



LAKE COUNTY ASSOCIATION OF REALTORS®

Reciprocal Participants

Complete this page and a minimum of all the **Red *** asterisks on the MLS listing form.

Please email to: Jillw@lcaor.com

Office Name: _____

Office Address: _____ City: _____ Zip: _____

Office Phone: _____ Office Fax: _____

Designated Broker: _____ DRE License #: _____

Listing Agent: _____ DRE License #: _____

Agent Email: _____ Agent Phone: _____

Please select the appropriate listing input form.

Residential Residential Lease Residential Income Manufactured In The Park

Land Commercial Sale Commercial Lease Business Opportunity

Listing Input Fee: \$150.00 - *Payment must be transacted prior to listing input.*

Open House Fee: \$10.00 *First Open House is Free*

Optional Lockbox Rental (You can use your own combo/contractors' box)

Lockbox Rental Fee: \$150.00 (*\$50 fee + \$100 deposit, refunded upon lockbox return*)

Please select payment option.

Check (# _____) Master Card Visa American Express Discover

Or Call Me for payment

Card Number: _____ - _____ - _____ - _____ Expiration Date: _____/_____/_____

3 Digit Security Code: _____ Billing Address: _____

Authorized amount: \$ _____

Thank you for participating in the C.A.R. Master Reciprocal Agreement. The Lake County Association of REALTORS® (LCAOR) MLS charges a \$150.00 for the input and maintenance of your listing. By participating in the program both Listing Broker and Agent agree to abide by the LCAOR MLS Rules. **Status changes need to be reported to the MLS in the required time frames.**

Our MLS rules require that all listings have at least one photograph with the exception of land listings. Residential, Multi-Family Manufactured Homes, and Commercial listings must have a photograph of the exterior of the structure. You are responsible for supplying a photograph for your listing.

