

Entering and Updating Listings in MLXchange

- | | Notes: |
|---|--------|
| 1. Housekeeping Items | _____ |
| a) Please make sure to turn off Cell phones, etc. | _____ |
| 2. MFRMLS.com Website | _____ |
| a) Member Support Tab | _____ |
| i) Help Desk | _____ |
| (1) Live Chat | _____ |
| (2) Suggestions | _____ |
| (3) Remote Support | _____ |
| (4) FAQ's | _____ |
| ii) Education | _____ |
| (1) Calendar of Classes | _____ |
| b) Resources Tab | _____ |
| i) MFRMLS Rules and Regulations | _____ |
| ii) Document Library | _____ |
| (1) Brokers Authorization | _____ |
| (2) Listing Forms | _____ |
| (3) General MLS Forms | _____ |
| (a) Status Change form | _____ |
| 3. Review | _____ |
| a) MLXchange requirements | _____ |
| i) Mandatory Internet Access | _____ |
| ii) Internet Explorer V 6.____ higher | _____ |
| iii) Disable pop-blocker | _____ |
| iv) Install any necessary ActiveX controls | _____ |
| b) Log-In | _____ |
| i) Forgot Password | _____ |
| 4. Accessing mfrmls.com from MLXchange | _____ |
| a) Home page - <i>Resources</i> | _____ |
| b) MLS Links | _____ |
| i) Pay your MLS fees | _____ |
| ii) Listing Forms | _____ |
| iii) Brokers Authorization | _____ |
| iv) Accurate Data | _____ |
| v) Rules and Regulations, etc. | _____ |
| c) Manuals and User Guides | _____ |
| i) Download Manuals | _____ |
| 5. Broker Authorization Forms | _____ |
| a) Blanket forms | _____ |
| b) Individual access | _____ |
| 6. Accurate Data | _____ |
| 7. Rules and Regulations | _____ |
| a) Article 3.6 – Penalties for Inaccurate or Incomplete Data | _____ |
| b) Article 3.7 – Database Accuracy and Integrity. Fineable Violations | _____ |
| c) How to Obtain and Download Current Listing Data Entry Form | _____ |
| i) Required: Owner's and Broker's signature | _____ |



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Accurate Data Saves You Money!

New MLS Rules and Most Common Finable Offenses

Inaccurate MLS data can cost you a sale...and result in an automatic fine for degrading the accuracy of the MLS database! Here is a combined list of 1) regulations, which are now finable offenses and 2), the most common inaccuracies that trigger a fine.

REQUIREMENTS

- ◆ **Listings Not Available For Showing:** Because MFR exists to facilitate cooperation by Participants in the showing and sale of each other's listings, no listings may be entered as "Active" if not available for actual showing. For example, MFR will not accept listings with "No showings until MM-DD". The "Temporarily Off Market" (TOM) status is for listings that cannot be shown temporarily.
- ◆ **No Access Codes:** You *may not* enter combination lockbox codes, gate codes, alarm system codes, or any other codes for equipment designed to ensure property security, in any field.
- ◆ **Accurate/complete listing data:** No data is allowed in any field except that for which the field is designed.
- ◆ **Listing Procedures:** Shall be submitted to MFRMLS within 48 hours after all necessary signatures of the owners have been obtained. Assignable contracts are not accepted in MLS, the fine for this violation is \$2,500.00. Please make sure before listing any property in MLS, the owners are showing as the owner of record in the county records.

MOST COMMON FINABLE OFFENSES

- ◆ **Parcel IDs from Public Records:** On resales, you must enter the Parcel ID when the listing is loaded. The quick, painless way is to click the "Tax Auto Pop", select the county, and enter the basic property address (Example: "1330 Lee" --do not include "Ave", "Blvd", "Road"). When the "Use This Record for Auto Pop" window comes up on the bottom left, select the property and click the green arrow. This automatically auto populates key fields into the listing from Public Records. What a time saver!

Caution: The "New Property" category is no longer available. If the property has NO parcel ID assigned yet by the County Assessor, enter the street address in the Tax ID field. This is only for new construction or when the property is not platted, being subdivided, is a recent condo conversion or is a commercial listing or Business Opportunity Only (No Land).
- ◆ **Compensation:** NAR's (and therefore MFR's) MLS Rules & Regs require offers of compensation to be entered as a percentage of the sales price and/or a flat dollar amount. Make sure your listings comply by using those percent and dollar sign keys that came free with your computer keyboard! Examples: 3%, or 3% - \$200, or \$1500.
- ◆ **Status Updates:** Still the BIG ONE in costing you money. Listings must be changed to "Sold" or "Pending" within two business days after closing or after the offer to purchase is signed by all. This is an automatic fine with no warning letter.

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- ◆ **Incorrect or Missing Selling Office and Agent ID:** Another huge headache. If you enter the Selling Office as a Non-MFR Broker (55555) or Non-MFR Selling Agent (55055), MFR requires you to fax the completed HUD Settlement Statement as proof. (407) 293-6461 **Selling Agents:** Check your Solds to be sure you were properly credited. How do you find Selling Agent ID? Under the "Search Type" tab on MLXchange, select "Member" and enter the last name. Bingo! It's that easy! Cut and paste away!
- ◆ **Remarks:** Public Remarks, Additional Remarks and Driving Remarks must not contain any contact numbers, names, or web addresses. Put it in "Realtor® Only Remarks."
- ◆ **Virtual Tours:** Company logos, agent photos, commissions, bonuses or contact information are not permitted in the photo or virtual tour section. The virtual tour, main photo, and other "views" may contain only a property photo, site plot, property sketch, property line art, or survey. Virtual Tour contact information is the only contact information allowed on the Virtual Tours.
- ◆ **Room Dimensions:** The kitchen, living/great room and master bedroom must have accurate dimensions entered. Too many listings have dimensions of "0 X 0" in these three required fields. Think about it. While it may be an expedient when loading the listing, not having approximate dimensions on ALL the rooms is a real disservice to your sellers, potential buyers and other brokers.
- ◆ **Incorrect Sale Date:** Must be the actual "Date of Closing", not the date you close out the listing.
- ◆ **Incorrect Map Location:** Simple instructions for moving the listing's map icon to the correct location are in your MLS training manual and on www.mfrmlshelpdesk.com. Takes only seconds to fix – and will ensure your property turns up in a map search!

A Word About Fines

One of the hallmarks of a well-run MLS is that its users can rely on the data entered by their fellow real estate professionals.

We don't like imposing fines as much as you don't like getting them. In fact, it would save your MLS lots of money and staff time spent each month policing the database, sending out fine letters, and tracking chronic offenders -- all to ensure the accuracy of the critical data fields you depend on.

A few minutes reviewing that just-loaded listing or updating your current ones can save you and your broker needless hassle and expense.

To download a complete copy of the latest MFRMLS Rules and Regulations, visit www.mfrmls.com.

Revised 07/06/09

Entering a Listing


You can enter a new listing record to the MLS database. If you are working on an Incomplete Listing record, you can use these same instructions to complete the fields. Skip to step #5.

□ □ To enter a new listing record:

1. From the Listing Maintenance page, click the **Enter a new Listing** button.
The Add Record dialog box opens.
2. Click the **Select Property Type** drop-down list and choose from Residential, Duplex, Land, Rental, Commercial, Business, etc.
3. Click **OK**.
The Tax Auto-pop Selection pop-up window opens.
4. If you do not want to auto-populate the listing input form with tax information at this time, click **Cancel** to go immediately to the Add New Listing page.

NOTE! *You can use the Tax Auto-pop button at the bottom of the Add New Listing page.*

The Add New Listing page opens.

5. To change the display of information in the pick list fields, click the **Option List Display** drop-down list and select one of the options:
 - **Default** displays the default setting for all pick list fields on the page.
 - **All as Short Code** changes all pick list fields on the page to display the information as a short code (**Code**).
 - **All as Long Descriptor** changes all pick list fields on the page to display the information as a long description (**Desc**).
6. To apply a filter to the page, click the **Edit Mode** drop-down list, located in the top right corner. Select:
 - **All Input Fields** to display both optional and required fields.
 - **Required Fields Only** to display only mandatory fields.
 - Price Change
 - Status Change
7. Enter as much information about the listing as you can.
 - press the **TAB** or **ENTER** key to move quickly from field to field.
As you enter data, you can see the **Remaining # of Required fields** in the bottom right corner of the screen.
8. Some free form text fields, such as **Remarks**, have a help icon  that, when clicked, opens a dialog box with suggestions from the Board on what kinds of comments you should and should not enter in the field. For example, the field may be available for public usage and therefore, you should not enter any sensitive information such as security or alarm information.

NOTE! *You do not need to use the **Map Property** feature at this point because MLXchange will use the property address to automatically map the property location when you save the record.*
9. To temporarily stop working on the listing (not posting it to the MLS); click the **Save as Incomplete** button.
 - a message dialog box opens telling you the listing has been saved for later.
Click **OK**. You will be returned to the Listing Maintenance page.

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Note: MLXchange saves the listing as you move from field to field, so even if you lose your Internet connection, your listing will be saved as a temporary listing and you will be able to complete it later.

10. To generate a listing report to save as a PDF file or send to the printer, click the **Print** button.
11. When the listing is complete (all required fields are complete), click **Submit**.

Using the Map Property Feature

If MLXchange notifies you that it is unable to accurately locate the property address of the new listing, the Map Property pop-up window is opened automatically so you can plot the location manually. Also, you can click the **Map Property** button.

□ □ To use the Map Property feature:

1. From the Map Property pop-up window, click the **Automatically map this property** link at the top of the dialog box.
2. If you know the **Latitude** and **Longitude** coordinates for the property, enter the information in the fields.
 - Manually change map location by choosing Rooftop/Center location of property (house icon) or street front location for driving directions (car icon) click on the map to place a property marker (house or/and car icon); the latitude and longitude values are automatically determined.
3. Use the **zoom controls** to zoom in or out on the map.
4. Select the **Save current map center and zoom level as user default** check box, located at the bottom of the dialog box, to save the map setting.
5. Click **Refresh map** to verify the property location.
6. Click the **Print** button to print the map.
7. Click **OK** to set the property location.

You are notified when the listing has been successfully submitted to the MLS.
It can now be searched for and seen by other MLS members.

8. Click **OK**.
The Listing Summary page opens.

Using the Tax Auto-pop Feature

If you did not use the tax auto pop feature previously, but would like to now, click the **Tax Auto pop** button from the Add New Listing or Modify Incomplete Listing page.

□ □ To auto-populate the listing form with tax information:

1. Click the **Tax Auto pop** button.
The Tax Auto pop Selection dialog box opens.
2. Click the **Select Tax County** drop-down list and choose the county. In the case of a single county, this drop-down list is not visible.
3. Choose one of the following search options:
 - **Search by Address** enter the House #, Street Name and Unit information.
 - **Search by Tax ID** enter the search criteria required to locate the tax record (e.g., the property address).
 - Click **OK**.

The Tax Search Results page opens.

4. Select the appropriate tax record, select **Use this record for Auto pop** from the Action menu, then click the arrow button.

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Working with an Incomplete Listing

When adding a new listing, you can temporarily stop working on it and not lose any of the information. The next time you open the Listing Maintenance page, you will see a list of the Incomplete Listings or from the home page of MLXchange, under Inventory Watch.

□ □ To access an Incomplete Listing:

1. From the Listing Maintenance page, click on a row.
The Modify Incomplete Listing page opens.
Note: The Modify Incomplete Listing page looks almost identical to the Add New Listing page.
2. Complete the rest of the fields.
3. Use the buttons at the bottom of the page to perform more tasks.
 - **Map Property**
 - **Tax Auto pop**
 - **Delete** deletes the record you are currently working on. A message box appears, prompting you to confirm the deletion. Click **OK**.
 - **Print** generates a listing report as a PDF file or to send to the printer.
4. When the listing is complete (all required fields are complete), click **Submit**.

Editing an Existing Listing

Once you have added a listing to the MLS database, you can search for that listing to edit, copy, delete, map or print the listing record. You can also add a new record from this page.

□ □ To search the MLS for an existing listing to edit:

1. From the Listing Maintenance page:
 - enter the listings MLS number in the **Find a listing by ML#** field, then click the **[]** button.
 - click the **Search for listing** link and perform a search. Once you have retrieved the Search Results, select a listing record from the list, then click the **Edit Selected Listing** button.The Listing Summary page opens.
2. To view the listings information, click each of the sub-sections:
 - **Summary Report** choose a different report format from the drop-down list.
 - **Open Houses** add, edit or delete Open House information.
 - **Images** add, edit, delete or re-order property images.
 - **Attachments** add, edit or delete any attachment files.
 - **Prospector Activity** review a summary of the listings prospecting activity, such as the number of e-mails that included this listing, number of IDX property searches, etc.
3. Click the **Links** drop-down list to open third-party tax links.
Note: Third-party tax vendor links are not available in all areas.
4. Click the **Edit** button to modify the property listings information.
The Modify Listing page opens.

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*Note: If you want to change the listings price or status, select **Status Change** or **Price Change** from the **Edit Mode** drop-down list to display a short list of the fields that need to be modified.*

5. Make changes to the listing accordingly.

Copying a Listing

You can take a copy of an existing property listing and create a new report.

□ □ To copy an existing listing:

1. From the Listing Summary page, click **Copy**.
A message dialog box opens prompting you to confirm that you want to create a new record by copying the selected record.
2. Click **OK** to confirm.
The Copy Listing page opens showing the copied listings property information.
3. Add the required listing information.
4. Click **Submit**.
You are returned to the Listing Summary page.

Mapping a Listing

You can plot the listing property on a map.

□ □ To position a listing on a map:

1. From the Listing Summary page, click **Map**.
The map dialog box opens with the listings location, marked by a bulls-eye, and the latitude and longitude coordinates displayed.
2. Use the map controls to locate the property location.
3. Click **OK** to set the property location.

Printing a Listing

You can print a series of listing reports or, in certain cases, labels. You can also save the reports as PDF files.

□ □ To print a listing:

1. From the Listing Summary page, click **Print**.
The Print dialog box opens.
2. Choose:
 - Single Maintenance Listing
 - All Maintenance Listings
3. Click a print option:
 - **Print report**
 - **Print labels** (may not be available for all listing results)
4. Select a report format from the list.

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- to select multiple reports, hold down the **CTRL** key and click.
5. Click **Print**.
A standard Windows Print dialog box opens.
 6. Choose any additional print options (e.g., number of copies, destination printer, etc.) then click **OK**.

Adding an Open House to a Listing

The MLXchange Listing Maintenance module makes it easy to schedule upcoming open houses. Once added, other agents can search for and see the details of your open house(s).

□ □ **To add an open house to a listing in the MLS database:**

1. From the Listing Summary page, click **Open Houses** to expand the section.
2. Click the **Add an Open House** button.

The Add New Open House page opens, with the related fields highlighted.

3. Enter the **Open House Type**, **Date**, **Time**, and **Office Phone** information.

Note: You can even indicate whether there will be refreshments served!

4. Click **Submit**.

The Listing Summary page opens, showing the scheduled open house in the **Open Houses** section.

NOTE! *If you schedule an open house, which you later have to cancel, you can edit the open house record and change the **Status** to **Canceled**; or you can delete it.*

Images

You can add, edit or change the order of images for property listings. You can add up to 12 images.

□ □ **To view the existing images for a selected listing:**

1. From the Listing Summary page, click **Images** to expand the section.
2. Search for a listing.
3. Click the **Results** button to view the properties that match your criteria.
4. From the Search Results page, select a listing from the list.
5. Click the **List Images with Selected Record** button.

The images are loaded, where you can view, add, edit, delete or re-order the listings images.

Uploading Listing Attachments

MLXchange lets you upload files onto your computer and attach them to a specific listing. The size and types of files that can be uploaded are determined by MLS administrators.

NOTE! *Listing attachments can be seen by all MLS users from the Detailed Report view, so be careful not to upload any confidential documents.*

□ □ **To upload a listing attachment:**

1. From the Listing Summary page, click **Attachments** to expand the section.
2. Select **Add New Attachment** from the Action menu, then click the arrow button.

The Upload Document dialog box opens.

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3. Click the **Browse** button to select a file to attach to the listing.

A Choose File dialog box opens.

4. Navigate to and select the file you want to upload, and then click **Open**.
5. Select the attachment **Type** from the drop-down list box.

NOTE! *You can now attach valid movie file types (with extensions .mov, .wmv, .mpg, .mpeg, .avi, .mkv, .mlv, .mp2, .mp4, .mp2v, .mpa, .mpe). *Remember to always be sure that your photos and videos are in compliance with the MFRMLS Rules and Regulations.*

6. Enter a **Description** in the field.
7. Your MLS may allow certain types of attachments to be viewed by non-members. If this is the case, you can make the attachment visible to the public by setting the **Public Access** property. Otherwise, this property is not editable.
8. Click **Save**.

When the file is finished uploading, it will appear in the **Attachments** list on the Listing Summary page. You can edit or delete the attachment if required



My Florida Regional Multiple Listing Service RESIDENTIAL DATA ENTRY FORM

Shaded Areas are Required

List Date / /	Expiration Date / /	Listing Type <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> L.S. / Exclusive Agency <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> L.S. / Exclusive Right To Sell <input type="checkbox"/> Limited Service (L.S.) <input type="checkbox"/> Sold Data / Entry Only	
Representation <input type="checkbox"/> Seller Represented <input type="checkbox"/> Seller Not Represented	ML Number	List Price	Range Price
Street #	Street Name	Street Type	Street Pre / Post Pre / Post
City	State FL	County	Zip Code - Plus 4 -
Unit #	Condo FI #	Building # Floors	Building Name / Number
Floors in Unit	Days Lease	Land Lease Fee	MH Width <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple
Total Units	Model / Make	Flood Zone Code	Millage Rate
Year Built	Tax ID		
Taxes	Tax Year	Alt Key / Folio	Sec - Twn - Rnge - -
Subdivision #	SW Subv Condo #	Block / Parcel	Lot #
Legal Description		Legal Subdivision Name	
SW Subdivision Name	Zoning	Plat Book / Page	Future Land Use
Property Style <input type="checkbox"/> ½ Duplex <input type="checkbox"/> Condo - Hotel <input type="checkbox"/> Single Family Home <input type="checkbox"/> Co-op <input type="checkbox"/> Dock/Rackominium <input type="checkbox"/> Townhouse <input type="checkbox"/> Condo <input type="checkbox"/> Manufactured / Mobile Home <input type="checkbox"/> Villa <input type="checkbox"/> Modular			Mobile Home Style <input type="checkbox"/> Pre-Fabrication <input type="checkbox"/> Mobile Home
Office Primary Board ID			
<input type="checkbox"/> (A)Sarasota <input type="checkbox"/> (B)Bartow <input type="checkbox"/> (C)Port Charlotte <input type="checkbox"/> (D)Englewood <input type="checkbox"/> (E)East Pasco	<input type="checkbox"/> (F)DeSoto <input type="checkbox"/> (G)Lake / Sumter <input type="checkbox"/> (K)Lake Wales <input type="checkbox"/> (L)Lakeland <input type="checkbox"/> (M)Manatee	<input type="checkbox"/> (N)Venice <input type="checkbox"/> (O)Orlando Regional <input type="checkbox"/> (P)East Polk <input type="checkbox"/> (R)Other <input type="checkbox"/> (S)Osceola	<input type="checkbox"/> (T)Tampa <input type="checkbox"/> (U)Pinellas <input type="checkbox"/> (V)West Volusia <input type="checkbox"/> (W)West Pasco

Beds	Full Baths	Half Baths	Sq Ft Heated	
Total Sq Ft	Sq Ft Source	Ownership	CDD Y/N	CDD Fee
	<input type="checkbox"/> Appraisal <input type="checkbox"/> Builder <input type="checkbox"/> Measured <input type="checkbox"/> Owner Provided <input type="checkbox"/> Public Records	<input type="checkbox"/> Fee Simple <input type="checkbox"/> Fractional <input type="checkbox"/> Condo - Hotel <input type="checkbox"/> Condominium <input type="checkbox"/> Co-op <input type="checkbox"/> Land-Lease	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Parcel	Zoning Compatible	Homestead	Other Exemptions	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Planned Unit Development	Special Tax District	Auction	Fannie Mae Secured	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Green Information

Green Certifications (G)		
<input type="checkbox"/> EarthCraft House™ <input type="checkbox"/> Energy Star Home™ <input type="checkbox"/> EPA Indoor Air Quality Plus <input type="checkbox"/> EPA WaterSense <input type="checkbox"/> FGBC Green Certified	<input type="checkbox"/> FGBC Remodel <input type="checkbox"/> Florida Friendly Yard Recognition <input type="checkbox"/> Florida Water Star <input type="checkbox"/> FORTIFIED for Safer Living	<input type="checkbox"/> LEED Neighborhood Development <input type="checkbox"/> LEED for Homes <input type="checkbox"/> NAHB Certification <input type="checkbox"/> Other – Specify in Remarks

