

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 county/city for the listing being added and use the fields to the right of the county/city 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 our tax database. Must exactly match Parcel ID (PID) in the tax record. Search for pre-existing iMap Tax Data from external source Record from which to Fill

COUNTY (1)	PID (PARCEL ID #)	-----
Select from County/City table in add/edit	OWNER FIRST NAME	-----
	OWNER LAST NAME	-----
	HOUSE NUMBER	-----
	STREET NAME	-----
	UNIT NUMBER	-----

STATUS INFORMATION

Listing Status Options

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

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.

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.

STATUS (1)

- Incomplete
- Active
- Coming Soon

LISTING INFORMATION

Type:	County / City: _____		Delayed Show (Y/N): ___	List Price: _____	List Date: __/__/____
<input type="checkbox"/> Duplex	Area: _____	No Show Until: __/__/____ (Req'd if Delayed Showing is Y)	Expected On Market Date: __/__/____ (Populate ONLY if Coming Soon Status is Chosen)		
<input type="checkbox"/> High Rise					
<input type="checkbox"/> Low Rise					
<input type="checkbox"/> Quad					
<input type="checkbox"/> Rooming-House					
<input type="checkbox"/> Triplex	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

MULTI-FAMILY DATA INPUT FORM
 SHADING INDICATES THE FIELD IS REQUIRED

LOCATION INFORMATION

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

Post Office: _____ Zip Code: _____ Zip + 4: _____ State: _____

PUD: _____

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

Year Built: _____ Year Built Description: _____

Levels: _____ Lot: _____ Finished SqFt: _____ Finished SqFt - Bsmt: _____

Un-Finished SqFt: _____ Un-Finished SqFt - Bsmt: _____

Co Units: _____ # Assigned Spaces: _____

Gross Income: _____ Expenses: _____ Profit: _____

Elementary School: _____ Middle School: _____

High School: _____ Other School: _____

Directions (215 characters): _____

UNIT INFORMATION

UNIT 1

Rooms: _____ (Except Lse Exp - All fields Req'd if Rms >0)

Beds: _____ Full Baths: _____ Half Baths: _____ Sqft: _____

Lease Y/N _____ Lease Expires: __/__/____

Owner Paid Heat _____ Monthly Rent: _____
 ___All ___Yes
 ___None ___No
 ___Some

Tenant Name: _____ Tenant Phone: _____

UNIT 2

Rooms: _____ (Except Lse Exp - All fields Req'd if Rms >0)

Beds: _____ Full Baths: _____ Half Baths: _____ Sqft: _____

Lease Y/N _____ Lease Expires: __/__/____
 (Req'd if Lease Y/N = Y)

Owner Paid Heat _____ Monthly Rent: _____
 ___All ___Yes
 ___None ___No
 ___Some

Tenant Name: _____ Tenant Phone: _____

MULTI-FAMILY DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

UNIT 3

Rooms: __ __ (Except Lse Exp - All fields Req'd if Rms >0)	Beds: __ __	Full Baths: __ __	Half Baths: __ __	Sqft: _____
Owner Paid Heat __ All __ None __ Some	Monthly Rent: _____	Lease Y/N __ Yes __ No	Lease Expires: __/__/____	
Tenant Name: _____			Tenant Phone: ____ - ____ - ____	

UNIT 4

Rooms: __ __ (Except Lse Exp - All fields Req'd if Rms >0)	Beds: __ __	Full Baths: __ __	Half Baths: __ __	Sqft: _____
Owner Paid Heat __ All __ None __ Some	Monthly Rent: _____	Lease Y/N __ Yes __ No	Lease Expires: __/__/____	
Tenant Name: _____			Tenant Phone: ____ - ____ - ____	

