



*Instruction
Manual for
Residential
Listing Maintenance Form*

***Mid-Florida Regional
Multiple Listing Service***

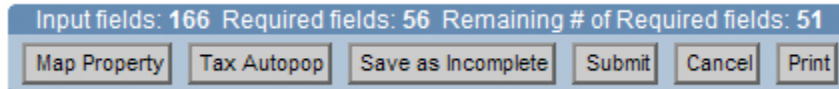
February 2007

How to use the Tax Autopop Feature

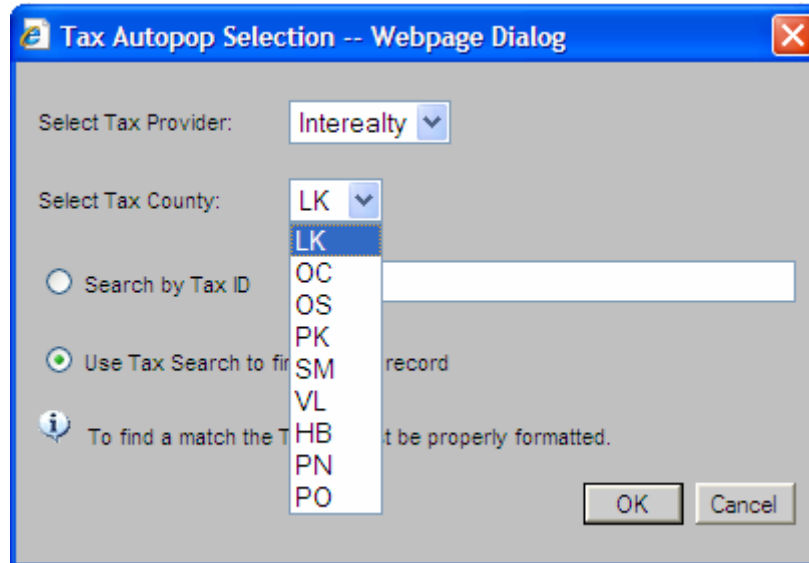
This section will walk you through the steps you must take to use this time-saving feature.

To have a valid listing entered into MLS, you SHOULD use the “Tax autopop” feature:

On the bottom of the page you will find the “Tax Autopop” button. Click on it.



A Tax Autopop Selection box will come up. On the “Select Tax County” make sure you select the proper County from the drop-down menu, where the subject property is located in.



Click the “OK” and you will be brought to the Tax Search Screen.

Enter the “Street Number” and “Street Name” only. Do not use “Street Type” (Dr., Rd, Ct., Ln., etc) or “Street Direction” (N, S, E, or W)

Click on “results” and pull up the property. If no matches found, you might want to search by the “Owners Name”. To do this, enter the owner’s Last Name*First Name in the “Owner Name” field.

Once the result screen comes up, select the property by inserting a “check” mark in the box next to it on the left side, then click on the bottom of the page on the green arrow next to the “Use this record for Autopop” button.



All fields available will be autopopulated and will be colored “red”; make sure the information is correct (i.e. bedroom or bathroom count, etc).

The use of “Auto-pop” will save you considerable time and effort.

Residential Data Input Form

All shaded areas are “required” fields

Listing Type (Required):

Check the one applies.

Listing Date (Required):

Please select the date when the Listing agreement was signed on. Please keep in mind, that you have 48 business hours (2 business days) to enter a new listing into the Multiple Listing Service!

Expiration Date (Required):

The date upon which the validity or privilege which may be exercised under a contract or document terminates

Please select date when the listing will expire. Consult the Listing Agreement to obtain the correct date.

Entered Where (Required):

Please check, where the listing information was entered into MLS. Please note that only Association or MLS Staff will select the option “Association”, you will have to select “Office”.

Listing Status(Required) :

(1) When entering new listing, defaults to “Active”.

List Price(Required):

The amount of value in terms of money at which a property is offered for sale or is exchanged by a buyer at a sale. Do not use decimals, commas or dollar sign. Always express in a whole number, rounded to the nearest dollar.