Green Energy Features (G)		
<input type="checkbox"/> Energy Star Dishwasher <input type="checkbox"/> Energy Star Refrigerator <input type="checkbox"/> Energy Star Qualified Roof Product <input type="checkbox"/> Energy Star Washer <input type="checkbox"/> Energy Star Windows <input type="checkbox"/> Gas Tankless Appliances <input type="checkbox"/> Geothermal Heat Pump <input type="checkbox"/> Heat Pump Water Heater	<input type="checkbox"/> Heat Recovery Unit <input type="checkbox"/> Hydro Power <input type="checkbox"/> Hydronic Radiant Heating <input type="checkbox"/> Humidistat <input type="checkbox"/> Outdoor Lighting – None <input type="checkbox"/> Outdoor Lighting – Solar <input type="checkbox"/> Programmable Thermostat <input type="checkbox"/> Radiant Barrier <input type="checkbox"/> Reflective Roofing Material <input type="checkbox"/> HVAC SEER 15+	<input type="checkbox"/> HVAC SEER 20+ <input type="checkbox"/> Solar Hydronic Radiant Heating <input type="checkbox"/> Solar Power <input type="checkbox"/> Solar Water Heater <input type="checkbox"/> Sprayfoam Insulation – Attic <input type="checkbox"/> Sprayfoam Insulation – Walls <input type="checkbox"/> Wind

Green Water Features (G)		
<input type="checkbox"/> Cistern <input type="checkbox"/> Drip Irrigation <input type="checkbox"/> Dual Flush Toilets	<input type="checkbox"/> Grey Water Use (Whole House) <input type="checkbox"/> High Efficiency Faucet/Fixtures <input type="checkbox"/> High Efficiency (Low Flow) Toilet <input type="checkbox"/> Irrigation – Low Volume	<input type="checkbox"/> Irrigation - None <input type="checkbox"/> Irrigation – Reclaimed Water <input type="checkbox"/> Rain Barrels w Spigot/Overflow <input type="checkbox"/> Whole House Water Purification

Green Landscaping (G)
<input type="checkbox"/> Florida Friendly/Native Landscape <input type="checkbox"/> Non Toxic Fertilizer/Pesticides <input type="checkbox"/> Vegetable (Productive) Garden Roof <input type="checkbox"/> Rain Water Harvesting

Indoor Air Quality (G)	
<input type="checkbox"/> Bath Fans Vented to Outside <input type="checkbox"/> Fireplace - Direct Vent <input type="checkbox"/> Fresh Air Ventilation System <input type="checkbox"/> HVAC Filter MERV 8+ <input type="checkbox"/> No/Low VOC Paints/Stains/Finishes <input type="checkbox"/> No/Low VOC Flooring <input type="checkbox"/> Non Toxic Pest Control	<input type="checkbox"/> HVAC Cartridge/Media Filter <input type="checkbox"/> HVAC UV/Electronic Filtration <input type="checkbox"/> Range Hood Vented to Outside <input type="checkbox"/> Sealed Combustion <input type="checkbox"/> Whole House Vacuum System

Disaster Mitigation (G)
<input type="checkbox"/> Above Flood Plain <input type="checkbox"/> Fire Resistant Exterior <input type="checkbox"/> Fire/Smoke Detection Integrated <input type="checkbox"/> Hurricane Insurance Deduction Qaul. <input type="checkbox"/> Hurricane Shutters/Windows <input type="checkbox"/> Lightning Protection System <input type="checkbox"/> Safe Room

HERS Index

Owner Name / Number
/

Tenant Name / Number
/

Management Contact Information

Land Information

Lot Dimensions
x

Lot Size (Sq Ft)
Lot Size (Acres)

Total Acres	
<input type="checkbox"/> Zero Lot Line <input type="checkbox"/> Up to 10,889 Sq. Ft. <input type="checkbox"/> 1/4 Acre to 21,779 Sq. Ft. <input type="checkbox"/> 1/2 acre to 1 acre <input type="checkbox"/> One+ to Two acres <input type="checkbox"/> Two + to Five acres <input type="checkbox"/> 5 to less than 10	<input type="checkbox"/> 10 to less than 20 <input type="checkbox"/> 20 to less than 50 <input type="checkbox"/> 50 to less than 100 <input type="checkbox"/> 100 to less than 200 <input type="checkbox"/> 200 to less than 500 <input type="checkbox"/> 500+ acres <input type="checkbox"/> Non-Applicable

Location			
<input type="checkbox"/> Close to Bus Line <input type="checkbox"/> Coastal Constr Ctrl Lnn <input type="checkbox"/> Conservation Area <input type="checkbox"/> Corner Lot <input type="checkbox"/> Corner Unit <input type="checkbox"/> Cul de Sac <input type="checkbox"/> End Unit <input type="checkbox"/> Flood Zone <input type="checkbox"/> Golf Course Frontage	<input type="checkbox"/> Golf Course View <input type="checkbox"/> Greenbelt <input type="checkbox"/> Greenbelt View <input type="checkbox"/> Highway Frontage <input type="checkbox"/> Hilly <input type="checkbox"/> Historic District <input type="checkbox"/> In City Limits <input type="checkbox"/> In County <input type="checkbox"/> Key Lot	<input type="checkbox"/> Level <input type="checkbox"/> Oversize Lot <input type="checkbox"/> Pasture/Agriculture <input type="checkbox"/> Park View <input type="checkbox"/> Pool View <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street Brick <input type="checkbox"/> Street Dead-End <input type="checkbox"/> Street One Way	<input type="checkbox"/> Street Paved <input type="checkbox"/> Street Private <input type="checkbox"/> Street Unpaved <input type="checkbox"/> Tennis Court View <input type="checkbox"/> Tip Lot <input type="checkbox"/> Unincorporated <input type="checkbox"/> Wooded View <input type="checkbox"/> Zoning Permits Horses

Utilities		
<input type="checkbox"/> BB/HS Internet Avail <input type="checkbox"/> Cable Available <input type="checkbox"/> Cable Connected <input type="checkbox"/> Canal/Lake For Irrigation <input type="checkbox"/> City Water <input type="checkbox"/> County Water <input type="checkbox"/> Electric <input type="checkbox"/> Fire Hydrant <input type="checkbox"/> Gas	<input type="checkbox"/> Mini Sewer <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Private Municipal System <input type="checkbox"/> Private Municipal Water <input type="checkbox"/> Private Sewer <input type="checkbox"/> Private Utilities <input type="checkbox"/> Public Municipal Wtr	<input type="checkbox"/> Public Sewer <input type="checkbox"/> Public Water Avail <input type="checkbox"/> Public Utilities <input type="checkbox"/> Septic <input type="checkbox"/> Sprinkler Meter <input type="checkbox"/> Sprinkler Recycled <input type="checkbox"/> Sprinkler Well <input type="checkbox"/> Street Lights <input type="checkbox"/> Underground <input type="checkbox"/> Well

