



# 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: [Dawnt@lcaor.com](mailto:Dawnt@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 by you, deposit forfeited if LCAOR has to go and retrieve*)

**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. Our reciprocal listings do NOT syndicate out to other websites.

**Listing Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 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 Available? <input type="checkbox"/> Yes <input type="checkbox"/> No			*Parcel Number:						
Additional Parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No			Additional Parcels (Separated By Comma):						
Concessions in Price:									
Concessions in Price Type:					Seller Consider Concessions? <input type="checkbox"/> Yes <input type="checkbox"/> No				
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: <div><div><input type="checkbox"/> Alley <input type="checkbox"/> Avenue <input type="checkbox"/> Boulevard <input type="checkbox"/> Causeway <input type="checkbox"/> Circle <input type="checkbox"/> Court <input type="checkbox"/> Cut / Cutoff</div><div><input type="checkbox"/> Drive <input type="checkbox"/> Expressway <input type="checkbox"/> Freeway <input type="checkbox"/> Grove <input type="checkbox"/> Highway <input type="checkbox"/> Interstate <input type="checkbox"/> Island</div><div><input type="checkbox"/> Junction <input type="checkbox"/> Lane <input type="checkbox"/> Loop <input type="checkbox"/> Mall <input type="checkbox"/> Parkway <input type="checkbox"/> Pass / Bypass <input type="checkbox"/> Pathway</div><div><input type="checkbox"/> Pike <input type="checkbox"/> Place <input type="checkbox"/> Plaza <input type="checkbox"/> Rise <input type="checkbox"/> Road <input type="checkbox"/> Run <input type="checkbox"/> Square</div><div><input type="checkbox"/> Street <input type="checkbox"/> Terrace <input type="checkbox"/> Trace <input type="checkbox"/> Trail <input type="checkbox"/> Turnpike <input type="checkbox"/> Walk <input type="checkbox"/> Way</div></div>									
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: <div><div><input type="checkbox"/> Accounting <input type="checkbox"/> Administrative and Support <input type="checkbox"/> Adult Family Home <input type="checkbox"/> Advertising <input type="checkbox"/> Agriculture <input type="checkbox"/> Animal Grooming <input type="checkbox"/> Appliances <input type="checkbox"/> Aquarium Supplies <input type="checkbox"/> Arts and Entertainment <input type="checkbox"/> Athletic <input type="checkbox"/> Auto Body <input type="checkbox"/> Auto Dealer <input type="checkbox"/> Auto Glass <input type="checkbox"/> Auto Parts <input type="checkbox"/> Auto Rent/Lease <input type="checkbox"/> Auto Repair-Specialty <input type="checkbox"/> Auto Service <input type="checkbox"/> Auto Stereo/Alarm <input type="checkbox"/> Auto Tires <input type="checkbox"/> Auto Wrecking <input type="checkbox"/> Bakery <input type="checkbox"/> Bar/Tavern/Lounge <input type="checkbox"/> Barber/Beauty <input type="checkbox"/> Bed &amp; Breakfast <input type="checkbox"/> Books/Cards/Stationary</div><div><input type="checkbox"/> Build to Suit <input type="checkbox"/> Butcher <input type="checkbox"/> Cabinets <input type="checkbox"/> Candy/Cookie <input type="checkbox"/> Car Wash <input type="checkbox"/> Carpet/Tile <input type="checkbox"/> Child Care <input type="checkbox"/> Church <input type="checkbox"/> Clothing <input type="checkbox"/> Commercial <input type="checkbox"/> Computer <input type="checkbox"/> Condominium <input type="checkbox"/> Construction/Contractor <input type="checkbox"/> Convalescent <input type="checkbox"/> Convenience Store <input type="checkbox"/> Dance Studio <input type="checkbox"/> Decorator <input type="checkbox"/> Deli/Catering <input type="checkbox"/> Dental <input type="checkbox"/> Distribution <input type="checkbox"/> Doughnut <input type="checkbox"/> Drugstore <input type="checkbox"/> Dry Cleaner <input type="checkbox"/> Education/School <input type="checkbox"/> Electronics</div><div><input type="checkbox"/> Employment <input type="checkbox"/> Farm <input type="checkbox"/> Ranch <input type="checkbox"/> Fast Food <input type="checkbox"/> Financial <input type="checkbox"/> Fitness <input type="checkbox"/> Florist/Nursery <input type="checkbox"/> Food &amp; Beverage <input type="checkbox"/> Forest Reserve <input type="checkbox"/> Franchise <input type="checkbox"/> Furniture <input type="checkbox"/> Gas Station <input type="checkbox"/> Gift Shop <input type="checkbox"/> Government <input type="checkbox"/> Grocery <input type="checkbox"/> Hardware <input type="checkbox"/> Health Food <input type="checkbox"/> Health Services <input type="checkbox"/> Hobby <input type="checkbox"/> Home Cleaner <input type="checkbox"/> Hospitality <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Ice Cream/Frozen Yogurt <input type="checkbox"/> Industrial <input type="checkbox"/> Jewelry</div><div><input type="checkbox"/> Landscaping <input type="checkbox"/> Laundromat <input type="checkbox"/> Liquor Store <input type="checkbox"/> Live/Work <input type="checkbox"/> Locksmith <input type="checkbox"/> Manufacturing <input type="checkbox"/> Medical <input type="checkbox"/> Mixed <input type="checkbox"/> Mobile/Trailer Park <input type="checkbox"/> Multi-Tenant <input type="checkbox"/> Music <input type="checkbox"/> Nursing Home <input type="checkbox"/> Office Supply <input type="checkbox"/> Other <input type="checkbox"/> Pad(s) <input type="checkbox"/> Paints <input type="checkbox"/> Parking <input type="checkbox"/> Pet Store <input type="checkbox"/> Photographer <input type="checkbox"/> Pizza <input type="checkbox"/> Printing <input type="checkbox"/> Professional Service <input type="checkbox"/> Professional/Office <input type="checkbox"/> Real Estate <input type="checkbox"/> Recreation</div><div><input type="checkbox"/> Regional Center <input type="checkbox"/> Rental <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Saddlery/Harness <input type="checkbox"/> Showroom <input type="checkbox"/> Single-Tenant <input type="checkbox"/> Special Use <input type="checkbox"/> Sporting Goods <input type="checkbox"/> Stand-Alone <input type="checkbox"/> Storage <input type="checkbox"/> Strip Mall <input type="checkbox"/> Toys <input type="checkbox"/> Transportation <input type="checkbox"/> Travel <input type="checkbox"/> Upholstery <input type="checkbox"/> Utility <input type="checkbox"/> Variety <input type="checkbox"/> Video <input type="checkbox"/> Wallpaper <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale</div></div>									
Year Built:		Leasable Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters				Leasable Area:			
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	
*Year Established:		Building Name:							
Building Area Total:		Building Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters							
Living Area Source: <input type="checkbox"/> Appraiser <input type="checkbox"/> Assessor <input type="checkbox"/> Builder		<input type="checkbox"/> Estimated <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Not Taped		<input type="checkbox"/> Other <input type="checkbox"/> Owner <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	

# 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 (\*\*).

## Basic Information continued:

### Business Name:

### Zoning:

### Minimum Down Amount:

### Lot Size Area:

\*Lot Size Units: ☐ Square Feet ☐ Square Meters

### Lot Size Source:

- ☐ Appraiser  
☐ Assessor  
☐ Builder

- ☐ Estimated  
☐ GIS Calculated  
☐ Not Taped

- ☐ Other  
☐ Owner  
☐ Plans

- ☐ Public Records  
☐ See Remarks  
☐ Seller

- ☐ Survey  
☐ Taped

### Lot Dimensions Source:

- ☐ Appraiser  
☐ Assessor  
☐ Builder

- ☐ Estimated  
☐ GIS Calculated  
☐ Not Taped

- ☐ Other  
☐ Owner  
☐ Plans

- ☐ Public Records  
☐ See Remarks  
☐ Seller

- ☐ Survey  
☐ Taped

### Listing Terms:

- ☐ 1031 Exchange  
☐ Cal Vet Loan  
☐ Cash  
☐ Cash To Existing Loan  
☐ Cash to New Loan  
☐ Contract  
☐ Conventional  
☐ Fannie Mae

- ☐ FHA  
☐ FHA 203(b)  
☐ FHA 203(k)  
☐ Freddie Mac  
☐ Government Loan  
☐ Land Use Fee  
☐ Lease Back  
☐ Lease Option

- ☐ Lien Release  
☐ Non-Smoking Premises  
☐ Owner May Carry  
☐ Owner Pay Points  
☐ Owner Survey  
☐ Owner Will Carry  
☐ Private Financing Available  
☐ Relocation Property

- ☐ Subject To Court  
☐ Subject To Other  
☐ Submit  
☐ Subordinate  
☐ Trade  
☐ Trust Conveyance  
☐ Trust Deed  
☐ USDA Loan

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

## Description

### Public Remarks:

*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.*

### Exclusions:

### Inclusions:

### Business URL:

### Business URL Description:

### Virtual Tour URL Unbranded (NO Agent/Broker Information):

*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.virtualltour.com/etc.*

### Virtual Tour URL Unbranded 2 (NO Agent/Broker Information):

*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.virtualltour.com/etc.*

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

**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.virtualtourssite.com/etc>.*

**Business Details****Business Information:****Building Features:**

- ☐ Elevators  
☐ Living Quarters  
☐ Phone System  
☐ Rec Room  
☐ TV System

**Special Licenses:**

- ☐ None  
☐ Beer/Wine  
☐ Class H  
☐ Gambling  
☐ Other  
☐ Professional

**Hours/Days of Operation:**

- ☐ Evenings Only  
☐ Open 24 Hours  
☐ Open 7 Days  
☐ Open 8 Hours/Day  
☐ Open -8 Hours/Day  
☐ Open 8+ Hours/Day  
☐ Open Monday-Friday  
☐ Open Saturday  
☐ Open Sunday

**\*# of Full Time Employees:****\*# of Part Time Employees:****Reason For Selling:****Equipment Value:****Inventory Value:****\*Ownership Type:** ☐ Corporation ☐ Franchise ☐ LLC ☐ Partnership ☐ 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?** ☐ Yes ☐ No**Lease Renewal Option?** ☐ Yes ☐ No**Financial Information:****Accounting Type:** ☐ Actual ☐ ProForma**Gross Operating Income:****Operating Expense:****Net Profit:****Office & MLS****Listing Information:****\*Buyer Agency Comp:****\*Buyer Agency Comp Type:** ☐ \$ ☐ % ☐ See Remarks**\*Dual Variable Compensation?** ☐ Yes ☐ No**Buyer Agency Comp Remarks:****\*Listing Contract Date:****\*Expiration Date:****Listing Service:** ☐ Entry Only ☐ Full Service ☐ Limited Service**Sign on Property?** ☐ Yes ☐ No**\*\*Start Showing Date (required only for Coming Soon - ≤ 21 days in the future):****\*Listing Agreement:** ☐ Seller Reserved  
☐ Exclusive Right To Sell☐ Exclusive Right With Exception  
☐ Net☐ Open  
☐ Probate

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

## Office &amp; 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker	Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Virtual Open house URL:		
Comments:		
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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker	Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Virtual Open house URL:		
Comments:		
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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker	Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Virtual Open house URL:		
Comments:		
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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker	Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Virtual Open house URL:		
Comments:		
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: