

2023 WMLS Orientation



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**Educate, Inspire
&
Inform**

2023 WMLS Orientation Syllabus

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Welcome WMLS Subscribers & Participants,

Chartered in 1956, Williamsburg REALTORS® has been a mainstay in Virginia's Real Estate Industry for over 65 years. The technological advances of the last 20 years have required real-time change for the real estate industry and the Williamsburg REALTORS® have continuously stepped up to meet these demands.

The WMLS Board of Directors is focused on providing quality products and services to all members. They have centered the Rules and Regulations around accuracy of the database, professionalism and timely information to help you better serve your clients. This has provided a way to ensure transparency to the consumer while creating an equal 'playing field' for all firms, big or small. Though technology and the internet have created an advantage for all members of the WMLS, it also requires rules, due to the instantaneous nature of information being shared to public forums and IDX feeds.

Current lawsuits, public forums and a highly competitive marketplace demand a broker/agent to be better informed than the consumer. The Williamsburg Multiple Listing Service's goal is to ensure you have the proper tools that you need, in order to succeed! Welcome and good luck!

Sincerely,
WMLS Staff

2023 WMLS Quarterly Billing Schedule

Invoice Date	Due Date
January 3 rd	January 31 st
April 3 rd	April 28 th
July 1 st	July 31 st
October 2 nd	October 31 st

Note: WMLS Quarterly fees are invoiced to all Participants and Subscribers on the 1st business day of the month prior to a billing quarter (Jan., Apr., July, Oct.) and are **due in full no later than the last business day of the billing months**. There shall be a five (5) business day grace period after the due date before unpaid accounts are **inactivated and a Form 101 + \$100 reinstatement fee is required to reactivate WMLS Services**.

WMLS Service Area

*Note: * denotes mandatory WMLS Lockbox Service Area*

CITY OF WILLIAMSBURG *

JAMES CITY COUNTY *

YORK COUNTY *

YORKTOWN *

CITY OF POQUOSON

GLOUCESTER COUNTY

CITY OF NEWPORT NEWS

CITY OF HAMPTON

SURRY COUNTY

NEW KENT COUNTY *

TOWN OF WEST POINT

CHARLES CITY *

WMLS Rules and Regulations Overview

THE MLS IS A MEANS BY WHICH PARTICIPANTS MAKE BLANKET, UNILATERAL OFFERS OF COMPENSATION TO OTHER PARTICIPANTS. THE “RULES AND REGULATIONS” ARE IN PLACE TO ENSURE AN EVEN PLAYING FIELD FOR ALL SUBSCRIBERS.

Top 5 R&R **Immediate Fine** Violations

1. Listing changed to “Active/Contingent” status without meeting requirements of Form 125
2. Listing not updated to “Sold” status w/in 7 business days
3. Listing not entered into WMLS w/in 3 business days of Listing Agreement’s “Commencement/List Date”
4. Listing not marked “Pending” within 3 business days
5. Re-entry of a released listing by same company and agent with-in 30 days of release

WMLS Hot Topics

WMLS Policy R&R:

- **Section 13: Password Confidentiality** - Authorized WMLS Users should not, under any circumstances, share their password and WMLS access with anyone. (\$300 fine & system force password)
- **Section 1.2c: CO-LIST** - “Co-Listing” within the same WMLS firm is permitted, however **both co-listing agents must be authorized users of the WMLS** and indicated as co-listing agents on the Listing Agreement and WMLS database. Co-Brokerage listings are also permitted in the WMLS system provided that both firms and co-listing agents are WMLS authorized users and are indicated as co-listing agents on the listing agreement and WMLS database
- Use of WMLS products and services are available ONLY to authorized WMLS Subscribers affiliated with the WMLS Participant (I.E: **Name, Reference to, Contact info of WMLS non-subscribers in ‘Agent Comments’ or ‘Public Remarks’**. **References to Co-Listing Agents who are not subscribers of the WMLS is strictly prohibited**) (Subject to \$100 unauthorized use fine and/or \$500 Subscription Waiver Violation that is invoiced to Broker)
- **Section 1.2.1: Listing Audits** – In order to ensure database accuracy, The WMLS randomly selects listings and submits requests via email, to the listing office and the listing agent for copies of the listing contract(s), and/or any other information/paperwork necessary to verify accuracy and assure compliance with the WMLS Rules and regulations. **The listing office or listing agent shall submit the information/paperwork to the WMLS within two (2) business days of notification.** (Failure to comply can result in \$100 fine and risk being deleted by the WMLS per Section 7.1d.)

WMLS Hot Topics

WMLS R&R INPUT:

- **Section 1:** Listings of Real property located with the WMLS Service Area (see pg. 2) **MUST be entered into the WMLS Database w/in three (3) business days** after a listing agreement has been ratified. (“Commencement Date”, or the date the listing was ratified, whichever date is later is considered to be the “List Date”)
- **Section 1.01: Clear Cooperation** - Within **one (1) business day** of marketing a property to the public, the listing broker must submit the listing to the WMLS for cooperation with other WMLS participants.

NOTE: Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, 3 brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public

- **Section 1.c: Acceptable Contracts** - The WMLS shall accept exclusive right to sell listing contracts and exclusive agency listing contracts, and may accept other forms of contract which make it possible for the listing broker to offer compensation to the other Participants of the WMLS acting as subagents, buyer agents, or both, or in a non-agency capacity as defined by law.

NOTE: Should a non-VR Listing Agreement (Exclusive Authorization to Sell”) be used, the Listing Firm shall be required to use the “Non-VR Listing Agreement Addendum”, WMLS Form 128, signed by the Seller and the Listing Agent. Bank owned properties are exempt from using this form.

- **Section 1.2e: Lockboxes** – Listings located in the Mandatory WMLS Lockbox Service Areas (see pg. 2) are required to have a WMLS SentiLock lockbox on the property, if sell authorizes ANY type of lockbox. If no lockbox is authorized, a signed statement must be kept on file and “Showing Instructions” must be entered to indicate no lockbox per seller.

NOTE: Residential rental listings, land listings, and commercial listings for sale or lease are exempt from this requirement.

- **Section 1.2c: Photo and/or Sketch Requirements** - Minimum of one (1) photo, scanned drawing, sketch or plat is required for ALL property types and must be uploaded within **three (3) business days** from the date of the listing.
- **Section 1.2f: Photos, Virtual Tours & Videos** – All photos, virtual tours and videos that are uploaded to the WMLS must be unbranded. **(Subject to immediate \$100 fine)**
- **Section 1.2h: DISCLOSURE/DISCLAIMER REQUIREMENTS** - The following signed disclosure forms which are mandated by the state or federal government are required to be uploaded, as applicable, to the listing at the time the listing is input and in the allocated document section of the WMLS Database. **NOTE:** Uploading these mandated documents to any other section of the WMLS Database does not satisfy this requirement.
 - 1.** Residential Property Disclosure Statement **2.** Virginia Real Estate Board -AICUZ (noise and crash) for properties in or adjacent to a military air installation. **3.** Virginia Real Estate Board- Septic **4.** Disclosure of Information of Lead-Based Paint and/or Lead Paint Hazards **5.** Disclosure of Defective Drywall **6.** Disclosure of Property Previously Used to Manufacture Methamphetamine
- **Section 1.15: Public Remarks and Directions** - Public Remarks shall ONLY include information referring to the specific listing. All showing instructions, all statements that may present a public safety or vandalism concern (i.e. “vacant”), any statements that may present a potential violation of fair housing laws, or statements that can be construed as advertising shall NOT be identified in the “Public Remarks” or “Directions” sections of the listing data. Public remarks also shall not include any of the following contact information:
 - Call/Contact Listing Agent or Firm or any variation of this intent (Cannot direct the public to the listing agent or firm in public remarks, this belongs in Agent Remarks ONLY)
 - Listing Agent(s) Telephone Number(s)
 - Listing Agent(s) Email and/or Website Addresses
 - Listing Company’s Telephone Number(s)

- Listing Company's Name
- Listing Company's Email and/or Website Addresses
 - Builder's Contact Information – Site Name, Address, Site Agent Contact Information, Site Telephone Number(s), Email and/or Website Addresses
- Reference to Projects, Contracts, Properties Building Deals
 - Reference to Sales Center, Site, or decorated model
- Reference to Branded Virtual Tours
- Reference to Specific Lending Companies or Settlement Services
- QR Codes

NOTE: Agent only comments appearing in any portion of the listing data, other than the "Agent Only Comments" section (i.e. "Directions", Supplement, Open House, etc.), shall have a fine and/or sanction imposed. (Subject to an immediate \$100 fine)

- **Section 2.1: Showing Availability** - All listings that are entered into the WMLS **must be equally and immediately available** for appointments to all WMLS Participants and Authorized Users as of the List Date, with the exception of listings entered with the "Coming Soon" status. **NOTE:** Showing instructions such as "Do Not Show Until (future date)" or "Not available for (specific dates)" are not permitted in Agent Comments or Public Remarks. (Subject to an immediate \$100 fine)
 - **Section 1.4: Change in Listings** - Any change in listed price or other change in the original listing contract shall be made only when authorized in writing by the seller and shall be entered into the WMLS computer system **within three (3) business days** after the authorized change is received by the listing broker.
 - **Section 1.6: Listing Status Change** - Upon ratification of a contract, Listing Status shall be changed to PENDING and listings must be updated in the WMLS computer system as such within three (3) business days of contract ratification. (Subject to an immediate \$100 fine)
- NOTE: CONTINGENCY EXCEPTION** - The owner and agent must complete and sign WMLS Form 125 and satisfy all conditions detailed on said form **within one (1) business day** of contract ratification for the listing to remain active in the WMLS system. Upon removal of all contingencies, listings must be changed to PENDING status **within three (3) business days**. (Subject to \$100 fine)

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- **Section 1.4.1: Reporting Sales** - When the status of a listing changes to “Sold” (or “Leased”) the status change and sold information shall be entered into the WMLS computer system within **seven (7) business days** after closing. (Subject to an immediate \$100 fine)
 - **Section 1.5a: Temporarily Withdrawn Listings** - The "temporary withdrawn" status is not to be used for a "released" or "cancelled" listing. Temporarily withdrawn listings are those that are temporarily not available to be shown. If the listing is in fact, "temporarily withdrawn" (for roof repairs as an example), signed documentation from your seller is required and the listing shall not be in the “temporary withdrawn” status for more than 30 days, unless seller’s written authorization to do so is provided to the WMLS upon request. In addition, while in the “temporary withdrawn” status, “agent only comments” shall be used to indicate the reason for the temporary withdraw and the date the listing will again be made available to show (status changed back to “active”).
 - **Section 1.5: Release (Withdrawal/Cancellation) of Listings Prior to Expiration** - A listing of property may be released from WMLS by the listing broker before the expiration date of the listing contract, provided the release is entered into the WMLS computer system **within three (3) business days**. A copy of the agreement between the seller and the listing broker which authorizes the withdrawal (cancellation) shall be on file with the listing office. Sellers do not have the unilateral right to require the WMLS to release a listing without the listing broker’s concurrence.
 - **Section 1.5b: Re- entry of Released Listings** - A listing released prior to expiration cannot be re-entered as “new” within 30 days of the date released by the same agent/firm. NOTE: Re-entry of released listings under new ownership are permitted. (Subject to fines)



RULES & REGS

VIOLATIONS

WMLS Rule	Fine Amt	2 Day Grace Period (Y=Yes)	Notes
Acceptable Contracts (Sec 1.2c)	\$100		
Accuracy of Listing Data (Sec 1.2.0)	\$100	Y	
Agent Only Comments (Sec 1.17)	\$100		
Change in Listings within 5 business days (Sec 1.4)	\$100		
Clear Cooperation (Sec 1.01)	\$500		
Co-List (Sec 1.2a)	\$100		
Coming Soon Listings (Sec 1.19)	\$500		
Contingency Exception Conditions Not Met (Sec 1.6)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
Detail On Listings Filed With the WMLS (Sec 1.2)	\$100		
Directions (Sec 1.16c)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
Disclosure/Disclaimer Requirements (Sec 1.2f)	\$100	Y	
Disseminating Office Exclusive Listings in any electronic format provided by the WMLS (Sec 1.3)	\$100		
Exclusive Agency Listing (Sec 1b)	\$100		
Failure to notify the WMLS in writing that a WMLS user who had been authorized is no longer affiliated with the company (Sec 6c & 6d)	\$100	Y	
Failure to pay any service charge or fee within one (1) month of the date due, and provided that at least ten (10) days notice has been given (Sec 7.1a)	\$50		WMLS Service suspended until reactivation fee of \$50 and outstanding charges are paid in full

WMLS Rule	Fine Amt	2 Day Grace Period (Y=Yes)	Notes
Intentionally reporting or falsifying listing data that compromises the integrity of the WMLS database (Sec 7.1g)	\$2,500		
Internet Data Exchange (IDX Sec 16)	\$1,000		Plus possible disconnection of IDX Feed
Listing Auction Properties (Sec 1.7a)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
Listing Price Specified (Sec 1.7)	\$100	Y	
Listing Procedures (Sec 1)	\$100		
Listing Status Change (Sec 1.6)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
Listings with Two (2) Property Types (Sec 1.18a)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
Lockboxes (Sec 1.2g)	\$100	Y	
Lockbox Service Rules (Addendum B, Sec 3.1 & 3.2)	\$50		Additional offenses = \$100 fine. Also see "SentriKey Sharing"
Membership Email Information (Sec 14.1)	\$1,000		
New Construction/Proposed Construction (Sec 1.18)	\$100		
Orientation (Sec 15)	\$100		Service suspended until requirement met
Owner's Name Required (Sec 1.2d)	\$100	Y	
Password Confidentiality (Sec 14)	\$300		Plus use of system forced password for 30 days
Photo and/or Sketch Requirements (Sec 1.2e)	\$100	Y	
Prohibited Listings (Sec 1.1)	\$100		
Public Remarks (Sec 1.16)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
QR Codes (Sec 1.16b)	\$100	Y	
Re-Entry of Released Listings (Sec 1.5b)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
Release (Withdrawal/Cancellation) of Listings Prior to Expiration (Sec 1.5)	\$100		
Reporting Cancellation of Pending Sale (Sec 2.7)	\$100		

WMLS Rule	Fine Amt	2 Day Grace Period (Y=Yes)	Notes
Reporting Pending Sales to WMLS (Sec 2.6)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
Reporting Sales to WMLS (Sec 1.4.1 & Sec 2.9)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
Requests for Listing Information Submitted to the WMLS (Sec 1.2.1)	\$100		If still in non-compliance after 2 days, subsequent fine is \$200, then if still not in compliance after 2 more days, listing is deleted
SentriKey Sharing (Addendum B)	\$1,000		Plus use of SentriKey suspended for 10 days. Second offense = \$2,500 fine and SentriKey use suspended for 20 days.
Showing Availability (Sec 2.1)	\$100	Y	
Teams (Sec 1.2b)	\$100		
Temporarily Withdrawn Listings (Sec 1.5a)	\$100	Y	
Unauthorized use of the WMLS, e.g. an unauthorized agent identified as the listing agent and/or contact agent (Sec 6d)	\$100		Plus Participant will be assessed applicable subscription fees
Violation of conditions set forth in Addendum A - "Application for Waiver of WMLS Subscription Fees" and certifications thereof (Sec 6c)	\$500		Plus Participant will be assessed applicable subscription fees
Virtual Office Website (Sec 17)	\$1,000		Plus possible disconnection of VOW Feed
Virtual Tours & Videos (Sec 1.16a)	\$100	Y	



**PRE-MARKETING ADDENDUM TO
EXCLUSIVE AUTHORIZATION TO SELL OR
STANDARD LISTING AGREEMENT**

(Use this Addendum only for property entered as "coming soon" in WMLS)



THIS PRE-MARKETING ADDENDUM is made on Today's Date, 20____ to the Residential Listing Agreement dated FIELD A, 20____ (the "Listing Agreement"), by and between _____ ("Owner") and _____ ("Broker") for the exclusive right to sell certain real property known as _____, Virginia (the "Property") and shall be attached to and made a part of the Listing Agreement.

1. **PRE-MARKETING LIMITATION:** Owner directs that Broker enter the Property listing in the Williamsburg Multiple Listing Service ("WMLS") under "coming soon" status and directs that their Property not be available for showings or for reviewing any and all offers to purchase by anyone during a pre-marketing period described below. Owner understands that during the pre-marketing period, the Property listing information will be made available to other WMLS participants and their clients and may be marketed as "Coming Soon".

2. **CLEAR COOPERATION:** Within one (1) business day of a property being marketed to the public, the listing Broker must submit the listing to the WMLS for cooperation with other WMLS participants as either "Active" or "Coming Soon".

3. **PRE-MARKETING INSTRUCTIONS:**

A. Owner and Broker agree that the Listing Agreement is hereby modified as follows: Owner hereby directs Broker to list the Property in WMLS in "coming soon" status until FIELD B, 20____ (maximum of 21 days from the date of ratification of the Listing Agreement by Owner).

B. Owner [select one]: ☐ authorizes OR ☐ does not authorize Broker to install a "For Sale" sign with "Coming Soon" rider on the Property while the Property is listed in the "coming soon" status.

4. **SHOWINGS/OFFERS:** While the property is entered in the WMLS under the "Coming Soon" status, Broker is prohibited from showing the Property to prospective buyers and/or their agent. In addition, upon being informed by the Broker that an offer or offers have been received, the Owner is prohibited from reviewing any and all offers to purchase while the Property is listed in WMLS under the "Coming Soon" status. If Owner desires to have the Property shown to prospective buyers and/or their agents, or wishes to review offers that have been received, Owner understands that the Property status must be changed to "active" in WMLS. Once changed to "Active" status, the Property status cannot be changed back to "Coming Soon" status.

5. **COMPENSATION:** Owner acknowledges that an offer of compensation to cooperating buyer agents is required for the listing of the Property in WMLS, including in the "Coming Soon" status.

Witness the following duly authorized signatures:

_____ Owner	_____ Date	_____ Owner	_____ Date
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_____ Owner	_____ Date	_____ Owner	_____ Date
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Broker: _____
Signature of Broker or authorized agent Date

Print name: _____

Field A - "Commence date" or date listing agreement was ratified, whichever is later (List Date)

Field B - Date the listing changes from "Coming Soon" to "Active" (Expected on Market Date)



Coming Soon FAQs

WMLS permits users to enter listings in the Coming Soon status. Review these frequently asked questions prior to using Coming Soon to ensure you remain in compliance.

1. How does Coming Soon work?

The Coming Soon status allows listing brokers and agents to place a listing in the MLS for cooperation for up to **21 calendar days** (except Rental Listings) while the property is prepared for showings (staging, professional interior photos, repairs, etc.). Because there are no showings allowed while the listing is in Coming Soon, Days on Market (DOM) will not accrue during the Coming Soon period. The listing will automatically update from Coming Soon to Active on Day 22 of the listing's input date or on "Expected on Market Date", whichever is earlier.

2. Can the Coming Soon status be extended beyond 21 days?

No. The 21-day limit on a listing in Coming Soon status cannot be extended under any circumstances and the MLS system will not allow you to select a date more than 21 days from the entry date. Should you need more time, you may place the listing in "temporary withdrawn" status.

3. How is Coming Soon Unique?

Coming Soon can only be used for a maximum of 21 days. Showings of any kind are not permitted, by the listing broker or otherwise. Days on Market do not accrue while in Coming Soon. Coming Soon listings go out from the MLS in listing syndication data feeds and in IDX data feeds.

4. When do the Days on Market for a listing start accumulating?

"Days on Market" or "DOM" for a listed property measures the number of days that a property is listed in the "Active" status until it is "Pended" in the MLS. Once a listing first appears as "Active", DOM will begin to accrue.

Please note: DOM is NOT a measure of how many days that the property has been in the MLS.

5. Can I market a Coming Soon listing?

Yes. A listing in the Coming Soon status may be marketed to any consumer, whether they are existing clients of the brokerage or not, by using flyers, For Sale signs, social media posts, etc., so long as the marketing clearly labels the listing as "Coming Soon." However, no showings or open houses may take place and offers of purchase may not be considered by the sellers.

6. What is considered “Marketing” and “Advertising”?

“Advertising” includes, but is not limited to: information about the property or its availability for sale displayed on any signs, websites, social media, brokerage or franchise operated websites, communications (verbal or written), multi-brokerage or franchise listing sharing networks, flyers or written material, or on any applications available to the public.

7. Are the Clear Cooperation rules a consideration for a listing in Coming Soon status?

Clear Cooperation rules require that any off-MLS listing that is marketed to the public must be entered in the MLS and display offers of cooperation within 1 business day of the marketing commencing. However, once a listing is in the MLS for cooperation, such as a Coming Soon listing, the concept of Public Marketing is irrelevant. Listings that are in the MLS can be marketed to anyone.

8. Who can see Coming Soon listings?

All WMLS users and data share partners can view Coming Soon listings in their MLS. WMLS users who have IDX or VOW data feeds can also access Coming Soon listings in those feeds. The public can view Coming Soon listings on sites that receive a WMLS IDX feed and choose to display this data.

9. Can a seller show their property or review offers to purchase in the status of Coming Soon?

No. Coming Soon listings cannot be shown by anyone, to anyone, under any circumstances. This includes but is not limited to Virtual Open Houses and Virtual Showings.

Please note: If the seller plans to show the property or review offers to purchase, the listing status must be made Active prior to the showing or offer review date.

10. Can I advertise a future open house while the property is in the Coming Soon status?

Yes. You can advertise an open house, disclose the date on which the property is available to be shown, and schedule showing for when the listing becomes “Active”. However, you may not show the property prior to the date disclosed unless you update the listing to the “Active” status.

11. What is the difference between an Office Exclusive Listing and a Coming Soon Listing?

Office Exclusive refers to listing agreements in which the seller has instructed that the listing may only be marketed within the broker's firm. The listing will not be entered into the MLS and cannot be marketed publicly. Written authorization from the seller must be on file and submitted to the WMLS upon request when excluding a listing from the MLS, including that the property will be subject to limited exposure, as it is not available for cooperation on the MLS.

The Coming Soon Addendum, Form 124 is an instruction from the Seller to input the property in the WMLS as a “Coming Soon” listing. This form includes disclaimers and disclosures regarding limitations to exposure, acceptance of offers to purchase e.g., property showings are not permitted while in Coming Soon status. Additionally, the Coming Soon addendum allows the seller to advise

when the property will be available for showings and review of offers to purchase.

12. Is a Coming Soon/ Pre-Marketing Addendum form required?

Yes. The Coming Soon Addendum (Form 124) is required and must be obtained from and signed by the seller(s) prior to using the Coming Soon status. However, you do not need to provide the form to WMLS unless requested.

13. Do I have to submit the Coming Soon form to WMLS?

No. The form must be obtained from and signed by the seller and kept in your office files, but you do not need to provide the form to the MLS unless requested.

14. Is a Listing Contract required for Coming Soon?

Yes, a valid listing agreement is required in order for the property to be entered into the MLS for cooperation. A listing entered in the MLS prior to an effective agreement being in place will result in a violation of WMLS Rules, and is subject to citation, a fine in the amount of \$500, and immediate removal of the listing.

15. I entered a listing as Active instead of Coming Soon. How do I fix it?

Please contact WMLS staff as soon as possible. Office hours are Monday-Friday, from 8:30am-4:30pm, phone: 757-757-253-0028.

16. Is a photograph still required for Coming Soon listings?

Yes, at least one exterior photograph that displays a substantial portion of the exterior structure of the property is required. Coming Soon listings are not exempt from this requirement.

17. Can I add a virtual tour to a Coming Soon listing?

Yes. WMLS provides a field to add an unbranded virtual tour URL.

18. Can an offer be presented or accepted while in the status of Coming Soon?

No. As outlined on Form 124 "Pre-Marketing Addendum to Exclusive Authorization to Sell, the Owner of the property agrees that during the coming soon period, no offers may be reviewed, negotiated or accepted and no showings are allowed. The listing may be changed to "Active" status at any time prior to the "Expected on Market Date" if the Owner wishes to show the property or review offers to purchase. Once a listing goes "Active" it cannot return to "Coming Soon" status.

19. Can a listing go from Coming Soon to Pending or Active with Contingencies?

No. While a listing is in Coming Soon status, Owner may not review offers to purchase submitted as a result of being listed in the WMLS listing database as a "Coming Soon". The listing must be changed to "Active" prior to an Owner reviewing or accepting an "offer to purchase".

20. Can I modify the Expected On Market Date once the listing is entered as Coming Soon?

Yes. You can make the change prior to the "Expected on Market Date". The new "Expected on Market Date" cannot exceed the 21-day time frame allotted for Coming Soon Listings.



REQUEST FOR CONTINUED "ACTIVE" STATUS AFTER RATIFICATION OF CONTRACT

My property is located at _____
(Address)
and currently listed with _____
(Name of Firm)

After accepting a contract to purchase, I wish to keep my property listed as ACTIVE in the Williamsburg Multiple Listing Service (WMLS) in order to continue to show the property.

I agree to the following conditions:

- a. My property will be equally available to all WMLS Participants and authorized users for showings.
- b. My agent will be required to disclose in the WMLS that my property is subject to a ratified contract with the contingencies marked below:

☐ First Right of Refusal ☐ Home/Other Inspection(s)
☐ POA/Condo ☐ Third Party Approval ☐ Other _____
- c. My agent will be required to add the following statement to both the "Agent Only Comments" and "Public Remarks" sections of my active listing: "Subject to a ratified contract with contingencies. Owner wishes to continue to show the property and will consider other offers."
- d. Upon request from other WMLS Participants and authorized users, my agent will be required to disclose any unsatisfied contingencies. When all contingencies have been satisfied/removed, I understand that my property must be marked as PENDING within five (5) business days in the Williamsburg MLS.

