



MLS of Greater Cincinnati
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 Upload Listing Documentation to Listing

RESIDENTIAL INPUT SHEET
 Revision Date: 07/24/2025

△=Energy Efficient/High Performance ○=Accessibility/Disability
 *=Required New Field/Option

Status (Pick One) Active Coming Soon Under Construction Off MLS Sale (OMS)

Broker Information

*Listing Office ID:	Co-Listing Office ID:
*Listing Agent ID:	Co-Listing Agent ID:
*Listing Agent Name:	Co-Listing Agent Name:

Property Location and Tax

*County:					
Tax ID:	*Street # ↑	Direction	*Street Name ↑	Suffix ↑	Post Dir
Other Tax ID:					
Township:	Unit # ↑	*Tax District/Municipality ↑	*State ↑	*Zip	

*Property Type (Check One)			*New Construction <input type="checkbox"/> Y <input type="checkbox"/> N	Lifestyle Community	
Single Family	Condominium	Farm Description	*Degree Complete (1)	<input type="checkbox"/> 55+	<input type="checkbox"/> Social Clubs
<input type="checkbox"/> Single Family	<input type="checkbox"/> Attached	<input type="checkbox"/> Farm w/ House	<input type="checkbox"/> Completed	<input type="checkbox"/> Boating	<input type="checkbox"/> Sports - Org
<input type="checkbox"/> Landominium / Patio Home	<input type="checkbox"/> Detached	<input type="checkbox"/> Farm w/o House	<input type="checkbox"/> Drywall Complete	<input type="checkbox"/> Fishing	<input type="checkbox"/> Tennis
<input type="checkbox"/> Mini Farm	<input type="checkbox"/> Other		<input type="checkbox"/> Foundation	<input type="checkbox"/> Fitness	<input type="checkbox"/> Walk/Run Path
<input type="checkbox"/> Manufactured	<input type="checkbox"/> Townhouse		<input type="checkbox"/> To Be Built/Paper House	<input type="checkbox"/> Gated	<input type="checkbox"/> Water Ftr
	<input type="checkbox"/> High Rise (4+)		<input type="checkbox"/> Under Roof	<input type="checkbox"/> Golf Cart	<input type="checkbox"/> Other
*Accessory Dwelling Unit (ADU) <input type="checkbox"/> Y <input type="checkbox"/> N <i>If yes:</i> ↻			Builder:	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Racquetball
<input type="checkbox"/> Attached			*Compl Renovat <input type="checkbox"/> Y <input type="checkbox"/> N		
<input type="checkbox"/> Detached			*Year Renovated:		

*Area:	*SIC:	Lot Dim: x	Zoning		
Cross St/Intersection:		Lot Size in Acres:	<input type="checkbox"/> Residential	<input type="checkbox"/> Agricultural	
Public Transportation:		*Year Built: or ↻	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Non-Conforming	
*School District:		<input type="checkbox"/> New <input type="checkbox"/> Unknown ↻	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other (See Remarks)	
Subdivision:			<input type="checkbox"/> Unzoned		
*Annual Taxes: \$	*Directions (150 char):				
*Assessment Amount: \$					
*Tax Abatement: <input type="checkbox"/> Y <input type="checkbox"/> N					
↑ If Yes, *Thru Payable Year:					

*Showing Instr	<input type="checkbox"/> Use Showing Link	<input type="checkbox"/> Call Appointment Ctr	<input type="checkbox"/> Call Seller/Tenant	<input type="checkbox"/> Call Listing Office	<input type="checkbox"/> Call Listing Agent
Opt Show Inst	<input type="checkbox"/> Accept Back Up	<input type="checkbox"/> Agt Present	<input type="checkbox"/> Comb Lockbox	<input type="checkbox"/> Elec Lockbox	<input type="checkbox"/> Keys at Office <input type="checkbox"/> Vacant, Lockbox

Showing Instructions:

Showing Time:

Contract Information	*Auction: <input type="checkbox"/> Y <input type="checkbox"/> N <i>If yes:</i> ↻	*Auction Location:
*List Date:	*Type: <input type="checkbox"/> Absolute <input type="checkbox"/> Reserve ↻	
*Expiration Date:	*Contingencies Permitted: <input type="checkbox"/> Y <input type="checkbox"/> N	*Auction Start Date: _____
*Showing Start Date:	*Other Required Fees: <input type="checkbox"/> Y <input type="checkbox"/> N	*Auction Start Time: _____
*List Price: \$	*Buyer Premium Amt:	*PreAuct Offers Accept: <input type="checkbox"/> Y <input type="checkbox"/> N
If Auction, Enter \$0 or Min/Reserve Price: Note in	\$ _____ or _____ %	
Marketing Remarks if it is Min or Reserve Price.		Online Bidding <input type="checkbox"/> Y <input type="checkbox"/> N (not auctioneer)

* Agreement Type (Check ONE)		*Property Ownership		
<input type="checkbox"/> ER – Exclusive Right	<input type="checkbox"/> EAV – EA Variable Rate	<input type="checkbox"/> Consumer	<input type="checkbox"/> Estate/Trust	<input type="checkbox"/> Private Selling Officer
<input type="checkbox"/> ERV – ER Variable Rate	<input type="checkbox"/> BE – Buyer Exclusion	<input type="checkbox"/> Builder/Developer	<input type="checkbox"/> Lender	(PSO – Court Order Only)
<input type="checkbox"/> EA- Exclusive Agency	<input type="checkbox"/> BEV – BE Variable Rate	<input type="checkbox"/> Corporate	<input type="checkbox"/> Government	<input type="checkbox"/> Court Ordered
*Short Sale <input type="checkbox"/> Y <input type="checkbox"/> N	*Avail for Lease <input type="checkbox"/> Y <input type="checkbox"/> N	*Show Address on Internet <input type="checkbox"/> Y <input type="checkbox"/> N	*Limited Service <input type="checkbox"/> Y <input type="checkbox"/> N	
*Allow IDX/Syndic <input type="checkbox"/> Y <input type="checkbox"/> N	*Allow AVM-Internet <input type="checkbox"/> Y <input type="checkbox"/> N	*Allow Blogging on Internet <input type="checkbox"/> Y <input type="checkbox"/> N	*3 rd Party Apprvl Req'd <input type="checkbox"/> Y <input type="checkbox"/> N	
*Special Financing Options	<input type="checkbox"/> Assumable	<input type="checkbox"/> Lease Option	<input type="checkbox"/> Owner Financing	<input type="checkbox"/> Other
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Land Contract	<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> USDA/RD Eligible	
	<input type="checkbox"/> Cash Only	<input type="checkbox"/> FHA NOT Eligible	<input type="checkbox"/> VA NOT Eligible	

Financing Remarks:

*Occupancy		*Picture Provided By (Primary photo must be uploaded within 5 business days)	
<input type="checkbox"/> At Closing	<input type="checkbox"/> Negotiable	<input type="checkbox"/> Tenants' Rights	
<input type="checkbox"/> Primary Photo Supplied	<input type="checkbox"/> Land Logo	<input type="checkbox"/> To Be Built Logo	<input type="checkbox"/> Sketch/Plat Supplied <input type="checkbox"/> Under Construction Logo

Associations & Condominiums 1		↓ <i>If multiple fees, add total and divide by 12 for total monthly amount</i>	
*HOA(s) <input type="checkbox"/> Y <input type="checkbox"/> N	*Total Amount: \$	*Fee Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other	
Pd By: <input type="checkbox"/> Own <input type="checkbox"/> Tenant <input type="checkbox"/> NA	Management Co:	Phone:	

Included in Association(s)		
<input type="checkbox"/> Association Dues	<input type="checkbox"/> Heat	<input type="checkbox"/> Sewer
<input type="checkbox"/> Clubhouse	<input type="checkbox"/> Landscaping-Community	<input type="checkbox"/> Snow Removal
<input type="checkbox"/> Doorman Service	<input type="checkbox"/> Landscaping-Unit	<input type="checkbox"/> Tennis
<input type="checkbox"/> Electricity	<input type="checkbox"/> Maintenance Exterior	<input type="checkbox"/> Trash
<input type="checkbox"/> Exercise Facility	<input type="checkbox"/> Play Area	<input type="checkbox"/> Walking Trails
<input type="checkbox"/> Gas	<input type="checkbox"/> Pool	<input type="checkbox"/> Water
<input type="checkbox"/> Golf	<input type="checkbox"/> Professional Management	<input type="checkbox"/> Other
<input type="checkbox"/> Insurance	<input type="checkbox"/> Security	

Associations & Condominiums 2		↓ <i>If multiple fees, add total and divide by 12 for total monthly amount</i>	
*HOA(s) <input type="checkbox"/> Y <input type="checkbox"/> N	*Total Amount: \$	*Fee Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other	
Pd By: <input type="checkbox"/> Own <input type="checkbox"/> Tenant <input type="checkbox"/> NA	Management Co:	Phone:	


Included in Association(s)		
<input type="checkbox"/> Association Dues	<input type="checkbox"/> Heat	<input type="checkbox"/> Sewer
<input type="checkbox"/> Clubhouse	<input type="checkbox"/> Landscaping-Community	<input type="checkbox"/> Snow Removal
<input type="checkbox"/> Doorman Service	<input type="checkbox"/> Landscaping-Unit	<input type="checkbox"/> Tennis
<input type="checkbox"/> Electricity	<input type="checkbox"/> Maintenance Exterior	<input type="checkbox"/> Trash
<input type="checkbox"/> Exercise Facility	<input type="checkbox"/> Play Area	<input type="checkbox"/> Walking Trails
<input type="checkbox"/> Gas	<input type="checkbox"/> Pool	<input type="checkbox"/> Water
<input type="checkbox"/> Golf	<input type="checkbox"/> Professional Management	<input type="checkbox"/> Other
<input type="checkbox"/> Insurance	<input type="checkbox"/> Security	


Associations & Condominiums 3		↓ <i>If multiple fees, add total and divide by 12 for total monthly amount</i>	
*HOA(s) <input type="checkbox"/> Y <input type="checkbox"/> N	*Total Amount: \$	*Fee Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other	
Pd By: <input type="checkbox"/> Own <input type="checkbox"/> Tenant <input type="checkbox"/> NA	Management Co:	Phone:	

Included in Association(s)		
<input type="checkbox"/> Association Dues	<input type="checkbox"/> Heat	<input type="checkbox"/> Sewer
<input type="checkbox"/> Clubhouse	<input type="checkbox"/> Landscaping-Community	<input type="checkbox"/> Snow Removal
<input type="checkbox"/> Doorman Service	<input type="checkbox"/> Landscaping-Unit	<input type="checkbox"/> Tennis
<input type="checkbox"/> Electricity	<input type="checkbox"/> Maintenance Exterior	<input type="checkbox"/> Trash
<input type="checkbox"/> Exercise Facility	<input type="checkbox"/> Play Area	<input type="checkbox"/> Walking Trails
<input type="checkbox"/> Gas	<input type="checkbox"/> Pool	<input type="checkbox"/> Water
<input type="checkbox"/> Golf	<input type="checkbox"/> Professional Management	<input type="checkbox"/> Other
<input type="checkbox"/> Insurance	<input type="checkbox"/> Security	

Condominium		Features	
Levels in Building (1-30)		<input type="checkbox"/> Common Hallway Entry	<input type="checkbox"/> Penthouse
Levels w/in Unit (1-4)		<input type="checkbox"/> Direct Entry Garage-Building	<input type="checkbox"/> Pets Allowed
Unit Entry Level* (1-30)		<input type="checkbox"/> Direct Entry Garage-Unit	<input type="checkbox"/> Private Entry
Steps to Bldg Door (Up/Down)		<input type="checkbox"/> Elevator – Within Building	<input type="checkbox"/> Unit on Top Floor
Steps to Unit Door (Up/Down)		<input type="checkbox"/> Elevator – Within Unit	<input type="checkbox"/> Unit Entry Door Below Ground Level
*Unit Entry: Lower Lev, Penthouse, 1-30		<input type="checkbox"/> Guest Quarters	<input type="checkbox"/> Valet Parking
		<input type="checkbox"/> Laundry-Common Area	<input type="checkbox"/> Wheelchair Accessible Building
		<input type="checkbox"/> Laundry-in Unit	<input type="checkbox"/> Wheelchair Accessible Unit

Rooms and Dimensions					
*Total Rooms	#	*Full Baths	#	Bath Level 1 Type	<input type="checkbox"/> Full <input type="checkbox"/> Part
*Bedrooms	#	*Half Baths	#		
*Bedroom Level 1	<input type="checkbox"/> Y <input type="checkbox"/> N	*Bathroom Level 1	<input type="checkbox"/> Y <input type="checkbox"/> N		

*Room Types (12)				
<input type="checkbox"/> Basement	<input type="checkbox"/> Entry	<input type="checkbox"/> Great Room	<input type="checkbox"/> Living Room	
<input type="checkbox"/> Breakfast Room	<input type="checkbox"/> Family Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Recreation Room	
<input type="checkbox"/> Dining Room	<input type="checkbox"/> Flex Rooms	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> Study (Library/Den)	
*Primary Bedroom (9)		*Dimensions Length:	Width:	Level:
<input type="checkbox"/> Bath Adjoins	<input type="checkbox"/> Dressing Area	<input type="checkbox"/> Skylight	<input type="checkbox"/> Walkout	<input type="checkbox"/> Wood Floor
<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Vaulted Ceiling	<input type="checkbox"/> Wall to Wall Carpet	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Cork/Bamboo Floor	<input type="checkbox"/> Sitting Room	<input type="checkbox"/> Walk-In Closet	<input type="checkbox"/> Window Treatment	
Other Bedrooms				
Bedroom 2		*Dimensions Length:	Width:	Level:
Bedroom 3		*Dimensions Length:	Width:	Level:
Bedroom 4		*Dimensions Length:	Width:	Level:
Bedroom 5		*Dimensions Length:	Width:	Level:
*Primary Bathroom (9)				
<input type="checkbox"/> Bidet	<input type="checkbox"/> Double Shower	<input checked="" type="checkbox"/> Low Flow	<input type="checkbox"/> Skylight	<input type="checkbox"/> Tub w/Shower
<input type="checkbox"/> Built-In Shower Seat	<input type="checkbox"/> Double Vanity	<input type="checkbox"/> Marble/Granite/Slate	<input type="checkbox"/> Steam	<input type="checkbox"/> Window Treatment
<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> Heated Floors	<input type="checkbox"/> Sauna	<input type="checkbox"/> Tile Floor	<input type="checkbox"/> Wood Floor
<input checked="" type="checkbox"/> Cork/Bamboo Floor	<input type="checkbox"/> Jetted Tub	<input type="checkbox"/> Shower	<input type="checkbox"/> Tub	<input type="checkbox"/> Other
*Bathrooms				
Primary <input type="checkbox"/> Full <input type="checkbox"/> Partial Level: _____		Bathroom 3 <input type="checkbox"/> Full <input type="checkbox"/> Partial Level: _____		
Bathroom 2 <input type="checkbox"/> Full <input type="checkbox"/> Partial Level: _____		Bathroom 4 <input type="checkbox"/> Full <input type="checkbox"/> Partial Level: _____		
*Basement (8) 		<input type="checkbox"/> Crawl	<input type="checkbox"/> Full	<input type="checkbox"/> Partial <input type="checkbox"/> None
<input type="checkbox"/> Bath Rough-In	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Laminate Floor	<input type="checkbox"/> Vinyl Floor	<input type="checkbox"/> Other
<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> Framed	<input type="checkbox"/> Partial Finished	<input type="checkbox"/> Walkout	
<input type="checkbox"/> Finished	<input type="checkbox"/> Glass Block Windows	<input type="checkbox"/> Unfinished	<input type="checkbox"/> Wall to Wall Carpet	
Breakfast Room		*Dimensions Length:	Width:	Level:
Dining Room (8)		*Dimensions Length:	Width:	Level:
<input type="checkbox"/> Built-ins	<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> Formal	<input type="checkbox"/> Open	<input type="checkbox"/> Wood Floor
<input type="checkbox"/> Chair Rail	<input checked="" type="checkbox"/> Cork/Bamboo Floor	<input type="checkbox"/> French Doors	<input type="checkbox"/> Walkout	<input type="checkbox"/> Wall to Wall Carpet
<input type="checkbox"/> Chandelier	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Laminate Floor	<input type="checkbox"/> Window Treatment	<input type="checkbox"/> Other
Entry (Foyer) (9)		*Dimensions Length:	Width:	Level:
<input type="checkbox"/> Carpet	<input checked="" type="checkbox"/> Cork/Bamboo Floor	<input type="checkbox"/> Marble/Slate	<input type="checkbox"/> Transom/Sidelit	<input type="checkbox"/> Other
<input type="checkbox"/> Closet	<input type="checkbox"/> Double Doors	<input type="checkbox"/> Open Foyer	<input type="checkbox"/> Vinyl Floor	
<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> Laminate Floor	<input type="checkbox"/> Tile Floor	<input type="checkbox"/> Wood Floor	
Family Room (9)		*Dimensions Length:	Width:	Level:
<input type="checkbox"/> Bookcases	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Skylight	<input type="checkbox"/> Wet Bar	
<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> French Doors	<input type="checkbox"/> Tile Floor	<input type="checkbox"/> Window Treatment	
<input checked="" type="checkbox"/> Cork/Bamboo Floor	<input type="checkbox"/> Laminate Floor	<input type="checkbox"/> Walkout	<input type="checkbox"/> Wood Floor	
<input type="checkbox"/> Dry Bar	<input type="checkbox"/> Panel Walls	<input type="checkbox"/> Wall to Wall Carpet	<input type="checkbox"/> Other	
Flex Rooms				
<input type="checkbox"/> 3 Season Room	<input type="checkbox"/> Bonus Room	<input type="checkbox"/> Guest Suite w/ Kitchen	<input type="checkbox"/> Sauna	<input type="checkbox"/> Steam Room
<input type="checkbox"/> 4 Season Room	<input type="checkbox"/> Exercise Room	<input type="checkbox"/> Guest Suite w/o Kitchen	<input type="checkbox"/> Screened Porch	<input type="checkbox"/> Wine Cellar
<input type="checkbox"/> Atrium	<input type="checkbox"/> Game Room	<input type="checkbox"/> Loft	<input type="checkbox"/> Sitting Area	<input type="checkbox"/> Workshop
<input type="checkbox"/> Bedroom	<input type="checkbox"/> Green House	<input type="checkbox"/> Media Room	<input type="checkbox"/> Solarium	<input type="checkbox"/> Other
Great Room (13)		*Dimensions Length:	Width:	Level:
<input type="checkbox"/> Bookcases	<input type="checkbox"/> Dry Bar	<input type="checkbox"/> Skylight	<input type="checkbox"/> Wet Bar	<input type="checkbox"/> Other
<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Walkout	<input type="checkbox"/> Window Treatment	
<input checked="" type="checkbox"/> Cork/Bamboo Floor	<input type="checkbox"/> Laminate Floor	<input type="checkbox"/> Wall to Wall Carpet	<input type="checkbox"/> Wood Floor	
Kitchen (14)		*Dimensions Length:	Width:	Level:
<input type="checkbox"/> Butler's Pantry	<input type="checkbox"/> Eat-In	<input type="checkbox"/> Laminate Floor	<input type="checkbox"/> Skylight	<input type="checkbox"/> Window Treatment
<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Marble/Granite/Slate	<input type="checkbox"/> Solid Surface Counter	<input type="checkbox"/> Wood Cabinets
<input checked="" type="checkbox"/> Cork/Bamboo Floor	<input type="checkbox"/> Galley	<input type="checkbox"/> Pantry	<input type="checkbox"/> Tile Floor	<input type="checkbox"/> Wood Floor
<input type="checkbox"/> Counter Bar	<input type="checkbox"/> Gourmet	<input type="checkbox"/> Planning Desk	<input type="checkbox"/> Vinyl Floor	<input type="checkbox"/> Other
<input type="checkbox"/> Country	<input type="checkbox"/> Island	<input type="checkbox"/> Quartz Counter	<input type="checkbox"/> Walkout	

Laundry Room	*Dimensions Length:		Width:	Level:
Living Room (8)	*Dimensions Length:		Width:	Level:
<input type="checkbox"/> Bookcases	<input type="checkbox"/> Dry Bar	<input type="checkbox"/> Skylight	<input type="checkbox"/> Wet Bar	<input type="checkbox"/> Other
<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Walkout	<input type="checkbox"/> Window Treatment	
<input checked="" type="checkbox"/> Cork/Bamboo Floor	<input type="checkbox"/> Laminate Floor	<input type="checkbox"/> Wall to Wall Carpet	<input type="checkbox"/> Wood Floor	
Recreation Room 	*Dimensions Length:		Width:	Level:
Study (Library/Den) Features (8)	*Dimensions Length:		Width:	Level:
<input type="checkbox"/> Bookcases	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Skylight	<input type="checkbox"/> Wet/Dry Bar	<input type="checkbox"/> Other
<input type="checkbox"/> Concrete Floor	<input type="checkbox"/> French Doors	<input type="checkbox"/> Walkout	<input type="checkbox"/> Window Treatment	
<input checked="" type="checkbox"/> Cork/Bamboo Floor	<input type="checkbox"/> Laminate Floor	<input type="checkbox"/> Wall to Wall Carpet	<input type="checkbox"/> Wood Floor	
Other	*Garage Spaces #	Carport Spaces #	Fireplaces #	
*Levels (1)				
<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Tri-Level	<input type="checkbox"/> Quad Level	
<input type="checkbox"/> One and One Half	<input type="checkbox"/> Bi-Level	<input type="checkbox"/> Three+		
*Foundation (2)				
<input type="checkbox"/> Block	<input type="checkbox"/> Poured	<input type="checkbox"/> Slab	<input type="checkbox"/> Stone	<input type="checkbox"/> Other
*Roof (2)				
<input type="checkbox"/> Asbestos Shingle	<input type="checkbox"/> Composition	<input type="checkbox"/> Membrane	<input type="checkbox"/> Shingle	<input type="checkbox"/> Tile
<input type="checkbox"/> Built-Up	<input checked="" type="checkbox"/> Green/Vegetated	<input type="checkbox"/> Metal	<input type="checkbox"/> Slate	<input type="checkbox"/> Wood
*Gas (1)				
<input type="checkbox"/> At Street	<input type="checkbox"/> Natural	<input type="checkbox"/> Propane	<input type="checkbox"/> None	
*Primary Water Source (1)				
<input type="checkbox"/> At Street	<input type="checkbox"/> Hold Tank/Muni Sourc	<input type="checkbox"/> Well	<input type="checkbox"/> None	
<input type="checkbox"/> Cistern	<input type="checkbox"/> Public	<input type="checkbox"/> Other		
*Sewer (2)				
<input type="checkbox"/> Aerobic Septic	<input type="checkbox"/> Ejector Pump	<input type="checkbox"/> Private Sewer	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> None
<input type="checkbox"/> At Street	<input type="checkbox"/> Grinder Pump	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Other	
*Windows (9)				
<input type="checkbox"/> Aluminum	<input type="checkbox"/> Double Hung	<input checked="" type="checkbox"/> Insulated	<input checked="" type="checkbox"/> Tinted	<input type="checkbox"/> Other
<input type="checkbox"/> Awning	<input checked="" type="checkbox"/> Double Pane	<input checked="" type="checkbox"/> LowE	<input checked="" type="checkbox"/> Triple Pane	
<input type="checkbox"/> Bay/Bow	<input checked="" type="checkbox"/> ENERGY STAR	<input type="checkbox"/> Picture	<input type="checkbox"/> Vinyl	
<input type="checkbox"/> Casement	<input type="checkbox"/> Garden	<input type="checkbox"/> Slider	<input type="checkbox"/> Vinyl/Alum Clad	
<input type="checkbox"/> Clerestory	<input checked="" type="checkbox"/> Gas Filled	<input type="checkbox"/> Storm	<input type="checkbox"/> Wood	
*Fireplace (3)				
<input type="checkbox"/> Brick	<input type="checkbox"/> Electric	<input type="checkbox"/> Insert	<input type="checkbox"/> Stove	
<input type="checkbox"/> Ceramic	<input type="checkbox"/> Gas	<input type="checkbox"/> Marble	<input type="checkbox"/> Wood	
<input type="checkbox"/> Dummy	<input type="checkbox"/> Inoperable	<input type="checkbox"/> Stone		
*Architecture (2)				
<input type="checkbox"/> A-Frame	<input type="checkbox"/> Colonial	<input type="checkbox"/> Geodesic	<input type="checkbox"/> Mission	<input type="checkbox"/> Transitional
<input type="checkbox"/> Cabin/Rustic	<input type="checkbox"/> Contemp/Modern	<input type="checkbox"/> Historical	<input type="checkbox"/> Ranch	<input type="checkbox"/> Tudor
<input type="checkbox"/> Cape Cod	<input type="checkbox"/> Craftsman/Bungalow	<input type="checkbox"/> Italianate	<input type="checkbox"/> Tract	<input type="checkbox"/> Victorian
<input type="checkbox"/> Chalet	<input type="checkbox"/> Eclectic	<input type="checkbox"/> Log	<input type="checkbox"/> Traditional	<input type="checkbox"/> Other
*Construction (3)				
<input type="checkbox"/> Aluminum Siding	<input checked="" type="checkbox"/> Earth/Berm	<input type="checkbox"/> Log	<input type="checkbox"/> Stucco	
<input type="checkbox"/> Block	<input checked="" type="checkbox"/> EIFS	<input type="checkbox"/> Shingle Siding	<input type="checkbox"/> Vinyl	
<input type="checkbox"/> Brick	<input type="checkbox"/> Fiber Cement	<input checked="" type="checkbox"/> SIP (Struct Insul Conc)	<input type="checkbox"/> Wood	
<input type="checkbox"/> Cedar	<input checked="" type="checkbox"/> ICF (Insul Conc Forms)	<input type="checkbox"/> Stone	<input type="checkbox"/> Other	
*Garage/Carport (4)				
<input type="checkbox"/> Built-In	<input type="checkbox"/> Front	<input type="checkbox"/> Heated	<input type="checkbox"/> Shared	<input type="checkbox"/> None
<input type="checkbox"/> Carport Attached	<input type="checkbox"/> Garage Attached	<input type="checkbox"/> Oversized	<input type="checkbox"/> Side	
<input type="checkbox"/> Carport Detached	<input type="checkbox"/> Garage Detached	<input type="checkbox"/> Rear	<input type="checkbox"/> Tandem	

Other Parking (2)				
<input type="checkbox"/> 1 Assigned	<input type="checkbox"/> Concrete	<input type="checkbox"/> Gravel	<input type="checkbox"/> Valet	
<input type="checkbox"/> 2 Assigned	<input type="checkbox"/> Dirt	<input type="checkbox"/> Off Street	<input type="checkbox"/> Other	
<input type="checkbox"/> Asphalt	<input type="checkbox"/> Driveway	<input type="checkbox"/> On Street	<input type="checkbox"/> None	
*Heating (5)				
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Heat Pump	<input checked="" type="checkbox"/> Radiant Floor	<input type="checkbox"/> Wood
<input checked="" type="checkbox"/> Dual Fuel	<input type="checkbox"/> Gas	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Radiator	<input checked="" type="checkbox"/> Zoned
<input checked="" type="checkbox"/> Ductless	<input checked="" type="checkbox"/> Gas Eff Rated 95%+	<input checked="" type="checkbox"/> Mini-Split	<input checked="" type="checkbox"/> Solar	<input type="checkbox"/> Other
<input type="checkbox"/> Electric	<input checked="" type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Steam	<input type="checkbox"/> None
<input checked="" type="checkbox"/> ENERGY STAR	<input type="checkbox"/> Gravity	<input checked="" type="checkbox"/> Program Thermostat	<input checked="" type="checkbox"/> Variable Speed HVAC	
*Cooling (5)				
<input type="checkbox"/> Attic Fan	<input checked="" type="checkbox"/> Dual Fuel	<input checked="" type="checkbox"/> Geothermal	<input checked="" type="checkbox"/> SEER Rated 16+	<input type="checkbox"/> Window Unit
<input checked="" type="checkbox"/> Ceiling Fan	<input checked="" type="checkbox"/> Ductless	<input checked="" type="checkbox"/> Mini-Split	<input checked="" type="checkbox"/> Variable Speed HVAC	<input type="checkbox"/> Other
<input type="checkbox"/> Central Air	<input checked="" type="checkbox"/> ENERGY STAR	<input checked="" type="checkbox"/> SEER Rated 13-15	<input type="checkbox"/> Wall Unit	<input type="checkbox"/> None
*Water Heating (3)				
<input type="checkbox"/> Electric	<input checked="" type="checkbox"/> High Efficient Tank	<input type="checkbox"/> Propane	<input checked="" type="checkbox"/> Tankless	
<input type="checkbox"/> Gas	<input checked="" type="checkbox"/> On Demand Recir Lp	<input type="checkbox"/> Recirculation Loop	<input type="checkbox"/> Other	
<input checked="" type="checkbox"/> High Effic Heat Pump	<input checked="" type="checkbox"/> Power/Direct Vent	<input checked="" type="checkbox"/> Solar Thermal	<input type="checkbox"/> None	
Energy Efficient – High Performance Features (Optional)				
Certifications (Must Upload Certification)				
HERS Index	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HERS Rating	# _____	Home Energy
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				Hm Engy Score
				# _____
LEED Home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Certified	<input checked="" type="checkbox"/> Gold	<input checked="" type="checkbox"/> Platinum	<input checked="" type="checkbox"/> Silver	
<input checked="" type="checkbox"/> Certified V2008	<input checked="" type="checkbox"/> Gold V2008	<input checked="" type="checkbox"/> Platinum V2008	<input checked="" type="checkbox"/> Silver V2008	
<input checked="" type="checkbox"/> Certified V4	<input checked="" type="checkbox"/> Gold V4	<input checked="" type="checkbox"/> Platinum V4	<input checked="" type="checkbox"/> Silver V4	
Other Certifications	<input checked="" type="checkbox"/> ENERGY STAR Home	<input checked="" type="checkbox"/> Liv/Bld Challenge	<input checked="" type="checkbox"/> Water Sense New Hm	<input checked="" type="checkbox"/> None
	<input checked="" type="checkbox"/> EPA Indoor Air Plus	<input checked="" type="checkbox"/> Passive House	<input checked="" type="checkbox"/> Other	
Outdoor Water				
<input checked="" type="checkbox"/> Drought Tol Nat Land	<input checked="" type="checkbox"/> Permeable Hardscape	<input checked="" type="checkbox"/> Rainwater Catchment	<input checked="" type="checkbox"/> Smart Irrigation	
Indoor Water				
<input checked="" type="checkbox"/> Dual Flush Toilets	<input checked="" type="checkbox"/> LF/WS Faucets	<input checked="" type="checkbox"/> LF/WS Showerhead	<input checked="" type="checkbox"/> LF/WS Toilets	
Indoor Air Quality				
<input checked="" type="checkbox"/> Air Cycler	<input checked="" type="checkbox"/> Auto Exhaust Fans	<input checked="" type="checkbox"/> Green Label Carpet	<input checked="" type="checkbox"/> HRV/ERV	<input checked="" type="checkbox"/> Low VOC Paints
Insulation				
<input checked="" type="checkbox"/> Basement Walls	<input checked="" type="checkbox"/> Rim Joist	<input checked="" type="checkbox"/> Roof/Attic R50+	<input checked="" type="checkbox"/> Wall R13-19	
<input checked="" type="checkbox"/> Crawl Space	<input checked="" type="checkbox"/> Roof/Attic R30-50	<input checked="" type="checkbox"/> Slab (Edge/Under)	<input checked="" type="checkbox"/> Wall R20+	
Lighting				
<input checked="" type="checkbox"/> CFL	<input checked="" type="checkbox"/> LED	<input checked="" type="checkbox"/> Motion Sensor		
Electric/Misc				
<input checked="" type="checkbox"/> Elec Vehicle Hookup	<input checked="" type="checkbox"/> Solar Photovoltaics			
Optional Features				
Inside Features (12)				
<input type="checkbox"/> 9 Ft + Ceilings	<input type="checkbox"/> Crown Molding	<input type="checkbox"/> Heated Floors	<input type="checkbox"/> Skylight	
<input type="checkbox"/> Beam Ceiling	<input type="checkbox"/> Elevator	<input type="checkbox"/> Multi-Panel Doors	<input type="checkbox"/> Vaulted Ceiling	
<input type="checkbox"/> Cathedral Ceiling	<input type="checkbox"/> French Doors	<input type="checkbox"/> Natural Woodwork	<input type="checkbox"/> Other	
Smart Technology (7)				
<input type="checkbox"/> Doors/Locks	<input type="checkbox"/> Appliances	<input type="checkbox"/> Irrigation System	<input type="checkbox"/> Safety	<input type="checkbox"/> Thermostat
<input type="checkbox"/> Garage Door Opener	<input type="checkbox"/> HVAC	<input type="checkbox"/> Lighting	<input type="checkbox"/> Security	
Appliances (9)				
<input type="checkbox"/> Convection Oven	<input type="checkbox"/> Electric Cooktop	<input type="checkbox"/> Hot Tap	<input type="checkbox"/> Trash Compactor	<input type="checkbox"/> Other
<input type="checkbox"/> Dishwasher	<input checked="" type="checkbox"/> ENERGY STAR	<input type="checkbox"/> Microwave	<input type="checkbox"/> Warming Drawer	
<input type="checkbox"/> Double Oven	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Oven/Range	<input type="checkbox"/> Washer	
<input type="checkbox"/> Dryer	<input type="checkbox"/> Gas Cooktop	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Wine Cooler	

Miscellaneous (17)				
<input type="checkbox"/> 220 Volt	<input type="checkbox"/> Ceiling Fan	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Laundry Chute	<input type="checkbox"/> Smoke Alarm
<input type="checkbox"/> Attic Storage	<input checked="" type="checkbox"/> CO Detector	<input type="checkbox"/> Fountain	<input type="checkbox"/> Recessed Lights	<input type="checkbox"/> Tech Wiring
<input checked="" type="checkbox"/> Busline Near	<input type="checkbox"/> Coin Laundry	<input type="checkbox"/> Handyman	<input type="checkbox"/> Relocation	<input type="checkbox"/> Other
<input type="checkbox"/> Cable	<input type="checkbox"/> Condemned	<input type="checkbox"/> Home Warranty	<input type="checkbox"/> Satellite	
Mechanical Systems (15)				
<input type="checkbox"/> Air Cleaner	<input checked="" type="checkbox"/> Dehumidifier	<input type="checkbox"/> Heat Detector	<input checked="" type="checkbox"/> Radon System	<input type="checkbox"/> Sump Pump
<input checked="" type="checkbox"/> Backup Generator	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Humidifier	<input type="checkbox"/> Security System	<input type="checkbox"/> Water Softener
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Garage Door Opener	<input type="checkbox"/> Intercom	<input type="checkbox"/> Sump Pump w/Backup	<input type="checkbox"/> Other
Outside Features (13)				
<input type="checkbox"/> Balcony	<input type="checkbox"/> Deck	<input type="checkbox"/> Flag Lot	<input type="checkbox"/> Ramp	<input type="checkbox"/> Yard Lights
<input type="checkbox"/> BBQ Grill	<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Other
<input type="checkbox"/> Corner Lot	<input type="checkbox"/> Entertainment Center	<input type="checkbox"/> Kitchen - Outdoor	<input type="checkbox"/> Tennis Court	
<input type="checkbox"/> Covered Deck/Patio	<input type="checkbox"/> Fire Pit	<input type="checkbox"/> Patio	<input type="checkbox"/> Tiered Deck	
<input type="checkbox"/> Cul de sac	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Porch	<input type="checkbox"/> Wooded Lot	
Fencing/Misc				
<input type="checkbox"/> Barbed Wire	<input type="checkbox"/> Invisible	<input type="checkbox"/> Metal	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Wood
<input type="checkbox"/> Electric	<input type="checkbox"/> Line	<input type="checkbox"/> Privacy	<input type="checkbox"/> Wire	<input type="checkbox"/> Other
Private Pool (17)				
<input type="checkbox"/> Above Ground	<input checked="" type="checkbox"/> ENERGY STAR Pump	<input type="checkbox"/> In-Ground	<input type="checkbox"/> Slide	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Automated Cover	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Indoor	<input type="checkbox"/> Solar Cover	
<input type="checkbox"/> Cleaner	<input type="checkbox"/> Gunite	<input type="checkbox"/> Lap Pool	<input type="checkbox"/> Solar Heated	
<input type="checkbox"/> Diving Board	<input type="checkbox"/> Heated	<input type="checkbox"/> Salt Water	<input type="checkbox"/> Tile	
Buildings				
<input type="checkbox"/> Barn	<input type="checkbox"/> Guest House	<input type="checkbox"/> Pool House	<input type="checkbox"/> Workshop	
<input type="checkbox"/> Gazebo	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Shed	<input type="checkbox"/> Other	
<input type="checkbox"/> Green House	<input type="checkbox"/> Pole Barn	<input type="checkbox"/> Stable		
Land Description (5)				
<input type="checkbox"/> Less than .5 Acre	<input type="checkbox"/> 5 to 9.9 Acres	<input type="checkbox"/> 50 to 99 Acres	<input type="checkbox"/> No Deed Restrictions	
<input type="checkbox"/> .5 to .9 Acres	<input type="checkbox"/> 10 to 19 Acres	<input type="checkbox"/> Over 100 Acres	<input type="checkbox"/> Zoning/Deed Restrict	
<input type="checkbox"/> 1 to 4.9 Acres	<input type="checkbox"/> 20 to 49 Acres	<input type="checkbox"/> Consider Divide	<input type="checkbox"/> Other	
View				
<input type="checkbox"/> City	<input type="checkbox"/> Lake/Pond	<input type="checkbox"/> River	<input type="checkbox"/> Woods	
<input type="checkbox"/> Golf Course	<input type="checkbox"/> Park	<input type="checkbox"/> Valley	<input type="checkbox"/> Other	
Access (8)				
<input type="checkbox"/> City Street	<input type="checkbox"/> Easement Road	<input type="checkbox"/> Paved Road	<input type="checkbox"/> State Highway	<input type="checkbox"/> Other
<input type="checkbox"/> County Road	<input type="checkbox"/> Gravel Road	<input type="checkbox"/> Private Drive	<input type="checkbox"/> US Highway	
Farm Type (12)				
<input type="checkbox"/> Cattle	<input type="checkbox"/> Hog	<input type="checkbox"/> Poultry	<input type="checkbox"/> Tobacco	<input type="checkbox"/> Other
<input type="checkbox"/> Crop (Grain/Corn/Soy)	<input type="checkbox"/> Horse	<input type="checkbox"/> Recreational	<input type="checkbox"/> Tree	
<input type="checkbox"/> Dairy	<input type="checkbox"/> Orchard	<input type="checkbox"/> Sheep	<input type="checkbox"/> Truck	
Farm Structures (10)				
<input type="checkbox"/> Cattle Barn	<input type="checkbox"/> Horse Barn	<input type="checkbox"/> Shed - Misc	<input type="checkbox"/> Stripping Room	<input type="checkbox"/> Workshop
<input type="checkbox"/> Chicken House	<input type="checkbox"/> Milk Parlor	<input type="checkbox"/> Silo	<input type="checkbox"/> Tobacco Barn	<input type="checkbox"/> Other
<input type="checkbox"/> Equestrian Arena	<input type="checkbox"/> Shed - Hay	<input type="checkbox"/> Smoke House	<input type="checkbox"/> Tractor Barn	
Trees (9)				
<input type="checkbox"/> Cedar	<input type="checkbox"/> Hickory	<input type="checkbox"/> Pine	<input type="checkbox"/> Timber-Marketable	<input type="checkbox"/> Wooded-Partial
<input type="checkbox"/> Fruit	<input type="checkbox"/> Oak	<input type="checkbox"/> Scrub	<input type="checkbox"/> Wooded-Heavy	<input type="checkbox"/> Other
Topography (8)				
<input type="checkbox"/> Clear	<input type="checkbox"/> Low	<input type="checkbox"/> Sloped	<input type="checkbox"/> Undeveloped	
<input type="checkbox"/> Lake/Pond	<input type="checkbox"/> Pasture	<input type="checkbox"/> Steep	<input type="checkbox"/> Other	
<input type="checkbox"/> Level	<input type="checkbox"/> Rolled	<input type="checkbox"/> Stream/Creek		

Documents Available (8)

- | | | | | |
|---|---|---|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Accessibility | <input type="checkbox"/> Deed Restriction | <input type="checkbox"/> Green Certificates | <input type="checkbox"/> Soil Map | <input type="checkbox"/> Other |
| <input type="checkbox"/> Aerial Photo | <input type="checkbox"/> Feasibility | <input type="checkbox"/> Plan/Plat | <input type="checkbox"/> Soil Survey | |
| <input type="checkbox"/> Building Restriction | <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Survey | |

Marketing Remarks (Maximum 1000 Characters)

Agent Remarks (Maximum 1000 Characters)

ACCESS/DISABILITY FEATURES		
Accessibility /Disability Features <input type="checkbox"/> Yes <input type="checkbox"/> No		
Outside Features		Controls
<input type="checkbox"/> Accessible garbage on accessible route <input type="checkbox"/> Accessible mailbox: 48" max-15" min height on accessible route <input type="checkbox"/> Curb cut-outs with non-slip textile feature <input type="checkbox"/> Handrails <input type="checkbox"/> Wheelchair ramp or no step entry		<input type="checkbox"/> Electric outlets 15" min height of operable parts <input type="checkbox"/> Light switch 48" max height of operable parts <input type="checkbox"/> Thermostat at 48" max height of operable parts <input type="checkbox"/> Visual smoke alarm <input type="checkbox"/> Voice command smoke alarm
Entrance	Hallways	Hearing Impaired
<input type="checkbox"/> 1/2" or less threshold height <input type="checkbox"/> 32" door opening and open to full 90° <input type="checkbox"/> Lever door handles	<input type="checkbox"/> 36" wide hallway <input type="checkbox"/> 36"x60" space at end of hall for right/left turns	<input type="checkbox"/> Closed Circuit TV for outdoor monitoring <input type="checkbox"/> Signal lights for emergencies <input type="checkbox"/> TTY-Teletypewriter Services (text to phone-live transmitter)
	Interior Doors	Visually Impaired
	<input type="checkbox"/> 31 5/8" min width	<input type="checkbox"/> Appliances front mount controls (no reach over) <input type="checkbox"/> Mounted braille signage
Bathroom	Kitchen	
<input type="checkbox"/> 30"x48" clear floor space beyond door swing <input type="checkbox"/> 60" diameter for wheelchair to make 180° <input type="checkbox"/> Accessible commode 17"—19" from top seat edge to floor <input type="checkbox"/> Built-in shower seat <input type="checkbox"/> Grab bars in bath <input type="checkbox"/> Grab bars at toilet <input type="checkbox"/> Lever faucet handles <input type="checkbox"/> Roll-in shower <input type="checkbox"/> Wall reinforced to add grab bars	<input type="checkbox"/> 40" between opposing counters/appliances <input type="checkbox"/> 60" diameter for wheelchair to make 180° <input type="checkbox"/> Appliances with accessible controls <input type="checkbox"/> Counter height 34" max <input type="checkbox"/> Lever faucet handles <input type="checkbox"/> Roll under sink <input type="checkbox"/> Under-sink exposed pipes wrapped to protect against heat and impact of wheelchair users	
Other		
<input type="checkbox"/> Chair lift <input type="checkbox"/> Deck-no step from door <input type="checkbox"/> Deck-ramp <input type="checkbox"/> Designated accessible parking	<input type="checkbox"/> Designated accessible van parking <input type="checkbox"/> Elevator access <input type="checkbox"/> Laundry with front loaders <input type="checkbox"/> No step entry from garage to dwelling	<input type="checkbox"/> Property on ACCESS van route <input type="checkbox"/> Wheelchair accessible laundry area
Additional Comments/Notes		

OFF MLS SALE (OMS) WORKSHEET

Off MLS Sale (OMS)	
*Selling Date:	*Selling Price: \$
*Financing	
<input type="checkbox"/> Assumption	<input type="checkbox"/> Conventional
<input type="checkbox"/> Cash	<input type="checkbox"/> FHA Loan
<input type="checkbox"/> Land Contract	<input type="checkbox"/> Owner Financing
<input type="checkbox"/> Trade	<input type="checkbox"/> USDA/RD
<input type="checkbox"/> VA Loan	<input type="checkbox"/> Other
*Seller Paid Closing Costs <input type="checkbox"/> Y <input type="checkbox"/> N (Only costs associated w/loan)	Seller Paid Amount: \$
*Buyer Agent MLS ID:	Co-Buyer Agent MLS ID:
*Buyer Agent Name:	Co-Buyer Agent Name:
*Buyer Office ID:	Co-Buyer Office ID:

Step-by-step guide for reporting sales that were not listed in the CincyMLS but sold by a subscriber (aka 'Off MLS Sale - OMS')

The transaction must be **CLOSED** before entering into the CincyMLS. OMS listings may be entered within 30 days of the Closing/Statement Date for comp purposes, but they are not required to be entered. OMS listings are not distributed outside of CincyMLS.

*****Buyer Agent Side ONLY:** If you are representing the buyer side only (property was a For Sale by Owner, For Sale by Builder or the Listing Agent/Office is not subscriber of the CincyMLS), please enter '**Buyer's Agent Only**' in the **Agent Remarks**.

1. **Enter the listing as you would any other new listing:** All required fields must be completed.
2. **Select OMS (Off MLS Sales) as the Status.**
3. **Enter the Selling Information:** For the Selling Date you will enter the Closing/Settlement Date from the Settlement Statement. The same date will be used for the Listing Date, Showing Start Date and Selling Date.
4. **For Buyer Side Only Transactions:** Use your Agent ID and Office ID in **BOTH** the Buyer's Agent/Buyer's Office and Listing Agent/Listing Office fields. Staff will change the Listing Agent/Listing Office fields to a Non-Member ID when we review the listing.
5. **Listing Date and Showing Start Date:** Enter the Closing/Settlement Date from the Settlement Statement. The same date will be used for the Listing Date, Showing Start Date and Selling Date.
6. **Expiration Date:** Enter any date in the future as this is a moot point.
7. **Listing Price:** Enter the sold/closing price obtained from the Settlement Statement as the Listing Price. Listing Price and Selling Price will be the same.
8. **Set the "Allow on Internet" and "Show Address on Internet" fields to "No":** OMS listings are permitted to be entered for comp purposes but are not distributed outside of the MLS.
9. **Upload the REQUIRED primary photo/sketch AND the Settlement Statement:** You can either save the listing as Incomplete and upload these items before you submit the listing, or you can submit the listing and upload them after the listing has been published.

The screenshot below illustrates the key difference between an OMS listing and other listings on entry.

The screenshot shows a web form for listing information. At the top, a grey header reads "Listing Information (* indicates required field) (Orange text indicates Legacy field)". Below this, a green box highlights the "Status" field, which is set to "OMS (Off MLS Sales)". Other fields visible include "Selling Date" (09/19/24), "Selling Price" (330,000), "Financing" (Cash), "* Seller Pd Clo Costs" (Yes), and "Seller Paid Amount" (\$). A "Buyer Comments" text area is at the bottom.