FEATURES

STYLE (3)	STRUCTURE (2)	SIDING (2)	ROOF (3)	PARKING (3)
<input type="checkbox"/> 2-Story	<input type="checkbox"/> Block	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Assigned
<input type="checkbox"/> Cape	<input type="checkbox"/> Brick	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Carport
<input type="checkbox"/> Colonial	<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Built-up	<input type="checkbox"/> Circular Drive
<input type="checkbox"/> Contemporary	<input type="checkbox"/> Frame	<input type="checkbox"/> Block	<input type="checkbox"/> Composition	<input type="checkbox"/> Common Drive
<input type="checkbox"/> Craftsman	<input type="checkbox"/> Log	<input type="checkbox"/> Brick	<input type="checkbox"/> Concrete Com	<input type="checkbox"/> Covered
<input type="checkbox"/> Custom	<input type="checkbox"/> Metal	<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Dimensional	<input type="checkbox"/> Double Width
<input type="checkbox"/> Dutch Colonial	<input type="checkbox"/> Other	<input type="checkbox"/> Cedar	<input type="checkbox"/> Flat	<input type="checkbox"/> In Alley
<input type="checkbox"/> Green Certified Home	<input type="checkbox"/> Stone	<input type="checkbox"/> Cedar Shake	<input type="checkbox"/> Metal	<input type="checkbox"/> No Parking
<input type="checkbox"/> Manufactured Homes	<input type="checkbox"/> Wood	<input type="checkbox"/> Cement Lapbox	<input type="checkbox"/> Other	<input type="checkbox"/> Off Street
<input type="checkbox"/> Mediterranean/Spanish	WALL TYPE (4)	<input type="checkbox"/> Clapboard	<input type="checkbox"/> Rubber	<input type="checkbox"/> On Street
<input type="checkbox"/> Modular	<input type="checkbox"/> Block	<input type="checkbox"/> Glass	<input type="checkbox"/> Shingled	<input type="checkbox"/> Open Lot
<input type="checkbox"/> Other	<input type="checkbox"/> Brick	<input type="checkbox"/> Hardboard	<input type="checkbox"/> Slate	<input type="checkbox"/> Paved Driveway
<input type="checkbox"/> Patio Home	<input type="checkbox"/> Drywall	<input type="checkbox"/> Hardiplank	<input type="checkbox"/> Slate-Manufactured	<input type="checkbox"/> Underground
<input type="checkbox"/> Ranch	<input type="checkbox"/> Glass	<input type="checkbox"/> Log	<input type="checkbox"/> Sloped	<input type="checkbox"/> Unpaved Driveway
<input type="checkbox"/> Rowhouse/Townhouse	<input type="checkbox"/> Glass Block	<input type="checkbox"/> Other	<input type="checkbox"/> Tar & Gravel	<input type="checkbox"/> Valet
<input type="checkbox"/> Saltbox	<input type="checkbox"/> Mixed	<input type="checkbox"/> Redwood	<input type="checkbox"/> Tile	<input type="checkbox"/> Visitor
<input type="checkbox"/> Split Foyer	<input type="checkbox"/> Other	<input type="checkbox"/> Shingle	<input type="checkbox"/> Wood	GARAGE (6)
<input type="checkbox"/> Transitional	<input type="checkbox"/> Paneling	<input type="checkbox"/> Steel	GARAGE Y/N	(Req'd if Garage=Y)
<input type="checkbox"/> Tri-Level/Quad Level	<input type="checkbox"/> Plaster	<input type="checkbox"/> Stone	<input type="checkbox"/> Yes	<input type="checkbox"/> Apartment
<input type="checkbox"/> Tudor	<input type="checkbox"/> Wood	<input type="checkbox"/> Stucco	<input type="checkbox"/> No	<input type="checkbox"/> Attached
<input type="checkbox"/> Victorian	Golf Frontage Y/N	<input type="checkbox"/> Synth Stucco	# CARS (Req'd if Garage=Y)	<input type="checkbox"/> Auto Door Opener
ATTIC (3)	<input type="checkbox"/> Yes	<input type="checkbox"/> T111	<input type="checkbox"/> 1	<input type="checkbox"/> Detached
<input type="checkbox"/> Access Panel	<input type="checkbox"/> No	<input type="checkbox"/> Vinyl	<input type="checkbox"/> 1.5	<input type="checkbox"/> Direct Entry
<input type="checkbox"/> Expandable	Golf View/Frontage	<input type="checkbox"/> Wood	<input type="checkbox"/> 2	<input type="checkbox"/> Finished
<input type="checkbox"/> Finished	<input type="checkbox"/> Cart Path Side	Golf Frontage Y/N	<input type="checkbox"/> 2.5	<input type="checkbox"/> Heated
<input type="checkbox"/> Floored	<input type="checkbox"/> Fairway	<input type="checkbox"/> Yes	<input type="checkbox"/> 3	<input type="checkbox"/> In Basement
<input type="checkbox"/> Locked Storage	<input type="checkbox"/> Green	<input type="checkbox"/> No	<input type="checkbox"/> 4+	<input type="checkbox"/> No Garage
<input type="checkbox"/> No Attic	<input type="checkbox"/> Tee	<input type="checkbox"/> No	<input type="checkbox"/> 1	<input type="checkbox"/> Other
<input type="checkbox"/> Part Finished	<input type="checkbox"/> View	<input type="checkbox"/> No	<input type="checkbox"/> 1.5	<input type="checkbox"/> Oversized
<input type="checkbox"/> Pull Down		<input type="checkbox"/> No	<input type="checkbox"/> 2	<input type="checkbox"/> Storage Above
<input type="checkbox"/> Shared		<input type="checkbox"/> No	<input type="checkbox"/> 2.5	<input type="checkbox"/> Unfinished
<input type="checkbox"/> Walk-In		<input type="checkbox"/> No	<input type="checkbox"/> 3	<input type="checkbox"/> Workshop
<input type="checkbox"/> Walk-Up		<input type="checkbox"/> No	<input type="checkbox"/> 4+	

