

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 jurisdictions listed OR if the tax record could not be found in Choice 1.

3) Copy from existing listing:

Select to have the system auto-copy certain data fields from an existing on or off market listing.

MUST be your own listing.

*The Autopopulation function should be used if the listing being added is in one of the jurisdictions in the tax database. Must exactly match Parcel ID (PID) in the tax record.

TAX COUNTY (1)	Tax ID	-----
Select from County/City table in add/edit	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.

STATUS (1)

- Incomplete
- Active
- Coming Soon

LISTING INFORMATION

County/City: _____	List/Lease Price: _____	List/Lease Date: __/__/____
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Expected On Market Date: __/__/____
(To be used ONLY if Coming Soon Status is Chosen)

Expire Date: __/__/____

Contingency YN

Yes
 No

Contingency Type

1st Right of Refusal
 Home Sale w Kick Out
 Other/Call Agent
 Home/Other Inspection
 POA/Condo
 Third Party Approval

Availability Type

Lease
 Sale

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

COMMERCIAL DATA INPUT FORM
 SHADING INDICATES THE FIELD IS REQUIRED

LOCATION INFORMATION

Street #: _____ Street Direction: ____ Street Name: _____ Street Suffix: _____

City (mailing address): _____ Zip Code: _____ Zip + 4: _____ State: _____

Year Built: _____ (Not Req'd if Agricultural, Land or Mobile Home Type Chosen) Year Built Description: _____ Lot: _____

PROPERTY INFORMATION

Legal (75 characters): _____

Property Description (500 characters): _____

SHOWING INSTRUCTIONS

Showing Instr 1 (1)	LockBox Type	Sentrilock Serial LB # _____
__ Accompany Show	__ Supra	(Req'd if Lockbox Type = Sentrilock or Both)
__ Appt. Required	__ Sentrilock	
__ Go Direct	__ Both	

Additional Showing Instructions: _____

Owner Name: _____	Owner Agent (Y/N)
	__ Yes
	__ No

PROPERTY TYPE INFORMATION

****SELECT AT LEAST ONE CHOICE FROM ANY ONE OF THE TEN PROPERTY TYPE FIELDS LISTED BELOW****

INDUSTRIAL TYPE	RETAIL TYPE	AGRICULTURAL TYPE	LAND TYPE
__ Distribution Warehouse	__ Convenience Store	__ Agribusiness	__ Commercial-Other
__ Flex Space	__ Convenience Store (with food service)	__ Cropland	__ Industrial
__ Food Processing	__ Convenience Store (with fuel)	__ Other	__ Multi-Family
__ Industrial-Business Park	__ Free-Standing Building	__ Pasture/Ranch	__ Office
__ Manufacturing	__ Marina	__ Timberland	__ Retail
__ Mini-Storage (Sale Only)	__ Restaurant		__ Retail-Pad
__ Net Leased	__ Retail-Commercial		__ Single-Family Residential
__ Office Showroom	__ Retail-Pad		
__ Other	__ Street Retail		
__ R&D	__ Vehicle-Related		
__ Refrigerated/Cold Storage			
__ Truck Terminal			
__ Warehouse			

COMMERCIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

MOBILE HOME TYPE (Y/N) ___ Yes ___ No	OFFICE TYPE ___ Institutional/Governmental ___ Medical ___ Office Building ___ Office Condo ___ Office Park ___ Office-R&D ___ Office-Warehouse	SHOPPING CENTER TYPE ___ Community Center ___ Fashion/Specialty Center ___ Free-Standing Building ___ Grocery-Anchored ___ Mixed Use ___ Neighborhood Center ___ Other ___ Outlet Center ___ Power Center ___ Regional Center/Mall	HOSPITALITY TYPE ___ Bed & Breakfast ___ Casino ___ Chalet ___ Convention Center ___ Extended Stay ___ Golf Course ___ Hostel ___ Hotel ___ Inn Motel ___ Other ___ Pool ___ Recreation Cabins ___ Resort ___ Restaurant ___ Ski & Sun ___ Spa ___ Vacation Rental(s)
MULTI-FAMILY TYPE ___ Garden/Low-Rise ___ Govt Subsidized ___ Mid/High-Rise ___ Townhouse	SPORT/ENTERTAINMENT TYPE ___ Golf Related ___ Theatre/Performing Arts Facility		

LEASE ONLY INFORMATION

INFORMATION IN THIS SECTION IS ONLY REQUIRED IF THE AVAILABILITY TYPE = LEASE

****Lease Price Term**
 ___ Month
 ___ Year

Additional Contacts (50 characters): _____

SPACE 1

**Suite # _____	**Sqft Available: _____	Sublet (Y/N) ___ Yes ___ No	**Date Available: ___/___/___	Lease Amount/Month: _____ (Req'd if Lease Price Terms = Month)
Lease Amount/Year: _____ (Req'd if Lease Price Terms = Year)	**Lease Type ___ Full Service Gross ___ Modified Gross ___ Modified Net ___ NNN ___ Other	**Term: _____	**Min Sqft: _____	**Max Contg. Sqft: _____
**Annual Lease Rate (\$/s): _____	NNN Expenses: _____			

