

**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><b>TAX COUNTY (1)</b>                  Select from County/City table in add/edit                  WILLIAMSBURG                  JAMES CITY COUNTY                  NEW KENT COUNTY                  YORK COUNTY                  CHARLES CITY COUNTY                  (More...)</p>	<p><b>Tax ID</b> -----</p> <p><b>Street Number</b> -----</p> <p><b>Street Name</b> -----</p> <p><b>Owner Last Name</b> -----</p>
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**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><b>County / City:</b> -----</p>  <p><b>PID:</b> -----</p>	<p><b>List Price:</b> -----</p> <p><b>Expected On Market Date:</b> __/__/____                  (Populate ONLY if Coming Soon Status is Chosen)</p> <p><b>Contingent Y/N:</b> ____</p>	<p><b>List Date:</b> __/__/____</p> <p><b>Expire Date:</b> __/__/____</p> <p><b>Contingency Type:</b>                  __ First Rgt of Refusal                  __ Home Sale With Kick Out Clause                  __ Other/Call Agent                  __ Home/Other Inspection                  __ POA/Condo                  __ Third Party Approval</p>
<p><b>Contingent Date (Date Listing Went Under Contract):</b>                  -----</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
		Combined Monthly Fees Amt (Req'd if HOA = Y) _____
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 (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:**

- |   |   |   |
|---|---|---|
| <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

**LOTS/LAND DATA INPUT FORM**  
SHADING INDICATES THE FIELD IS REQUIRED

Public Remarks (1200 characters):

**REMARKS**

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Agent Only Comments (512 characters):

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**OWNER INFORMATION**

Owner Name #1: \_\_\_\_\_

Owner Name #2: \_\_\_\_\_

**Owned By**

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

**Occupied By:**

- Other
- Owner
- Tenant
- Under Construction
- Vacant

**Owner Agent (Y/N)**

- Yes
- No

**Agent Related to Seller (Y/N)**

- Yes
- No

**Foreclosure: (Y/N)**

- Yes
- No

**Short Sale: (Y/N)**

- Yes
- No

**Possession**

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

**Seller Concessions(Y/N)**

- Yes
- No

**C o n c e s s i o n  
Amount**

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**Concession Type**

- %
- \$

**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:

Limited Rep (Y/N):

Co-List Office Name: \_\_\_\_\_

- Exclusive Agency
- Exclusive Right
- Other

- Yes
- No

**SHOWING INSTRUCTIONS**

Showing Instructions (1)

LockBox Type (Choose all that apply)

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

- Accompany Show
- Appt. Required
- Go Direct

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

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)

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

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

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

- Yes
- No

- Yes
- No

- Yes
- No

- Yes
- No

**SIGNATURES**

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

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