

RESIDENTIAL DATA INPUT FORM
SHADING INDICATES THE FIELD IS REQUIRED

**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 Realist Tax Data from external source Record from which to Fill

COUNTY (1) Select from County/City table in add/edit	PID (PARCEL ID #) _____ 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 MLS Rules & Regulations for restrictions and requirements of Coming Soon Status.

STATUS (1)

- Incomplete
- Active
- Coming Soon

LISTING INFORMATION

County / City: _____	Delayed Show (Y/N): ___	List Price: _____	List Date: __/__/____
Type: __ Single Family __ Townhouse __ Condo __ Cooperative	No Show Until: __/__/____ (Req'd if Delayed Showing is Y)	Expected On Market Date: __/__/____ (Populate ONLY if Coming Soon Status is Chosen)	
PID: _____	Attached YN _YES _NO	Area: ___	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

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LOCATION INFORMATION

Street #: _____ Street Direction: _____ Street Name: _____ Street Suffix: _____
 Unit #: _____ Unit/Level: _____ Zip Code: _____ Zip + 4: _____ State: _____
 New/Resale: _____ Post Office: _____
 ___ New (Never Occupied) _____
 ___ Resale (Occupied At Least Once) _____
 PUD: _____
 Subdivision: _____ Neighborhood: _____ (Req'd if Subdivision = None)
 Year Built: _____ Year Built Description: _____ Finished SqFt: _____ Finished SqFt - Bsmt: _____
 Rooms: _____ Levels: _____ Lot: _____ Un-Finished SqFt: _____ Un-Finished SqFt - Bsmt: _____
 Bedrooms: _____ SqFt Source: _____ Fin SqFt Source Desc (150 characters): (Req'd if SqFt Source = Other): _____
 Per Appraiser _____ Per Owner _____
 Per Architect _____ Per Tax _____
 Per Builder _____ Other _____
 Elementary School: _____ Middle School: _____
 High School: _____ Other School: _____
 Directions (215 characters): _____

ROOM INFORMATION

NOTE: ROOM LEVEL REQUIRED IF ROOM TYPE SELECTED

Room Type	Room Length Feet . Inches	X	Width Feet . Inches	Room Level	Room Description (50 characters)
Additional Room 1:	_____	X	_____	_____	_____
Additional Room 2:	_____	X	_____	_____	_____
Additional Room 3:	_____	X	_____	_____	_____
Additional Room 4:	_____	X	_____	_____	_____
Bedroom 2:	_____	X	_____	_____	_____
Bedroom 3:	_____	X	_____	_____	_____
Bedroom 4:	_____	X	_____	_____	_____
Bedroom 5:	_____	X	_____	_____	_____
Dining Room:	_____	X	_____	_____	_____
Family Room:	_____	X	_____	_____	_____
Florida Room:	_____	X	_____	_____	_____
Foyer:	_____	X	_____	_____	_____
Great Room:	_____	X	_____	_____	_____

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PARKING (3)

- Assigned
- Carport
- Circular Drive
- Common Drive
- Covered
- Double Width
- In Alley
- No Parking
- Off Street
- On Street
- Open Lot
- Paved Driveway
- Underground
- Unpaved Driveway
- Valet
- Visitor

GARAGE Y/N

- Yes
- No

CARS (Req'd if Garage=Y)

- 1
- 1.5
- 2
- 2.5
- 3
- 4+

GARAGE (6)

(Req'd if Garage=Y)

- Apartment
- Attached
- Auto Door Opener
- Basement
- Detached
- Direct Entry
- Finished
- Golf Cart
- Heated
- No Garage
- Other
- Oversized
- Pedestrian Door
- Side/Rear Load
- Storage Above
- Unfinished
- Workshop

BASEMENT Y/N

- Yes
- No

BASEMENT/FOUNDATION (3)

(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

INTERIOR (25)

- 1st Floor Bedrm W/ Full Bath
- 1st Floor Bedroom
- 1st Floor Primary Bedroom
- 9 Ft + Ceilings
- Add'l 1st Floor Primary BR
- Atrium
- 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 Insert
- Formal Dining Room
- French Doors
- Garden Tub
- Hot Tub
- Housekeepers Quarters
- Internal Balcony
- Internet Ready
- Island
- Jetted Tub
- Loft
- MBR Bath

INTERIOR CONT.