MULTI-FAMILY DATA INPUT FORM
 SHADING INDICATES THE FIELD IS REQUIRED

BASEMENT/FOUNDATION (3)

- Basement-Full
- Basement-Partial
- Crawl Space
- Dirt
- Finished-Com
- Finished-Part
- Floored
- Garage Access
- Heated
- Interior Access
- Locked Storage
- Other
- Roughed In
- Shared Basement
- Slab
- Unfinished
- Walk-Out
- Workshop

WATER (4)

- Community Well
- Public Water
- Well
- Other

SEWER/SEPTIC (4)

- Alternative Septic
- Community Sewer
- Conventional Septic
- Other
- Public Sewer

Maintenance Contract Y/N
 (Req'd if Sewer/Septic = Alternative Septic)

- Yes
- No

FENCED Y/N

- Yes
- No

FENCED (3) (Req'd if Fenced Y/N = Y)

- All Fenced No Fencing
- Barbed Part Fenced
- Board Picket
- Cedar Privacy
- Chain Link Rear Only
- Combination Security
- Decorative Split Rail
- Electric Vinyl/PVC
- Front Only Wall
- Invisible Wrought Iron

INTERIOR (25)

- 1st Floor Bedrm W/ Full Bath
- 1st Floor Bedroom
- 1st Floor Master Bedroom
- 9 Ft + Ceilings
- Add'l 1st Floor Master
- Bay/Bow Window
- Beamed Ceiling
- Breakfast Nook
- Breezeway
- Built In Cabinet/Bookcases
- Butlers Pantry
- Cable TV
- Cathedral Ceiling
- Ceiling Fan
- Center Hall
- Countertops - Granite/Stone
- Countertops - Laminate
- Countertops - Solid Surface
- Countertops - Tile
- Dining Area
- Double Vanity
- Dryer Hookup
- DSL
- Eat-In-Kitchen
- Fire Sprinkler
- Fireplace
- Formal Dining Room
- French Doors
- Garden Tub
- Hot Tub
- Internal Balcony
- Internet Ready
- Island
- Loft
- MBR Bath
- Pantry
- Recessed Lighting
- Rough-In Bath
- Satellite Dish
- Security System
- Skylight
- Solar Tube
- Stack Wshr/Dryer Hookup
- Steam Shower
- Sunken Tub
- Track Lighting
- Tray Ceiling
- Walk-In Closet
- Washer Hookup
- Wet Bar
- Window Treatment
- Workshop

COMMUNITY AMENITIES (20)

- Association Lake/Pond
- Basketball Landscaping
- Beach Lifeguard
- Boat Ramp Maintenance Free
- Clubhouse Marina
- Common Area On Bus Line
- Common Laundry Picnic Area
- Community Room Playground
- Controlled Access Pool
- Dock Professional Management
- Elevator Putting Green
- Exercise Room Resident Manager
- Extra Storage Road Maintenance
- Gated Community RV/Boat Storage
- Golf Course Sauna
- Hot Tub Security Guard
- Jogging Path Sports Field
- Kiddie Pool Tennis Court

