

## Enter New Listing

▶ Please make your selections (\*red indicates required field)

<input type="radio"/> *Property Type	<input type="text" value="Residential Income"/>
<input type="radio"/> *County	<input type="text" value="Riverside"/> <a href="#">Search County Records</a>
<input type="radio"/> APN	<input type="text"/>
<input type="radio"/> <input checked="" type="checkbox"/> Autofill Tax Data	

Next

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Listing Information - Residential Income

Submit Save Listing as Incomplete and Exit Cancel

Listing Information (\* Indicates required field)

Listing # N/A Save

\*Office ID \*Agent ID

Input fields for Office ID and Agent ID with selection arrows.

Reciprocal Listing

Co-Office ID Co-Agent ID

Input fields for Co-Office ID and Co-Agent ID with selection arrows.

\*Area

Input field for Area with selection arrow.

\*Subdivision

Text input field for Subdivision with selection arrow.

\*County APN

Dropdown menu for County and input field for APN.

New or Under Construction

Address Street # - Modifier Direction Street Name Suffix Post Direction

Input fields for Street #, Direction, Street Name, Suffix, and Post Direction.

Input fields for Unit #, City, ZIP Code, and Cross Street.

\*Map Book \*Map Page \*Map Coordinates

Input fields for Map Book, Map Page, and Map Coordinates (Top/Side).

\*Listing Price

Input field for Listing Price with a thousands separator.

Status Active

\*Agreement Type
Public Viewable
\*Show Addr to Public
\*Show Addr to Clients
Picture Provided by
Photographer Instr

Dropdown menus for Agreement Type, Public Viewable, Show Addr to Public, Show Addr to Clients, and Photographer Instr.

\*Commission Selling Office Variable Rate Comments

Input fields for Selling Office, Variable Rate (No), and Comments.

Bedrooms Bathrooms

Dropdown menus for Bedrooms and Bathrooms.

Approx Sq Ft Sq Ft Source

Input field for Approx Sq Ft and dropdown for Sq Ft Source.

Lot Size Lot Size Source

Input field for Lot Size, dropdown for Lot Size Source, and radio buttons for Sq Ft/Acres.

\*Year Built

Input field for Year Built.

Listing Period \*Listing Date \*Expiration Date

Input fields for Listing Date and Expiration Date with calendar icons.

\*Occupant Type Occupant Name Phone to Show

Dropdown for Occupant Type, input for Occupant Name, and input for Phone to Show.

\*Showing Instructions





**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
<b>*Roof</b>		
<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"/>
<b>*Sewer</b>		
<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"/>
<b>*Stories</b>		
<input type="checkbox"/> One Level		<input type="text"/>

Save







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


**Fin. Info As Of:**

(\* indicates required field)

**OR**

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MLS Listing Input Entry (20



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## Payment Authorization for Recip Listings Only Form

Please complete this form only if you are reciprocating a listing to the following MLS'. **California Desert AOR, CLAW, I-tech, Socal MLS and South Bay AOR.**

Date: \_\_\_\_\_

Address of the Property: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Listing Agent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

### **Listing Fee \$25.00 (includes one photo)**

<b>Listing fee includes 1<sup>st</sup> *Photo</b>	<b>\$25.00</b>
_____ # of Additional *Photos @ \$5.00 \$ _____	= \$ _____

Type of Credit Card: VISA [ ] M/C [ ] AM EXP [ ] OPTIMA [ ]

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on Card \_\_\_\_\_

I authorize the Association to charge my credit/ATM Card indicated above for my listing. Please make all checks payable to Tricounties.

Signature \_\_\_\_\_

### **PHOTOS?**

E-mail photo(s) to [TricoPhotos@rPartner.net](mailto:TricoPhotos@rPartner.net). Please be sure to type in the subject line the listing address or the listing number if you have it.

Photos are attached to this form by Disk, Print or Photo Prints (if you are bringing the photos in person).

**\*Preferred Fax Number:** \_\_\_\_\_  
Please provide a fax number in case we have questions or your listing is incomplete, thank you!

**\*Contact Phone Number:** \_\_\_\_\_  
Please provide a phone number in case we have questions or your listing is incomplete, thank you!

Please fax this form along with the reciprocal input listing form to **(909) 594-7156** Attn. MLS Department and if you have any questions about this form please contact us at (909) 594-5992.

Thank you!