- Pantry
- Recessed Lighting
- Rough-In Bath
- Satellite Dish
- Security System
- Separate Suite
- 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

WATER (3)

- Community Well
- Public Water
- Well
- Other

SEWER/SEPTIC (3)

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

Maintenance Contract Y/N

(Req'd if Sewer/Septic = Alternative Septic)

- Yes
- No

EXTERIOR (10)

- Awnings
- Barn/Stable
- Boat Lift
- Bulkhead/RIP
- Controlled Access
- Deck
- Dock/Pier
- Gazebo
- Green House Wn
- Guest House
- Horse Permitted
- Hot Tub
- Insulated Doors
- Irrigation System
- Lead Glass Windows
- Out Building
- Outdoor Lighting
- Palladian Windows
- Porch
- 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

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FENCED Y/N

- Yes
- No

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

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

COMMUNITY AMENITIES (20)

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

APPL/EQUIP (25)

- Attic Fan
- Central Vac
- Compactor
- Countertop Range
- Dishwasher
- Disposal
- Double Oven
- Downdraft Range
- Drop-In Range
- Dryer
- Electric Air Cln
- Electric Cooking
- Exhaust Fan
- Fire Sprinkler System
- Freezer
- Gas Cooking
- Gas Grill
- Generator
- Generator Wired
- Humidifier
- Ice Maker
- Intercom
- Microwave
- Oven
- Refrigerator
- Satellite Dish
- Self/Con Cleaning
- Smoke Alarm
- Smooth Top Cooking
- Stack Washer/Dryer
- Stove
- Stove Hood
- Sump Pump
- Wall Oven
- Washer
- Water Purifier
- Water Softener
- Wine Cooler

DISABL EQUIPD Y/N

- Yes
- No

DISABL FEAT (5)
(Req'd if Disabl Equipd = Y)

- Additional Features
- Auditory Alarms
- Chair Lift
- Comfort Height Switches
- Elevator
- 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

UNIT PLACEMENT (3)

- Corner Unit
- Detached
- End Unit
- Interior Unit
- Lower Level
- Middle Level
- Street Level
- Top Level
- Walkout

RESTRICTIONS (5)

- Age Qualified
- Age-Restricted Community
- Architec Des
- Assoc Restrictions
- Bldg Morator
- Bldg Restrictions
- Crops 2B Harv
- 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

GREEN CERT (4)

- EarthCraft
- Energy Star Appliances
- Energy Star/House
- Home Performance w/Energy Star (exist homes)
- Leed for Homes
- National Green Building Standard
- Other

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HEATING (3)

- 2 Zoned Heat
- 3 Or More Zones
- Baseboard
- Coal Stove
- Electric
- Floor Furnace
- Forced Hot Air
- Geothermal
- Heat Pump
- Hot Water
- Hot Water Coil
- Other
- Radiant
- Radiator
- Space Heater
- Steam
- Timer Thermostat
- Wall Furnace
- Wood Stove

Other Desc: (Req'd if Heating = Other) _____

POOL Y/N

- Yes
- No

POOL DESCRIPTION (5)
(Req'd if Pool = Y)

- Above Ground
- Community/Off Site
- Concrete
- Covered
- Fenced
- Gunitite
- Heated
- Hot Tub
- In Ground
- Indoor
- Lap Pool
- Membership Req
- Other
- Outdoor
- Pool Equipment
- Pool House
- Self-Cleaner
- Vinyl
- With Spa
- Within Yard

HEAT/FUEL (3)

- Coal
- Electric
- Geothermal
- Multi-Fuel System
- Natural Gas
- None
- Oil
- Other
- Propane Gas
- Solar
- Wood

Other Desc: (Req'd if Heat/Fuel = Other) _____

WATER HEATER (2)

- Electric
- Instant Hot
- Insulated
- Natural Gas
- Off Furnace
- Oil
- Other
- Propane Gas
- Recirculating
- Solar
- Tank
- Tankless

WATER TYPE (5)

- Access
- Bay Frontage
- Beach
- Creek Frontage
- Dock/Mooring
- Harbor Frontage
- Lake
- Lake Frontage
- Marsh
- MLW 0-2 Ft
- MLW 2-4 Ft
- MLW 4-6 Ft
- MLW 6+ Ft
- Navigable
- Ocean/Bay Frontage

IRRIGATION SOURCE (3)

- Creek/Stream
- Irrigated
- Lake
- Pond
- River

COOLING (3)

- 2 Zoned AC
- 3 Or More Zones
- Central Air
- Electric
- Gas A/C
- Geothermal
- Heat Pump
- Individual Wall Units
- Individual Window Units
- None
- Other
- Timer Thermostat
- Whole House Fan

Other Desc: (Req'd if Cooling = Other) _____

PORCH (3)

- Balcony
- Deck
- Front
- Front Country
- Front Full
- Glass
- Patio
- Rear
- Screened
- Side
- Sleeping Porch
- Stoop
- Wrap Around

- Pond
- Riparian Rights
- River
- River Frontage
- Sound Frontage
- Stream
- Walk To Water
- Water Access
- Whitewater

WALL TYPE (4)

- Block
- Brick
- Drywall
- Glass
- Glass Block
- Mixed
- Other
- Paneling
- Plaster
- Wood

FP: __

FIREPLACE (4)

- Brick
- Direct Vent
- Electric
- Gas
- Non-Vented
- Non-Working
- Prefabricate
- Stone
- Wood Burning

BUILDING/STRUCTURE (10)

- Boathouse
- Barn
- Cabin
- Corn Crib
- Cottage
- Dairy
- Feed Barn
- Garage
- Greenhouse
- Hay Building
- Livestock
- Manufactured Home
- Modular
- Pump House
- Shed
- Smoke House
- Stable
- Storage
- Tack Room
- Tobacco Building
- Utility Building

FARM TYPE (6)

- Cattle
- Crops
- Dairy
- Horse
- Livestock
- Nursery
- Orchard
- Poultry
- Tree

GENERAL INFORMATION

Waterfront Y/N Acres: _____
__Yes
__No

Body of Water: _____ Lot Dimensions: _____x_____

Tax Year: _____ Annual Taxes: _____ Assd Land: _____ Assd Imprv: _____

Assd Total: _____ Legal (75 characters): _____

Investor Rental Cap Y/N
__Yes
__No

Home Warranty: _____ Current Zoning: _____ Road Frontage: _____ Water Depth
__0-2 ft
__2-4 ft
__4-6 ft
__6+ ft
Model Available Y/N: (Req'd if New/Resale = New) Model Furnished Y/N: (Req'd if Model Available = Y) Water Frontage: _____
__Yes __Yes Items Not Included (20 characters)
__No __No _____

Lot Description: (6)
__Additional Parcel Available __Dead End Street __Pasture __Timber-Hardwood
__Beach __Fenced/Enclosed __Possible Subdivision __Timber-Mixed
__Boat Ramp __Flag Lot __Possible Wetland __Timber-Pine
__Buildable __Fruit Trees __Railroad Access __Timbered-Clear Cut
__Bulkhead/RIP __Graded __Railroad Siding __Timbered-Select Cut
__City View __Irregular __Railroad Spur __Unimproved
__Cleared __Landlocked __Rolling __Waterfront
__Corner __Landscaped __Sidewalks __Waterview
__Crops __Level __Sloping __Wooded
__Cross Fenced __On Golf Course __Steep Slopes __Zero Lot Line
__Cul-De-Sac __Paper Street __Street Lights
__Curb/Gutters __Park Like __Subdividable

Minimum Deposit: _____ Pre Qual Letter Y/N Res Energy Efficient Appraisal Y/N
__Yes __Yes
__No __No

Home Energy Score (1-10): _____ Home Energy Rating System (10 characters): _____

Disclosures (2)
__Listing Attachment
__No Form
__Not Required
__Office
__Property

Lead Disclosure (2)
__Listing Attachment
__No Form
__Not Required
__Office
__Property

This field requires a numeric input from 150+ to 0 or 1. The lower the number the more energy efficient the home. For more information go to - <http://www.resnet.us/energy-rating>. How does the HERS Index work? To calculate the HERS Index Score, a certified RESNET Home Energy Rater will do a home energy rating and compare the data against a 'reference home'.

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Add'l Fee \$: _____ Add'l Fee Des (50 characters): _____

OWNER INFORMATION

Owner Name: _____ **Owner Phone:** _____ - _____ - _____
Occupant Name: _____ **Occupant Phone:** _____ - _____ - _____ **Occupied By:** _____
____ Other
____ Owner
____ Tenant
____ Under Construction
____ Vacant

Owned By (3)	Possession (2)	Owner Agent (Y/N)	Agent Related to Seller (Y/N)
<input type="checkbox"/> Corporate	<input type="checkbox"/> At Closing	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Estate	<input type="checkbox"/> Immediate	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Individuals	<input type="checkbox"/> Leasehold Rights		
<input type="checkbox"/> Other	<input type="checkbox"/> Negotiable		
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other		
<input type="checkbox"/> REO	<input type="checkbox"/> Tenant Rights		
<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)
<input type="checkbox"/> Exclusive Agency	<input type="checkbox"/> Yes
<input type="checkbox"/> Exclusive Right	<input type="checkbox"/> No
<input type="checkbox"/> MLS Only Listing	

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) _____ **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 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

LISTING STATUS CONFIRMATION

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

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