EXTERIOR (10)

- Awnings
- Barn/Stable
- Controlled Access
- Gazebo
- Green House Wn
- Horse Permitted
- Hot Tub
- Insulated Doors
- Irrigation System
- Lead Glass Windows
- Out Building
- Outdoor Lighting
- Palladian Windows
- Private Storage
- Public Park
- Sauna
- Screens
- Sliding Doors
- Stained Glass
- Storage Shed Attached
- Storage Shed Detached
- Storm Doors
- Storm Windows
- Swing Sets
- Tennis Court
- Thermal Windows

RESTRICTIONS (5)

- Age Qualified
- Age-Restricted Community
- Architec Des
- Assoc Restrictions
- Bldg Morator
- Bldg Restrictions
- Deed Restrictions
- Easement
- Excluded Party
- Health Dept
- Historic
- Mineral Rights
- No Mobile Homes
- Other
- Right Of Way
- RV/Boat Storage
- Subdiv Restr
- Variance Needed
- Waterfront Restrictions
- Wetlands
- Zoning Restrictions

MULTI-FAMILY DATA INPUT FORM
 SHADING INDICATES THE FIELD IS REQUIRED

DISABL EQUIPD Y/N	WATER HEATER (2)	PORCH (2)	WATER TYPE (5)	SALE TERMS (8)
<input type="checkbox"/> Yes	<input type="checkbox"/> Central Source	<input type="checkbox"/> Balcony	<input type="checkbox"/> Access	<input type="checkbox"/> Assump Fixed
<input type="checkbox"/> No	<input type="checkbox"/> Electric	<input type="checkbox"/> Deck	<input type="checkbox"/> Bay Frontage	<input type="checkbox"/> Assump Second
	<input type="checkbox"/> Instant Hot	<input type="checkbox"/> Front	<input type="checkbox"/> Beach	<input type="checkbox"/> Assump Variable
DISABL FEAT (5) (Req'd if Disabl Equipd = Y)	<input type="checkbox"/> Insulated	<input type="checkbox"/> Front Country	<input type="checkbox"/> Creek Frontage	<input type="checkbox"/> Cash
<input type="checkbox"/> Additional Features	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Front Full	<input type="checkbox"/> Dock/Mooring	<input type="checkbox"/> Conventional
<input type="checkbox"/> Auditory Alarms	<input type="checkbox"/> Off Furnace	<input type="checkbox"/> Glass	<input type="checkbox"/> Harbor Frontage	<input type="checkbox"/> Farm Home Adm
<input type="checkbox"/> Chair Lift	<input type="checkbox"/> Oil	<input type="checkbox"/> Patio	<input type="checkbox"/> Lake	<input type="checkbox"/> Fed Mtg Hsad
<input type="checkbox"/> Comfort Height Switches	<input type="checkbox"/> Other	<input type="checkbox"/> Rear	<input type="checkbox"/> Lake Frontage	<input type="checkbox"/> Federal Land
<input type="checkbox"/> Elevator	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Screened	<input type="checkbox"/> Marsh	<input type="checkbox"/> FHA
<input type="checkbox"/> Entry Level Accessible Full Bath	<input type="checkbox"/> Recirculating	<input type="checkbox"/> Side	<input type="checkbox"/> MLW 0-2 Ft	<input type="checkbox"/> Lease Purchase
<input type="checkbox"/> Entry Level Accessible Kitchen	<input type="checkbox"/> Solar	<input type="checkbox"/> Sleeping Porch	<input type="checkbox"/> MLW 2-4 Ft	<input type="checkbox"/> Negotiable
<input type="checkbox"/> Entry Level Bedrooms	<input type="checkbox"/> Tank	<input type="checkbox"/> Stoop	<input type="checkbox"/> MLW 4-6 Ft	<input type="checkbox"/> Owner May Finance
<input type="checkbox"/> Entry Ramp	<input type="checkbox"/> Tankless	<input type="checkbox"/> Wrap Around	<input type="checkbox"/> MLW 6+ Ft	<input type="checkbox"/> Private
<input type="checkbox"/> Grab Bars			<input type="checkbox"/> Navigable	<input type="checkbox"/> USDA
<input type="checkbox"/> Roll In Shower			<input type="checkbox"/> Ocean/Bay Frontage	<input type="checkbox"/> VA
<input type="checkbox"/> Roll Under Sink			<input type="checkbox"/> Pond	<input type="checkbox"/> VHDA
<input type="checkbox"/> Shower Seat			<input type="checkbox"/> Riparian Rights	<input type="checkbox"/> Will Trade
<input type="checkbox"/> Stair Lift			<input type="checkbox"/> River	<input type="checkbox"/> Wrap
<input type="checkbox"/> Stepless Entry			<input type="checkbox"/> River Frontage	
<input type="checkbox"/> Variable Height Cabinets			<input type="checkbox"/> Sound Frontage	
<input type="checkbox"/> Variable Height Counters			<input type="checkbox"/> Stream	
<input type="checkbox"/> Visual Alarms			<input type="checkbox"/> Walk To Water	
<input type="checkbox"/> Wheelchair Adapted			<input type="checkbox"/> Water Access	
<input type="checkbox"/> Wide Doorways or Min. 32"			<input type="checkbox"/> Whitewater	
<input type="checkbox"/> Wide Doors				