Space Description (50 characters): _____

Space Type (50 characters): _____

SPACE 2 (REQ'D IF AVAILABLE)

**Suite # _____	**Sqft Available: _____	Sublet (Y/N) ___ Yes ___ No	**Date Available: ___/___/___	Lease Amount/Month: _____ (Req'd if Lease Price Terms = Month)
Lease Amount/Year: _____ (Req'd if Lease Price Terms = Year)	**Lease Type ___ Full Service Gross ___ Modified Gross ___ Modified Net ___ NNN ___ Other	**Term: _____	**Min Sqft: _____	**Max Contg. Sqft: _____

COMMERCIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

****Annual Lease Rate (\$/s):** _____

NNN Expenses: _____

Space Description (50 characters): _____

Space Type (50 characters): _____

SPACE 3 (REQ'D IF AVAILABLE)

****Suite #** _____

****Sqft Available:** _____

Sublet (Y/N)
__Yes
__No

****Date Available:**
____/____/____

Lease Amount/Month:
_____ (Req'd
if Lease Price Terms =
Month)

Lease Amount/Year:

(Req'd if Lease Price
Terms = Year)

****Lease Type**
__ Full Service Gross
__ Modified Gross
__ Modified Net
__ NNN
__ Other

****Term:** _____

****Min Sqft:** _____

****Max Contg. Sqft:** _____

****Annual Lease Rate (\$/s):** _____

NNN Expenses: _____

Space Description (50 characters): _____

Space Type (50 characters): _____

OTHER SALE/LEASE INFORMATION

Accessibility Equipped (Y/N): (Not Req'd if Agricultural, Land or Mobile Home Type Chosen)
__Yes
__No

POSSIBLE USE (255 characters) (Req'd if Land Type Chosen):

ELEVATOR(Y/N): (Not Req'd if Agricultural, Land or Mobile Home Type Chosen)
__Yes
__No

SIGNAGE INCLUDED (Y/N)
__Yes
__No

SPRINKLERED(Y/N)
__Dry
__None
__Wet

STORAGE (Y/N)
__Yes
__No

ENTERPRISE ZONE (Y/N)
__Yes
__No

Total Building Sqft : _____
(Not Req'd if Agricultural, Land or Mobile Home Type Chosen)

Rentable Sqft : _____
(Req'd if Availability type = Lease)

Total # Units: _____

FEDERAL TAX CREDIT ELIGIBLE (Y/N): (Not Req'd if Agricultural, Land or Mobile Home Type Chosen)
__Yes
__No

Levels: _____ **# Parking Spaces:** _____ **# Covered Spaces:** _____ **# Uncovered Parking:** _____

Column Spacing Feet: _____ **Ceiling Height:** _____ **Clear Ceiling Ht Ft:** _____

DOCK HIGH (Y/N)
__Yes
__No

Total # Dock High: _____
(Req'd if Dock High = Yes)

AT GRADE (Y/N)
__Yes
__No

Total # at Grade: _____
(Req'd if At Grade = Yes)

RAMP (Y/N)
__Yes
__No

Total # of Ramps: _____
(Req'd if Ramp = Yes)

SALE/LEASE FEATURE INFORMATION

HEATING/COOLING (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- | | |
|--|--|
| <input type="checkbox"/> 2-Zoned | <input type="checkbox"/> Individual Wall Units |
| <input type="checkbox"/> 3 or More Zones | <input type="checkbox"/> Individual Window Units |
| <input type="checkbox"/> Baseboard | <input type="checkbox"/> Natural Gas |
| <input type="checkbox"/> Central Air | <input type="checkbox"/> None |
| <input type="checkbox"/> Coal Stove | <input type="checkbox"/> Other |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Radiant |
| <input type="checkbox"/> Floor Furnace | <input type="checkbox"/> Radiator |
| <input type="checkbox"/> Forced Hot Air | <input type="checkbox"/> Space Heater |
| <input type="checkbox"/> Gas A/C | <input type="checkbox"/> Steam |
| <input type="checkbox"/> Geothermal | <input type="checkbox"/> Timed Thermostat |
| <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Wall Furnace |
| <input type="checkbox"/> Hot Water | <input type="checkbox"/> Wood Stove |
| <input type="checkbox"/> Hot Water Coil | |

SEWER (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- None
- Other
- Sanitary Sewer
- Septic

BUILDING CONDITION (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- Average
- Good
- Rehab
- See Remarks
- Under Construction
- Very Good

