

**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.

LISTING INFORMATION

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

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 _____ Per Appraiser _____
 ___ No _____ Per Architect _____
 _____ Per Builderr _____
 _____ Per Owner _____
 _____ Per Tax _____
 _____ Other _____

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

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

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: _____