



41831 McAlby Court, Ste. C
Murrieta, CA 92562
951-894-2571 – Phone
951-572-3721 – Fax

SRCAR

To: _____

Fax: _____ **Pages:** _____

Date: _____ **Re:** Desert Area MLS

Urgent For Review Please Reply

● **Please find the following Desert Area MLS Reciprocal Forms:**

- Input Sheet
- Credit Card Payment Authorization Form
- Photo Instructions
- Change Form
- Status Change Form

Please Note: Once you have faxed your reciprocal listing to us, you may verify publication within 48 hours (excl. holiday & weekends) at: <http://desertareamls.com/>

If you are paying by check, mail the completed forms and check to:

Southwest Riverside County AOR
41831 McAlby Ct., Ste C.
Murrieta, CA 92562
951-894-2571 Or, fax to: 951-572-3721

Listing Information - Commercial Ind.Lease

Submit Save Listing as Incomplete and Exit Cancel

Listing Information (* indicates required field)

Listing # N/A Save

*Office ID [] >> *Agent ID [] >>

Reciprocal Listing

Co-Office ID [] >> Co-Agent ID [] >>

*Property Subtypes Primary [] Secondary [] Other []

*Area [] >>

*Subdivision Click the Select Subdivision link for selections. [] >>

*County [Unknown] APN []

Address Street # - Modifier [] Direction [] Street Name [] Suffix [] Post Direction []
Unit # [] *City [] ZIP Code [] Cross Street []

*Map Book [] *Map Page [] >> *Map Coordinates Top [] >> Side [] >>

*Listing Price [] ,000

Status Active

*Agreement Type []
Public Viewable [Yes]
*Show Addr to Public [Yes]
*Show Addr to Clients [Yes]
Picture Provided by [Photographer]
Photographer Instr []

*Commission Selling Office [] Variable Rate [No] Comments []

Bedrooms [0]
Bathrooms [0]

Approx Sq Ft [] Sq Ft Source []

Lot Size [] Lot Size Source []
 SqFt Acres

*Year Built []

Listing Period *Listing Date [] *Expiration Date []

*Occupant Type []

Phone to Show

Occupant Name

To Show

- Appt Only W/List Off
- Appt. Only with Occu
- Call Listing Office
- Drive By Only
- Do Not Contact Occup
- Go Direct
- Gate Pass
- Key In List Office
- See Remarks
- Subject to Insp
- Vacant

Key Safe

- Comm Indrl Lockbox
- None
- Other-Call List Offc

Enable Character Count

Marketing Remarks

0 characters
(Maximum 1000)

--

Agent-Only Remarks

0 characters
(Maximum 500)

--

Directions to Property

0 characters
(Maximum 250)

--

General

Amenity Name

Value

Comment

Save

Lease/Sq Ft

\$

Lease Type

*Percent Lease

*Passthru

Property Features

Amenity Name

Value

Comment

Save

Min Term

Possession

Property Features

- Air Conditioning

- Food Services
- Gift/Florist/Card
- Liquor Stores
- Market/Convenience
- Retail
- Tavern/Lounge
- Video Store
- Other

Unit Information

Amenity Name Value Comment Save

Total Sq Ft Avail

Tenant Pays

- Ada Upgrades
- Air Cond. Maint
- Electricity
- Enviro. Phase 1 Sty
- Exterior Maint.
- Gas
- Gardener
- Insurance
- Interior Maint
- Janitorial
- Merch. Assn
- Park Lot Maint
- Propert Mgmt Fee
- Roof Maint
- Siesmic Retrofit
- Sign Maint
- Special Insurance
- Taxes
- Trash
- Water
- Other

Land & Building Information

Amenity Name Value Comment Save

Land Dimensions

***Land Sq Ft**

Zoning

- *Sewer**
- Assessments
 - Bonds
 - Cesspool

- Connected on Bond
- In, Connected & Paid
- In Street on Bond
- In Street Paid
- Septic Tank
- Unknown

Number Units
Total Bldg Sqft
Total Leasable Sqft
Leasable Sqft Src
Number of Bldgs
Year Refurbished

#

▼

#

Construction

- Block
- Brick
- Frame & Stucco
- Metal
- Tilt Up
- Other

***Roof**

- Composition
- Comp/Shingle
- Concrete Tile
- Fire Retardant
- Foam
- Rock/Stone
- Spanish Clay Tile
- Shake - Wood
- Shingle - Wood
- Tar & Gravel
- Other

Roof Age

Water Source

- District
- Private
- Well
- Other

Fire Sprinklers

▼

***Stories**

- One Level
- Two Levels
- Three or More
- Split Level

- Wood
- Wall-To-Wall Carpet
- Other-See Remarks

Window Coverings

--

Elevator

--

Signage

--

Office / Professional Space

Amenity Name

Value

Comment

Save

Total Ofc Sq Ft

--

Offices

--

Location Type

- Business Type
- Corner
- Disc. Mall/Outlet
- Downtown
- Free Standing
- High Rise
- Industrial Park
- Medical Center
- Neighborhood Center
- Old Town
- Redevelopment Area
- Regional Mall
- Strip Mall
- Town Center
- Waterfront
- Other

Location w/in Bldg

- Balcony/Mezzanine
- Basement
- Executive Suite
- Ground Floor
- Mid Level
- Multi Level
- Penthouse
- Portion of Lrg Suite
- Subdivision
- Various Loc/Floors
- Other

Heat

- Base Board
- Electric
- Forced Air
- Floor Furnace

Window Covering
Elevator
Signage
Total Restrooms
Handicap Rstrm
Common Rstrm

<input type="checkbox"/>	▼
<input type="checkbox"/>	▼
<input type="checkbox"/>	▼
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

(* indicates required field)

OR

Generated: 7/23/03 4:03pm

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MLS Listing Input Entry (20



All information herein has not been verified and is not guaranteed.
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CREDIT CARD AUTHORIZATION

41831 McAlby Court, Ste. C – Murrieta, CA 92562

951-894-2571 (phone) 951-572-3721 (fax)

Listing Agent: _____

Listing Office: _____

Billing Zip Code: _____

Phone Number: _____

Type of Credit Card: _____ Exp. Date: _____

CID # (3 Digit Security Code on Back of Card): _____

Credit Card Number _____

Name on Card: _____

Payment For: _____

Total Amount: _____

I authorize the Southwest Riverside County AOR to charge my credit/ATM card as indicated above.

Signature of Cardholder: _____

Date: _____

*** Out of area inputs are \$50.00 each. One photo is included with each input; any additional photos are \$5.00 each.**

PHOTO INSTRUCTIONS

AT LEAST 1 PHOTO IS REQUIRED

Photo MUST be submitted within 7-10 Business days

(IMPORTANT**)Our MLS System can upload only true JPEG image files that end in: .jpg or .jpeg. The recommended photo size should be no wider than 450 pixels. A file size of 50 Kb or smaller and a pixel density of 72 dpi are recommended. File sizes larger than 500 Kb will not be accepted.**

(IMPORTANT**)**

For reciprocal listings, one photo is included with your reciprocal fee of \$50.00. Each additional photo is \$5.00, and must be included with your reciprocal fee.

Our system can upload up to 20 photos total per MLS Listing.

You will need to rename your photos to the MLS number. If you have more than one photo, you will need to rename them in the following format:

(THIS IS AN EXAMPLE FORMAT. PLEASE USE YOUR CORRECT LISTING NUMBER)

[T300472 (First Photo) T300472A (Second Photo) T300472B (Third Photo) and so forth]

You will send your photos to MLS@srcar.org.

Please Note: All Status Changes MUST Be Reported Within 2 days



**Southwest Riverside County
Association of Realtors®**

Phone: 951-894-2571 Fax: 951-572-3721

MLS Change Form

ALL INFORMATION IN THIS SECTION IS REQUIRED

Association:	_____	Prop Address:	_____
MLS #	_____		_____
Listing Office:	_____	Area #:	_____
		List Date:	_____
Listing Agent:	_____	Exp Date:	_____
		Price \$\$:	_____

New Price Change: \$ _____

New Extension Date: _____

Remark Changes:

Other Changes:

All requests to cancel listings must have a Broker's Signature

Broker/Manager Signature: _____ Date: _____

Listing Agent Signature: _____ Date: _____



Southwest Riverside County Association of Realtors®

Phone: 951-894-2571 Fax: 951-572-3721

MLS Change Form – Pendings/Solds

ALL INFORMATION IN THIS SECTION IS REQUIRED

Association: _____ MLS #: _____

Prop Address: _____

Listing Office: _____ Area #: _____

Listing Agent: _____ List Date: _____

Exp Date: _____ Price \$\$: _____

Contact phone number (if any questions): _____

Report of Pending:

(The following information is required in order to change the listing status in the MLS system from active to pending)

Pending date: _____

Projected/Close of Escrow date: _____

Cont/Price\$\$: _____

Selling Agent ID: _____

Selling Office: _____

Financing: _____

Report of Sold:

(The above referenced information along with the information requested below are required in order to change the listing to sold. You may not report a "Sold" until the listing actually CLOSES ESCROW)

Terms: _____

Close of Escrow date: _____

Cont/Price\$\$: _____

Selling Agent ID: _____

Selling Office: _____

Financing: _____

Broker/Manager Signature: _____ Date: _____

Listing Agent Signature: _____ Date: _____