Front Exposure
<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW

Water Information

Water Access Y/N:	Water View Y/N:	Water Frontage Y/N:	Water Extras Y/N:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Access:	Water View:	Water Frontage:	Water Extras:
<input type="checkbox"/> Bay/Harbor <input type="checkbox"/> Beach – Private <input type="checkbox"/> Beach – Public <input type="checkbox"/> Beach – Access Deeded <input type="checkbox"/> Canal – Freshwater <input type="checkbox"/> Canal – Saltwater <input type="checkbox"/> Creek <input type="checkbox"/> Gulf/Ocean <input type="checkbox"/> Gulf/Ocean to Bay <input type="checkbox"/> Intracoastal Waterway <input type="checkbox"/> Lagoon <input type="checkbox"/> Lake <input type="checkbox"/> Lake – Chain of Lakes <input type="checkbox"/> Limited Access <input type="checkbox"/> Marina <input type="checkbox"/> Pond <input type="checkbox"/> River	<input type="checkbox"/> Bay/Harbor – Full <input type="checkbox"/> Bay/Harbor – Partial <input type="checkbox"/> Beach <input type="checkbox"/> Canal <input type="checkbox"/> Creek <input type="checkbox"/> Gulf/Ocean – Full <input type="checkbox"/> Gulf/Ocean – Partial <input type="checkbox"/> Gulf/Ocean to Bay <input type="checkbox"/> Intracoastal Waterway <input type="checkbox"/> Lagoon <input type="checkbox"/> Lake <input type="checkbox"/> Lake – Chain of Lakes <input type="checkbox"/> Marina <input type="checkbox"/> Pond <input type="checkbox"/> River	<input type="checkbox"/> Bay/Harbor <input type="checkbox"/> Beach - Private <input type="checkbox"/> Beach – Public <input type="checkbox"/> Canal – Freshwater <input type="checkbox"/> Canal – Saltwater <input type="checkbox"/> Creek <input type="checkbox"/> Gulf/Ocean <input type="checkbox"/> Gulf/Ocean to Bay <input type="checkbox"/> Intracoastal Waterway <input type="checkbox"/> Lagoon <input type="checkbox"/> Lake <input type="checkbox"/> Lake – Chain of Lakes <input type="checkbox"/> Marina <input type="checkbox"/> Pond <input type="checkbox"/> River	<input type="checkbox"/> Boat Ramp – Private <input type="checkbox"/> Boathouse <input type="checkbox"/> Boats – None Allowed <input type="checkbox"/> Bridges – No Fixed Bridges <input type="checkbox"/> Dock – Slip 1 st Come <input type="checkbox"/> Dock – Slip Deeded Off-Site <input type="checkbox"/> Dock – Slip Deeded On-Site <input type="checkbox"/> Fishing Pier <input type="checkbox"/> Lift – Davits <input type="checkbox"/> Lock <input type="checkbox"/> Private Lake Dues Required <input type="checkbox"/> Sailboat Water <input type="checkbox"/> Seawall – Concrete <input type="checkbox"/> Seawall – Other <input type="checkbox"/> Skiing Allowed <input type="checkbox"/> Riprap
Water Name		Waterfront Feet	

New Construction
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Construction Status
<input type="checkbox"/> Completed
<input type="checkbox"/> Pre-Construction
<input type="checkbox"/> Under Construction

Projected Completion Date
/ /

Exterior Information

Pool
<input type="checkbox"/> Community
<input type="checkbox"/> None
<input type="checkbox"/> Private

Pool Type		
<input type="checkbox"/> Above Ground	<input type="checkbox"/> Heated Spa	<input type="checkbox"/> Screen Enclosure
<input type="checkbox"/> Auto Cleaner	<input type="checkbox"/> In Ground	<input type="checkbox"/> Solar Cover for Pool [G]
<input type="checkbox"/> Child Safety Fence	<input type="checkbox"/> Infinity Edge	<input type="checkbox"/> Solar Heated Pool [G]
<input type="checkbox"/> Diving Board	<input type="checkbox"/> Other Water Feature	<input type="checkbox"/> Solar Powered Pool Pump [G]
<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Other	<input type="checkbox"/> Spa
<input type="checkbox"/> Gunit/Concrete	<input type="checkbox"/> Pool Sweep	<input type="checkbox"/> Tile
<input type="checkbox"/> Heated Pool	<input type="checkbox"/> Salt Water [G]	<input type="checkbox"/> Vinyl

Property Description			
<input type="checkbox"/> 1st Floor Multi-Story	<input type="checkbox"/> Elevated	<input type="checkbox"/> Mid-Rise	<input type="checkbox"/> Stilt Home
<input type="checkbox"/> 2nd Floor / Multi Story	<input type="checkbox"/> End Unit	<input type="checkbox"/> One Story	<input type="checkbox"/> Three Story
<input type="checkbox"/> 3rd Floor + above Multi-Story	<input type="checkbox"/> Ground Floor Unit	<input type="checkbox"/> Out of M / H Community	<input type="checkbox"/> Townhouse 2-3 Floors
<input type="checkbox"/> Efficiency	<input type="checkbox"/> High-Rise	<input type="checkbox"/> Penthouse	<input type="checkbox"/> Tri-Level
	<input type="checkbox"/> In M / H Community	<input type="checkbox"/> Split Level	<input type="checkbox"/> Two Story

Foundation
<input type="checkbox"/> Basement
<input type="checkbox"/> Crawlspace
<input type="checkbox"/> Slab
<input type="checkbox"/> Stem Wall
<input type="checkbox"/> Stilt / Wood

Exterior Construction	
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Siding
<input type="checkbox"/> Block	<input type="checkbox"/> SIP Structurally Insulated Panel [G]
<input type="checkbox"/> Brick	<input type="checkbox"/> Stem Wall
<input type="checkbox"/> ICF Insulated Concrete Forms [G]	<input type="checkbox"/> Stone
<input type="checkbox"/> Log	<input type="checkbox"/> Stucco
<input type="checkbox"/> Metal Frame	<input type="checkbox"/> Tilt Up Walls [G]
<input type="checkbox"/> On Piling	<input type="checkbox"/> Wood Frame
<input type="checkbox"/> Other	<input type="checkbox"/> Wood Frame (Forestry Stewardship Certified) [G]

Maintenance Includes
<input type="checkbox"/> Building Exterior
<input type="checkbox"/> Cable
<input type="checkbox"/> Electric
<input type="checkbox"/> Escrow Reserves Fund
<input type="checkbox"/> Fidelity Bond
<input type="checkbox"/> Flood Insurance
<input type="checkbox"/> Gas

<input type="checkbox"/> Ground Maintenance	<input type="checkbox"/> Private Road
<input type="checkbox"/> Internet	<input type="checkbox"/> Public Insurance
<input type="checkbox"/> Maintenance/Repairs	<input type="checkbox"/> Recreational Facilities
<input type="checkbox"/> Manager	<input type="checkbox"/> Roof
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Security
<input type="checkbox"/> Other	<input type="checkbox"/> Trash Removal
<input type="checkbox"/> Pest Control	<input type="checkbox"/> Water/Sewer

Roof
<input type="checkbox"/> Built up
<input type="checkbox"/> Membrane
<input type="checkbox"/> Metal
<input type="checkbox"/> Other
<input type="checkbox"/> Roof Over
<input type="checkbox"/> Shake
<input type="checkbox"/> Shingle

Exterior Features			
<input type="checkbox"/> Balcony/Sun Deck	<input type="checkbox"/> Handicap Modified	<input type="checkbox"/> Outdoor Shower	<input type="checkbox"/> Sliding Doors
<input type="checkbox"/> Barn	<input type="checkbox"/> Hot Tub/Spa	<input type="checkbox"/> Parking - RV/Boat	<input type="checkbox"/> Stables
<input type="checkbox"/> Clothes Line	<input type="checkbox"/> Hurricane Shutters	<input type="checkbox"/> Patio/Porch/Deck Covered	<input type="checkbox"/> Storage
<input type="checkbox"/> Detached In-Law Apt	<input type="checkbox"/> Irrigation System	<input type="checkbox"/> Patio/Porch/Deck Open	<input type="checkbox"/> Trees/Landscaped
<input type="checkbox"/> Detached Workshop	<input type="checkbox"/> Mature Landscaping	<input type="checkbox"/> Patio/Porch/Deck Screened	<input type="checkbox"/> Utility Shed
<input type="checkbox"/> Fenced	<input type="checkbox"/> Oak Trees	<input type="checkbox"/> Rental Apartment	<input type="checkbox"/> Wheelchair Accessible
<input type="checkbox"/> French Doors	<input type="checkbox"/> Other	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Xeriscape
<input type="checkbox"/> Fruit Trees	<input type="checkbox"/> Outdoor Grill	<input type="checkbox"/> Sauna	
<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Outdoor Kitchen	<input type="checkbox"/> Sauna	
<input type="checkbox"/> Gutters / Downspouts	<input type="checkbox"/> Outdoor Lights		

Garage / Carport	
<input type="checkbox"/> 1 Car Carport	<input type="checkbox"/> 5+ Car Carport
<input type="checkbox"/> 1 Car Garage	<input type="checkbox"/> 5+ Car Garage
<input type="checkbox"/> 2 Car Carport	<input type="checkbox"/> None
<input type="checkbox"/> 2 Car Garage	<input type="checkbox"/> Golf Cart Garage
<input type="checkbox"/> 3 Car Carport	<input type="checkbox"/> RV Carport
<input type="checkbox"/> 3 Car Garage	<input type="checkbox"/> RV Garage
<input type="checkbox"/> 4 Car Carport	
<input type="checkbox"/> 4 Car Garage	
Garage Dimensions	
x	

Garage Features	
<input type="checkbox"/> Assigned Parking	<input type="checkbox"/> None
<input type="checkbox"/> Attached	<input type="checkbox"/> Open Parking
<input type="checkbox"/> Bath In Garage	<input type="checkbox"/> Oversized
<input type="checkbox"/> Circular Drive	<input type="checkbox"/> Parking Pad
<input type="checkbox"/> Detached	<input type="checkbox"/> Portico
<input type="checkbox"/> Door Opener	<input type="checkbox"/> Secured Parking
<input type="checkbox"/> Drive Space	<input type="checkbox"/> Side Rear Entry
<input type="checkbox"/> Garage Conversion	<input type="checkbox"/> Street Parking
<input type="checkbox"/> Golf Cart Parking	<input type="checkbox"/> Washer/Dryer Hookup
<input type="checkbox"/> Guest Parking	<input type="checkbox"/> Workshop
<input type="checkbox"/> No Street Parking	

Architectural Style			
<input type="checkbox"/> Bungalow	<input type="checkbox"/> Dutch Provincial	<input type="checkbox"/> Key West	<input type="checkbox"/> Traditional
<input type="checkbox"/> Cape Cod	<input type="checkbox"/> Elevated	<input type="checkbox"/> Patio	<input type="checkbox"/> Tudor
<input type="checkbox"/> Colonial	<input type="checkbox"/> Florida	<input type="checkbox"/> Ranch	<input type="checkbox"/> Victorian
<input type="checkbox"/> Contemporary	<input type="checkbox"/> French Provincial	<input type="checkbox"/> Spanish / Mediterranean	<input type="checkbox"/> Villa
<input type="checkbox"/> Courtyard	<input type="checkbox"/> Historical	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Other
<input type="checkbox"/> Custom			

Community Information

Community Features

<input type="checkbox"/> Airport/Runway <input type="checkbox"/> Association Recreation - Lease <input type="checkbox"/> Association Recreation - Owned <input type="checkbox"/> Boat Slip <input type="checkbox"/> Buyer Approval Required <input type="checkbox"/> Community Boat Ramp <input type="checkbox"/> Community Heated Pool <input type="checkbox"/> Community Pool <input type="checkbox"/> Comm. Solar Heated Pool [G] <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> Dock	<input type="checkbox"/> Elevators <input type="checkbox"/> Fees Required <input type="checkbox"/> Fishing Pier <input type="checkbox"/> Fitness <input type="checkbox"/> Gated Community <input type="checkbox"/> Golf Community <input type="checkbox"/> Handicap Modified <input type="checkbox"/> Horse Stables <input type="checkbox"/> Irrigation By Reclaimed Water [G] <input type="checkbox"/> Laundry Facility	<input type="checkbox"/> Maintenance Free <input type="checkbox"/> No Deed Restriction <input type="checkbox"/> No Truck/RV/Motorcycle <input type="checkbox"/> None <input type="checkbox"/> Optional Additional Fees <input type="checkbox"/> Park <input type="checkbox"/> Playground <input type="checkbox"/> Public Boat Ramp <input type="checkbox"/> PUD <input type="checkbox"/> Racquet Ball	<input type="checkbox"/> Recreation Building <input type="checkbox"/> Security <input type="checkbox"/> Shuffleboard <input type="checkbox"/> Special Comm Restrictions <input type="checkbox"/> Storage <input type="checkbox"/> Tenants No Pets <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Water Access <input type="checkbox"/> Waterfront Complex
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Housing For Older Persons <input type="checkbox"/> 55+ <input type="checkbox"/> 62+	FCHR Website <input type="checkbox"/> Yes <input type="checkbox"/> No	Affidavit <input type="checkbox"/> Yes <input type="checkbox"/> No	Expire/Renewal Date / /
HOA/COMM ASSN <input type="checkbox"/> None <input type="checkbox"/> Optional <input type="checkbox"/> Required	HOA Fee _____	HOA Payment Schedule <input type="checkbox"/> Annual <input type="checkbox"/> Semi Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	Condo Maintenance Fee _____
Condo Maintenance Fee Sched. <input type="checkbox"/> Annual <input type="checkbox"/> Semi Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	Maintenance (Addition to HOA) _____	Pets Allowed <input type="checkbox"/> Yes <input type="checkbox"/> No	Pet Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Pets _____	Max Pet Weight <input type="checkbox"/> Yes <input type="checkbox"/> No	Pet Restrictions - Text _____	Elementary School _____
Middle School _____	High School _____	_____	_____

Interior Information

Approximate Dimensions

Living Room	x	Master Bedroom	x	Study / Den Dimensions	x
Dining Room	x	2 nd Bedroom	x	Balcony / Porch/Lanai	x
Family Room	x	3 rd Bedroom	x	Dinette	x
Great Room	x	4 th Bedroom	x	Bonus Room	x
Kitchen	x	5 th Bedroom	x	Studio Dimensions	x

Additional Rooms <input type="checkbox"/> Bonus Room <input type="checkbox"/> Breezeway <input type="checkbox"/> Den / Library / Office <input type="checkbox"/> Family Room <input type="checkbox"/> Florida Room <input type="checkbox"/> Foyer <input type="checkbox"/> Game Room <input type="checkbox"/> Inlaw / Rental Apt <input type="checkbox"/> Inside Utility <input type="checkbox"/> Loft <input type="checkbox"/> Media Room	Air Conditioning <input type="checkbox"/> Central <input type="checkbox"/> No Air <input type="checkbox"/> Wall Units/Window <input type="checkbox"/> Zoned/Multiple
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Heating and Fuel

<input type="checkbox"/> Central <input type="checkbox"/> Fuel - Electric <input type="checkbox"/> Fuel - Gas Bottled <input type="checkbox"/> Fuel - Gas Natural	<input type="checkbox"/> Fuel - Oil <input type="checkbox"/> Heat Recovery Unit <input type="checkbox"/> No Heat <input type="checkbox"/> Other	<input type="checkbox"/> Partial <input type="checkbox"/> Radiant / Baseboards <input type="checkbox"/> Radiant / Ceiling <input type="checkbox"/> Solar	<input type="checkbox"/> Space Heater <input type="checkbox"/> Wall Furnace <input type="checkbox"/> Wall Units / Window Units <input type="checkbox"/> Zoned / Multiple
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Appliances Included

<input type="checkbox"/> Built In Oven <input type="checkbox"/> Compactor <input type="checkbox"/> Convection Oven <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Dryer <input type="checkbox"/> Exhaust Fan	<input type="checkbox"/> Freezer <input type="checkbox"/> Gas Appliances <input type="checkbox"/> Hot Water Electric <input type="checkbox"/> Hot Water Gas <input type="checkbox"/> Kitchen Reverse Osmosis Sys <input type="checkbox"/> Microwave	<input type="checkbox"/> Microwave Hood <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Oven <input type="checkbox"/> Range <input type="checkbox"/> Range Hood	<input type="checkbox"/> Refrigerator <input type="checkbox"/> Solar Hot Water Owned <input type="checkbox"/> Solar Hot Water Rented <input type="checkbox"/> Tankless Water Heater <input type="checkbox"/> Washer <input type="checkbox"/> Water Aerator Owned	<input type="checkbox"/> Water Aerator Rented <input type="checkbox"/> Water Filter Owned <input type="checkbox"/> Water Filter Rented <input type="checkbox"/> Water Softener Owned <input type="checkbox"/> Water Softener Rented <input type="checkbox"/> Wine Refrigeration
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Interior Layout			
<input type="checkbox"/> Breakfast Room Separate	<input type="checkbox"/> Great Room	<input type="checkbox"/> Living Room/Great Room	<input type="checkbox"/> Open Plan
<input type="checkbox"/> Eating Space In Kitchen	<input type="checkbox"/> Kitchen/Family Room Combo	<input type="checkbox"/> Living/Dining Room Combo	<input type="checkbox"/> Split Bedroom
<input type="checkbox"/> Formal Dining Room Separate	<input type="checkbox"/> 'L' Dining	<input type="checkbox"/> Master Bedroom Downstairs	<input type="checkbox"/> Volume Ceilings
<input type="checkbox"/> Formal Living Room Separate			

Interior Features			
<input type="checkbox"/> Attic	<input type="checkbox"/> Elevator	<input type="checkbox"/> Rods	<input type="checkbox"/> Tray Ceiling
<input type="checkbox"/> Attic Ventilator	<input type="checkbox"/> Furnished	<input type="checkbox"/> Sauna	<input type="checkbox"/> TV Antenna
<input type="checkbox"/> Blinds/Shades	<input type="checkbox"/> Handicapped Modified	<input type="checkbox"/> Skylights	<input type="checkbox"/> Unfurnished
<input type="checkbox"/> Cathedral/Vaulted Ceiling	<input type="checkbox"/> Hot Tub/Spa	<input type="checkbox"/> Smoke Alarms	<input type="checkbox"/> Walk In Closet
<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Inside Utility	<input type="checkbox"/> Solid Surface Cabinets	<input type="checkbox"/> Washer/Dryer Hookup
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> In Wall Pest System	<input type="checkbox"/> Solid Wood Cabinets	<input type="checkbox"/> Wet Bar
<input type="checkbox"/> Corridor Access	<input type="checkbox"/> Intercom System	<input type="checkbox"/> Stone Counters	<input type="checkbox"/> Wheelchair Accessible
<input type="checkbox"/> Crown Moulding	<input type="checkbox"/> Medical Alarm	<input type="checkbox"/> Storage Room	<input type="checkbox"/> Whole House R.O. System
<input type="checkbox"/> Dry Bar	<input type="checkbox"/> Other	<input type="checkbox"/> Thermal Windows	<input type="checkbox"/> Window Treatment
<input type="checkbox"/> Dumb Waiter	<input type="checkbox"/> Radiant Barrier	<input type="checkbox"/> Thermostat Attic Fan	

Master Bath Features	Security System	Floor Covering		
<input type="checkbox"/> Bath w Spa/Hydro Massage Tub	<input type="checkbox"/> Leased <input type="checkbox"/> Owned	<input type="checkbox"/> Bamboo [G]	<input type="checkbox"/> Forestry Stewardship Certified [G]	<input type="checkbox"/> Reclaimed Wood [G]
<input type="checkbox"/> Bidet		<input type="checkbox"/> Brick/Stone	<input type="checkbox"/> Laminate	<input type="checkbox"/> Salvaged Flooring [G]
<input type="checkbox"/> Dual Sinks		<input type="checkbox"/> Carpet	<input type="checkbox"/> Marble	<input type="checkbox"/> Slate
<input type="checkbox"/> Garden Bath		<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Marmoleum [G]	<input type="checkbox"/> Terrazzo
<input type="checkbox"/> Handicapped Accessible		<input type="checkbox"/> Concrete [G]	<input type="checkbox"/> Other	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Shower - No Tub		<input type="checkbox"/> Cork [G]	<input type="checkbox"/> Parquet	<input type="checkbox"/> Wood
<input type="checkbox"/> Tub w Separate Shower			<input type="checkbox"/> Quarry Tile	
<input type="checkbox"/> Tub w Shower				
<input type="checkbox"/> Other – Specify in Remarks				

Kitchen Features	Fireplace	Fireplace Description	
<input type="checkbox"/> Breakfast Bar	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Electric Fireplace	<input type="checkbox"/> Master Bedroom
<input type="checkbox"/> Closet Pantry		<input type="checkbox"/> Family Room	<input type="checkbox"/> Wood Burning FP
<input type="checkbox"/> Desk Built In		<input type="checkbox"/> Gas Fireplace	<input type="checkbox"/> Other Room
<input type="checkbox"/> Island		<input type="checkbox"/> Living Room	
<input type="checkbox"/> Pantry			
<input type="checkbox"/> Walk In Pantry			

Financing Available			
<input type="checkbox"/> Assumable - Must Qualify	<input type="checkbox"/> Energy Efficient Mortgage [G]	<input type="checkbox"/> Green Financing Available [G]	<input type="checkbox"/> Seller Financing
<input type="checkbox"/> Assumable - Non Qualify	<input type="checkbox"/> Exchange/Trade	<input type="checkbox"/> Lease Option	<input type="checkbox"/> Special Funding
<input type="checkbox"/> Cash	<input type="checkbox"/> FHA	<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> USDA
<input type="checkbox"/> Conventional	<input type="checkbox"/> Flood Insurance Required	<input type="checkbox"/> Other	<input type="checkbox"/> VA

Realtor Information			Realtor Info (Confidential)
<input type="checkbox"/> Agent / Owner	<input type="checkbox"/> HOA Disclosure Available	<input type="checkbox"/> Pet on Premises	<input type="checkbox"/> Bonus to Selling office <input type="checkbox"/> Go To Site <input type="checkbox"/> In Foreclosure <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Pre Foreclosure <input type="checkbox"/> Tenant Approval <input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Vacant <input type="checkbox"/> Variable Rate Commission
<input type="checkbox"/> Assumable Mortgage	<input type="checkbox"/> Home Warranty	<input type="checkbox"/> Scrub Jay-check with county	
<input type="checkbox"/> Brochure Available	<input type="checkbox"/> In-Law Quarters	<input type="checkbox"/> Seller Related To Agent	
<input type="checkbox"/> CDD Addendum required	<input type="checkbox"/> Lead Paint Disclosure	<input type="checkbox"/> Seller Property Disclosure	
<input type="checkbox"/> Condominium Disclosure Avail	<input type="checkbox"/> Lease Restrictions	<input type="checkbox"/> Septic Sewer Addendum Req.	
<input type="checkbox"/> Condominium Documents Avail	<input type="checkbox"/> Leasing Not Allowed	<input type="checkbox"/> Short Term Rental Allowed	
<input type="checkbox"/> Corporate Owned Relo	<input type="checkbox"/> No Sign	<input type="checkbox"/> Sold As-Is	
<input type="checkbox"/> Environmental Report Available	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Special Assessments	
<input type="checkbox"/> Fixer-Upper	<input type="checkbox"/> Other Disclosures-Contact Agent	<input type="checkbox"/> Subdivision Restrictions	
<input type="checkbox"/> Floor Plan Available	<input type="checkbox"/> Owner Will Assist w/ Closing Costs	<input type="checkbox"/> Survey Available	
<input type="checkbox"/> Foreign Seller	<input type="checkbox"/> Owner Will Consider Financing	<input type="checkbox"/> Termite Bond / Warranty	

Special Sale Provision	Showing Instructions		
<input type="checkbox"/> Bank Owned / REO <input type="checkbox"/> None <input type="checkbox"/> Short Sale	<input type="checkbox"/> 24 Hour Notice	<input type="checkbox"/> Contact Call Center	<input type="checkbox"/> Lock Box Coded
	<input type="checkbox"/> Appointment Only	<input type="checkbox"/> Gate Code Required	<input type="checkbox"/> No Call Box
	<input type="checkbox"/> Call Before Showing	<input type="checkbox"/> Key-Listing Broker Office	<input type="checkbox"/> Pet on Premises
	<input type="checkbox"/> Call Listing Agent	<input type="checkbox"/> Listing Agent Must Accompany	<input type="checkbox"/> See Remarks
	<input type="checkbox"/> Call Listing Office	<input type="checkbox"/> Lock Box - Combination	<input type="checkbox"/> Under Construction (Go to site)
	<input type="checkbox"/> Call Owner	<input type="checkbox"/> Lock Box - Electronic	<input type="checkbox"/> Use Request Showing Button
	<input type="checkbox"/> Call Tenant		

Showing Time Secure Remarks	Call Center Phone Number
	() -

Special Listing Type	Virtual Tour Link
<input type="checkbox"/> Exclusion <input type="checkbox"/> Exclusion / Variable <input type="checkbox"/> Not Applicable	
<input type="checkbox"/> Other <input type="checkbox"/> Variable Commission	

Web Link 1 / Web Link 2	Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Prop Address on Net <input type="checkbox"/> Yes <input type="checkbox"/> No	IDX <input type="checkbox"/> Yes <input type="checkbox"/> No
Realtor.com <input type="checkbox"/> Yes <input type="checkbox"/> No	VOW AVM <input type="checkbox"/> Yes <input type="checkbox"/> No	VOW Display Comments <input type="checkbox"/> Yes <input type="checkbox"/> No	3rd Party <input type="checkbox"/> Yes <input type="checkbox"/> No
Agent ID	Agent Name	Agent Email	Agent Home Page
Agent Direct Phone	Agent Pager / Cell	Agent Fax	List Agent 2 ID
List Agent 2 Name	List Agent 2 Email	List Agent 2 Phone	Sales Team Name
Office ID	Office Name	Office Email	Office Phone
Agent Extension	Office Fax	List Office 2 ID	List Office 2 Name
Buyer Agent Comp	Non Rep Comp	Trans Broker Comp	
Driving Directions			
Realtor Only Remarks 1 and 2			
Public Remarks			

# of Times Per Year	Minimum Lease			
	<input type="checkbox"/> 1-7 Days	<input type="checkbox"/> 1 Month	<input type="checkbox"/> 4 Months	<input type="checkbox"/> No Rent
	<input type="checkbox"/> 1 Week	<input type="checkbox"/> 2 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> No Min
	<input type="checkbox"/> 2 Weeks	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 1 Year	

The Owner has reviewed the foregoing information contained in this Data Entry Form and acknowledges the information to be true and correct to the best knowledge of the owner.

The Owner agrees to indemnify and hold harmless the My Florida Regional Multiple Listing Service (MFRMLS), the Originating Board, and their employees, the Listing Broker and licensees, the Selling Broker and licensees, and all other cooperating Brokers and licensees against any and all claims or liability (including attorney's fees) arising from any breach of warranty by Owner or from any incorrect information supplied by Owner or from any facts concerning the Property which was known or reasonably should have been known to Owner but not disclosed by Owner.

At the request of the Listing Broker, unless otherwise properly indicated on this Data Entry form, MFRMLS will electronically transmit information about Owner's property to Internet web sites to aid in the marketing of the Property for sale.

MFRMLS shall retain and make available all such data and photographs to all its participants for an indefinite period.

MFRMLS assumes no responsibility or liability to Owner for errors or omissions on this Data Entry Form or in the MFRMLS computer system.

The Owner hereby authorizes Listing Broker to file this Data Entry form with the MFRMLS and the Owner will provide timely notice of all status changes.

DATE

OWNER SIGNATURE

OWNER SIGNATURE

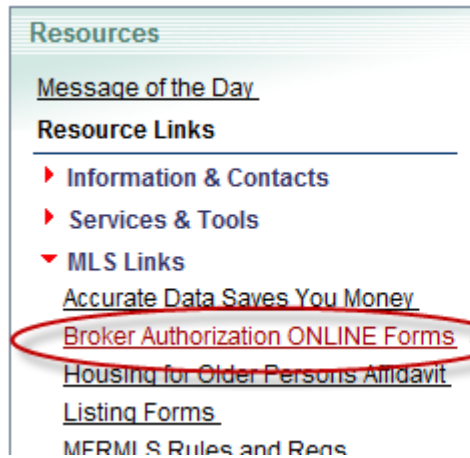
DATE

BROKER SIGNATURE

Revised 12/15/2011

Broker's Authorization: A Crucial Step in getting Entering & Updating Access

As part of the process of obtaining access to enter and edit listings, you are required to have your Broker's Authorization to edit and update listings. This is done by your Broker using our online Broker's Authorization Form located under the Resources Section of the MLS Homepage, under the MLS Links category as "Broker Authorization ONLINE Forms" (see screenshot below).



Your Broker will then log into the MLS using THEIR ID and password (see image below), and walk through the steps to add you to the agents who have authorization to edit their own listings.

The screenshot shows a login form with a blue header containing the word "Login". Below the header, there are two input fields: "Member Number / NRDS ID #" and "Password". A "Submit" button is located below the password field. The background of the form is a gradient of blue and yellow.

For further assistance, your Broker can contact our Help Desk at 1-800-686-7451.



Your Broker's Authorization, in addition to the required course, is required in order to have access to enter and modify your listings.