Range Pricing Y/N:

Select “Yes” if applies.

Low Price(Required only if Range Pricing is marked as “Yes”):

Fill in Low Price information. In the first line of “Public Remarks” you must also specify that this Listing is “Range Price Listing and what price range offers the Seller is willing to accept. The List Price can be any amount within the range specified.

House Number:

MLXChange will auto-populate this field. If you must enter it manually, enter house number only.

Street Name (Required):

MLXChange will auto-populate this field. If you must enter it manually, enter street name only.

Street Type (Required):

MLXChange will auto-populate this field. If you must enter it manually, enter street type only (ST, DR, CT, LN, etc.)

Street Dir. Pre/Post:

Street directions are the directional indications found next to the street name. Pre-direction is when it is in front of the name, like N. Central Blvd., Post-direction can be found after the street name, like Central Blvd., N.

City (Required):

MLXChange will auto-populate this field. If you must enter it manually, enter city.

State (Required):

MLXChange will auto-populate this field. If not in Florida, please select from list.

County (Required):

A civil division of a territory organized for political and judicial purposes
MLXChange will auto-populate this field. If you must enter it manually, enter County.

Zip Code(Required):

*ZIP Code is a system used in the U.S. to facilitate the delivery of mail, consisting of a five- or nine-digit code printed directly after the address, the first five digits (**initial code**) indicating the state and post office or postal zone, the last four (**expanded code**) the box section or number, portion of a rural route, building, or other specific delivery location.*

MLXChange will auto-populate this field. If you must enter it manually, enter the 5 digit ZIP Code only.

Zip+4:

MLXChange might auto-populate this field. If you must enter it manually, enter the second 4 digits only.

Unit #:

Only applies to condominiums. Please enter the unit number.

Condo Building:

Only applies to condominiums.

Condo Floor#:

Only applies to condominiums. Please enter the floor number the property is located on.

Building # Floors

Only applies to condominiums. Please enter the total number of floors within the building.

Building Name/Number:

Only applies to condominiums. Please enter the Building name or number.

Floors in Unit:

Only applies to condominiums. Please indicate if the number of floors within the unit itself.

Days Lease:

Only applies to leased properties. Please enter the amount of days for a lease

MH Width:

(1) Select the width for mobile homes. (i.e. 1, 2 or 3).

MH Make:

Only applies to Mobile Homes. Please select "Single", "Double" or "Triple".

Max Pet Weight:

Please enter the maximum weight of the pet allowed by the association, if applies.

Total Units:

Only applies to condominiums: Please indicate the combined total number of units within all buildings of the condominium.

Model/Make:

Please enter the name of the make of the Mobile Home or the model name provided by the builder.

Millage Rate:

A measure of one-tenth of 1 cent which is the same as one-tenth of 1% that is used to state the property tax rate which is then multiplied by the assessed value of the property to determine the annual tax amount due. Please enter from Tax information.

Grid (Required):

Check with your local board to have the most current Realtor[®] map with the Grid information.

Bartow	3 digits (123)
EPCAR	3 digits (123)
GLCAR	4 digits (AB12)
GTAR	3 or 4 digits (AB12 or A12)
LAR	4 digits (AB12)
OSCAR	4 digits (AB12)
ORRA	4 digits (AB12)
WVAR	4 digits (12AB)

Tampa Area:

Only applies to properties in the Tampa area. Please enter the area number, as per local Association.

Year Built (Required):

Use four digits only. (i.e. 1999). MLXChange might auto-populate this field.

Hills. Munic. Code:

Only applies to properties located in Hillsborough County. Please enter the proper code.

Tax ID (Required):

MLXChange will auto-populate this field, if you used the “Tax Autopop” feature. Please do not leave it as “New Property”, unless it is a brand new subdivision, not certified yet by the Property Appraiser’s Office. If you type it in manually, make sure it is in the following format:

Orange County:	SS TT RR DDDD BB LLL
Seminole County	SS TT RR DDD BBBB LLLL
Lake County	SS TT RR DDDD BBB LLLLL
Osceola County	SS TT RR DDDD BBBB LLLL
Polk County	SS TT RR DDDDDD BBLLLL
Volusia County	SS TT RR DD BB LLLL
Hillsborough County	M S TT RR DDD BBBBBB LLLLLL

Taxes (Required):

Please enter the most current taxes paid. MLXChange might also complete this field automatically.

Tax Year (Required):

Please enter the tax year the above amount was due for. Use four digits (i.e. 1999). MLXChange might also complete this field automatically.

Alt Key/Folio:

Only applies to Lake and Polk Counties. MLXChange will auto-populate this field if applicable.

Section (Required):

One mile square established by the government survey system which contains 640 acres and is a one thirty-sixth part of a township.

MLXChange will auto-populate this field. Must be 2 characters.

Township(Required) :

In the survey of United States public lands, a territorial subdivision six miles long, six miles wide and containing 36 sections, each one mile square which is located between two range lines and two township lines.

MLXChange will auto-populate this field. Must be 2 characters.

Range (Required):

A strip or column of land six-miles wide determined by a government survey that runs in a north-south direction and lies east or west of a principal meridian

MLXChange will auto-populate this field. Must be 2 characters.

Subdivision # (Required):

An area of land regulated by state law that is divided into parcels, lots, blocks or building sites and where public facilities such as streets, alleys, parks, and easements for public utilities are laid out and which is suitable for building with the eventual goal of sale, lease or financing.

MLXChange will auto-populate this field.

- Orange County: 4 characters
- Seminole County: 3 characters
- Lake County: 4 characters
- Osceola County: 6 characters
- Polk County: 6 characters
- Volusia County: 2 characters
- Hillsborough County up to 5 characters

Block/Parcel (Required):

Please check Block/Parcel Number. MLXChange will auto-populate this field.

- Orange County: 2 characters
- Seminole County: 4 characters
- Lake County: 3 characters
- Osceola County: 4 characters
- Polk County: Not applicable
- Volusia County: 2 characters
- Hillsborough County up to 6 characters

Lot Number (Required):

Please check Lot Number. MLXChange will auto-populate this field.

- Orange County: 3 characters
- Seminole County: 4 characters
- Lake County: 5 characters
- Osceola County: 4 characters
- Polk County: 6 characters
- Volusia County: 4 characters
- Hillsborough County up to 6 characters

Legal Description (Required):

A description of land recognized by law by which property can be positively located and so thoroughly identified by reference to government surveys or approved recorded maps such as Lot, Block, and Tract; U.S. Government Survey; and Metes and Bounds

Please check the full legal description (If possible). You can fit 125 characters, if more space required, please use the "Additional Marketing Remarks". MLXChange will auto-populate this field.

Subdivision / Community Name (Required):

Please enter subdivision or community name as it appears on Tax rolls. MLXChange will auto-populate this field.

Zoning (Required):

The regulation of land by local government under its police powers in controlling things such as height, size and use of buildings and the use of land.

Please enter zoning as provided in Tax records. MLXChange might auto-populate this field.

Plat Book / Page (Required):

A distinguishing name or number of a recorded subdivision or a tract of land so its location can be easily located in the public records.

Please enter Plat book and page number as provided in Tax records. MLXChange might auto-populate this field.

Future Land Use:

Under each county's comprehensive growth management plan all properties are assigned a future land use code which identifies what the comprehensive growth management plan will allow to be built there either in the case of new construction, replacement due to fire or other hazard, or change in the current way the property is being used. It is superior to current zoning. MLXChange might auto-populate this field.

Complex / Community Name:

This could be different than Subdivision Name. Some Subdivisions could have smaller communities within. This is the space provided to enter name, if applicable.

Prop. Style (Required):

(1) Check applicable style

Originating Board ID:

(1) Check the Board you belong to.