DOORS (3) (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- 10 Ft. - 15 Ft. Doors
- 10 Ft. Doors
- 15+ Ft. Doors
- Other

EXTERIOR (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- Block
- Brick
- EFIS
- Metal/Vinyl
- Other
- Tilt-Up

WATER SOURCE

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

OTHER RETAIL INFO

- Bay Dimensions (depth x width)
- Common Area Maintenance Cost
- Lease Terms
- Required Parking Ratio
- Signage
- Traffic Count

ROOF (3) (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Asphalt Shingle | <input type="checkbox"/> Reflective |
| <input type="checkbox"/> Composite | <input type="checkbox"/> Slate |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Tar & Gravel |
| <input type="checkbox"/> Green | <input type="checkbox"/> Tile |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Other | <input type="checkbox"/> Wood Shingle |
| <input type="checkbox"/> Polyskin | |

ROAD TYPE (2) (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- City Maintained Road
- County Maintained Road
- Interstate
- No Road Frontage
- Private
- State Maintained
- U.S. Highway

LOADING (3)

- 1-3 Bays
- 4-6 Bays
- 7+ Bays
- None

OTHER OFFICE INFO

- Core Factor
- Elevator
- HVAC
- Parking Ratio
- Security Card Access

TOPOGRAPHY

- Bottom
- Gently Rolling
- Level
- Level to Rolling
- Level to Steep
- Rolling
- Rolling to Steep
- Sloped
- Undulating
- Wooded

SALE ONLY FEATURE INFORMATION

****INFORMATION IN THIS SECTION IS ONLY REQUIRED IF THE AVAILABILITY TYPE = SALE****

** SALE TERMS	** DRAINAGE (6)	** IRRIGATION (3)	FENCE CONDITION (4)	FENCE TYPE (3)
<input type="checkbox"/> Assumable	<input type="checkbox"/> Average	<input type="checkbox"/> Drip Irrigation System	<input type="checkbox"/> Average	<input type="checkbox"/> Barbed
<input type="checkbox"/> Cash out	<input type="checkbox"/> Excellent	<input type="checkbox"/> Irrigation Wells	<input type="checkbox"/> Excellent	<input type="checkbox"/> Board
<input type="checkbox"/> Conventional	<input type="checkbox"/> Good	<input type="checkbox"/> None	<input type="checkbox"/> Fair	<input type="checkbox"/> None
<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> Natural Type	<input type="checkbox"/> Other	<input type="checkbox"/> Good	<input type="checkbox"/> Other
<input type="checkbox"/> Owner Financing	<input type="checkbox"/> Surface	<input type="checkbox"/> Pivots	<input type="checkbox"/> N/A	<input type="checkbox"/> Woven
<input type="checkbox"/> Rehab Loan	<input type="checkbox"/> Tile	<input type="checkbox"/> Travelling Gun		
<input type="checkbox"/> Securitized Loan	<input type="checkbox"/> Unknown			
<input type="checkbox"/> See Remarks				

Debit Service Actual (Yr/\$): _____ / _____	Scheduled Gross \$: _____	SCHEDULED GROSS TYPE
		<input type="checkbox"/> Reimbursement
		<input type="checkbox"/> Vacancy

Effective Gross Operating Expenses: _____	Net Operating Income \$: _____
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NET OPERATING TYPE	Pre Tax Cash Flow \$: _____
<input type="checkbox"/> Capital Costs	
<input type="checkbox"/> Debt Service	

AGENT/OFFICE INFORMATION

List Agent Code: _____	List Agent Name: _____
List Office Code: _____	List Office Name: _____
Co-List Agent Code: _____	Co-List Agent Name: _____
	Co-List Office Name: _____
List Type:	Limited Rep: (Y/N)
<input type="checkbox"/> Exclusive Agency	<input type="checkbox"/> Yes
<input type="checkbox"/> Exclusive Right	<input type="checkbox"/> No
<input type="checkbox"/> MLS Only Listing	

SALE COMPENSATION INFORMATION

Selling Firm Comp Type	Selling Firm Comp Amount:	Dual/Var Cmp (Y/N)
<input type="checkbox"/> Percent	(Req'd if Selling Firm Comp Type = Percent or Flat Fee)	<input type="checkbox"/> Yes
<input type="checkbox"/> Flat Fee	_____	<input type="checkbox"/> No
<input type="checkbox"/> Structured Comp		

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): _____

LEASE COMPENSATION INFORMATION

Referral Fee: _____

Referral Fee %: _____

Referral Fee % Details (50 characters): _____

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 INFORMATION

Internet Publication Opt Out: (Y/N)

Yes
 No

LISTING STATUS CONFIRMATION

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

ACTIVE Listings are entered into the MLS database and the information you have provided will be made available to all MLS users .

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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. Refer to CVR MLS Rules & Regulations for restrictions and requirements of Coming Soon Status.