Windows
- Patio
- Porch
- Private Storage
- Screens
- Screened Porch
- Side Porch
- Sliding Doors
- Stained Glass
- Stoop
- Storm Doors
- Storm Windows
- Swing Sets
- Tennis Court
- Thermal Windows
- Wrap Around Porch

**ADDITIONAL STRUCTURE**

- Barn
- Cabin
- Cottage
- Dairy
- Feed Barn
- Greenhouse
- Manufactured/Mobile Home
- Modular
- Pump House
- Shed
- Smoke House
- Stable
- Storage
- Tack Room

**APPL/EQUIP**

- Attic Fan
- Central Vac
- Compactor
- Dishwasher
- Disposal
- Double Oven
- Dryer
- Electric Cooking
- Exhaust Fan
- Fire Sprinkler System
- Freezer
- Gas Cooking
- Gas Grill Connection
- Generator
- Generator Wired
- Hot Tub
- Ice Maker
- Intercom
- Microwave
- Range
- Refrigerator
- Smoke Alarm
- Stack Washer/Dryer
- Stove
- Stove Hood
- Sump Pump
- Timer Thermostat
- Wall Oven
- Washer
- Water Purifier
- Water Softener
- Wine Cooler

**WATER HEATER**

- Central Source
- Electric
- Instant Hot
- Insulated
- Natural Gas
- Off Furnace
- Oil
- Other
- Propane Gas
- Recirculating
- Solar
- Tank
- Tankless

**ACCESSIBILITY EQUIPPED Y/N**

- Yes
- No

**ACCESSIBILITY FEATURES  
(Req'd if Acc. Equip. = Y)**

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

**GREEN/ENERGY EFFICIENT**

- EarthCraft
- Energy Star Appliances
- Energy Star/House
- Home Performance w/Energy Star
- Leed for Homes
- National Green Building Std.
- Solar Feature(s)
- Other

**HEATING**

- Baseboard
- Electric Air Clean
- Forced Hot Air
- Geothermal
- Heat Pump
- Hot Water
- Humidifier
- Other
- Radiant
- Radiator
- Wood Stove
- Zoned

**Other Desc: (Req'd if Heating = Other)** \_\_\_\_\_  
 \_\_\_\_\_

**HEAT/FUEL**

- Coal
- Electric
- Multi-Fuel System
- Natural Gas
- None
- Oil
- Other
- Propane Gas
- Wood

**Other Desc: (Req'd if Heat/Fuel = Other)** \_\_\_\_\_  
 \_\_\_\_\_

**COOLING**

- Central Air
- Electric
- Gas A/C
- Geothermal
- Heat Pump
- Indiv Window Wall Units
- None
- Other
- Whole House Fan
- Zoned

**Other Desc: (Req'd if Cooling = Other)** \_\_\_\_\_  
 \_\_\_\_\_

**WATER SOURCE**

- Community Well
- Public Water
- Well
- Other

**SEWER/SEPTIC**

- Alternative Septic
- Community Sewer
- Conventional Septic
- Grinder Pump
- Lift Pump
- Other
- Public Sewer

**Maintenance Contract Y/N  
(Req'd if Sewer/Septic = Alternative Septic and/or Grinder Pump or Lift Pump)**

- Yes
- No

**IRRIGATION SOURCE**

- Creek/Stream
- Lake
- Pond
- River
- Well

**PRIVATE POOL Y/N**

- Yes
- No

**POOL DESCRIPTION  
(Req'd if Pool = Y)**

- Above Ground
- Covered
- Fenced
- Heated
- In Ground
- Indoor
- Lap Pool
- Other
- Outdoor
- Pool Equipment
- Pool House
- Salt Water
- Self-Cleaning

**RESIDENTIAL DATA INPUT FORM**  
 SHADING INDICATES THE FIELD IS REQUIRED

**COMMUNITY AMENITIES**

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

**Waterfront Y/N**

- Yes
- No

**Water Frontage:** \_\_\_\_\_

**Body of Water:** \_\_\_\_\_

**WATER FEATURES**

- Access
- Bay Frontage
- Beach
- Boathouse
- Boat Lift
- Canal
- Creek Frontage
- Dock/Pier
- Lake
- Lake Frontage
- Marsh
- MLW 0-2 Ft
- MLW 2-4 Ft
- MLW 4-6 Ft
- MLW 6+ Ft
- Navigable
- Ocean/Bay Frontage
- Pond
- Riparian Rights
- River
- River Frontage
- Stream
- Walk To Water

