



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 - Residential Income

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, Direction, Street Name, Suffix, Post Direction, Unit #, *City, ZIP Code, Cross Street, *Map Book, *Map Page, *Map Coordinates

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

*Listing Price [input],000

Status Active

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

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

Bedrooms [0] Bathrooms [0]

Approx Sq Ft [input] Sq Ft Source [dropdown]

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

*Year Built [input]

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

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

*Showing Instructions

- Appointment Only
- Call Listing Agent
- Call Listing Office
- Drive By Only
- Do Not Contact Occup
- Go Direct
- See Remarks
- Subject to Insp.

Enable Character Count

Marketing Remarks

0 characters
(Maximum 1000)

--

Agent-Only Remarks

0 characters
(Maximum 500)

--

Directions to Property

0 characters
(Maximum 250)

--

Publication Info

Amenity Name	Value	Comment	Save
*# of Units	<input type="text"/>	<input type="text"/>	
Zoning	<input type="text"/>	<input type="text"/>	
Loans	\$ <input type="text"/>	<input type="text"/>	
Gross Equity	\$ <input type="text"/>	<input type="text"/>	

Building & Community Features

Amenity Name	Value	Comment	Save
Association Features			
<input type="checkbox"/> Association Pool		<input type="text"/>	
<input type="checkbox"/> Association Spa		<input type="text"/>	
<input type="checkbox"/> Association Tennis		<input type="text"/>	
Building Description			
<input type="checkbox"/> Cathedral/Vaulted		<input type="text"/>	
<input type="checkbox"/> Elevator		<input type="text"/>	
<input type="checkbox"/> Central Water Heater		<input type="text"/>	
<input type="checkbox"/> Fixer		<input type="text"/>	
<input type="checkbox"/> Energy Efficient		<input type="text"/>	
<input type="checkbox"/> Direct Garage Access		<input type="text"/>	
<input type="checkbox"/> Historical		<input type="text"/>	
<input type="checkbox"/> Gov't Loan		<input type="text"/>	

Cap Rate (NOI/LP) \$ %
Gross Multiplier \$
Tax Area
Water Source
 District
 Private
 Well
 Other

Tax Rate Year
Tax Rate \$ %
Land Amount \$
Improvements Amt \$
Personal Prop Amt \$
Total Amount \$
***Lot #**
Tract#
Lot Dimensions
Buildings

Additional Property Features

Amenity Name	Value	Comment	Save
*Roof			
<input type="checkbox"/> Composition		<input type="text"/>	
<input type="checkbox"/> Comp/Shingle		<input type="text"/>	
<input type="checkbox"/> Concrete Tile		<input type="text"/>	
<input type="checkbox"/> Fire Retardant		<input type="text"/>	
<input type="checkbox"/> Foam		<input type="text"/>	
<input type="checkbox"/> Rock/Stone		<input type="text"/>	
<input type="checkbox"/> Spanish Clay Tile		<input type="text"/>	
<input type="checkbox"/> Shake - Wood		<input type="text"/>	
<input type="checkbox"/> Shingle - Wood		<input type="text"/>	
<input type="checkbox"/> Tar & Gravel		<input type="text"/>	
<input type="checkbox"/> Other		<input type="text"/>	
*Sewer			
<input type="checkbox"/> Assessments		<input type="text"/>	
<input type="checkbox"/> Bonds		<input type="text"/>	
<input type="checkbox"/> Cesspool		<input type="text"/>	
<input type="checkbox"/> Connected on Bond		<input type="text"/>	
<input type="checkbox"/> In, Connected & Paid		<input type="text"/>	
<input type="checkbox"/> In Street on Bond		<input type="text"/>	
<input type="checkbox"/> In Street Paid		<input type="text"/>	
<input type="checkbox"/> Septic Tank		<input type="text"/>	
<input type="checkbox"/> Unknown		<input type="text"/>	
*Stories			
<input type="checkbox"/> One Level		<input type="text"/>	

Construction

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

- Block
- Brick
- Frame & Stucco
- Other

Flood Zone

 ▼

Addn/Alterations

 ▼

Special Study

 ▼

Slide

 ▼

Building Permit

 ▼

Building Property Features

Amenity Name

Value

Comment

Save

Central A/C

 ▼

Elevators

 ▼

Water Heaters

 ▼

Pool

 ▼

Pool Heated

 ▼

Spa

 ▼

Sauna

 ▼

Alley

 ▼

Paved

 ▼

Number Carpets

#

Number Drapes

#

Number Ranges

#

Number Refrigerators

#

Number Disposals

#

Number Dishwashers

#

Unit Features (Conv)

Amenity Name

Value

Comment

Save

Unit Features

- Air Conditioning
- Built Ins
- Fireplace
- Fire Sprinkler System
- Garbage Disposal
- Laundry Ind. Unit
- Unit Water Heater
- Utility Room

Floors

- Ceramic Tile

- Hardwood
- Marble
- Parquet
- Pavers
- Sheet Vinyl
- Terrazzo
- Vinyl Tile
- Wood
- Wall to Wall Carpet
- Other - See Remarks

Heating Type

- Electric
- Forced Air
- Floor Furnace
- Gravity Heating
- Heat Pump
- Natural Gas
- Propane
- Radiant
- Solar
- Wall Electric
- Wall Gas
- Other - See Remarks

Tenant Pays

- Gas
- Electric
- Water
- Cable
- Trash

Rent Control

Total Parking

Garages

#

Carports

#

Spaces

#

Patios

#

Recreation Room

Annual Operating Expenses

Amenity Name

Value

Comment

Save

Taxes (NEW)

\$

Insurance

\$

Workers Comp.

\$

Gas

\$

Electricity

Water/Sewer	\$		
Trash	\$		
Supplies	\$		
Cable TV	\$		
Maintenance	\$		
Pest Control	\$		
Licenses	\$		
Gardener	\$		
Pool	\$		
Manager	\$		
Professional Mgmt	\$		
Furniture Replace	\$		
*Total	\$		

Additional Financial Info

Amenity Name	Value	Comment	Save
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Financial Features

- Notice of Default
- Probate
- Real Estate Owned

Trnsfr of Possession

- *Terms**
- All Inclusive Trust
 - Cal Vet Loan
 - Cash
 - Cash to Existing Ln
 - Cash to New Loan
 - Contract
 - Exchange
 - Fannie Mae
 - FHA Loan
 - Freddie Mac
 - Lease Option
 - Owner May Carry
 - Owner Will Cary
 - Probate
 - Real Estate Owned
 - Short Pay
 - Subject to Court
 - Subject to Other
 - Submit
 - Trade
 - Trust Conveyance

- VA Loan
- VA No Loan
- VA No No Loan

Fin. Info As Of:

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(* indicates required field)

Submit

Cancel

OR

Save Listing as Incomplete and Exit

Generated: 7/23/03 4:01pm

[Agents/Offices](#) | [Reload Page](#)

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:** _____