Bedrooms (Required):

Indicate the number of bedrooms. MLXChange might auto-populate this field.

Full Baths (Required):

Indicate the number of full bathrooms. (Full bathrooms have shower or bathtub). MLXChange might auto-populate this field.

Half Baths:

Indicate the number of half bathrooms. (Without shower or bathtub)

Sq. Ft. Heated (Required):

Please enter the heated square footage of the property per FHA Standard. MLXChange might auto-populate this field. Additional Square footage can be noted under "Marketing Remarks" or "Additional Marketing Remarks".

Sq. Ft. Source:

(1) Please check source of the square footage information.

Ownership (Required):

The right of one or more parties to possess, use, enjoy and to dispose of property and to exclude all others.

(M) Check as many as applies.

IDX Y/N (Required):

Choose Yes or No if applicable.

This stands for Internet Data Xchange, which allows the listing to be searched through all the different sites the MLXchange shares its data with. (i.e. Realtor.com)

Public remarks:

Write a short description. This will show in all printed reports, therefore ***no contact information (Names, showing instructions, phone numbers, e-mail addresses, WEB-sites, etc) in this field is allowed by MFRMLS Rules.***

Owner name:

The person who owns property and might be listing it and since he or she has not sold the property would not yet be considered to be a seller.

MLXChange might auto-populate this field.

Owner Phone Number:

MLXChange might auto-populate this field.

Tenant Name:

Fill in tenant's name, if applicable.

Tenant Phone Number:

Fill in tenant's phone number, if applicable.

Lot Dimensions:

Please enter lot dimensions in the following format: **fff x www x ddd**, where "f" is front footage, "w" is width and "d" is depth. **Please use "feet" as measurement.** If a lot is irregular in shape, please include all measurements, or, if approximating, indicate in additional remarks that lot is irregular in shape and measurements are approximate. If the lot is a lake front lot, the first dimension should be the lake side frontage, not the street frontage, and so noted in additional remarks.

Lot Size:

In MLXChange, there are two spaces provided; one for entering lot size as square feet, and the other to enter lot size in acres. If Lot Size (sqft) is used, the Lot Size (acres) will be calculated automatically.

Total Acreage (Required):

(1) Please check 1 based on the Lot Size.

Location (Required):

The position of land and improvements in relation to other land and improvements and to local or general economic activity.

(M) Please check as many as applies.

Front Exposure:

(1) Please check the direction the home faces.

Utilities Data:

The services rendered by public utility companies such as water, gas, electricity and telephone

(M) Please check as many as applies.

Water (Required):

Please select Yes or No. If “yes”, if the property is relation to a body of water; the next 2 fields become “required”.

Water type:

(M) Please check as many as applies. Only required if “Water” is selected “Yes”

Waterfront extras:

(M) Please check as many as applies. Only required if “Water” is selected “Yes”

Waterfront type:

(M) Please check as many as applies. Only required if “Water” is selected “Yes”

Waterfront Name:

If “Waterfront Type” is “Lake”, “river” or “Bay”, this field is required. Please enter the name.

Pool (Required):

Type Y for “yes” or N for “no”. Only applies to “personal pool” located on the property. Community Pool can be found at “Community Features” and it is not considered a “personal pool”.

Pool Type:

(M) Please check as many as applies. It is a required field, if “Pool” is marked as “Yes”

Property Description:

(1) Please choose the description which best fits the number of stories the property is. (i.e. one story, two story or 1st floor multi-story)

Foundation:

The supporting portion of a structure including the footings that are below the first floor construction.

(M) Please check as many as applies.

Exterior Construction:

(M) Please check as many as applies

Maintenance Includes:

(M) Please check as many as applies

Roof:

(M) Please check as many as applies.

Exterior Features:

(M) Please check as many as applies.

Garage / Carport (Required):

Check Yes or No.

Garage Features:

(M) Please check as many as applies. It is only required if Garage/Carport is selected as "YES".

