



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**

\_\_\_\_\_

<b>Listing Information (* indicates required field)</b>			<b>Listing # N/A</b>
<b>*Office ID</b>	<input type="text"/>	<b>*Agent ID</b>	<input type="text"/>
<input type="checkbox"/> Reciprocal Listing			
<b>Co-Office ID</b>	<input type="text"/>	<b>Co-Agent ID</b>	<input type="text"/>
<b>*Area</b>	<input type="text"/>		
<b>*Subdivision</b>	Click the Select Subdivision link for selections. <input type="text"/>		
<b>*County</b>	<input type="text" value="Riverside"/>	<b>APN</b>	<input type="text" value="000"/> - <input type="text" value="000"/> - <input type="text" value="000"/>
<a href="#">Search County Records</a>			
<b>CDOM</b>	<input type="text" value="0"/>		
<b>Address</b>	Street # - Modifier	Direction	Street Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Unit #	*City	ZIP Code
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>*Cross Street</b>	<input type="text"/>		
<b>*Map Book</b>	*Map Book	*Map Page	*Map Coordinates
	<input type="text" value="Riverside Thomas Gd."/>	<input type="text"/>	Top <input type="text"/> Side <input type="text"/>
<b>*Listing Price</b>	<input type="text" value=""/> ,000	<b>Value Range Price</b>	<input type="text" value=""/> ,000
<b>Status</b>	<b>Active</b>		
<b>*Agreement Type</b>	<input type="text"/>		
<b>*Level Of Service</b>	<input type="text"/>		
<b>Public Viewable</b>	Yes <input type="checkbox"/>		
<b>*Show Addr to Public</b>	Yes <input type="checkbox"/>		
<b>*Show Addr to Clients</b>	Yes <input type="checkbox"/>		
<b>Picture Provided By</b>	Agent <input type="checkbox"/>		
<b>Photographer Instr</b>	<input type="text"/>		
<b>*Commission</b>	Selling Office	Variable Rate	Comments
	<input type="text"/>	No <input type="checkbox"/>	<input type="text"/>
<b>Bedrooms</b>	<input type="text" value="0"/>		
<b>Bathrooms</b>	<input type="text" value="0"/>		
<b>Approx SqFt</b>	<input type="text" value="0"/>	<b>Sq Ft Source</b>	<input type="text"/>
<b>Lot Size</b>	<input type="text"/>	<b>Lot Size Source</b>	<input type="text"/>

SqFt  Acres

**\*Year Built**

**\*Listing Date**  **\*Expiration Date**

**\*Occupant Type**  
 **Occupant Name**

**Phone To Show**  -  -

**Equity** \$

**\*Park Name**

**\*Park Type**

**# Spaces** #

**List Price Excludes**

**\*Showing Instructions**

Up to 8 entries allowed

- Appointment Only
- Call First
- Call Listing Office
- Drive By
- Gate Pass
- Go Direct
- Key In Lstg Office
- Restricted Access
- See Remarks
- Subject to Inspec.

**\*Key Safe**

- No Key Safe
- Supra - DAMLS
- Combo - See Remarks
- Other - See Remarks

**\*Key Safe Location**

Up to 12 entries allowed

- Call Listing Office
- Front Door
- Front Gate
- Garage Door
- Gas Meter
- No Key Safe



- Assoc Sport Court
- Assoc Tennis
- Assoc Trash Paid
- Assoc Util Pd-Call

**Building Description**

Amenity Name	Value	Comment
--------------	-------	---------

**Building Description**

Up to 12 entries allowed

- Cathedral/Vaulted
- Custom Built
- End Unit
- Fixer
- Freestanding
- Direct Garage Access
- Manufactured Home
- New Construction
- Repairs Cosmetic
- Repairs Major
- Two on a Lot
- Under Construction
- Wheel Chair Access

**Interior / Exterior**

Amenity Name	Value	Comment
--------------	-------	---------

**Interior/Exterior**

Up to 12 entries allowed

- Attic
- Attic Fan
- Bay Window
- Ceiling Fan
- Closed Circuit TV
- Double Door Entry
- Driveway
- Enclosed-Patio
- Expando
- Fenced
- Elevator
- Fire Sprinklers
- French Doors



- On The Golf Course
- On The Lake Front
- Planned Development
- Rv Access/Prkg
- RV Garage
- Senior Community
- Value Mainly in Land
- Zero Lot Line

**Private Owned Rec**

- Barbecue Private
- Dock Private
- Sauna Private
- Sport Court Private
- Tennis Court Private

**Golf Course in Dev.**  
**Golf Mem Available**

**Rooms**

Amenity Name	Value	Comment
--------------	-------	---------

**Rooms**

- Atrium
- Great Room
- Jack & Jill
- Library
- Walk in Pantry
- Recreation Room
- Utility Room
- Workshop

**Special Features & View**

Amenity Name	Value	Comment
--------------	-------	---------

**Special Features**

- Home Warranty Plan
- In Foreclosure
- Moratorium
- Oil/Mineral Rights
- Relo Property

Seller's RE License

Unincorporated

**View**

Up to 12 entries allowed

Canyon View

City Lights View

Desert View

Golf Course View

Hills View

Lake Front View

Lake View

Panoramic View

Park or Green Belt

Peek A Boo View

Pool View

Mountain View

Valley View

Water View

**Additional Property Features**

Amenity Name	Value	Comment
--------------	-------	---------

**\*Lot #**

**Tract #**

**Parcel #**

**Parcel Map #**

**Lot Dimensions**

**\*Length**

**\*Width**

**Make**

**Model**

**\*Manager**

**Phone**

**Approval**

**Addition**

Length

Width

Level

**Type of Mobile Hm**

**Roof**

Up to 8 entries allowed

Composition







- None
- Rock
- Wooden
- Other

**\*Garage**

**Garage Description**  
**# of Parking Spcs**

#

**Parking Description**  
**# of Carports**

#

**Floors**

Up to 8 entries allowed

- Concrete Slab
- Ceramic Tile
- Hardwood
- Marble
- Parquet
- Raised Foundation
- Sheet Vinyl
- Vinyl Tile
- Wood
- Wall-To-Wall Carpet
- Other-See Remarks

**Water Source**

**Sewer Status**

**RV Parking**

**RV Pk'g Amount/MO**

\$

**School District**

**Elementary School**

**Middle School**

**High School**

**\*Seller Agr. to Rmain**

**Financial Information**

Amenity Name	Value	Comment
Trnsfr of Possession	<input type="text"/>	







## 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: \_\_\_\_\_