

**START A NEW LISTING FROM
TAX RECORD**

1) Start New listing from Tax Record:

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

Highlight the correct "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.

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

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

<p>County / City: _____</p> <p>PID: _____</p>	<p>List Price: _____</p> <p>Expected On Market Date: __/__/____ (Populate ONLY if Coming Soon Status is Chosen)</p> <p>Contingent Y/N: ____</p> <p>Contingent Date (Date Listing Went Under Contract): _____</p>	<p>List Date: __/__/____</p> <p>Expire Date: __/__/____</p> <p>Contingency Type: __ First Rgt of Refusal __ Home Sale With Kick Out Clause __ Other/Call Agent __ Home/Other Inspection __ POA/Condo __ Third Party Approval</p>
--	---	---

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

LOTS/LAND 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: _____

Lot #: _____ Lot Dimensions: _____ x _____

Subdivision: _____ Neighborhood: _____ (Req'd if Subdivision = None)

Elementary School: _____ Middle School: _____

High School: _____

Directions (215 characters): _____

GENERAL INFORMATION

Total Acres: _____	Wooded Acres: _____	Current Zoning: _____
Road Frontage: _____		
Tax Year: _____ Annual Taxes: _____ Assessed Value: _____		
Legal (75 characters): _____ _____		
Development Fee Y/N ___ Yes ___ No	Development Fee Amount : _____ (Req'd if Development Fee = Y)	
Dev. Fee Amt Type (Req'd if Development Fee = Y) ___ \$ ___ %	Pre Qual Letter (Y/N) ___ Yes ___ No	
Minimum Deposit: _____ Deposit Held By: _____		
HOA/Condo ___ Yes ___ No	Membership Required? ___ Yes ___ No	Association Fee Desc: ___ Community Association ___ Condo Association ___ Owners Association
	Fee \$ (Req'd if HOA = Y)	Fee Period (Req'd if HOA = Y) ___ Monthly ___ Quarterly ___ Yearly
Add'l HOA Y/N ___ Yes ___ No	Add'l Fee \$: _____ Add'l Fee Desc (50 characters): _____ _____ _____	
	Add'l Fee 2 \$: _____ Add'l Fee 2 Desc (50 characters): _____ _____ _____	Add'l Fee 3 \$: _____ Add'l Fee 3 Desc (50 characters): _____ _____ _____
Assn. Mgmt Co. Name (Req'd if HOA = Y) _____		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:

- | | | |
|---|---|---|
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Limited Yard Maintenance | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Comm Area Maintenance | <input type="checkbox"/> Management Fees | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Common Area | <input type="checkbox"/> Pool | <input type="checkbox"/> Trash Removal |
| <input type="checkbox"/> Community Utilities | <input type="checkbox"/> Recreational Facilities | <input type="checkbox"/> Water |
| <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Reserves | <input type="checkbox"/> Water Access |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Road Maintenance | <input type="checkbox"/> Yard Maintenance |
| <input type="checkbox"/> Limited Exterior Maintenance | <input type="checkbox"/> Security | |

FEATURES

LOT DESCRIPTION

- Add'l Parcel Available
- Buildable
- Cleared
- Corner
- Crops
- Cross Fenced
- Cul-De-Sac
- Curb/Gutters
- Dead End Street
- Fenced/Enclosed
- Flag Lot
- Fruit Trees
- Graded
- Irregular
- Landlocked
- Level
- On Golf Course
- Pasture
- Sidewalks
- Sloping
- Street Lights
- Subdividable
- Unimproved
- Waterview
- Wooded
- Zero Lot Line

ROAD TYPE

- Concrete
- County
- Dirt
- Easement
- Gravel
- Interstate
- No Road
- Paved
- Private
- State Maintained

POSSIBLE USE

- Agricultural
- Commercial
- Industrial
- Residential

BUILDING/STRUCTURE

- Barn
- Cabin
- Corn Crib
- Dairy
- Feed Barn
- Garage
- Greenhouse
- Hay Building
- House
- Manufactured/Mobile
- Modular
- Pump House
- Shed
- Smoke House
- Stable
- Storage

TELECOM

- Cable
- DSL
- Easement
- Fiberoptic
- No Service
- Satellite
- Telephone
- Underground
- Unknown

ELECTRIC

- At Street
- Easement
- No Electricity
- Off Site
- On Site
- Underground
- Unknown

NATURAL GAS

- At Street
- Easement
- No Gas
- Off Site
- Onsite

WATER SOURCE

- Community Well
- Onsite Well
- Public Water
- None
- Other

SEWER/SEPTIC

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

**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
- Other
- Pond
- River
- Well

LOTS/LAND 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 Mgmt
- 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
- Bulkhead/RIP
- 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

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

AVAILABLE DOCS/INFO

- Aerial Photo
- Appraisal
- Archeological Study
- Architectural
- Association By-Laws
- Building Permit
- Building Plans
- Easement
- Engineer Plans
- Environmental Study
- Feasibility Study
- Field Map
- Historical
- Perc Test
- Phase One
- Plat
- Potable Water
- Plan of Development
- Road Maintenance Agr
- Septic Permit
- Septic Waiver
- Site Plan
- Soil Study
- Subdivision Plan
- Survey
- Topographical Map
- Traffic Study
- Variance
- Wetland Study

FARM TYPE

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

RESTRICTIONS

- Assoc Restrictions
- Bldg Restrictions
- Crops 2B Harv
- Deed Restrictions
- Designated Historic
- Easement
- Land Locked
- Other
- Pipeline
- Subdiv Restrictions
- Variance Needed
- Waterfront Restrictions
- Wetlands
- Zoning Restrictions

Public Remarks (1200 characters):

REMARKS

Agent Only Comments (512 characters):

OWNER INFORMATION

Owner Name #1: _____

Owner Name #2: _____

Owned By

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

Owner Agent (Y/N)

- Yes
- No

Foreclosure: (Y/N)

- Yes
- No

Possession

- At Closing
- Immediate
- Negotiable
- Other
- Tenant Rights

Agent Related to Seller (Y/N)

- Yes
- No

Short Sale: (Y/N)

- Yes
- No

AGENT/OFFICE INFORMATION

List Agent Code: _____

List Agent Name: _____

List Office Code: _____

List Office Name: _____

Co-List Agent Code: _____

Co-List Agent Name: _____

List Type:

- Exclusive Agency
- Exclusive Right
- Other

Limited Rep (Y/N):

- Yes
- No

Co-List Office Name: _____

COMPENSATION INFORMATION

Selling Firm Comp Type

Percent
 Flat Fee
 Structured Comp

Selling Firm Comp Amount:
(Req'd if Selling Firm Comp Type = Percent or Flat Fee)

Dual/Var Cmp (Y/N)

Yes
 No

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

Compensation Remarks (250 characters): _____

Bonus: (Y/N)

Yes
 No

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

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:** _____