UNIT 1: Unit Heat Fuel/Cooling and Utilities

Unit Heat Fuel/Cooling (3) (Req'd if Unit 1 Rooms is >0)				Unit Utilities (3) (Req'd if Unit 1 Rooms is >0)	
<input type="checkbox"/> 2 Zoned AC	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Timer Thermostat	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Water Heater
<input type="checkbox"/> 2 Zoned Heat	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Other Fuel	<input type="checkbox"/> Whole House Fan	<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Water Meter
<input type="checkbox"/> 3+ Zoned AC	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Other Ht/Cool	<input type="checkbox"/> Wood	<input type="checkbox"/> Electric Meter	
<input type="checkbox"/> 3+ Zoned Heat	<input type="checkbox"/> Hot Water Coil	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Wood Stove	<input type="checkbox"/> Electric Stove	
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Individual	<input type="checkbox"/> Radiant		<input type="checkbox"/> Gas Meter	
<input type="checkbox"/> Central Air	<input type="checkbox"/> Individual Wall Unit	<input type="checkbox"/> Radiator		<input type="checkbox"/> Gas Stove	
<input type="checkbox"/> Coal	<input type="checkbox"/> Individual Window	<input type="checkbox"/> Shared		<input type="checkbox"/> Refrigerator	
<input type="checkbox"/> Coal Stove	<input type="checkbox"/> Multi-Fuel	<input type="checkbox"/> Solar		<input type="checkbox"/> Separate Cooling Source	
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Space Heater		<input type="checkbox"/> Separate Heating Source	
<input type="checkbox"/> Forced Hotair	<input type="checkbox"/> None	<input type="checkbox"/> Steam		<input type="checkbox"/> Washer Hookup	

UNIT 2: Unit Heat Fuel/Cooling and Utilities

Unit Heat Fuel/Cooling (3) (Req'd if Unit 2 Rooms is >0)				Unit Utilities (3) (Req'd if Unit 2 Rooms is >0)	
<input type="checkbox"/> 2 Zoned AC	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Timer Thermostat	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Water Heater
<input type="checkbox"/> 2 Zoned Heat	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Other Fuel	<input type="checkbox"/> Whole House Fan	<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Water Meter
<input type="checkbox"/> 3+ Zoned AC	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Other Ht/Cool	<input type="checkbox"/> Wood	<input type="checkbox"/> Electric Meter	
<input type="checkbox"/> 3+ Zoned Heat	<input type="checkbox"/> Hot Water Coil	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Wood Stove	<input type="checkbox"/> Electric Stove	
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Individual	<input type="checkbox"/> Radiant		<input type="checkbox"/> Gas Meter	
<input type="checkbox"/> Central Air	<input type="checkbox"/> Individual Wall Unit	<input type="checkbox"/> Radiator		<input type="checkbox"/> Gas Stove	
<input type="checkbox"/> Coal	<input type="checkbox"/> Individual Window	<input type="checkbox"/> Shared		<input type="checkbox"/> Refrigerator	
<input type="checkbox"/> Coal Stove	<input type="checkbox"/> Multi-Fuel	<input type="checkbox"/> Solar		<input type="checkbox"/> Separate Cooling Source	
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Space Heater		<input type="checkbox"/> Separate Heating Source	
<input type="checkbox"/> Forced Hotair	<input type="checkbox"/> None	<input type="checkbox"/> Steam		<input type="checkbox"/> Washer Hookup	

UNIT 3: Unit Heat Fuel/Cooling and Utilities

Unit Heat Fuel/Cooling (3) (Req'd if Unit 3 Rooms is >0)

<input type="checkbox"/> 2 Zoned AC	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Timer Thermostat
<input type="checkbox"/> 2 Zoned Heat	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Other Fuel	<input type="checkbox"/> Whole House Fan
<input type="checkbox"/> 3+ Zoned AC	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Other Ht/Cool	<input type="checkbox"/> Wood
<input type="checkbox"/> 3+ Zoned Heat	<input type="checkbox"/> Hot Water Coil	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Wood Stove
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Individual	<input type="checkbox"/> Radiant	
<input type="checkbox"/> Central Air	<input type="checkbox"/> Individual Wall Unit	<input type="checkbox"/> Radiator	
<input type="checkbox"/> Coal	<input type="checkbox"/> Individual Window	<input type="checkbox"/> Shared	
<input type="checkbox"/> Coal Stove	<input type="checkbox"/> Multi-Fuel	<input type="checkbox"/> Solar	
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Space Heater	
<input type="checkbox"/> Forced Hotair	<input type="checkbox"/> None	<input type="checkbox"/> Steam	

Unit Utilities (3) (Req'd if Unit 3 Rooms is >0)

<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Water Heater
<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Water Meter
<input type="checkbox"/> Electric Meter	
<input type="checkbox"/> Electric Stove	
<input type="checkbox"/> Gas Meter	
<input type="checkbox"/> Gas Stove	
<input type="checkbox"/> Refrigerator	
<input type="checkbox"/> Separate Cooling Source	
<input type="checkbox"/> Separate Heating Source	
<input type="checkbox"/> Washer Hookup	

UNIT 4: Unit Heat Fuel/Cooling and Utilities

Unit Heat Fuel/Cooling (3) (Req'd if Unit 4 Rooms is >0)

<input type="checkbox"/> 2 Zoned AC	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Timer Thermostat
<input type="checkbox"/> 2 Zoned Heat	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Other Fuel	<input type="checkbox"/> Whole House Fan
<input type="checkbox"/> 3+ Zoned AC	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Other Ht/Cool	<input type="checkbox"/> Wood
<input type="checkbox"/> 3+ Zoned Heat	<input type="checkbox"/> Hot Water Coil	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Wood Stove
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Individual	<input type="checkbox"/> Radiant	
<input type="checkbox"/> Central Air	<input type="checkbox"/> Individual Wall Unit	<input type="checkbox"/> Radiator	
<input type="checkbox"/> Coal	<input type="checkbox"/> Individual Window	<input type="checkbox"/> Shared	
<input type="checkbox"/> Coal Stove	<input type="checkbox"/> Multi-Fuel	<input type="checkbox"/> Solar	
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Space Heater	
<input type="checkbox"/> Forced Hotair	<input type="checkbox"/> None	<input type="checkbox"/> Steam	

Unit Utilities (3) (Req'd if Unit 4 Rooms is >0)

<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Water Heater
<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Water Meter
<input type="checkbox"/> Electric Meter	
<input type="checkbox"/> Electric Stove	
<input type="checkbox"/> Gas Meter	
<input type="checkbox"/> Gas Stove	
<input type="checkbox"/> Refrigerator	
<input type="checkbox"/> Separate Cooling Source	
<input type="checkbox"/> Separate Heating Source	
<input type="checkbox"/> Washer Hookup	

