

Residential Listing Input Form

\*Blue Items are Required. ( # ) denotes Maximum # of Items that can be checked
\*\*Green Items Required if Mobile Home has been selected
\*\*\*Will populate the Mandated Remarks Field automatically

1

\*Agent ID: Listing Agent # Agent Name Agent 2 ID: 2nd Listing Agent ID# \*Office ID: Listing Office # Office Name

\*Assessors Parcel # \*Low List Price \*\*\* Variable Range Listing \*High List Price \*List Date \*Expiration Date

\*House Number # \*Street Name (insert abbreviation for direction after street name IE - ST, S) Unit#/Space# \*Zip Code \*CITY: (Auto Fill from Tax Record)

\*State: \*Map Code: Thomas Bros Page Column Row \*Community: Table Driven \*Neighborhood: Table Driven \*Cross ST(S): 30 Characters

Complex/Park \*BR # Bedrooms \*BA # Full Bathrooms \*BA 1/2 # of 1/2 Baths Estimated SQ. FT. (which doesn't include Detached Guest House) Zoning \*Year Built

\*CBB% Compensation to Buyers Broker % \*CBB\$ Compensation to Buyers Broker \$ \*CVR Variable Commission Listing Service: \*Entry Only: (Y/N) \*Limited Service: (Y/N) \*Subject to Court/Lender Approval: (Y/N)

- \*Residential Styles(1)
1 Detached
2 Twinhome
3 Townhome
4 All Other Attached
5 Manufactured Home
6 Rowhome
7 Mobile Home
8 Modular Home

- \*Age Restrictions(2)
1 55 and up
2 62 and up
98 None Known
99 Other Remarks

- Jurisdiction(1)
1 Incorporated
2 Unincorporated

- Possession(1)
1 Call Listing Agent
2 Close of Escrow
99 Other Remarks

- \*Listing Type:(1)
1 Exclusive Right (R)
2 Exclusive Right W/ Exception (X)
3 Exclusive Agency (A)
4 Open Listing (O)
5 Probate (P)

School District:

\*Water District

See Drop Down List for Water District Names

\*VOW - Virtual Office Website
Yes
No

\*Address On The Internet
1 Full Address (House Number and Street Name)
2 Partial Address (Street Name Only)
3 No Address

Property Management Company:

Property Management Phone:

\*Allow Comments/Review
Yes
No

\*AUTO VALUATION MODEL
Yes
No

Internet Syndication
Yes
No

Sign On Property
Yes
No

- \*Ownership: (1)
1 Condominium
2 Coop
3 Fee Simple
4 Land Lease
5 PUD
6 Right to Use
99 Other Remarks

- PETS - Pets (2)
1 Yes
2 Allowed w/Restrictions
3 No

**BUILDING, COMPLEX and EXTERIOR FEATURES**

**Architectural Style(1)**

- 1 A-Frame/Dome/Log
- 2 Cape Cod
- 3 Colonial
- 4 Contemporary
- 5 Craftsman/Bungalow
- 6 Mediterranean/Spanish
- 7 Monterey/Hacienda/Adobe
- 8 Ranch
- 9 Tudor/French Normandy
- 10 Victorian
- 11 Other

**Attached Style:(1)**

- 1 Patio/Garden
- 2 Loft
- 3 Mid Rise
- 4 High Rise (5+ Stories)
- 5 Other

**\*Construction: (1)**

- 1 Built On Site
- 2 **Manufactured**
- 3 **Mobile Home**
- 4 Modular

**\*Cooling:(2)**

- 1 Attic Fan
- 2 Central Forced Air
- 3 Heat Pump(s)
- 4 Swamp Cooler(s)
- 5 Wall/Window
- 6 Zoned Areas
- 98 None Known
- 99 Other Remarks

**\*Entry Level Unit**

**Elevator:**

- Yes
- No

**\*Guest House (2)**

- 1 Attached \_\_\_\_\_
- 2 Detached \_\_\_\_\_ **Est SqFt of Gst Hse**
- 98 None Known
- 99 Other Remarks

**\*Units in Building**

**\*Bldg Entry Level**

**\*Stories in Building**

**\*Units In Complex**

- Entry: 3+Stairs/Steps to Entry**  Yes  No

- \*Exclusive Use Yard:**  Yes  No

**\*Exterior: (3)**

- 1 Adobe
- 2 Block
- 3 Brick
- 4 Metal
- 5 Stone
- 6 Stucco
- 7 Vinyl
- 8 Wood
- 9 Wood/Stucco
- 99 Other/Remarks

**\*Equipment Available (17)**

- 1 Dishwasher
- 2 Disposal
- 3 Dryer
- 4 Fire Sprinklers
- 5 Garage Door Opener
- 6 Microwave
- 7 Pool/Spa Equipment
- 8 Range/Oven
- 9 Refrigerator

**\*Equipment Available (continued)**

- 10 Satellite Dish
- 11 Shed(s)
- 12 Solar Panels
- 13 Trash Compactor
- 14 Vacuum/Central
- 15 Washer
- 16 Water Filtration
- 17 Water Softener
- 98 None Known
- 99 Other Remarks

**\*Heat Equipment (4)**

- 1 Baseboard
- 2 Combination Heating
- 3 Fireplace
- 4 Floor Furnance
- 5 Forced Air Unit
- 6 Passive Solar
- 7 Pellet/Wood Burning Stove
- 8 Radiant
- 9 Wall/Gravity
- 10 Zoned Areas
- 98 None Known
- 99 Other Remarks

**\*Heat Source (2)**

- 1 Electric
- 2 Natural Gas
- 3 Pellets
- 4 Propane
- 5 Solar
- 6 Wood
- 99 Other Remarks

**\*Laundry Location: (2)**

- 1 Community
- 2 Closet Full Sized
- 3 Closet Stacked
- 4 Garage
- 5 Kitchen
- 6 Laundry Room
- 7 Outside
- 98 None Known
- 99 Other/Remarks

**\*Laundry Utilities: (2)**

- 1 Electric
- 2 Gas
- 3 Propane
- 98 None Known
- 99 Other Remarks

**Patio (6)**

- 1 Awning/Porch Covered
- 2 Balcony
- 3 Brick
- 4 Covered
- 5 Deck
- 6 Enclosed
- 7 Gazebo
- 8 Slab
- 9 Stone/Tile
- 98 None Known
- 99 Other Remarks

**\*Pool: (3)**

- 1 Above Ground
- 2 Below Ground
- 3 Community/Common
- 4 Exercise
- 5 Lap
- 6 Private
- 98 None Known

**BUILDING, COMPLEX and EXTERIOR FEATURES**

**Pool Heat: (2)**

- 1 Electric
- 2 Gas
- 3 Propane
- 4 Solar
- 98 None Known

**\*Roof: (2)**

- 1 Composition
- 2 Concrete
- 3 Metal
- 4 Rock/Gravel
- 5 Rolled/Hot Mop
- 6 Tile/Clay
- 7 Wood
- 99 Other Remarks

**Security (6)**

- 1 Automatic Gate
- 2 Closed Circuit TV
- 3 Eqpt Owned
- 4 Eqpt Leased
- 5 Gated Community
- 6 On Site Guard
- 7 Security Bars
- 98 None Known
- 99 Other Remarks

**Spa: (2)**

- 1 Community/Common
- 2 Private Below Ground
- 3 Private Portable
- 4 Private w/Pool
- 5 Yes
- 98 None Known

**Spa Heat: (2)**

- 1 Electric
- 2 Gas
- 3 Propane
- 4 Solar
- 98 None Known

**Water Heater Type: (2)**

- 1 Electric
- 2 Gas
- 3 Propane
- 4 Solar
- 5 Tankless
- 99 Other Remarks

**INTERIOR FEATURES**

**\*Approximate Room Dimensions:**

- Master: \_\_\_\_\_ X \_\_\_\_\_
- Bedroom 2: \_\_\_\_\_ X \_\_\_\_\_
- Bedroom 3: \_\_\_\_\_ X \_\_\_\_\_
- Bedroom 4: \_\_\_\_\_ X \_\_\_\_\_
- Bedroom 5: \_\_\_\_\_ X \_\_\_\_\_
- Breakfast Area: \_\_\_\_\_ X \_\_\_\_\_
- Dining: Room: \_\_\_\_\_ X \_\_\_\_\_
- Family Room: \_\_\_\_\_ X \_\_\_\_\_
- Kitchen: \_\_\_\_\_ X \_\_\_\_\_
- Living Room: \_\_\_\_\_ X \_\_\_\_\_
- Extra Room 1: \_\_\_\_\_ X \_\_\_\_\_
- Extra Room 2: \_\_\_\_\_ X \_\_\_\_\_
- Extra Room 3: \_\_\_\_\_ X \_\_\_\_\_

**Sub Flooring: (1)**

- 1 Slab on Grade
- 2 Slab other Story
- 3 Slab over Crawlspace
- 4 Wood Other Story
- 5 Wood over Crawlspace
- 98 None Known

**Approximate Living Space:(1)**

- 1) 0-499
- 2) 500-999
- 3) 1000-1499
- 4) 1500-1999
- 5) 2000-2499
- 6) 2500-2999
- 7) 3000-3999
- 8) 4000-4999
- 9) 5000-7499
- 10) 7500-9999
- 11) 10000+

**\*Stories:(1)**

- 1 Story
- 2 Story
- 3 Story
- 4 Story
- Split Level
- Other/Remarks

**\*Source of Square Feet:(1)**

- 1 Public Records
- 2 Appraisal
- 3 Assessor Record
- 4 Builders Brochure
- 5 Owner
- 6 Plans
- 99 Other/Remarks

**\*Searchable Rooms: (15)**

- 1 Basement
- 2 Bdrm(S) Entry Level
- 3 Bonus Room
- 4 Breakfast Area
- 5 Den
- 6 Dining Area
- 7 Dining Rm/Separate
- 8 Exercise Room
- 9 Family Room
- 10 Finished Attic
- 11 Formal Entry
- 12 Great Room
- 13 Guest/Maid
- 14 Library
- 15 Loft
- 16 Master Bdrm (2)
- 17 Master Retreat
- 18 MBR Entry Level
- 19 Media/Music
- 20 Office
- 21 Optional Bedroom(S)
- 22 Sauna/Steam
- 23 Storage Room
- 24 Sun Room
- 25 Walkout Basement
- 26 Wine Cellar
- 27 Work Shop
- 98 None Known
- 99 Other Remarks

**Interior Walls: (1)**

- 1 Block/Brick
- 2 Drywall
- 3 Plaster
- 4 Unfinished
- 5 Wood Products/Paneling
- 99 Other/Remarks

**# of Fireplace(s): \_\_\_\_\_**

**Numeric**

**FPL - Fireplace Location: (6)**

- 1 FP In Dining Room
- 2 FP In Family Room
- 3 FP In Living Room
- 4 FP In Master BR
- 5 Patio/Outdoors
- 98 None Known
- 99 Other Remarks

**Floor Coverings (5)**

- 1 Allowance to Buyer
- 2 Brick/Pavers
- 3 Carpet
- 4 Laminate
- 5 Linoleum/Vinyl
- 6 Stone
- 7 Tile
- 8 Wood
- 98 None Known
- 99 Other/Remarks

**SITE Features**

# of ACS: \_\_\_\_\_

Animal Designator Code: \_\_\_\_\_

**Additional Property Use (1)**

- 1 Grove
- 2 Ranch/Farm
- 3 Res/Business Use OK
- 4 With Structures
- 98 None Known
- 99 Other Remarks

**Boat Facilities:(1)**

- 1 Yes
- 98 None Known
- 99 Other Remarks

**Complex Features: (16)**

- 1 BBQ
- 2 Beach Rights
- 3 Biking/Hiking Trls
- 4 Clubhouse/Rec Rm
- 5 Concierge
- 6 Exercise Room
- 7 Gated Community
- 8 Golf
- 9 Horse Facility
- 10 Horse Trails
- 11 Laundry Facility
- 12 On-Site Guard
- 13 Pet Restrictions
- 14 Playground
- 15 Pool
- 16 Recreation Area
- 17 RV/Boat Parking
- 18 Sauna
- 19 Spa/Hot Tub
- 20 Tennis Courts
- 98 None Known
- 99 Other/Remarks

**\*Fencing (3)**

- 1 Cross Fencing
- 2 Full
- 3 Gate
- 4 Partial
- 98 None Known
- 99 Other Remarks

**Frontage: (4)**

- 1 Bay
- 2 BLM/National Forest
- 3 Canyon
- 4 Freeway
- 5 Golf Course
- 6 Lagoon/Estuary
- 7 Lake/River
- 8 Military Land
- 9 Ocean/Bluff
- 10 Ocean/Sand
- 11 Open Space
- 98 None Known
- 99 Other/Remarks

**Frontage Length:**

\_\_\_\_\_ Dimensions in Feet

**Irrigation (4)**

- 1 Automatic
- 2 Drip
- 3 Manual
- 4 Sprinklers
- 98 None Known
- 99 Other/Remarks

**LDM:** \_\_\_\_\_  
Apx Lot Dimensions

**LSF:** \_\_\_\_\_  
Apx Lot Sq. Ft.

**LUC - Land Use Code:**

\_\_\_\_\_ Auto Fills From Tax

**\*Lot Size: (1)**

- 1) 0 (Common Interest)
- 2) 1-3999
- 3) 4000-7499
- 4) 7500-10889
- 5) .25 - .5
- 6) more than .5 up to 1
- 7) more than 1, up to 2
- 8) more than 2, up to 4
- 9) more than 4, up to 10
- 10) more than 10, up to 20
- 11) more than 20

**\*Lot Size Source: (1)**

- 1 Appraisal
- 2 Assessor Record
- 3 City/County Records
- 4 Survey
- 5 Title Company
- 99 Other Remarks

**Miscellaneous (14)**

- 1 Aviary
- 2 Dog Run
- 3 Elevator/Stair Climber
- 4 Greenhouse
- 5 Hdicap/Whlchair
- 6 Horse Allowed
- 7 Horse Facilities
- 8 Horse Trails
- 9 Kennel
- 10 Livestock Allowed
- 11 Livestock Facilities
- 12 Outbuilding
- 13 Tennis Court
- 14 Uninhabitable
- 15 Value in Land
- 98 None Known
- 99 Other Remarks

**\*Parking Garage Spaces:** \_\_\_\_\_

**\*Parking Garage Description: (3)**

- 1 Assigned
- 2 Attached
- 3 Converted
- 4 Detached
- 5 Gated
- 6 Tandem
- 7 Underground
- 98 None Known

**\*Parking Non Garaged Spaces:** \_\_\_\_\_

**\*Parking Non Garaged Description:(3)**

- 1 Assigned
- 2 Carport
- 3 Gated
- 4 Detached
- 5 Permit/Decal
- 6 Tandem
- 7 Uncovered
- 8 Underground
- 9 Driveway
- 98 None Known

**Parking for RV: (4)**

- 1 Complex/Park
- 2 Covered
- 3 Enclosed
- 4 Garage
- 5 Gated
- 6 Hook-ups
- 7 On-Site Parking
- 8 Potential Space
- 9 Restrictions
- 98 None Known
- 99 Other Remarks

**SITE Features (continued)**

**\*Property Restrictions Known (2)**

- 1 Animals
- 2 CC&R's
- 3 Coastal Commission
- 4 Environmental
- 5 Management Approval
- 6 Open Space
- 98 None Known
- 99 Other Remarks

**\*Residential Unit Location (3)**

- 1 No Unit Above or Below
- 2 No Unit Above
- 3 No Unit Below
- 4 End Unit
- 5 Middle Unit
- 6 Penthouse
- 7 Detached

**\*Sewer/Septic (2)**

- 1 Septic Installed
- 2 Sewer Available
- 3 Sewer Connected
- 99 Other/Remarks

**Structures (7)**

- 1 Agricultural Bldg
- 2 Barn/Stables
- 3 Bunkhouse
- 4 Corral/Arena
- 5 Greenhouse
- 6 Kennel
- 7 Out Buildings
- 8 Shed
- 98 None Known
- 99 Other Remarks

**Site: (10)**

- 1 Alley Access
- 2 Corner Lot
- 3 Culdesac
- 4 Curbs
- 5 Easement Access
- 6 Flag Lot
- 7 Irregular Lot
- 8 Landlocked No Legal Access
- 9 National Forest
- 10 Outside of County Water Authority
- 11 Private Street
- 12 Public Street
- 13 Rear Yard Street Access
- 14 Reservation Land
- 15 Sidewalks
- 16 Street Paved
- 17 Street Unpaved
- 18 West of I-5
- 19 West of 101
- 98 None Known
- 99 Other Remarks

**Telecommunications (5)**

- 1 Antenna
- 2 Audio
- 3 Cable (Coaxial)
- 4 Computer (Cat5)
- 5 Intercom
- 6 Mutiple Phones
- 7 Satellite Dish
- 8 Security
- 98 None Known
- 99 Other Remarks

**\*Topography: (3)**

- 1 Bluff/Canyon Rim
- 2 Canyon/Valley
- 3 Level
- 4 Mountainous
- 5 Rolling
- 6 Slope Gentle
- 7 Slope Steep
- 99 Other Remarks

**View: (5)**

- 1 Bay
- 2 City
- 3 Evening Lights
- 4 Golf Course
- 5 Greenbelt
- 6 Lagoon/Estuary
- 7 Lake/River
- 8 Mountains/Hills
- 9 Ocean
- 10 Panoramic
- 11 Parklike
- 12 Valley/Canyon
- 98 None Known
- 99 Other Remarks

**\*Water: (2)**

- 1 Available
- 2 Meter on Property
- 3 Meter Paid/Not In
- 4 Well On Property
- 5 Well/Irrigation Only
- 98 None Known
- 99 Other/Remarks

**Fees, Assessment and Terms**

**\*Home Owner Fees:** \_\_\_\_\_

**\*Amount Reflects:**  1 Month  98 None Known  
 2 Year

**\*Home Owner Payment Frequency (1)**

- 1 Monthly
- 2 Quarterly
- 3 Semi-Annually
- 4 Annually
- 98 None Known
- 99 Other/Remarks

**\*Home Owner Fees Include (11)**

- 1 Cable/TV Service
- 2 Common Area Maintenance
- 3 Electricity
- 4 Exterior Bldg Maintenance
- 5 Exterior
- 6 Gas
- 7 Gated Community
- 8 Hot Water
- 9 Limited Insurance
- 10 Propane
- 11 Roof Maintenance
- 12 Sewer
- 13 Termite
- 14 Trash/Pickup
- 15 Water
- 98 None Known
- 99 Other Remarks

**\*Other Fees:** \_\_\_\_\_

**\*Amount Reflects:**  1 Month  98 None Known  
 2 Year

**\*Other Fee Payment Frequency (1)**

- 1 Monthly
- 2 Quarterly
- 3 Semi-Annually
- 4 Annually
- 98 None Known
- 99 Other/Remarks

**\*Type of Other Fees (6)**

- 1 Boat
- 2 Club Fees
- 3 Community/Master Home Owner Fees
- 4 Equestrian
- 5 Home Owner Assessments
- 6 Security Gate
- 7 Security Guard
- 98 None Known
- 99 Other/Remarks

**\*CFD/Mello-Roos:** \_\_\_\_\_

1 Month  98 None

**Amount Reflects:**  2 Year

**\*CFD/Mello Roos  
Payment Frequency (1)**

- 1 Monthly
- 2 Quarterly
- 3 Semi-Annually
- 4 Annually
- 98 None Known
- 99 Other/Remarks

**\*Terms (12)**

- 1 Assumable
- 2 Cal Vet
- 3 Cash
- 4 Conventional
- 5 Exchange
- 6 FHA
- 7 Land Contract
- 8 Lease Option
- 9 Seller May Carry
- 10 Shared Equity
- 11 VA
- 99 Other Remarks

**Monthly Total Fees:** \_\_\_\_\_  
System to calculate based on Home Owner Fees/ Other Fees and MR-CFD Fees being calculated down to a Monthly Amount

**Home Owner Association:**  
\_\_\_\_\_

**Home Owner Assoc. Phone:**  
(\_\_\_\_)\_\_\_\_-\_\_\_\_X\_\_\_\_

**EEO - Est% of  
Owner Occupancy:** \_\_\_\_\_

**Assessments**

- 1 Yes/Remarks
- 98 None Known

**REMARKS & SHOWING Information**

**\*\*\*Mandated Remarks:**

100 Characters - System To Auto-Populate Based On MLS Rules and Regulations

**REMARKS:**  
450 Characters

Information is published on the Internet, IDX Sites and/or given to clients - please refer to the attributes of the property in this space.


**Confidential REMARKS:**  
300 Characters

Information is intended as Broker to Broker Information - Not to be given to Public or published on the internet


**Directions:**  
200 Characters


**\*Showing Instructions:**  
100 Characters

--

**\*Occupant Name:**  
25 Characters

**\*Occup Phone:** (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_

**\*Sales Restrictions (3)**

- |  |   |
|--|---|
| <input type="checkbox"/> 1 Probate Subject to Overbid                                  | <input type="checkbox"/> 98 None Known    |
| <input type="checkbox"/> 2 Short Sale Approved   | <input type="checkbox"/> 99 Other Remarks |
| <input type="checkbox"/> 3 Estate  |   |
| <input type="checkbox"/> 4 Court Approval Required                                     |   |
| <input type="checkbox"/> 5 REO   |   |
| <input type="checkbox"/> 6 Call Agent  |   |
| <input type="checkbox"/> 7 Need Short Sale-NoLender Knowledge                          |   |
| <input type="checkbox"/> 8 Pre SS Pkg submitted to lender(s), ready to consider offers |   |
| <input type="checkbox"/> 9 NOD Filed/Foreclosure Pending                               |   |

**\*Lock Box (1)**

- 1 Yes  
 2 No

**\*\*\*Mandated Remarks - (1) (R)**

- 1 Offer accepted contingent on court approval (C)  
 2 Offer accepted with Lease Option  
 3 Offer accepted pending lender approv.of Short Sale(C)  
 4 Offer(s) submitted awaiting REO approval (C)  
 5 Offer(s) submitted awaiting Short Sale approval (C)  
 98 None Known

**\*Occupied (1)**

- 1 Owner  
 2 Tenant  
 3 Vacant

**\*LB Description (2)**

- 3 Combo  
 4 Timed  
 5 Sentrilock  
 99 Other/Remarks

**\*\*\*Mandated Remarks - required only when applicable.**

- Offer accepted with \_\_\_\_ hour first right of refusal (C)

**Manufactured/Mobile Home Options**

**\*\*Axles**

- Yes
- No

**\*\*Configuration: (7)**

- 1 Single Wide
- 2 Double Wide
- 3 Triple Wide
- 4 Quad Wide
- 5 Patio Room
- 6 Room Addition
- 7 Partial Expando
- 8 Awning
- 9 Deck
- 10 Skirting
- 99 Other Rmks

**\*\*Skirting:**

- 1 Aluminum     5 Wood
- 2 Block         6 Wood Products
- 3 Brick          98 None Known
- 4 Fiberglass    99 Other Remarks

**\*\*Department Of Housing 1** \_\_\_\_\_

**\*\*Department Of Housing 2** \_\_\_\_\_

**\*\*Department Of Housing 3** \_\_\_\_\_

**\*\*Department Of Housing 4** \_\_\_\_\_

**\*\*Department Of Housing 5** \_\_\_\_\_

**\*\*HCD413**

- 1 A Recorded
- 2 B Recorded
- 3 C Recorded
- 98 None Known

**\*\*HCD433**

- 1 Applied For
- 2 "A" Recorded
- 3 "C" Recorded
- 98 None Known

**\*\*License #1** \_\_\_\_\_

**\*\*License#2** \_\_\_\_\_

**\*\*License #3** \_\_\_\_\_

**\*\*License #4** \_\_\_\_\_

**\*\*License #5** \_\_\_\_\_

**\*\*Model** \_\_\_\_\_

**\*\*Make** \_\_\_\_\_

**\*\*Managers Name**  
\_\_\_\_\_

**\*\*Managers Phone**  
(\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_\_

**\*\*Number of Sections:** \_\_\_\_\_

**\*\*Serial # 1** \_\_\_\_\_

**\*\*Serial # 2** \_\_\_\_\_

**\*\*Serial #3** \_\_\_\_\_

**\*\*Serial #4** \_\_\_\_\_

**\*\*Serial #5** \_\_\_\_\_

**\*\*Space Rent \$** \_\_\_\_\_

**\*\*Space #:** \_\_\_\_\_

**\*\*Length** \_\_\_\_\_ **X** \_\_\_\_\_ **\*\*Width**

**\*\*Real Estate Included**

- Yes
- No

**\*\*Tax Rolls**

- Yes
- No

This Information relative to this property is supplied for publication by the owner(s) according to owner's best information and belief and I/We agree the above information is true and correct to the best of my knowledge and belief and authorize agent to submit the above information for publication in the Sandicor, Inc MLS. IT IS HEREIN NOTED THAT SANDICOR, INC MLS WILL NOT BE RESPONSIBLE FOR THE ACCURACY OF INFORMATION PROVIDED ABOVE.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Optional)

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Optional)

Broker certifies that a valid contract for the above property is on file in his/her office.

Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (MLS Participant/Subscriber) \_\_\_\_\_ Date: \_\_\_\_\_

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## **ATTENTION RECIPROCAL MEMBERS**

SANDICOR'S BUSINESS HOURS FOR RECIPROCAL MEMBERS ARE MONDAY THRU FRIDAY, 9 A.M. TO 4:30 P.M. M-F

IF YOU HAVE MATTERS THAT REQUIRE YOU TO COME DOWN TO OUR OFFICE, **PLEASE CALL AHEAD SO THAT WE CAN VERIFY YOU HAVE ALL YOUR CORRECT PAPERWORK.** NOTE THE TURN AROUND TIME FOR **ALL** APPLICATIONS AND LISTINGS IS **48 HOURS**. PLEASE SUBMIT YOUR LISTING BY MAIL OR LEGIBLE FAX. ONLY LISTINGS THAT ARE COMPLETE AND LEGIBLE CAN BE INPUT INTO THE MLS.

THANK YOU FOR YOUR COOPERATION.

RECIPROCAL SERVICES ARE DONE **ONLY** AT THE ADDRESS BELOW:

**SANDICOR, Inc.**  
5414 OBERLIN DR. SUITE 150  
SAN DIEGO, CA 92121  
TEL: 858-622-6200 • FAX: 858-622-6222  
EMAIL: [recip@sandicor.com](mailto:recip@sandicor.com)  
[WWW.SANDICOR.COM](http://WWW.SANDICOR.COM)



5414 OBERLIN DR. SUITE 150  
San Diego, Ca 92121  
TEL: 858-622-6200 • FAX: 858-622-6222  
www.sandicor.com

**RECIPROCAL OFFICE HOURS:  
MONDAY - FRIDAY 9:00 A.M. – 4:30 P.M.**

ALL reciprocal services; Keycard, Lockbox, listing inputs, searches and technical computer questions, are rendered only to reciprocal agents who have established an account with SANDICOR, Inc. Those who do not have an account established must allow up to 48 hours to process their application before any services can be provided.

*Please Fax the following forms to us & please be sure the following items accompany your completed application:*

- **The Reciprocal Application**
  - **Reciprocal Fee Form: with the services checked off that you want.**
  - **A Letter of Good Standing from the MLS that you are a member of.**
  - **A copy of your DRE license or Appraiser Certification**
- **Each listing submitted requires a minimum of one exterior photo of the subject property. Up to 20 photos may be included. Please email photo(s) to [recip@sandicor.com](mailto:recip@sandicor.com).**

**APPLICATIONS THAT ARE INCOMPLETE OR MISSING REQUIRED DOCUMENTATION CANNOT BE PROCESSED.**

# RECIPROCAL MLS APPLICATION

SANDICOR, Inc.

**EMAIL: recip@sandicor.com**

5414 Oberlin Dr., Suite 150

San Diego, CA 92121

TEL: 858-622-6200 • FAX: 858-622-6222

www.sandicor.com

For SANDICOR, Inc. Office Use Only

Office ID Number \_\_\_\_\_ Agent ID Number \_\_\_\_\_

\* Please attach a copy of your DRE License or Appraiser Certification  
& a letter of good standing from your MLS.

## INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.

Agent/Appraiser Name \_\_\_\_\_

Applicant Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agent Phone ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ Fax ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_

DRE License # / Cert # \_\_\_\_\_

Email: \_\_\_\_\_ Web Page: \_\_\_\_\_

Office Name \_\_\_\_\_

Office Address \_\_\_\_\_

Suite \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ Fax ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_

Designated Broker \_\_\_\_\_

Current Association/MLS Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I am aware of the rules contained within the California Master Reciprocal MLS Agreement, and agree to abide by them.

\*\* Agent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Having read the California Reciprocal Agreement, I authorize the above to participate with Sandicor Regional MLS. I understand that I am ultimately responsible for his/her actions.

\*\* Broker Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contact Mailing Address**  
(Please Check )

Res: \_\_\_\_\_

**Or**

Office: \_\_\_\_\_

(If left unchecked  
all notices will be  
sent to the office)

**SANDICOR, Inc.**

**\*\*\*Reciprocal Hours: Monday – Friday 9:00 A.M. – 4:30 P.M.\*\*\***

5414 Oberlin Dr., Suite 150

SAN DIEGO, CA 92121

TEL: 858-622-6200 • FAX: 858-622-6222

[www.sandicor.com](http://www.sandicor.com)

**RECIPROCAL FEES**

**CHECK SERVICES NEEDED**

- Reciprocal Listing Input .....\$50.00
- Sentricard ..... \$10.00 (plus tax)
- If you want Sentricard mailed.....** \$10.00 (additional)
- Sentricard Access Fee (6 Months)..... \$50.00\*\* **Required for Sentricard**
- Card Reader..... \$25.00 (plus tax) **Required for Sentricard**
- Lockbox Deposit ..... \$100.00 per Box\*\*\*

**\$20.00 first month \$5.00 each additional month until lockbox is returned**

- Staff Performed Searches/CMA Reports.. \$20.00 (includes first 20 pages)  
(no direct agent access) \$ .50 ea. Additional page
- Token-..... \$35.00 (plus tax)

**Required for online access**

- ON-LINE Access (circle one) **\$150.00 (per Quarter)**  
**\$100.00 (2 months)**  
**\$50.00 (1 month)**

**\*Prorated Monthly – Based on month access begins.**

**Quarterly Access Fees will be billed December 1<sup>st</sup> for Jan/Feb/March, March 1<sup>st</sup> for April/May/June, June 1<sup>st</sup> for July/August/Sept, September 1<sup>st</sup> for October/November/December.**

**\*\*Key fee prorated quarterly**

**\*\*\*Key service required for Lockbox rental**

**I hereby authorize SANDICOR, Inc. to charge to my account noted below for those services I may request.**

**Participant Name \_\_\_\_\_**

**Visa/MC # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp \_\_\_\_/\_\_\_\_**

**American Express/Discover \_\_\_\_\_ Exp \_\_\_\_/\_\_\_\_**

**Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_**



## **SANDICOR, Inc. MLS Rules Reminders**

### ◆ Accuracy of Information:

By submitting a form into the MLS Data base, the listing broker certifies all of the information on the form is accurate to the best of the listing broker's knowledge. The listing broker shall immediately upon receipt of the first print full listing verify the correctness and advise the MLS of any errors, omissions or corrections.

### ◆ Detail on Listing Filed with the Service:

Electronically input data or a property data form, when filed with the service by the listing broker, shall be complete in every detail as specified on the property data form including full gross listing price, listing expiration date, compensation offered to other broker participants and any other item required to be included as determined by the Board of Directors of SANDICOR, Inc.. Incomplete listing are ineligible for publication in the MLS and subject to immediate removal.

### ◆ Change of Listing Status:

Listing brokers shall submit any change in listed price or other change in the original listing agreement to the MLS within twenty-four (24) hours after the authorized change is received by the listing broker. By submitting such changes to the MLS, the listing broker represents that the listing contract has been modified in writing to reflect such change or that the listing broker has obtained other legally sufficient written authorization to make such change.

### ◆ Reporting of Sales:

The listing broker shall report sales within twenty-four (24) hours to the MLS.

**All Changes to a listing need to be in writing or email. No changes can be done via Voice Mail left on the Reciprocal Staff's Voice Mail.**

**Fax # 858-622-6222**  
**Email: [recip@sandicor.com](mailto:recip@sandicor.com)**

\*\*The complete set of SANDICOR, Inc Rules are available at [www.sandicor.com](http://www.sandicor.com)

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