



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 - Lots & Land

Submit Save Listing as Incomplete and Exit Cancel

Listing Information (* indicates required field)

Listing # N/A Save

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

Reciprocal Listing

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

*Area [input] >>

*Subdivision [input] >>

*County [dropdown: Unknown] APN [input] New or Under Construction

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

*Map Book [dropdown] *Map Page [input] >> *Map Coordinates: Top [input] >> Side [input] >>

*Listing Price [input],000

Status Active

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

*Commission: Selling Office [input] Variable Rate [dropdown: No] Comments [input]

Bedrooms [dropdown: 0] Bathrooms [dropdown: 0]

Lot Size [input] Lot Size Source [dropdown] SqFt Acres

Listing Period: *Listing Date [calendar] *Expiration Date [calendar]

*Occupant Type [dropdown] Occupant Name [input] Phone to Show [input]-[input]-[input]

To Show: Appointment Only [input] Call Listing Agent [input]

Improvements 4

Tax Information

Amenity Name	Value	Comment
Tax Area	<input type="text"/>	<input type="text"/>
Tax Rate Year	<input type="text"/>	
Tax Rate	<input type="text"/>	
Land	\$ <input type="text"/>	
Improvements	\$ <input type="text"/>	
Personal Property	\$ <input type="text"/>	
Total	\$ <input type="text"/>	
Legal: Lot #	<input type="text"/>	
Legal: Block#	<input type="text"/>	
Legal: Tract #	<input type="text"/>	
Parcel #	<input type="text"/>	
Parcel Map #	<input type="text"/>	

Save

Financial Information

Amenity Name	Value	Comment
Subordinate	<input type="text"/>	<input type="text"/>
Lien Release	<input type="text"/>	
Association Name	<input type="text"/>	
Assoc Fees /Mo.	\$ <input type="text"/>	
*Land	<input type="text"/>	
*Lease Amount	\$ <input type="text"/>	
*Lease Amt Per Mo/Yr.	<input type="text"/>	
Year Lease Expires	<input type="text"/>	
Special Study Zone	<input type="text"/>	
Flood Zone	<input type="text"/>	
Slide Zone	<input type="text"/>	
Well	<input type="text"/>	
How Deep in Feet	<input type="text"/>	
Pump # HP Motor	<input type="text"/>	
Gallons Per Minute	<input type="text"/>	
Est. Size Hole/Casing	<input type="text"/>	
Est. Water Table	<input type="text"/>	

Save

(* indicates required field)

Submit

Cancel

OR

Save Listing as Incomplete and Exit





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 – Pendlings/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:** _____