GENERAL INFORMATION

Waterfront Y/N Yes No

Acres: _____ **Lot Dimensions:** _____ x _____

Tax Year: _____ **Annual Taxes:** _____

Assd Land: _____ **Assd Imprv:** _____ **Assd Total:** _____

Legal (75 characters): _____

Home Warranty: _____ **Current Zoning:** _____ **Road Frontage:** _____

Lot Description: (6)

<input type="checkbox"/> Additional Parcel Available	<input type="checkbox"/> On Golf Course
<input type="checkbox"/> Beach	<input type="checkbox"/> Paper Street
<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Park Like
<input type="checkbox"/> City View	<input type="checkbox"/> Sloping
<input type="checkbox"/> Corner	<input type="checkbox"/> Steep Slopes
<input type="checkbox"/> Cul-De-Sac	<input type="checkbox"/> Street Lights
<input type="checkbox"/> Dead End Street	<input type="checkbox"/> Subdividable
<input type="checkbox"/> Fruit Trees	<input type="checkbox"/> Waterfront
<input type="checkbox"/> Irregular	<input type="checkbox"/> Waterview
<input type="checkbox"/> Landlocked	<input type="checkbox"/> Wooded
<input type="checkbox"/> Level	<input type="checkbox"/> Zero Lot Line

Water Frontage: _____

Items Not Included (20 characters): _____

Disclosures (2)	Lead Disclosure (2)
<input type="checkbox"/> Listing Attachment	<input type="checkbox"/> Listing Attachment
<input type="checkbox"/> No Form	<input type="checkbox"/> No Form
<input type="checkbox"/> Not Required	<input type="checkbox"/> Not Required
<input type="checkbox"/> Office	<input type="checkbox"/> Office
<input type="checkbox"/> Property	<input type="checkbox"/> Property

REMARKS

Remarks (1200 characters):

Agent Only Comments (512 characters):

By assigning the copyright to CVRMLS, WAAR, CBRAR, for all listing content being entered into the MLS database during this session, CVRMLS, WAAR, CBRAR, may be able to detect and hinder the unauthorized use of your listing content by third-party violators, and when appropriate, pursue any violators. If you choose "no" and do not assign the copyright to all listing content to CVRMLS, WAAR, CBRAR, you may still enter your listing into the MLS but CVRMLS, WAAR, CBRAR, will be unable to detect or hinder third-parties from illegally using your listing content.

Does Participant/Subscriber agree that by clicking "yes" he or she assigns to CVRMLS, WAAR, CBRAR, the copyright in all listing content being entered into the MLS database during this session? Y/N

- Yes
- No

OWNER INFORMATION

Owner Name: _____		Owner Phone: ____-____-____	Occupied By:
Owned By (3)		Owner Agent (Y/N)	<input type="checkbox"/> Other
<input type="checkbox"/> Corporate	<input type="checkbox"/> Yes	Agent Related to Seller (Y/N)	<input type="checkbox"/> Owner
<input type="checkbox"/> Estate	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Tenant
<input type="checkbox"/> Individuals		<input type="checkbox"/> No	<input type="checkbox"/> Under Construction
<input type="checkbox"/> Other			<input type="checkbox"/> Vacant
<input type="checkbox"/> Partnership			
<input type="checkbox"/> REO			
<input type="checkbox"/> Relocation			

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)**
 Exclusive Agency Yes
 Exclusive Right No
 MLS Only Listing

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) **Bonus Description (Req'd if Bonus = Y) (50 characters):**
 Yes _____
 No _____

SHOWING INSTRUCTIONS

Showing Instr 1 (1)
 Accompany Show
 Appt. Required

LockBox Type (1)(Not Req'd
if No LB Choice is Chosen)
 Supra
 Sentrilock
 Both

Supra Serial LB #: _____
(Req'd if LockboxType = Supra or Both)

Sentrilock Serial LB #: _____
(Req'd if Lockbox Type = Sentrilock or Both)

Showing Instr 2 (1)
 LB Call Agent No LB Call Agent
 LB Call List Office No LB Call List Office
 LB Call Owner No LB Call Owner
 LB Call Showing Service No LB Call Showing Service
 LB Call Tenant No LB Call Tenant
 LB Go Direct No LB Go Direct
 LB Use Online Showing Service No LB Use Online Showing Service

Addl Shw Inst: _____

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 INFORMATION

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

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 .

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.

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.