Listing Agent Signature: _____ **Date:** _____

Office only - SharedE>mls>reciprocalformsforwebsite updated 6/2021 - jw

P.O. Box 280/2559 Lakeshore Blvd, Suite 1

OFFICE: 707.263.9300

FAX: 707.263.9310

Business Opportunity

California Regional MLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

Status					
*Listing Status: <input checked="" type="checkbox"/> Active (Property is open to offers and IS available for showings) <input type="checkbox"/> Coming Soon (Property is open to offers but is NOT available for showings)					
Basics					
Listing Information:					
*List Price:		List Price Low:		*Parcel Number:	
Additional Parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No		Additional Parcels (Separated By Comma):			
County/City/Area/Tract:					
*County:		*City:		**MLS Area:	
Address Information:					
Street #:			Str Number Ext:		
Str Direction Prefix: <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West					
*Street Name:					
Str Suffix:					
<input type="checkbox"/> Alley	<input type="checkbox"/> Drive	<input type="checkbox"/> Loop	<input type="checkbox"/> Plaza	<input type="checkbox"/> Trace	
<input type="checkbox"/> Avenue	<input type="checkbox"/> Expressway	<input type="checkbox"/> Mall	<input type="checkbox"/> Rise	<input type="checkbox"/> Trail	
<input type="checkbox"/> Boulevard	<input type="checkbox"/> Freeway	<input type="checkbox"/> Parkway	<input type="checkbox"/> Road	<input type="checkbox"/> Turnpike	
<input type="checkbox"/> Causeway	<input type="checkbox"/> Highway	<input type="checkbox"/> Pass / Bypass	<input type="checkbox"/> Run	<input type="checkbox"/> Walk	
<input type="checkbox"/> Circle	<input type="checkbox"/> Interstate	<input type="checkbox"/> Pathway	<input type="checkbox"/> Square	<input type="checkbox"/> Way	
<input type="checkbox"/> Court	<input type="checkbox"/> Island	<input type="checkbox"/> Pike	<input type="checkbox"/> Street		
<input type="checkbox"/> Cut / Cutoff	<input type="checkbox"/> Lane	<input type="checkbox"/> Place	<input type="checkbox"/> Terrace		
Str Suffix Modifier:		Str Direction Suffix:			
		<input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West			
Unit #:			*State:		
*Postal Code:		Postal Code +4:		Country:	
*Directions:					
Basic Information:					
*Business Type:					
<input type="checkbox"/> Accounting	<input type="checkbox"/> Build to Suit	<input type="checkbox"/> Employment	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Regional Center	
<input type="checkbox"/> Administrative and Support	<input type="checkbox"/> Butcher	<input type="checkbox"/> Farm	<input type="checkbox"/> Laundromat	<input type="checkbox"/> Rental	
<input type="checkbox"/> Adult Family Home	<input type="checkbox"/> Cabinets	<input type="checkbox"/> Ranch	<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Restaurant	
<input type="checkbox"/> Advertising	<input type="checkbox"/> Candy/Cookie	<input type="checkbox"/> Fast Food	<input type="checkbox"/> Live/Work	<input type="checkbox"/> Retail	
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Car Wash	<input type="checkbox"/> Financial	<input type="checkbox"/> Locksmith	<input type="checkbox"/> Saddlery/Harness	
<input type="checkbox"/> Animal Grooming	<input type="checkbox"/> Carpet/Tile	<input type="checkbox"/> Fitness	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Showroom	
<input type="checkbox"/> Appliances	<input type="checkbox"/> Child Care	<input type="checkbox"/> Florist/Nursery	<input type="checkbox"/> Medical	<input type="checkbox"/> Single-Tenant	
<input type="checkbox"/> Aquarium Supplies	<input type="checkbox"/> Church	<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Mixed	<input type="checkbox"/> Special Use	
<input type="checkbox"/> Arts and Entertainment	<input type="checkbox"/> Clothing	<input type="checkbox"/> Forest Reserve	<input type="checkbox"/> Mobile/Trailer Park	<input type="checkbox"/> Sporting Goods	
<input type="checkbox"/> Athletic	<input type="checkbox"/> Commercial	<input type="checkbox"/> Franchise	<input type="checkbox"/> Multi-Tenant	<input type="checkbox"/> Stand-Alone	
<input type="checkbox"/> Auto Body	<input type="checkbox"/> Computer	<input type="checkbox"/> Furniture	<input type="checkbox"/> Music	<input type="checkbox"/> Storage	
<input type="checkbox"/> Auto Dealer	<input type="checkbox"/> Condominium	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Nursing Home	<input type="checkbox"/> Strip Mall	
<input type="checkbox"/> Auto Glass	<input type="checkbox"/> Construction/Contractor	<input type="checkbox"/> Gift Shop	<input type="checkbox"/> Office Supply	<input type="checkbox"/> Toys	
<input type="checkbox"/> Auto Parts	<input type="checkbox"/> Convalescent	<input type="checkbox"/> Government	<input type="checkbox"/> Other	<input type="checkbox"/> Transportation	
<input type="checkbox"/> Auto Rent/Lease	<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Grocery	<input type="checkbox"/> Pad(s)	<input type="checkbox"/> Travel	
<input type="checkbox"/> Auto Repair-Specialty	<input type="checkbox"/> Dance Studio	<input type="checkbox"/> Hardware	<input type="checkbox"/> Paints	<input type="checkbox"/> Upholstery	
<input type="checkbox"/> Auto Service	<input type="checkbox"/> Decorator	<input type="checkbox"/> Health Food	<input type="checkbox"/> Parking	<input type="checkbox"/> Utility	
<input type="checkbox"/> Auto Stereo/Alarm	<input type="checkbox"/> Deli/Catering	<input type="checkbox"/> Health Services	<input type="checkbox"/> Pet Store	<input type="checkbox"/> Variety	
<input type="checkbox"/> Auto Tires	<input type="checkbox"/> Dental	<input type="checkbox"/> Hobby	<input type="checkbox"/> Photographer	<input type="checkbox"/> Video	
<input type="checkbox"/> Auto Wrecking	<input type="checkbox"/> Distribution	<input type="checkbox"/> Home Cleaner	<input type="checkbox"/> Pizza	<input type="checkbox"/> Wallpaper	
<input type="checkbox"/> Bakery	<input type="checkbox"/> Doughnut	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Printing	<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Bar/Tavern/Lounge	<input type="checkbox"/> Drugstore	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Professional Service	<input type="checkbox"/> Wholesale	
<input type="checkbox"/> Barber/Beauty	<input type="checkbox"/> Dry Cleaner	<input type="checkbox"/> Ice Cream/Frozen Yogurt	<input type="checkbox"/> Professional/Office		
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Education/School	<input type="checkbox"/> Industrial	<input type="checkbox"/> Real Estate		
<input type="checkbox"/> Books/Cards/Stationary	<input type="checkbox"/> Electronics	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Recreation		
Year Built:	Year Built Source: <input type="checkbox"/> Appraiser <input type="checkbox"/> Assessor <input type="checkbox"/> Builder <input type="checkbox"/> Estimated <input type="checkbox"/> Other <input type="checkbox"/> Public Records <input type="checkbox"/> See Remarks <input type="checkbox"/> Seller			Leasable Area:	
Leasable Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters		*Year Established:		Building Name:	
Building Area Total:		Living Area Source:			
Building Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters		<input type="checkbox"/> Appraiser	<input type="checkbox"/> Estimated	<input type="checkbox"/> Other	<input type="checkbox"/> Public Records <input type="checkbox"/> Survey
		<input type="checkbox"/> Assessor	<input type="checkbox"/> GIS Calculated	<input type="checkbox"/> Owner	<input type="checkbox"/> See Remarks <input type="checkbox"/> Taped
		<input type="checkbox"/> Builder	<input type="checkbox"/> Not Taped	<input type="checkbox"/> Plans	<input type="checkbox"/> Seller

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Basic Information continued:					
Business Name:		Zoning:		Minimum Down Amount:	
Lot Size Area:		Lot Size Source:			
* Lot Size Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters		<input type="checkbox"/> Appraiser	<input type="checkbox"/> Estimated	<input type="checkbox"/> Other	<input type="checkbox"/> Public Records <input type="checkbox"/> Survey
		<input type="checkbox"/> Assessor	<input type="checkbox"/> GIS Calculated	<input type="checkbox"/> Owner	<input type="checkbox"/> See Remarks <input type="checkbox"/> Taped
		<input type="checkbox"/> Builder	<input type="checkbox"/> Not Taped	<input type="checkbox"/> Plans	<input type="checkbox"/> Seller
Lot Dimensions Source:					
<input type="checkbox"/> Appraiser		<input type="checkbox"/> Estimated		<input type="checkbox"/> Other	
<input type="checkbox"/> Assessor		<input type="checkbox"/> GIS Calculated		<input type="checkbox"/> Owner	
<input type="checkbox"/> Builder		<input type="checkbox"/> Not Taped		<input type="checkbox"/> Plans	
				<input type="checkbox"/> Public Records	
				<input type="checkbox"/> See Remarks	
				<input type="checkbox"/> Seller	
				<input type="checkbox"/> Survey	
				<input type="checkbox"/> Taped	
Listing Terms:					
<input type="checkbox"/> 1031 Exchange		<input type="checkbox"/> Fannie Mae		<input type="checkbox"/> Lease Back	
<input type="checkbox"/> Cal Vet Loan		<input type="checkbox"/> FHA		<input type="checkbox"/> Lease Option	
<input type="checkbox"/> Cash		<input type="checkbox"/> FHA 203(b)		<input type="checkbox"/> Lien Release	
<input type="checkbox"/> Cash To Existing Loan		<input type="checkbox"/> FHA 203(k)		<input type="checkbox"/> Non-Smoking Premises	
<input type="checkbox"/> Cash to New Loan		<input type="checkbox"/> Freddie Mac		<input type="checkbox"/> Owner May Carry	
<input type="checkbox"/> Contract		<input type="checkbox"/> Government Loan		<input type="checkbox"/> Owner Pay Points	
<input type="checkbox"/> Conventional		<input type="checkbox"/> Land Use Fee		<input type="checkbox"/> Owner Survey	
				<input type="checkbox"/> Owner Will Carry	
				<input type="checkbox"/> Private Financing Available	
				<input type="checkbox"/> Relocation Property	
				<input type="checkbox"/> Subject To Court	
				<input type="checkbox"/> Subject To Other	
				<input type="checkbox"/> Submit	
				<input type="checkbox"/> Subordinate	
				<input type="checkbox"/> Trade	
				<input type="checkbox"/> Trust Conveyance	
				<input type="checkbox"/> Trust Deed	
				<input type="checkbox"/> USDA Loan	
				<input type="checkbox"/> VA Loan	
				<input type="checkbox"/> VA No Loan	
				<input type="checkbox"/> VA No No Loan	
Description					
Public Remarks:					
<p><i>The Public Remarks may only contain a description of the property, its features, its location or community, specific terms to or exclusions from a sale (or lease). All text must be entered in the English language ONLY. The following are NOT allowed to appear in the property description: Gate/Alarm Codes, Lockbox Combo, FSBO, Vacant, Occupied, Open House Information, Showing Instructions, Email Addresses, Website Addresses, Phone Numbers, Agent, Assistant, Co-Lister or Owner Names, or any language that violates Fair Housing/HUD Guidelines.</i></p>					
Exclusions:					
Inclusions:					
Business URL:					
Business URL Description:					
Virtual Tour URL Unbranded (NO Agent/Broker Information):					
<p><i>The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.</i></p>					
Virtual Tour URL Unbranded 2 (NO Agent/Broker Information):					
<p><i>The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.</i></p>					

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Description continued:

Syndication Remarks & Branded Virtual Tour

Syndication Remarks:

Syndication Remarks may contain information intended specifically for the consumers; this includes contact and other non-confidential information. Syndication Remarks is used in place of the Property Description for syndication display. If left blank during input, syndication websites will continue to receive the text you place in the "Property Description" field.

Virtual Tour URL Branded (Agent/Broker Information):

This Virtual Tour may include Agent/Office branding and will only be used in our Syndication data feeds. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.

Business Details

Business Information:

Building Features: <input type="checkbox"/> Elevators <input type="checkbox"/> Living Quarters <input type="checkbox"/> Phone System <input type="checkbox"/> Rec Room <input type="checkbox"/> TV System		Special Licenses: <input type="checkbox"/> None <input type="checkbox"/> Beer/Wine <input type="checkbox"/> Class H <input type="checkbox"/> Gambling <input type="checkbox"/> Other <input type="checkbox"/> Professional		Hours/Days of Operation: <input type="checkbox"/> Evenings Only <input type="checkbox"/> Open 24 Hours <input type="checkbox"/> Open 7 Days <input type="checkbox"/> Open 8 Hours/Day <input type="checkbox"/> Open -8 Hours/Day		<input type="checkbox"/> Open 8+ Hours/Day <input type="checkbox"/> Open Monday-Friday <input type="checkbox"/> Open Saturday <input type="checkbox"/> Open Sunday	
*# of Full Time Employees:		*# of Part Time Employees:		Reason For Selling:			
Equipment Value:		Inventory Value:					
*Ownership Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Franchise <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor			Parking Total:		Seating Capacity:		
Years Current Owner:		Hours Owner Works:		Professional Mgmt Expense:			

Lease Information:

Total Actual Rent:		Monthly NNN:		Equipment Expense:	
Lease Expiration:		Lease Assignable? <input type="checkbox"/> Yes <input type="checkbox"/> No		Lease Renewal Option? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Financial Information:

Accounting Type: <input type="checkbox"/> Actual <input type="checkbox"/> ProForma	Gross Operating Income:	Operating Expense:	Net Profit:
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Office & MLS

Listing Information:

*Buyer Agency Comp:	*Buyer Agency Comp Type: <input type="checkbox"/> \$ <input type="checkbox"/> % <input type="checkbox"/> See Remarks	*Dual Variable Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Buyer Agency Comp Remarks:			
*Listing Contract Date:	*Expiration Date:	Listing Service: <input type="checkbox"/> Entry Only <input type="checkbox"/> Full Service <input type="checkbox"/> Limited Service	Sign on Property? <input type="checkbox"/> Yes <input type="checkbox"/> No
**Start Showing Date (required only for Coming Soon - < 21 days in the future):			
*Listing Agreement: <input type="checkbox"/> Seller Reserved <input type="checkbox"/> Exclusive Right To Sell		<input type="checkbox"/> Exclusive Right With Exception <input type="checkbox"/> Net	<input type="checkbox"/> Open <input type="checkbox"/> Probate

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Office & MLS continued:

Occupant Information:

*Showing Contact Type: None Agent Occupant Other Owner Property Manager See Remarks

Showing Contact Name: _____ Showing Contact Phone: _____ Ext: _____

Occupant Information:

*Occupant Type: Owner Tenant Vacant Owner Name: _____ Owner Phone: _____

Showing Information:

*Showing Instructions:

*Lock Box Location:

*Lock Box Description: None Call Listing Office Combo Multacc Risco See Remarks Seller providing Access Sentrilock Supra

Lock Box Version: Supra Supra BT Supra BT LE Lock Box Serial Number: _____

Contact Information:

Other Phone Description: _____ Other Phone Number: _____ Ext: _____

*Preferred Order of Contact: — Select up to 6 contact options using the numbers 1 to 6 to specify the order.

___ Agent Cell Ph	___ Agent Pager Ph	___ Co-Agent Direct Ph	___ Co-Agent Text Message	___ Office Ph
___ Agent Direct Ph	___ Agent Text Message	___ Co-Agent Email	___ Co-Agent Toll Free	___ Other
___ Agent Email	___ Agent Toll Free	___ Co-Agent Fax	___ Co-Agent Voice Mail	
___ Agent Fax	___ Agent Voice Mail	___ Co-Agent Home Ph	___ Offers Email	
___ Agent Home Ph	___ Co-Agent Cell Ph	___ Co-Agent Pager Ph	___ Office Fax	

Private Remarks:

MLS

Ad Number:

Before selecting "No" on any of the below options written authorization from the seller is required.

*Internet Entire Listing Display? Yes No *Internet Address Display? Yes No

*Internet Consumer Comment? Yes No *Internet Automated Valuation Display? Yes No

*Neighborhood Market Report Seller Participant? Yes No

Agent information:

List Agent MLS ID: _____ Co-List Agent MLS ID: _____

List Team ID: _____ Co-List Team ID: _____

Offers Email: _____ Photographer MLS ID: _____

State License - Listing Agent

Listing Agent information:

List Agent: _____ *List Agent State License Number: _____

Co-Listing Agent information:

Co-List Agent: _____ Co-List Agent State License Number: _____

Business Opportunity

California Regional MLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

Open House

Open House #1:

Date:		Time: <input type="checkbox"/> AM <input type="checkbox"/> PM		to <input type="checkbox"/> AM <input type="checkbox"/> PM	
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended		Refreshments:	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker			Virtual Open house URL:		
Comments:					Active? <input type="checkbox"/> Yes <input type="checkbox"/> No

Open House #2:

Date:		Time: <input type="checkbox"/> AM <input type="checkbox"/> PM		to <input type="checkbox"/> AM <input type="checkbox"/> PM	
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended		Refreshments:	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker			Virtual Open house URL:		
Comments:					Active? <input type="checkbox"/> Yes <input type="checkbox"/> No

Open House #3:

Date:		Time: <input type="checkbox"/> AM <input type="checkbox"/> PM		to <input type="checkbox"/> AM <input type="checkbox"/> PM	
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended		Refreshments:	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker			Virtual Open house URL:		
Comments:					Active? <input type="checkbox"/> Yes <input type="checkbox"/> No

Open House #4:

Date:		Time: <input type="checkbox"/> AM <input type="checkbox"/> PM		to <input type="checkbox"/> AM <input type="checkbox"/> PM	
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended		Refreshments:	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker			Virtual Open house URL:		
Comments:					Active? <input type="checkbox"/> Yes <input type="checkbox"/> No

The information contained above is furnished for the sole benefit of Participants of CRMLS. All information is intended as representative but is not guaranteed to be accurate.

Signatures

Agent Signature:	Date:
Sellers Signature:	Date:
Broker/Participant's Signature:	Date:
Sellers Signature:	Date: