



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

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

*Please view the listing carefully for accuracy. Double check the compensation information, contact info, address and sales price. The broker and listing agent are responsible for all the information in the listing, the accuracy of information input by LCAOR and accept any errors as your responsibility. By your authorization to LCAOR to publish the information contained in the listing, you hereby agree to indemnify, defend, and hold harmless LCAOR for any inaccurate information contained therein. **Listing Agent initial here** _____*

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)

Payment information:

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

3 Digit Security Code: _____ Billing Address: _____

Authorized amount: \$ _____

Or ☐ Call Me for payment

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:** _____

367 Lakeshore Blvd, Lakeport, CA 95453

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: ☐ Active (Property is open to offers and IS available for showings) ☐ Coming Soon (Property is open to offers but is NOT available for showings)

Basics

Listing Information:

*List Price: List Price Low:

*Parcel Number Available? ☐ Yes ☐ No *Parcel Number:

Additional Parcels? ☐ Yes ☐ No Additional Parcels (Separated By Comma):

County/City/Area/Tract:

*County: *City: **MLS Area:

Address Information:

Street #: Str Number Ext:

Str Direction Prefix: ☐ East ☐ North ☐ Northeast ☐ Northwest ☐ South ☐ Southeast ☐ Southwest ☐ 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: ☐ East ☐ North ☐ Northeast ☐ Northwest ☐ South ☐ Southeast ☐ Southwest ☐ 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: ☐ Appraiser ☐ Builder ☐ Other ☐ See Remarks ☐ Leasable Area:

☐ Assessor ☐ Estimated ☐ Public Records ☐ Seller

Leasable Area Units: ☐ Square Feet ☐ Square Meters *Year Established: Building Name:

Building Area Total: Living Area Source: ☐ Appraiser ☐ Estimated ☐ Other ☐ Public Records ☐ Survey

Building Area Units: ☐ Square Feet ☐ Square Meters ☐ Assessor ☐ GIS Calculated ☐ Owner ☐ See Remarks ☐ Taped

☐ Builder ☐ Not Taped ☐ Plans ☐ Seller

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 Source:			
<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 Size Units:					
Lot Dimensions Source:					
<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					
Listing Terms:					
<input type="checkbox"/> 1031 Exchange <input type="checkbox"/> Fannie Mae <input type="checkbox"/> Lease Back <input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Trade <input type="checkbox"/> Cal Vet Loan <input type="checkbox"/> FHA <input type="checkbox"/> Lease Option <input type="checkbox"/> Private Financing Available <input type="checkbox"/> Trust Conveyance <input type="checkbox"/> Cash <input type="checkbox"/> FHA 203(b) <input type="checkbox"/> Lien Release <input type="checkbox"/> Relocation Property <input type="checkbox"/> Trust Deed <input type="checkbox"/> Cash To Existing Loan <input type="checkbox"/> FHA 203(k) <input type="checkbox"/> Non-Smoking Premises <input type="checkbox"/> Subject To Court <input type="checkbox"/> USDA Loan <input type="checkbox"/> Cash to New Loan <input type="checkbox"/> Freddie Mac <input type="checkbox"/> Owner May Carry <input type="checkbox"/> Subject To Other <input type="checkbox"/> VA Loan <input type="checkbox"/> Contract <input type="checkbox"/> Government Loan <input type="checkbox"/> Owner Pay Points <input type="checkbox"/> Submit <input type="checkbox"/> VA No Loan <input type="checkbox"/> Conventional <input type="checkbox"/> Land Use Fee <input type="checkbox"/> Owner Survey <input type="checkbox"/> Subordinate <input type="checkbox"/> 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.virtualtoursite.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.virtualtoursite.com/etc.

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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:

- ☐ 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
- ☐ LLC
- ☐ Sole Proprietor
- ☐ Franchise
- ☐ Partnership

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

Business Opportunity

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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 ☐ Multacc ☐ Seller providing Access
☐ Call Listing Office ☐ Risco ☐ Sentrilock
☐ Combo ☐ See Remarks ☐ 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

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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: