

**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.**

**LISTING INFORMATION**

<b>Type:</b> _ Apartment _ Condo/Town _ Duplex _ Single Family _ Quad _ Triplex	<b>County / City:</b> -----	<b>Rental Price:</b> -----	<b>List Date:</b> __/__/____
	<b>PID:</b> -----		<b>Expire Date:</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\*

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

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

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

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

App Fee Per Applicant: \_\_\_\_\_ Deposit: \_\_\_\_\_ App Fee Description: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year Built Description: \_\_\_\_\_ Total Finished SqFt: \_\_\_\_\_

# Rooms: \_\_\_\_\_ # Levels: \_\_\_\_\_ Lot: \_\_\_\_\_ Occupancy Date: \_\_/\_\_/\_\_\_\_ Lease Terms: \_\_\_\_\_

# Bedrooms: \_\_\_\_\_ # Total Baths (Full & Half): \_\_\_\_\_ SqFt Source: \_\_\_\_\_

Lease w/Option to Buy (Y/N) \_\_\_\_\_  
 \_\_ Yes \_\_\_\_\_  
 \_\_ No \_\_\_\_\_

Fin SqFt Source Desc (Req'd if SqFt Source=Other): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_ Per Appraiser  
 \_\_\_\_ Per Architect  
 \_\_\_\_ Per Builderr  
 \_\_\_\_ Per Owner  
 \_\_\_\_ Per Tax  
 \_\_\_\_ Other

\_\_\_\_ Month  
 \_\_\_\_ Month to  
 \_\_\_\_ Month  
 \_\_\_\_ 3 Month  
 \_\_\_\_ Other  
 \_\_\_\_ Quarterly  
 \_\_\_\_ Weekly  
 \_\_\_\_ Year

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

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

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

**FEATURES**

**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+

**Golf Frontage Y/N**

- Yes
- No

**STYLE**

- 2-Story
- A-frame
- Cape
- Colonial
- Contemporary/Modern
- Cottage/Bungalow
- Craftsman
- Dutch Colonial
- Farm House
- Green Certified Home
- Log
- Manufactured
- Mediterranean/Spanish
- Modular
- Other
- Patio Home
- Ranch
- Saltbox
- Split Foyer
- Townhouse
- Transitional
- Tri-Level/Quad Level
- Tudor
- Victorian

**Basement Y/N**

- Yes
- No

**SIDING**

- Aluminum
- Asbestos
- Asphalt
- Block
- Brick
- Cedar
- Cedar Shake
- Clapboard
- Glass
- Hardiplank
- Log
- Other
- Shingle
- Steel
- Stone
- Stucco
- Synth Stucco
- T111
- Vinyl

**FLOORING**

- Bamboo
- Carpet
- Concrete
- Cork
- Laminate
- Linoleum
- Stone
- Tile
- Vinyl
- Wood
- Wood-Parquet

**WATER SOURCE**

- Community Well
- Public Water
- Well
- Other

**SEWER/SEPTIC**

- Alternative Septic
- Community Sewer
- Conventional Septic
- Other
- Public Sewer

**Maintenance Contract Y/N (Req'd if Sewer/Septic = Alternative Septic)**

- Yes
- No

RENTAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

GARAGETYPE (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

HEATING

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

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

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

HEAT/FUEL

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

COMMUNITY AMENITIES

- Basketball, Beach, Boat Ramp, City View, Clubhouse, Common Area, Common Laundry, Community Room, Deck, Dock, Exercise Room, Extra Storage, Fenced Complex, Gated Community, Golf Course, Hot Tub, Intercom, Jogging Path, Kiddie Pool, Lake/Pond, Lifeguard, Locked Storage, Maintenance Free, Marina, None, Offsite Vehicle Storage, Other, Picnic Area, Playground, Pool, Professional Mgmt, Public Park, Putting Green, Resident Manager, Road Maintenance, RV/Boat Storage, Sauna, Security Guard, Spa, Sports Field, Street Lights, Tennis Court, Water View

COOLING

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

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

RENT INCLUDES

- Air Conditioning, Cable, Community Amenities, Electricity, Heat, Home Heating Oil, Hot Water, Internet, Municipal Sewer Charges, Municipal Water Charges, Natural Gas/Propane, None, Parking, Trash Pickup, Yard Maintenance

Rental Restrictions: \_\_\_\_\_

#FP (Fireplaces): \_\_

Private Pool Y/N: \_\_ Yes \_\_ No

**RENTAL DATA INPUT FORM**

*SHADING INDICATES THE FIELD IS REQUIRED*

**GENERAL INFORMATION**

Acres: \_\_\_\_\_

**Smoking Y/N**

Yes  
 No

**Pets**

Conditional  
 Yes  
 No

**Furnished Y/N**

Yes  
 No

# Assigned Spaces (Parking): \_\_

**Owner/Agent (Y/N)**

Yes  
 No

**REMARKS**

Public Remarks (1200 characters):

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Agent Only Comments (512 characters):

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**FEE INFO**

**HOA/Condo**

Yes  
 No

**Add'l HOA Y/N**

Yes  
 No

**Membership Req'd (Req'd if HOA = Y)**

Yes  
 No

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

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**Fee Paid By**

Owner  
 Tenant  
 Shared

**RENTAL DATA INPUT FORM**  
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**AGENT/OFFICE INFO**

List Agent Code: \_\_\_\_\_

List Agent Name: \_\_\_\_\_

Co-List Agent Code: \_\_\_\_\_

Co-List Agent Name: \_\_\_\_\_

**COMPENSATION INFO**

Referral Fee \$: \_\_\_\_\_

Referral Fee %: \_\_\_\_\_

Referral Fee % Details: \_\_\_\_\_

**SHOWING INSTRUCTIONS**

**Showing Instructions (1)**

- Accompany Show
- Appt. Required
- Go Direct

**LockBox Type**

- WMLS Sentrilock
- Other Sentrilock
- Combo
- No LB per seller request
- Supra

Sentrilock Serial LB # \_\_\_\_\_  
(Req'd if Lockbox Type = Sentrilock or Both)

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: \_\_\_\_\_