Signatures/Acceptance:

Owner 1

Owner2

Date

Broker/Agent

Date

**WILLIAMSBURG MULTIPLE LISTING SERVICE, INC.****ADDENDUM TO NON-VR LISTING AGREEMENT/EXCLUSIVE
AUTHORIZATION TO SELL AGREEMENT (VR FORM 400)**

This is an addendum to a listing agreement which is not a Virginia REALTOR® Exclusive Authorization to Sell dated: _____, _____, between _____ (Sellers) and _____ (Listing Firm) for the sale of property located at _____ (Address).

Sellers acknowledge(s) the Listing Firm's obligation and/or ability to submit this listing into the Williamsburg Multiple Listing Service (WMLS) and to ensure that all listing data is accurate and up-to-date. This Listing Agreement Addendum modifies an already existing market or listing agreement and therefore shall be attached to and made a part of said agreement.

A. Listing Data Authorization

All parties (seller(s), listing agent and listing firm) warrant that they are the sole owners of and hereby transfer to the Williamsburg Multiple Listing Service, Inc. (WMLS) rights of ownership and copyright to all data including any images, photographs, templates, animations, video, and audio pertaining to the Property named above. Seller(s) authorize the Listing Firm to submit data concerning the Property to the WMLS and understands that the WMLS may use the data for any lawful purpose as deemed necessary by the WMLS. All parties also authorize and agree to make available to all WMLS Participants and Subscribers all data regarding the Property, including offers of cooperation and compensation to the Selling Firm.

B. Advertising

- All parties understand that the listing data may get disseminated to third party websites through means other than the MLS.
- Owner acknowledges that the accuracy of the listing data is controlled by the third-party websites and is outside the WMLS and Broker's control.
- The Listing Firm is authorized to make access available to cooperating brokers and their clients and customers.
- Seller(s) authorize the dissemination of Property/sales information to WMLS Participants, including electronic format, magazines and other media.

C. Lockbox Authorization

Seller(s) hereby ☐ DOES or ☐ DOES NOT authorize the Listing Firm to place a WMLS lockbox on the property. **NOTE:** Seller(s) understand that, per WMLS Rules and Regulations, that if the Property is located in either James City County, City of Williamsburg, York County, Charles City County, or New Kent County and ANY lockbox has been authorized, then a WMLS lockbox must also be authorized.

D. Listing Dates for WMLS

Seller(s) authorize the Property to be listed in the WMLS commencing on _____ and expiring at midnight on _____.

E. No Seller(s) determination of WMLS Rules

Seller(s) understand that WMLS Listing Firms must abide by all local, state, federal and rules and regulations in connection with the listing and sale of the Property, including, but not limited to, the U.S. Fair Housing Act and the Rules & Regulations of the Williamsburg Multiple Listing Service.

(LISTING FIRM)_____
(SELLER)_____
DATE_____
(LISTING AGENT)_____
(SELLER)_____
DATE

WMLS R&R Help

- **Rock the Rules** – A 1 –2 hour online course focused entirely on the WMLS Rules and Regulations. Hosted by the WMLS Staff twice a year, it accredits attending members with a \$250 credit that can be used for one (1) violation of the Rules and Regs within the following year. (Only one (1) credit can be used within a calendar year)

- March 29th (9:30 – 11:00am)
- September 27th (9:30 – 11:00am)

NOTE: Admin and Unlicensed Staff are welcome to attend and the credit is transferrable to Brokers/Agents.

- **Staff to Staff** – A 1 - 2 hour in-person class provided by WMLS Staff and focused on Administrative and Staff topics. Lunch is provided.

- May 24th (12:00 – 1:30pm)

- **WMLS Administrator Contact information:**

Darragh Cutshaw

MLS Operations Manager

Williamsburg Area Association of Realtors®

5000 New Point Rd. Suite 1101

Williamsburg, VA 23188

Tel: (757) 253-0028 Direct: (757) 903-4015

Fax: (757) 253-1559

Darragh@WAAREaltor.com

WMLS Ancillary Products & Mobile Apps

Q & A Clareity Dashboard

➤ Q: What is the Clareity Dashboard?

A: A User-friendly SSO (Single Sign On) dashboard that includes Matrix and eliminates the need to remember multiple logins and passwords when accessing other applications such as RPR, SentiLock, etc.

➤ Q: How to access?

A: The website is www.wbgmls.clareityiam.net

➤ Q: What are the Benefits of the Clareity Dashboard?

A: WMLS Account Balance Displayed w/ option for 'Easy Pay'

A: WAAR Education/Training Calendar Displayed for reference & registration

A: Notification Center displays important messages from WMLS Staff

A: Easy access to REALTOR® tools, services and resources

A: Stay in the 'know' with WAAR's social media



- Access real-time MLS data on the go
 - Instant Info on any property, not just listings
 - See other agents' activity and deal flow
 - Simple, integrated messaging
 - Branded version for your clients and contacts
 - Email marketing to your sphere
 - Your listing, your lead
 - Send CMAs from your phone or desktop
 - News feed provides a real-time stream of relevant status changes and client activity
 - Digital marketing for agents
 - Stay safe at showings
-



Android

How to set up your agent account

Step 1

Launch App

Download Homesnap from the Google Play Store. Launch and tap **GET STARTED**



Step 2

Create Account

Tap on the **I'M A REAL ESTATE AGENT** button



Step 3

Pick your MLS

Allow Homesnap to access your location. Then, tap your MLS



Step 4

Tap your MLS identity

Enter your name, email address or MLS # to find your MLS account. Tap on your MLS identity to begin the verification process



Step 5

Pick contact method

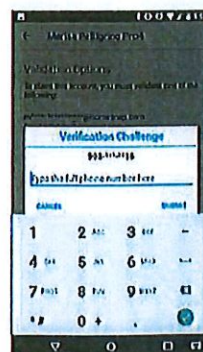
Pick a method (phone or email) to verify your MLS account



Step 6

Verify contact method

When asked, enter the complete phone OR email that you've chosen to verify your MLS identity



Step 7

Insert verification code

Once you've received the verification code via text or email, enter in the code and press **SUBMIT**.



Step 8

Complete your account

Review and update your personal information and profile photo. Accept the Terms of Service and press **CONFIRM ACCOUNT**





iPhone & iPad

How to set up your agent account

Step 1

Launch App

Download Homesnap from the App Store. Launch and tap **I'M A REAL ESTATE AGENT**



Step 2

Pick your MLS

Allow Homesnap to access your location. Then, tap your MLS



Step 3

Find your MLS identity

Enter your name, email address or MLS # and tap **SEARCH** to find your MLS account



Step 4

Tap your MLS identity

Tap on your MLS identity to begin the verification process



Step 5

Pick contact method

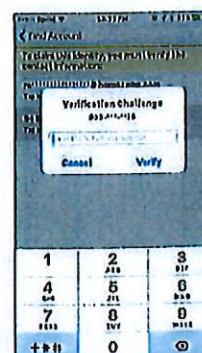
Pick a method (phone or email) to verify your MLS account



Step 6

Verify contact method

When asked, enter the complete phone OR email that you've chosen to verify your MLS identity



Step 7

Insert verification code

Once you've received the verification code via text or email, select **CONFIRM MY CODE** and enter in the code.



Step 8

Complete your account

Review and update your personal information and profile photo. Accept the Terms of Service and press **COMPLETE PROFILE**





EXCLUSIVE REALTOR® BENEFIT

RPR is 100% owned and operated by the National Association of REALTORS® as a member benefit for all REALTORS®. Only REALTORS® can access RPR.

BIG DATA YOU CAN USE

RPR gathers all available data on a property and organizes it for your benefit. Add your local market knowledge and you're set.

SEARCH MLS & CIE + PUBLIC RECORDS

From MLS/CIE and public records to mortgage history and school attendance zones, RPR has the data your clients want.

INDUSTRY LEADING REPORTS

Customizable reports for any property are available from your iOS or Android device. Send reports directly to your clients, with your branding, with almost no effort.

ADD NOTES AND PHOTOS

Add your own notes and photos to any property. They're private to you, but you can easily include them in your reports.

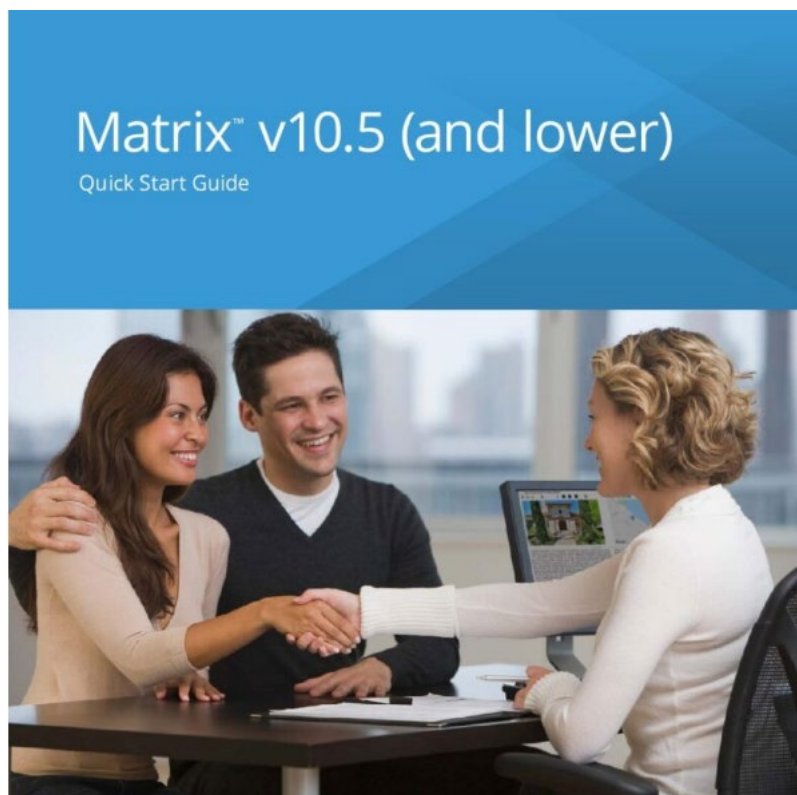
EVERYTHING IN SYNC

Favorites, reports, recent searches and notes sync between RPR's mobile app and website, ensuring your productivity.

An Overview of Matrix

CORELOGIC'S MATRIX IS THE PLATFORM THE WMLS OFFERS MEMBERS TO INPUT THEIR LISTINGS INTO THE WMLS DATABASE. IT IS CUSTOMIZABLE, USER FRIENDLY AND OFFERS TRAINING GUIDES, VIDEO TUTORIALS, AND SUPPORT WITH THEIR TOLL-FREE ANSWERLINK HOTLINE: 844-209-0140

CTRL + Click the picture below to view the Quick Start Guide



Matrix Mobile

<https://wbgmls.clareityiam.net/idp/login>

- Works on all browsers and devices
- Easy-to-read format with touch icons on the main menu
- All listing results and photos are viewable
- Search by status or property types
- View your most recent searches
- Access to Saved Searches, Listing Carts, Auto Emails and Concierge searches
- One click access to customized Hot Sheets
- Interactive Google mapping
- Client, agent, office, and open house lookup available
- Email listings to your prospects and clients directly from your mobile device

WMLS Matrix Tips & Tricks

- Certain tabs may not be available due to access level or 'Team Settings'
- 'Active, Incomplete, Coming Soon, Pending, Temp Withdrawn and Sold' statuses are available to all WMLS Users. **NOTE:** 'Released' status is ONLY available to Brokers and authorized company staff
- Input forms are available in 'External Links' and 'Transaction Desk'
- Start a new listing from the property Tax ID Number (auto-populates certain fields from Realist, if available)
- Help Icons are available
- In order for listings to be syndicated to Zillow/Trulia/etc. you must answer YES to all 4 questions in the 'Internet Display Info' section when inputting a listing.

Listing Status Guidelines

ACTIVE:

- ...A fully ratified listing agreement is required
- ...Listing must be “Active” within three (3) days of the date ratified (or commencement date) OR within one (1) day of public marketing, whichever comes first
- ...Property is available to be shown to prospective buyers

ACTIVE/UNDER CONTRACT WITH CONTINGENCIES:

- ...Listing can remain “active/continue to show” after a contract to purchase has been accepted, with one or more contingencies
- ...WMLS Form 125 must be executed and the conditions on the form met
- ...After all contingencies have been fulfilled, renewed, or cancelled, the listing must be changed to “Pending” within three (3) business days

PENDING:

- ...A contract to purchase has been accepted and fully ratified
- ...Listing must be changed to “Pending” within three (3) business days after contract is ratified
- ...“Contingency Exception”-Allows listing to remain active when seller wants to continue to show and consider back-up offers. WMLS Form 125 is required and all conditions on the form met.

CLOSED (Sold or Leased):

- ...Used for all property types when sold and leased rentals
- ...The purchase agreement has been fulfilled or the lease agreement has been fully executed
- ...Listing must be changed to “Closed” within seven (7) business days of closing date

COMING SOON:

- ...The property cannot be shown and no offers can be reviewed while in “Coming Soon” status
- ...WMLS Form 124 is required and details the conditions of use

TEMP WITHDRAWN:

- ...Used to temporarily discontinue marketing the property
- ...Property is not available to show
- ...Listing Agreement remains in effect
- ...Days on Market stop accruing while in “Temp Withdrawn” status

*RELEASED:

- ...The listing agreement has been released, terminated, or cancelled (NOT to be used when releasing a contract to purchase or to release a listing prior to it’s expiration date in order to re-enter as a “new” listing)

EXPIRED:

- ...The expiration date for the listing has come and gone
- ...With the seller’s written authorization, MLS users may extend the listing for up to ten (10) calendar days after expiration

RESIDENTIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

PAGE 1 of 9

**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.

TAX COUNTY (1)

Select from County/City
table in add/edit

WILLIAMSBURG

JAMES CITY COUNTY

NEW KENT COUNTY

YORK COUNTY

CHARLES CITY COUNTY

(More...)

Tax ID

Street Number

Street Name

Owner Last Name

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

Type:

☐ Attached
☐ Detached

County / City: -----

List Price: -----

List Date: __/__/____

Ownership Type:

☐ Fee Simple
☐ Condominium

Expected On Market Date: __/__/____
(To be used ONLY if Coming Soon Status is Chosen)

Expire Date: __/__/____

Contingent Y/N ____

Contingent Date _____
(Date Listing Went Under Contract)

Contingency Type (To be used only if "Active/Contingent, Continue to Show" applies):

☐ First Rgt of Refusal
☐ Home Sale With Kick Out Clause
☐ Other/Call Agent
☐ Home/Other Inspection
☐ POA/Condo
☐ Third Party Approval

PID: -----

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

PAGE 2 of 9

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 **# Levels:** _____ **# Rooms:** _____ **# Bedrooms:** _____
☐ Per Architect ☐ Per Tax
☐ Per Builder ☐ Other **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)
Primary Bedroom:	_____	X	_____	_____	_____
Primary 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

PAGE 3 of 9

Living Room:	_____._____._____X_____.	<div></div>	_____	_____
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		<input type="checkbox"/> Steel		
<input type="checkbox"/> Other		<input type="checkbox"/> Stone		
<input type="checkbox"/> Patio Home		<input type="checkbox"/> Stucco		
<input type="checkbox"/> Ranch		<input type="checkbox"/> Synth Stucco		
<input type="checkbox"/> Saltbox		<input type="checkbox"/> T111		
<input type="checkbox"/> Split Foyer		<input type="checkbox"/> Vinyl		
<input type="checkbox"/> Townhouse				
<input type="checkbox"/> Transitional				
<input type="checkbox"/> Tri-Level/Quad Level				
<input type="checkbox"/> Tudor				
<input type="checkbox"/> Victorian				

UNIT PLACEMENT	WALL TYPE	ATTIC
<input type="checkbox"/> Corner Unit	<input type="checkbox"/> Block	<input type="checkbox"/> Access Panel
<input type="checkbox"/> Detached	<input type="checkbox"/> Brick	<input type="checkbox"/> Expandable
<input type="checkbox"/> End Unit	<input type="checkbox"/> Drywall	<input type="checkbox"/> Finished
<input type="checkbox"/> Interior Unit	<input type="checkbox"/> Glass	<input type="checkbox"/> Floored
<input type="checkbox"/> Lower Level	<input type="checkbox"/> Glass Block	<input type="checkbox"/> No Attic
<input type="checkbox"/> Middle Level	<input type="checkbox"/> Mixed	<input type="checkbox"/> Part Finished
<input type="checkbox"/> Street Level	<input type="checkbox"/> Other	<input type="checkbox"/> Pull Down
<input type="checkbox"/> Top Level	<input type="checkbox"/> Paneling	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Walkout	<input type="checkbox"/> Plaster	<input type="checkbox"/> Walk-Up
	<input type="checkbox"/> Wood	

RESIDENTIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

PAGE 4 of 9

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

RESIDENTIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

PAGE 5 of 9

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 Heat-
ing = 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

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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

RESIDENTIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

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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

\$: _____

Combined
Monthly Fees
Amt (Req'd
if HOA = Y)

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

Assn. Mgmt Co. Phone (Req'd if HOA=Y):

_____-_____-_____
_____-_____-_____

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

Add'l Fee Description (50 characters): _____

Add'l Fee 2

\$: _____

Add'l Fee 2 Description (50 characters): _____

Add'l Fee 3

\$: _____

Add'l Fee 3 Description (50 characters): _____

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Public Remarks (1200 characters):

[illegible][illegible]

Owner Name #1:

Owner Name #2:

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

☐ Other
☐ Owner
☐ Tenant
☐ Under Construction
☐ Vacant

☐ Yes
☐ No

___ Yes
___ No

___ Yes
___ No

___ Yes
___ No

☐ At Closing
☐ Immediate
☐ Negotiable
☐ Other
 Tenant Rights

List Agent Code: _____

List Agent Name:

List Office Code:

List Office Name:

Co-List Agent Code: _____

Co-List Agent Name:

☐ Exclusive Agency
☐ Exclusive Right
☐ Other

___ Yes
___ No

Co-List Office Name:

RESIDENTIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

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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 Comp (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 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

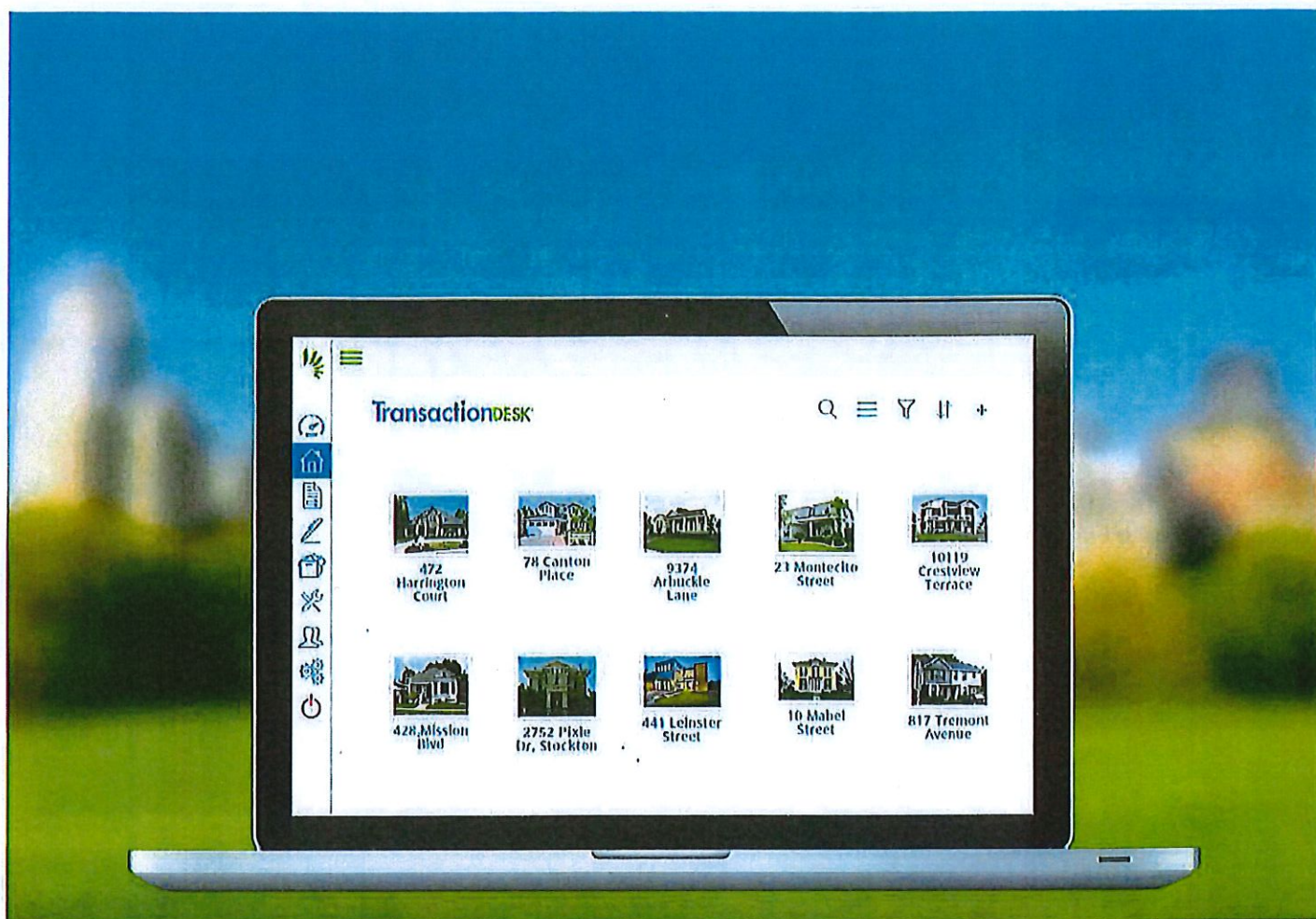
AVM: (Y/N) (Req'd if Internet Display = Y)

☐ Yes
☐ No

SIGNATURES

Seller: _____ Seller: _____ Date: _____

Agent: _____ Co-Agent: _____ Date: _____



TransactionDESK®

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View and access all the listing, sale and lease files in your office.

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All emails, faxes and the Customer Service Portal are branded



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Only TransactionDesk Gives You All These Features in One Easy Platform.

Feature	Description	Compare	Compare
Available Everywhere on Anything	Works on all commonly used devices and browsers - PCs, Macs tablets and smartphones. No apps required.		
Online forms and Contracts	Includes InstantForms, a full featured online forms application		
Unlimited Document/ File Storage	Unlimited document storage for listing, sale and lease files - Save signed forms & third party documents in transaction files		
Complete Document Management Solution	Create an unlimited number of custom folders for storage of non-transaction related business documents and files.		
Load Documents Easily	Via email, upload, fax, virtual printer		
Complete PDF Management	Merge docs, split up docs, markup, convert other files to PDFs, etc.		
Email and Fax Documents from System	Creates record of all documents sent in transaction history. Unlimited toll free faxing in US and Canada		
Team Friendly	Share transactions and other folders/documents. Team can collaborate on transactions with appropriate permissions for each team member.		
Agent Dashboard	Enables Agents to view realtime activity regarding all of their transactions. Agents can select from a library of smart widgets to customize their dashboard to meet their needs.		
Tasks and Activity Plans	Manage all activities of your transactions and your business using the online checklists.		
Appointment and Calendar	Track all your appointments for your transactions and other business.		
Automated Reminder	Automated email reminders for both tasks and appointments ensures you won't miss a thing.		
Collaboration Tools	The branded Customer Service Portal allows agents to securely share documents and other information with clients 24/7/365.		
Service Ordering	Saves time by automatically collecting file information such as vendor contact info, property address, buyer/seller names, etc.		

Continued on next page...

Feature	Description	Compare	Compare
Templates	Saves time and effort. Set-up the system once and let the system do the work for you. Templates for forms, documents, checklists and transactions.		
Branded	All communications and anything a client or third party can see is branded - emails, faxes, etc.		
Audit Trails and Logging	Tracks all activities and creates an audit trail in each transaction file automatically - "The Paperless Paper Trail"		
Authenticate Digital Signatures	Optional e-signature module is fully integrated making TransactionDesk the most complete paperless transaction platform in the industry.		
Long Term Data and Document Retention	All transactions, data and documents are kept for (at least) the legal retention period in your state at no extra charge.		
Data and Document Security/Safety	Everything is replicated to multiple datacenters. Digital certificates are applied to documents to detect tampering when out of system.		
Brokerage Features			
Broker Compliance and File Management	Document checklists, automated audit trail creation, online file management & collaboration. Easily perform file review online, from any computer. Reduce legal exposure, easily making sure all files are complete.		
Reporting	Easily find transactions and documents in your office or company, whether they are active/pending deals or ones that closed years prior.		
Custom System Configuration and Set-up	Flexible system works the way you work. Brokerage staff can define templates and branding that applies to all agents in the office and/or company.		
Brokerage Branding	Ensures your company's value is recognized by your agents and clients.		
Back Office Accounting System Integration	Reduce redundant data entry - Import transaction data into popular brokerage back office systems.		
Broker Dashboard	Enables Brokers to view live real-time activity across their entire office. Broker can select from a library of Smart widgets to modify their dashboard to meet their needs.		

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WMLS Technical Help

- CoreLogic's Matrix AnswerLink Support:

844-209-0140

- 8:30am-8:30pm (Mon – Fri)
- 8:30am-3:30pm (Sat & Sun)

- **Matrix Help Tab** - User Guides, "Learning Lab", manuals and tutorials that answer most frequently asked questions.
- **Matrix External Links** – WAAR Website, Open House map & schedule, county/city tax records, WMLS Rules and Regulations, Transaction Desk, RPR, SentiLock, NAR, VR, etc.
- Transaction Desk: **1-800-668-8768 (24/7)**
- SentiLock: **1-513-618-5800 (Lockbox Support)**
1-513-618-5814 (Showing Support)

- **WMLS Administrator Contact information:**

Darragh Cutshaw

MLS Operations Manager

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