

Adding Documents to a New or Existing Listing:

After doing data input and adding your primary photo, you will receive a MLS#. If the residential or multifamily property you are listing was built prior to 1978, you will be prompted to add a lead paint disclosure form. To do so, follow these instructions:

Go to: Change Listing and select the Documents Link:



Browse to your computer and select the PDF version of your lead paint form from your file. Select the Lead Paint Disclosure from the drop-down list:

Add Document

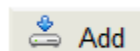
Document File:

Description:

Document Is: **Documents**

- Deed
- Exclusive Right to Sell
- Lead Paint Disclosure
- Parcel Map
- Seller Description of Property
- Tax Record Report

Select the Add button:



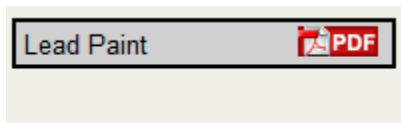
Changing Documents to an Existing Listing:

Occasionally, you may receive a prompt to add a lead paint disclosure form to an existing listing. If one does not exist, please follow the steps above. If, however, you do have a form added to your listing it is most likely that naming mechanism you chose when you added the form does not match the name from the drop-down list provided.

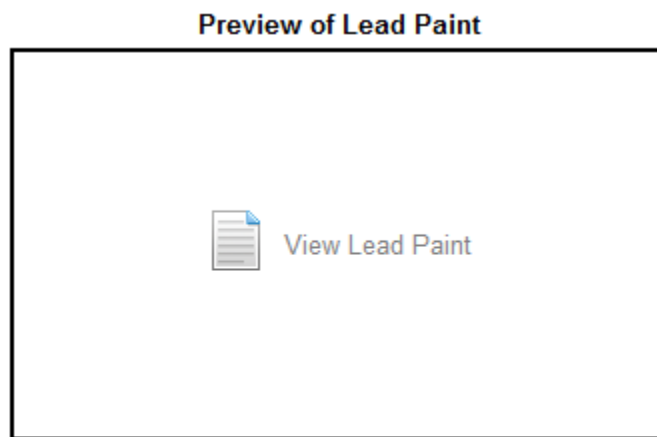
Go to: Change Listing and select the Documents Link:



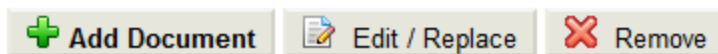
Select the form from the list on the left-hand side of the screen:



Choose to Edit/Replace the form:



This document is saved in PDF format. Click the document icon above to view it.



Select the form name from the drop-down list provided, and save changes.