**Golf Frontage Y/N**

- Yes
- No

**Golf View/Frontage**

- Cart Path Side
- Fairway
- Green
- Tee
- View

**FARM TYPE**

- Cattle
- Crops
- Dairy
- Horse
- Livestock
- Nursery
- Orchard
- Poultry
- Tree

**RESTRICTIONS**

- Age-Restricted Community
- Assoc Restrictions
- Deed Restrictions
- Easement
- Environmental/RPA
- Designated Historic
- Other
- Subdivision Restrictions

**Allow Onsite:**

- Boats
- Chickens
- Horses
- Pets
- Pets w/Restriction
- Recreational Vehicles
- Rentals
- Trucks/Trailer

**GENERAL INFORMATION**

**Tax Year:** \_\_\_\_\_ **Annual Taxes:** \_\_\_\_\_ **Assessed Value:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_

**Legal (75 characters):** \_\_\_\_\_  
\_\_\_\_\_

**Investor Rental Cap (Y/N)**

Yes  
 No

**Home Warranty:** \_\_\_\_\_

**Items That Do Not Convey (200 characters)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Minimum Deposit:** \_\_\_\_\_

**Pre Qual Letter (Y/N)**

Yes  
 No

**Deposit Held By:** \_\_\_\_\_

**HOA/Condo**

Yes  
 No

**Membership Required?**

Yes  
 No

**Association Fee Desc:**

Community Association  
 Condo Association  
 Owners Association

**Add'l HOA Y/N**

Yes  
 No

**Add'l Fee**

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

**Fee \$ (Req'd if HOA = Y)**

\_\_\_\_\_

**Fee Period (Req'd if HOA = Y)**

Monthly  
 Quarterly  
 Yearly

**Add'l Fee Description (50 characters):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Assn. Mgmt Co. Name (Req'd if HOA = Y)**

\_\_\_\_\_  
\_\_\_\_\_

**Add'l Fee 2**

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

**Add'l Fee 2 Description (50 characters):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Add'l Fee 3**

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

**Add'l Fee 3 Description (50 characters):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Assn. Mgmt. Co. Phone:** \_\_\_\_\_

**SALE TERMS**

- Assump Fixed
- Assump Second
- Assump Variable
- Cash
- Conventional
- Federal Land
- FHA
- Lease Purchase
- Negotiable
- Owner May Finance
- Private
- Rehab Loan
- USDA
- VA
- VHDA
- Will Trade/1031

**Disclosures Attached (Select all that apply)**

- Lead Disclosure
- Not Required
- Office Disclosure
- Other(s)
- Property (DPOR)

**HOA Fee Includes:**

- Building Insurance
- Clubhouse
- Comm Area Maintenance
- Common Area
- Community Utilities
- Exterior Maintenance
- Gas
- Heat
- Hot Water
- Janitorial
- Landscaping
- Limited Exterior Maint.
- Limited Yard Maintenance
- Management Fees
- Pool
- Recreational Facilities
- Reserves
- Road Maintenance
- Security
- Sewer
- Snow Removal
- Trash Removal
- Water
- Water Access
- Yard Maintenance





**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)**

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**Dual/Var Comp (Y/N)**

- Yes
- No

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

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**Compensation Remarks (250 characters):** \_\_\_\_\_

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**Bonus: (Y/N)**

- Yes
- No

**Bonus Description (Req'd if Bonus = Y) (50 characters):**

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**SHOWING INSTRUCTIONS**

**Showing Instructions (1)**

- Accompany Show
- Appt. Required
- Go Direct

**LockBox Type (Choose all that apply)**

- WMLS Sentrilock
- Other Sentrilock
- Combo
- No Lockbox per Seller's Request
- Supra

**WMLS Sentrilock Serial LB #** \_\_\_\_\_  
**(Req'd if Lockbox Type = WMLS Sentrilock)**

**Additional Showing Instructions:** \_\_\_\_\_

**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 DISPLAY**

**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

**SIGNATURES**

Seller: \_\_\_\_\_ Seller: \_\_\_\_\_ Date: \_\_\_\_\_

Agent: \_\_\_\_\_ Co-Agent: \_\_\_\_\_ Date: \_\_\_\_\_