



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 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

- Repairs Major
- Two on a Lot
- Under Construction
- Wheel Chair Access

Interior / Exterior

Amenity Name	Value	Comment	Save
Interior/Exterior			
<input type="checkbox"/> Attic			
<input type="checkbox"/> Attic Fan			
<input type="checkbox"/> Bay Window			
<input type="checkbox"/> Ceiling Fan			
<input type="checkbox"/> Closed Circuit TV			
<input type="checkbox"/> Double Door Entry			
<input type="checkbox"/> Driveway			
<input type="checkbox"/> Dumbwaiter			
<input type="checkbox"/> Elevator			
<input type="checkbox"/> Fire Sprinklers			
<input type="checkbox"/> French Doors			
<input type="checkbox"/> French/Mullioned Wnd			
<input type="checkbox"/> Furnished			
<input type="checkbox"/> Garden Window			
<input type="checkbox"/> Hot Water Circ.			
<input type="checkbox"/> Intercom			
<input type="checkbox"/> Partial Copper Plmbg			
<input type="checkbox"/> Rain Gutters			
<input type="checkbox"/> Turnkey			
<input type="checkbox"/> Skylights			
<input type="checkbox"/> Stained/Leaded Wnd			
<input type="checkbox"/> Storage Space			
<input type="checkbox"/> Vacuum Central			
<input type="checkbox"/> Water Purifier			
<input type="checkbox"/> Window Bars			
<input type="checkbox"/> Window Blinds			
<input type="checkbox"/> Window Custom Covg's			
<input type="checkbox"/> Window Drapes/Curtns			
<input type="checkbox"/> Window Shutters			

Lot / Community Description

Amenity Name	Value	Comment	Save
Lot/Community Desc			
<input type="checkbox"/> Alley Access Feat			
<input type="checkbox"/> CC&R's			
<input type="checkbox"/> Conditional Use Perm			
<input type="checkbox"/> Cross Fenced			
<input type="checkbox"/> Cul-De-Sac			

Spa

***Roof**

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

***Sewer**

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

Water Source

- District
- Private
- Well
- Other

Water Softener

Security System

Solar Heater

- Domestic Water
- Space Heat Passive
- Pool Heat
- Spa Heat
- Other

Sprinklers

Auto Timer

***Residence Descrip.**

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

Mid Level

Split Level

Top Level

***Unit Location**

Ground Floor

Second Floor

Split Level

End Unit

Inside Unit

Outside Unit

Rear Unit

Top Floor

Not Applicable

Form fields for unit location options, including three rows for Mid Level, Split Level, Top Level, and seven rows for Ground Floor, Second Floor, Split Level, End Unit, Inside Unit, Outside Unit, Rear Unit, Top Floor, and Not Applicable.

Unit Faces

Dropdown menu for Unit Faces

Form field for Unit Faces

TV Services

Antenna

Cable

Satellite Leased

Satellite Owned

Form fields for TV Services options, including four rows for Antenna, Cable, Satellite Leased, and Satellite Owned.

220 Volt Locations

In Garage

In Kitchen

In Laundry

Workshop

Other - See Remarks

Form fields for 220 Volt Locations options, including five rows for In Garage, In Kitchen, In Laundry, Workshop, and Other - See Remarks.

Leasing Information

Amenity Name

Value

Comment

Save

***Lease**

Dropdown menu for Lease

Form field for Lease

***Term in Months**

Form field for Term in Months

Form field for Term in Months

***Term of Lease**

Form field for Term of Lease

Form field for Term of Lease

***Month to Month**

Form field for Month to Month

Form field for Month to Month

***Possession**

Form field for Possession

Form field for Possession

***Furnished**

Form field for Furnished

Form field for Furnished

***Pets**

Form field for Pets

Form field for Pets

***Security Deposit**

Form field for Security Deposit

Form field for Security Deposit

***Pet Deposit**

Form field for Pet Deposit

Form field for Pet Deposit

***Key Deposit**

Form field for Key Deposit

Form field for Key Deposit

***Transfer Fee Amt.**

Form field for Transfer Fee Amt.

Form field for Transfer Fee Amt.

Transfer Fee Paid By

Form field for Transfer Fee Paid By

Form field for Transfer Fee Paid By

***Other Fees/Deposits**

Form field for Other Fees/Deposits

Form field for Other Fees/Deposits

***Water Included**

Form field for Water Included

Form field for Water Included

***Electric Included**

Form field for Electric Included

Form field for Electric Included

***Gas Included**

Form field for Gas Included

Form field for Gas Included

*Gardener Included	<input type="checkbox"/>	<input type="text"/>
*Pool Included	<input type="checkbox"/>	<input type="text"/>
*Trash Included	<input type="checkbox"/>	<input type="text"/>
*Cable Included	<input type="checkbox"/>	<input type="text"/>
*Assn. Dues Incl'd.	<input type="checkbox"/>	<input type="text"/>
*Maid Serv Included	<input type="checkbox"/>	<input type="text"/>
*Water Filled Fur Ins	<input type="checkbox"/>	<input type="text"/>
Not Included Line 1	<input type="text"/>	
Not Included Line 2	<input type="text"/>	
1st Repairs	\$ <input type="text"/>	<input type="text"/>
*Credit Report Req'd	<input type="checkbox"/>	<input type="text"/>
*Credit Rpt Paid By	<input type="checkbox"/>	<input type="text"/>
Amount	\$ <input type="text"/>	<input type="text"/>
*Cashier's Check For	\$ <input type="text"/>	<input type="text"/>
Property Mgmt Co.	<input type="text"/>	
Mgmt. Phone #	<input type="text"/>	

(* indicates required field)

OR



All information herein has not been verified and is not guaranteed.
©2003 Rapattoni Corporation. All rights reserved.



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:** _____