**INSTRUCTIONS:** Gray coloring indicates a required field. All required fields must be completed to add a listing.

Listing Agent ID will automatically complete Listing Associate and Office contact information.

PID will automatically fill (if available from Public Records): Street Number, Compass Point, Street Name, Street Type, Unit, County, Legal, Owner’s Last Name, Year Built, Living SF, Total SF, Taxes and Tax Year.

Log in to [https://mcrtc.mlsmatrix.com](https://mcrtc.mlsmatrix.com), Go to Input > Add New > Rental

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PID</strong></td>
<td>PID</td>
</tr>
<tr>
<td><strong>SubType:</strong></td>
<td>☐ Apartment ☐ Duplex/ Triplex/ Quadplex ☐ Barn ☐ Detached ☐ Condo/Coop ☐ Dock ☐ Mobile/Manufactured ☐ Single Family ☐ Single Family Detached ☐ Townhouse ☐ Villa ☐ Condo Hotel</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td>Street Number ☐ Compass Point ☐ Street Name ☐ Street Type ☐ Building # ☐ City ☐ County ☐ State ☐ Zip (+4)</td>
</tr>
<tr>
<td><strong>List Price</strong></td>
<td>$ ___________________________</td>
</tr>
<tr>
<td><strong>List Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Exp. Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Property also for sale?</strong></td>
<td>☐ Yes ☐ No MLS # for Sale Listing (req’d if For Sale = Y)</td>
</tr>
<tr>
<td><strong>Subdivision</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year Built</strong></td>
<td>Yr. Built Desc. (req’d if Year Built is blank) ☐ New ☐ Under Constr. ☐ Pre-Constr. ☐ Unknown</td>
</tr>
<tr>
<td><strong>Owner Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Owner Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>HOA Comm Area Security Deposit</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SF Living Area (A/C)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Living SF Source</strong></td>
<td>☐ Appraisal ☐ Developer ☐ Floor Plan ☐ Other ☐ Tax Rolls ☐ Owner</td>
</tr>
<tr>
<td><strong>Total SF Under Roof</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Legal Desc. (120 char.)</strong></td>
<td></td>
</tr>
</tbody>
</table>

### SPECIAL INFO:

- Abstract
- Agricultural Exempt
- City Jurisdiction
- Conforms to Zoning
- Corporate Owned
- County Jurisdiction
- Deed Restrictions
- Disclosure
- Easements
- Environmental Rstr.
- Estate/Probate
- Foreign Seller
- Gated Community
- Handymen
- Home Warranty
- Impact Fees
- Institution-Owned
- Leaseback Avail.
- No Survey
- Non-Conforming Use
- None
- Owner-Agent
- Plan App Required
- Platted
- Presently Leased
- Relocation
- Rezone Required
- Sold As-Is
- Subj. to Coastal
- Construction
- Subj. to Impact Fee
- Subj. to Zoning Ch.
- Survey
- Title Insurance
- Use Conforms to Zone
- Will Subdivide
- Will Subordinate

### LISTING AGENT / OFFICE INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List Agent ID</strong></td>
<td></td>
</tr>
<tr>
<td><strong>List Agent Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Co-List Agent ID</strong></td>
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</tr>
<tr>
<td><strong>Co-List Agent Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>List Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Exp. Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Type of Listing Contract</strong></td>
<td>☐ Excl. Right of Sale ☐ Excl. Non-Agency ☐ Excl. Agency ☐ Excl. Right of Sale w/Ex. ☐ Limited Service ☐ MLS Entry-Only</td>
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<td><strong>Variable Rate Comm.</strong></td>
<td>☐ Yes ☐ No Bonus ☐ Yes ☐ No Comm. Paid upon Renewal? ☐ Yes ☐ No</td>
</tr>
<tr>
<td>One of the four compensation fields is required:</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Field</th>
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<tbody>
<tr>
<td><strong>Comp – Flat Fee</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comp – % of Gross Rent</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comp – 1st Month Rent</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comp – Referral Fee</strong></td>
<td></td>
</tr>
<tr>
<td><strong>VOW?</strong></td>
<td>☐ Yes ☐ No Allow AVM? ☐ Yes ☐ No</td>
</tr>
<tr>
<td><strong>Allow Blogging?</strong></td>
<td>☐ Yes ☐ No Address Display ☐ Yes ☐ No</td>
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<tr>
<td><strong>IDX?</strong></td>
<td>☐ Yes ☐ No Zillow/Trulia? ☐ Yes ☐ No</td>
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<tr>
<td>If VOW is Yes, Choose syndication options:</td>
<td>(Note: Broker must be opted-in)</td>
</tr>
<tr>
<td><strong>Internet</strong></td>
<td>☐ FL Properties ☐ Realtor.com</td>
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### RENTAL INFORMATION

#### Rental Information is Required for Each Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Annual Rent</th>
<th>Monthly Rent</th>
<th>Off Season Rent</th>
<th>Seasonal Rent</th>
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<tbody>
<tr>
<td>January</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>March</td>
<td></td>
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<tr>
<td>April</td>
<td></td>
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<tr>
<td>May</td>
<td></td>
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<tr>
<td>June</td>
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<tr>
<td>July</td>
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</tr>
<tr>
<td>August</td>
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<tr>
<td>September</td>
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<td></td>
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</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
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</table>

#### Min. Days for Rent

<table>
<thead>
<tr>
<th>Month</th>
<th>Rental Info 1st Mo. Dep.</th>
<th>Rental Info Last Month Dep.</th>
</tr>
</thead>
</table>

**Tenant Pays**

- Assoc. Maintenance
- Cable
- Common Area Maint.
- Electric
- Gas
- Insurance
- Janitorial
- None
- Repairs
- Sewer
- Taxes
- Water

### ROOMS

#### # Bdrms – Exist.

<table>
<thead>
<tr>
<th>Room Level</th>
<th>Length</th>
<th>Width</th>
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<tbody>
<tr>
<td>Atrium</td>
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<tr>
<td>Attic</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Balcony</td>
<td>X</td>
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<tr>
<td>Bedroom 1</td>
<td>X</td>
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<td>Bedroom 2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bedroom 3</td>
<td>X</td>
<td></td>
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<tr>
<td>Bedroom 4</td>
<td>X</td>
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<tr>
<td>Bedroom 5</td>
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<td></td>
</tr>
<tr>
<td>Den</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dining Room</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Family Room</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Florida Room</td>
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<tr>
<td>Garage Apt</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Great Room</td>
<td>X</td>
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<tr>
<td>Kitchen</td>
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<tr>
<td>Laundry</td>
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<tr>
<td>Living Room</td>
<td>X</td>
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<tr>
<td>Loft</td>
<td>X</td>
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<tr>
<td>Main Bedroom</td>
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<tr>
<td>Media</td>
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<tr>
<td>Office</td>
<td>X</td>
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<tr>
<td>Patio</td>
<td>X</td>
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<tr>
<td>Pool</td>
<td>X</td>
<td></td>
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<tr>
<td>Porch</td>
<td>X</td>
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<tr>
<td>Storage</td>
<td>X</td>
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<tr>
<td>Utility Room</td>
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<td></td>
</tr>
<tr>
<td>Workshop</td>
<td>X</td>
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</tr>
</tbody>
</table>

#### Master Bed / Bath Desc.

- Mstr Bdrm Upstrs
- Combo Tub/Shower
- Sep. Tub/Shower
- Mstr Bdrm Ground
- Dual Sinks
- Spa Tub & Shower
- Mstr Bdrm Sitting
- Separate Shower
- Whirlpool Spa
- 2 Master Baths
- Separate Tub
- None

#### # Full Baths

- Mstr Bdrm Ground
- Combo Tub/Shower
- Sep. Tub/Shower
- Mstr Bdrm Upstrs
- Dual Sinks
- Spa Tub & Shower
- Mstr Bdrm Sitting
- Separate Shower
- Whirlpool Spa
- 2 Master Baths
- Separate Tub
- None

#### # Half Baths

- Mstr Bdrm Ground
- Combo Tub/Shower
- Sep. Tub/Shower
- Mstr Bdrm Upstrs
- Dual Sinks
- Spa Tub & Shower
- Mstr Bdrm Sitting
- Separate Shower
- Whirlpool Spa
- 2 Master Baths
- Separate Tub
- None

### PROPERTY INFORMATION

#### Pets Allowed?

- Yes
- No

#### Maximum Pet Size

- < 20 lbs
- 21-30 lbs
- 31-40 lbs
- 41-50 lbs
- 50+ lbs

#### Pet Fee?

- Yes
- No

#### # of Pets Allowed
**Subdivision Amenities**

- BBQ Grill
- Beach Access by Easement
- Beach Club Avail.
- Bike-Jog
- Billiards
- Boating
- Business Center
- Cabana
- Clubhouse
- Common Laundry
- Community Pool
- Exercise Rm
- Extra Storage
- Game Rm
- Golf Course
- Horse Trails
- Horses Permitted
- Kitchen
- Library
- Lobby
- Manager onsite
- None

**Private Pool?**

- Yes / No

**Private Pool Desc.**

- Above Ground
- Auto Chlorinator
- Autoclean
- Child Gate
- Concrete
- Equipment Incl'd.
- Fiberglass
- Freeform
- Gunite
- Heated
- Heat Lease
- Indoor
- Inground
- Salt Water
- Screened
- Solar Heat
- Spa
- Vinyl Lined

**Parking Desc.**

- Assigned
- Attached Carport
- Attached Garage
- Circular Drive
- Common
- Covered
- Decorative Drive
- Deeded
- Detached Carport
- Detached Garage
- Driveway
- Free
- Garage – Building
- Golf Cart
- Guest
- Handicap
- Load Spaces
- No Motorcycle
- No Onsite Parking
- Offsite
- Open
- Other–See Remarks
- RV/Boat
- Shared
- Side/Rear Garage
- Slab Strip
- Special Purchase
- Special Rent
- Street
- Trucks Allowed
- Under Building
- Unpaved
- Valet
- Valet Pkng Av/lb
- Vehicle Restrictions
- 2+ Spaces

**Waterfront?**

- Yes / No

**Waterfront Desc.**

- Oceanfront
- Protected Water
- River
- Seawall

**# of Stories**

- # of Covered Prkng Spaces

**Water Access**

- Attended
- Boat Lock
- Boathouse
- Common Dock
- Dock Available
- Electric Available
- Exclusive Use
- Fuel
- Full Service
- Hoist/Davit
- Lift
- Live Aboard

**Parking Restrictions**

- Yes / No

**Storm Protection**

- Curr Owner Wind
- Mitig Cert Avail
- Elec Panel for Portable Power
- Safe Room
- Complete Accordin
- Partial Accordin
- Complete Electric Shudders
- Clear Impact Glass

**Features & Utilities Information**

**Furnishings**

- Furnished
- Part. Furnished
- Unfurnished
- For Sale

**Heating Type**

- Central
- Central Building
- Central Individual
- Electric
- Gas
- Heat Strip

**Cooling Type**

- Air Purifier
- Attic Fan
- Ceiling Fan
- Central
- Central Building
- Central Individual
- Electric
- Exhaust
- Fan
- Humidistat
- Heat Pump Reverse
- No heat
- No Other
- No Paddle Fans
- No Solar
- No Space
- No Wall Furnace
- No Wall-Win A/C
- No Zoned

**Restractions**

- Buyer/Tenant Approval
- Comm. Veh Prhbtd
- Daily Rentals
- Interview Req’d
- Lease/Rental OK
- Maximum # Veh.
- None
- No Corporate Buyers
- No Lease
- No Lease 1st Year
- No Lease First 2 Yrs w/Restr.
- No Motorhome
- No Smoking
- No Truck/RV
- No Ext. Alterations
- Other
- Daily Rent
- Daily Rates

**Interior Features**

- Bar
- Built-In Shelves
- Closet Cabinets
- Cook Island
- Ctrl/Vault Ceilings
- Custom Mirror
- Decorative Fireplic
- Dome Kitchen
- Elevator
- Entry Lvl Lving Area
- Fire Sprinker
- Fireplace(s)
- Foyer
- French Door
- Laundry Tub
- Pull Down Stairs
- Roman Tub
- Sky Light(s)
- Split Bedroom
- Stack Bedrooms
- Upstirs Living Area
- Volume Ceiling
- Walk-In Closet
- Watt Wise
- Wet Bar

**Water**

- Protected Water
- Oceanfront
- Pond
- Protected Water
- River
- Seawall
- Salt Water
- Screened
- Solar Heat
- Spa
- Vinyl Lined

**Building**

- Total Units in Building
- Total Units in Complex

**Unit Floor #**

- E
- N
- S
- W
- NW

- Community Rm.
- Picnic Area
- Pilot House
- Play Area
- Prt Beach Pvl
- Putting Green
- Sauna
- Shuffleboard
- Sidewalks
- Spa-Hot Tub
- Street Lights
- Tennis
- Trash Chute
- Whirlpool
- Workshop

- Entry
- Ocean Access
- Point Lot
- Protected Water
- Protected Water
- Protected Water
- Protected Water
- Protected Water
- Protected Water
- Protected Water
- Protected Water

- No Motorcycle
- Trucks Allowed
- Under Building
- Unpaved
- Valet
- Valet Pkng Av/lb
- Vehicle Restrictions
- 2+ Spaces

- Electric
- Exhaust
- Fan
- Humidistat
- Heat Pump Reverse
- No heat
- No Other
- No Paddle Fans
- No Solar
- No Space
- No Wall Furnace
- No Wall-Win A/C
- No Zoned

- None
- No Corporate Buyers
- No Lease
- No Lease 1st Year
- No Lease First 2 Yrs w/Restr.
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- Daily Rates

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- No Lease 1st Year
- No Lease First 2 Yrs w/Restr.
- No Motorhome
- No Smoking
- No Truck/RV
- No Ext. Alterations
- Other
- Daily Rent
- Daily Rates
### Exterior Features
- ✅ Auto Sprinkler
- ✅ Awning(s)
- ✅ Barn Stalls
- ✅ Built-In Grill
- ✅ Cabana
- ✅ Covered Balcony
- ✅ Covered Patio
- ✅ Custom Lighting
- ✅ Deck
- ✅ Exterior W/D Hookup
- ✅ Extra Building
- ✅ Fence
- ✅ Exterior Features
- ✅ Fenced Yard
- ✅ Fruit Tree(s)
- ✅ Green House
- ✅ Hangar
- ✅ Lake/Canal Sprklr
- ✅ Manual Sprinkler
- ✅ None
- ✅ Open Balcony
- ✅ Open Patio
- ✅ Open Porch
- ✅ Outdoor Shower
- ✅ Room for Pool
- ✅ Screen Porch
- ✅ Scrd. Balcony
- ✅ Screened Patio
- ✅ Shed
- ✅ Shutter
- ✅ Stable
- ✅ Security
- ✅ Summer Kitchen
- ✅ Tennis Court
- ✅ Utility Barn
- ✅ Wrap Porch
- ✅ Zoned Sprinkler

### Appliances / Equipment
- ✅ Auto Garage Open
- ✅ Central Vacuum
- ✅ Compactor
- ✅ Cooktop
- ✅ Dishwasher
- ✅ Dryer
- ✅ Fire Alarm
- ✅ Freezer
- ✅ Gas Lease
- ✅ Generator Hookup
- ✅ Generator Whole House
- ✅ Ice Maker
- ✅ Intercom
- ✅ Lead Cert.
- ✅ Microwave
- ✅ None
- ✅ Range
- ✅ Range – Electric
- ✅ Refrigerator
- ✅ Satellite Dish
- ✅ Smoke Detector
- ✅ Solar Water Heater
- ✅ Storm Shutters
- ✅ TV Antenna
- ✅ W/D Hookup
- ✅ Wall Oven
- ✅ Washer
- ✅ Water Filter-Own
- ✅ Water Heatr-Gas
- ✅ Water Softener-Own
- ✅ Water Softener-Rented

### Flooring Desc.
- ✅ Carpet
- ✅ Ceramic Tile
- ✅ Clay
- ✅ Concrete
- ✅ Laminat
- ✅ Marble
- ✅ Mexican Tile
- ✅ Other
- ✅ Parquet Floor
- ✅ Slate
- ✅ Terrazzo Floor
- ✅ Vinyl Floor
- ✅ Wood

### Security
- ✅ Burglar Alarm
- ✅ Doorman
- ✅ Entry Card
- ✅ Entry Phone
- ✅ Fence
- ✅ Full Fence
- ✅ Gate – Manned
- ✅ Gate – Unmanned
- ✅ Lobby
- ✅ Motion Detector
- ✅ Private Guard
- ✅ Security Bars
- ✅ Security Light
- ✅ Security Patrol
- ✅ Security Sys-Leased
- ✅ Security Sys-Owned
- ✅ Tenant Approval
- ✅ Tennis
- ✅ Traffic Auto
- ✅ Traffic Heavy
- ✅ Traffic Light
- ✅ Traffic Medium
- ✅ Traffic Pedestrian
- ✅ Will Lease

### Miscellaneous
- ✅ Building Security
- ✅ Clearing Required
- ✅ Fenced Yard
- ✅ Fill Required
- ✅ No Garage
- ✅ Golf
- ✅ Gutter
- ✅ Laundry Facilities
- ✅ Lease Option Avail.
- ✅ No Drainage
- ✅ Oil/Mineral
- ✅ Onsite Water Reten.
- ✅ Other
- ✅ Railroad Siding
- ✅ Recreation Facility
- ✅ Sidewalk
- ✅ Storm Sewer
- ✅ Tenant Approval
- ✅ Tennis
- ✅ Traffic Auto
- ✅ Traffic Heavy
- ✅ Traffic Light
- ✅ Traffic Medium
- ✅ Traffic Pedestrian
- ✅ Tennis
- ✅ Tennis

### Equestrian Features
- ✅ Boarding Allowd
- ✅ Bridle Path/Trails
- ✅ Center Aisle
- ✅ Community Stalls
- ✅ Covered Ring
- ✅ Feed Room
- ✅ Fly System
- ✅ Grass Field
- ✅ Grooms Quarters
- ✅ Mirror
- ✅ Office
- ✅ Owners Apartmt
- ✅ Paddocks
- ✅ Regulhn Dressage
- ✅ Ring
- ✅ Shed
- ✅ Shed Row
- ✅ Stable

### COMMUNITY INFO

<table>
<thead>
<tr>
<th>Elem. School</th>
<th>Middle School</th>
<th>High School</th>
<th>Section 8</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
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</table>

### Governing Bodies
- ✅ Builder
- ✅ Coop
- ✅ Condo
- ✅ HOA
- ✅ Homeowners Assoc.
- ✅ Mandatory
- ✅ No HOA

### HOPA
- ✅ Voluntary
- ✅ Yes – Verifed
- ✅ Yes – Unverifed
- ✅ Yacht Club
- ✅ Wheelchair

### ADA Compliant
- ✅ Handicap Access

### Homeowners Assoc.
- ✅ Voluntary
- ✅ Mandatory

### HOA / Condo App Fee Req’d?
- ✅ Yes
- ✅ No

### HOA / Condo App Fee Paid By
- ✅ Landlord / Owner
- ✅ Tenant

### REMARKS / DIRECTIONS

### Public Remarks (1000 characters)

### Broker Remarks (500 characters)

### Directions (400 characters)