

**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)	Tax ID	-----
Select from County/City table in add/edit	Street Number	-----
WILLIAMSBURG	Street Name	-----
JAMES CITY COUNTY		
NEW KENT COUNTY	Owner Last Name	-----
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.

__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 ___	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	
	Contingent Date _____ (Date Listing Went Under Contract)		
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

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: _____ Total Un-Fin SqFt: _____ Fin SqFt Below Grade: _____ Fin SqFt Above Grade: _____

SqFt Source: Per Appraiser Per Owner Per Architect Per Tax Per Builder Other

Levels: _____ # Rooms: _____ # Bedrooms: _____

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

Living Room:	_____ X _____	_____	_____
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	UNIT PLACEMENT	<input type="checkbox"/> Steel		
<input type="checkbox"/> Other	<input type="checkbox"/> Corner Unit	<input type="checkbox"/> Stone	WALL TYPE	ATTIC
<input type="checkbox"/> Patio Home	<input type="checkbox"/> Detached	<input type="checkbox"/> Stucco	<input type="checkbox"/> Block	<input type="checkbox"/> Access Panel
<input type="checkbox"/> Ranch	<input type="checkbox"/> End Unit	<input type="checkbox"/> Synth Stucco	<input type="checkbox"/> Brick	<input type="checkbox"/> Expandable
<input type="checkbox"/> Saltbox	<input type="checkbox"/> Interior Unit	<input type="checkbox"/> T111	<input type="checkbox"/> Drywall	<input type="checkbox"/> Finished
<input type="checkbox"/> Split Foyer	<input type="checkbox"/> Lower Level	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Glass	<input type="checkbox"/> Floored
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Middle Level		<input type="checkbox"/> Glass Block	<input type="checkbox"/> No Attic
<input type="checkbox"/> Transitional	<input type="checkbox"/> Street Level		<input type="checkbox"/> Mixed	<input type="checkbox"/> Part Finished
<input type="checkbox"/> Tri-Level/Quad Level	<input type="checkbox"/> Top Level		<input type="checkbox"/> Other	<input type="checkbox"/> Pull Down
<input type="checkbox"/> Tudor	<input type="checkbox"/> Walkout		<input type="checkbox"/> Paneling	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Victorian			<input type="checkbox"/> Plaster	<input type="checkbox"/> Walk-Up
			<input type="checkbox"/> Wood	

RESIDENTIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

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

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 Heating = 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

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

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

Waterfront Y/N

- Yes
- No

Water Frontage: _____

Body of Water: _____

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

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

Add'l Fee(s) Y/N

___ Yes
___ No

Add'l Fee(s) (Req'd if Y)

* Autosum from below

\$: _____

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

Association Fee Desc:

___ Community Association
___ Condo Association
___ Owners Association

Add'l Capital Contribution Fee

*\$: _____

Add'l Transfer Fee

*\$: _____

Add'l Other Fee

*\$: _____

Add'l Other Fee Description (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:

- ___ 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

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: _____