Architectural Style:

The general appearance and character of a building's design and construction.

(M) Check as many as applies.

Community features:

(M) Please check as many as applies.

HOA Fee Required Y/N (Required):

Check Yes if Home Owner Association Fees are needed

HOA Fee:

Please enter the amount of the Home Owners Association fees.

It is only required if HOA Fee Required is selected as "YES".

HOA Payment Schedule:

(1) Select the payment schedule needed by the HOA.

It is only required if HOA Fee Required is selected as "YES".

Mo. Maint. (addition to HOA) (Required):

Please enter other Monthly Maintenance Fees in addition to the HOA fees if any.

(If there are not, 0 is an acceptable entry)

Elementary School:

From the Drop-down menu, select the appropriate Elementary School. If school name is not in drop down menu, you can enter school name in "Additional Remarks".

Middle or Junior School:

From the Drop-down menu, select the appropriate Middle School. . If school name is not in drop down menu, you can enter school name in "Additional Remarks".

High School:

From the Drop-down menu, select the appropriate High School. . If school name is not in drop down menu, you can enter school name in "Additional Remarks".

Room Sizes:

Please enter room sizes. Please make sure to use the format ## x ##, and you do not have the "Caps Lock" ON. If less than 10 feet, please use "0". (i.e. 09x08). "Living Room", "Kitchen" and "Master Bedroom" sizes are required fields.

Additional Rooms:

(M) Check as many as applies.

Air Conditioning:

(M) Please check as many as applies.

Heating & Fuel:

(M) Please check as many as applies.

Appliances Included:

(M) Please check as many as applies.

Interior Layout:

(M) Please check as many as applies.

Interior features:

(M) Please check as many as applies.

Master Bath Features:

(M) Please check as many as applies.

Security System:

(1) Please check one, if applies.

Floor covering:

(M) Please check as many as applies.

Kitchen Features:

(M) Please check as many as applies.

Fireplaces (Y/N):

Please choose yes if there is a fireplace.

Fireplaces Description :

(M) Please enter description of fireplace. Only required if "Fireplaces" is selected "Yes"

Financing Available:

Please enter the kinds of financing are acceptable by the Seller or if the home qualifies for special financing by a lender (FHA, VA, etc.) and/ or if the Seller is willing to accept such offers.

Realtor Info:

(M) Please check as many as applies. This information will not be printed on client reports!

Showing Instructions:

(M) Please check as many as applies. This information will only be printed on broker reports!

Photo Instructions:

Please check what is applicable.

Special Listing Type(Required) :

(1) Check the one applies.

Virtual Tour :

Enter the web address for the virtual tour. Please enter only un-branded or company info free links.

Agent ID (Required):

MLXChange might populate this field with your ID#. If not, please enter the MLS ID# provided to you by the Mid-Florida Regional Multiple Listing Service. If you are entering someone else's listing, you need to enter his/her ID# here. If you do not know the MLS ID #, you can minimize your current session to MLXChange, and open a second session by logging in again. Under "Search" you will find a "Member/Office Search", where you can search for any MLS ID# by Last name.

The following required fields will autopopulate after entering the Agent ID#. If information is incorrect, please contact the MLS Department at 407-513-7298 or 800-686-7451 ext 7298.

Agent e-mail:

Agent Home Page:

Agent Name:

Agent Direct Phone:

Agent Pager/Cell:

Agent Fax:

List Agent 2 ID:

If more than one listing-associate are involved, you can enter an additional associate's ID. You will proceed the same way as above. The 2nd listing Salesperson information will only be printed on the "Detail View Page 2"!

Sales Team Name:

List Agent 2 Name:

List Agent 2 Phone:

Office ID #:

Office Phone:

Office Fax:

Office Name:

Buyer Agent Comp (Required):

Please enter a percentage or amount you are willing to pay to a cooperating Buyer's Agent based on the gross selling price. Please remember to use a decimal point and/or percentage sign if applicable. For example, do not enter 50% unless you are offering 50% of the selling price. If you are specifying a dollar amount please include the dollar sign. If you do not wish to compensate a Buyer Agent, enter 0. **NOTE:** You must compensate either the Transaction Broker, Buyer Agent, Sub Agent, Non-Rep or all.

Non-Rep Comp (Required):

Please enter a percentage or amount you are willing to pay to a cooperating Non-Rep Agent based on the gross selling price. Please remember to use a decimal point and/or percentage sign if applicable. For example, do not enter 50% unless you are offering 50% of the selling price. If you are specifying a dollar amount please include the dollar sign. If you do not wish to compensate a Non-Rep Agent, enter 0. **NOTE:** You must compensate either the Transaction Broker, Buyer Agent, Sub Agent, Non-Rep or all.

Sub Agent Comp (Required):

Please enter a percentage or amount you are willing to pay to a cooperating Sub-Agent based on the gross selling price. Please remember to use a decimal point and/or percentage sign if applicable. For example, do not enter 50% unless you are offering 50% of the selling price. If you are specifying a dollar amount please include the dollar sign. If you do not wish to compensate a Sub Agent, enter 0. **NOTE:** You must compensate either the Transaction Broker, Buyer Agent, Sub Agent, Non-Rep or all.

Trans. Broker Fee (Required):

Please enter a percentage or amount you are willing to pay to a cooperating Transaction Broker based on the gross selling price. Please remember to use a decimal point and/or percentage sign if applicable. For example, do not enter 50% unless you are offering 50% of the selling price. If you are specifying a dollar amount please include the dollar sign. If you do not wish to compensate a Transaction Broker, enter 0. **NOTE:** You must compensate either the Transaction Broker, Buyer Agent, Sub Agent, Non-Rep or all.

Interoffice Info:

Please enter any Interoffice information. This will only be displayed to Agents within your Office.

Driving Directions:

Please enter directions to get to the listed property from a well known reference point. You can fit up to 255 Characters. This will show in Client reports, therefore no contact information (Names, showing instructions, phone numbers, e-mail addresses, WEB-sites, etc) in this field is allowed by MFRMLS Rules.

Realtor only Remarks:

Please enter any remarks regarding the property or showing instructions you want to share with other Realtors. This information will only be printed on broker reports. You can fit up to 255 Characters.

Additional Public remarks:

Please use this space to provide as much description about the property as possible. All agents and clients will rely on this description on making decision of showing or viewing this listing. You can fit up to 1275 Characters. This will show in Client reports, therefore no contact information (Names, showing instructions, phone numbers, e-mail addresses, WEB-sites, etc) in this field is allowed by MFRMLS Rules.

The Following Section indicates the fields that become available and / or required when Listing Status is changed:

Contract Date (Required):

Only becomes available when property becomes "Pending". Please insert the date, when the contract was fully executed. As you have 48 hours to report a status change, MLXChange will not allow you to enter a date older then 5 days ago.

Condition at Sale:

(1) Only becomes available when property is "Sold". Check one.

Expected Closing Date (Required):

Only becomes available when property becomes "Pending". Please insert the date, when the property is expected to close.

Points to Seller:

Only becomes available when property is "Sold". Please enter the points the Seller Paid.

Sold Price (Required):

Only becomes available when property is "Sold". Please enter the price the property was sold for.

Sold Date (Required):

Only becomes available when property is "Sold". Please enter the closing date.

Sold Terms (Required):

(1) Only becomes available when property is "Sold". Please check the term of the sale.

Withdrawn Date (Required):

Only becomes available when property is "Withdrawn". Please enter the date when the property was taken off the market.

Sold Mortgage Amount:

Only becomes available when property is "Sold". Please enter the amount of the mortgage the Buyer obtained.

Sold Interest rate:

Only becomes available when property is "Sold". Please enter the interest rate the buyer obtained.

Points to Buyer:

Only becomes available when property is "Sold". Please enter the points the Buyer Paid.