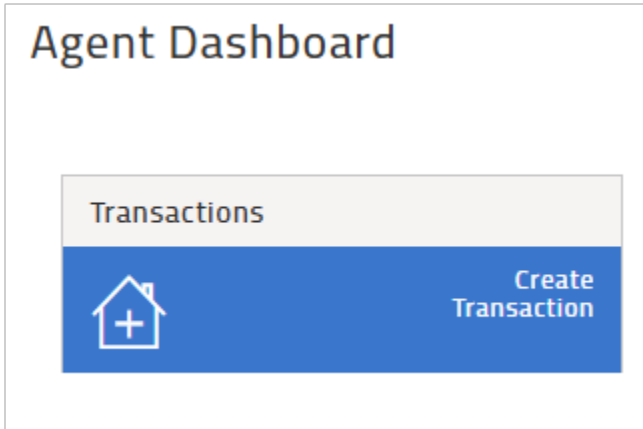


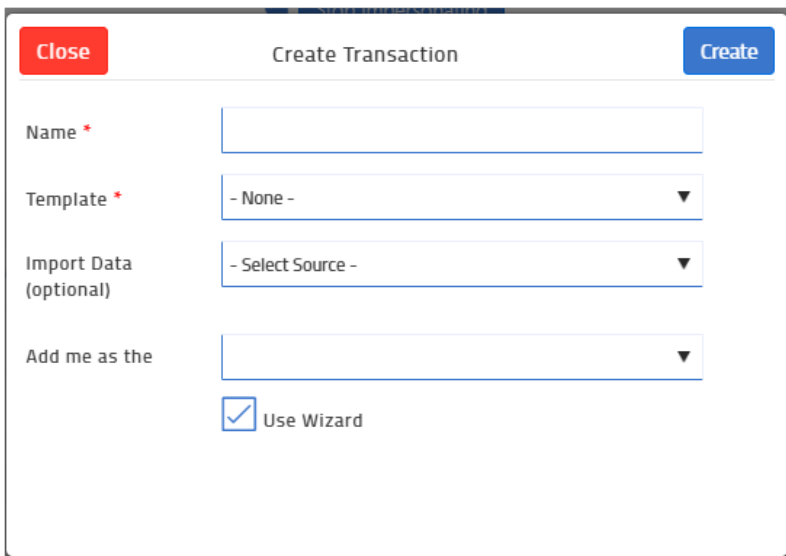
Creating a Listing Transaction

Getting your transaction set up right away, before filling out any forms, is the best and easiest way to get started.

From your Agent Dashboard, find the blue button with the house that says Create Transaction, and click on the button:



This box will pop up, and you want to use ALL of the fields when setting up, and leave Use Wizard checked off as-is:

The image shows a screenshot of a 'Create Transaction' form. At the top left is a red 'Close' button, and at the top right is a blue 'Create' button. The form contains several fields: 'Name *' with an empty text input; 'Template *' with a dropdown menu showing '- None -'; 'Import Data (optional)' with a dropdown menu showing '- Select Source -'; and 'Add me as the' with a dropdown menu. Below these fields is a checked checkbox labeled 'Use Wizard'.

For this listing transaction, add the property address and choose the Template RETAIL – LISTING SIDE, then go to Import Data and select TAX (Realist), and then go to the dropdown to select the county the property is in:

Close Create

Create Transaction

Name *

Template *

Import Data (optional)

Add me as the

- Lee
- Lexington City
- Loudoun
- Louisa**
- Lunenburg
- Lynchburg City
- Madison
- Manassas City
- Manassas Park City
- Martinsville City

Once you've selected the county, enter just the street number and the street name in the corresponding boxes, and then select Search Tax Data:

Close Select

Tax search

To continue, you must enter part of either: the Tax Number, the Street Address, or an Owners last name.

County

Unit Number

Street Number

Street Name (Only)

City/Township

Zip Code

Tax Number

Last Name

Select the property, verifying the seller matches your client, and hit the Select button:

Close Select

Tax search

133 Redbud Dr, Louisa, 23093-5717

Owner: Carrington Mtg Svcs LLC

Parcel Number: [13A5-5-697](#)

Then select Listing Agent from the “Add me as the” dropdown, your box should look like this, and hit Create:

Close Create Transaction **Create**

Name * 133 Redbud Dr

Template * RETAIL - LISTING SIDE ▼

Import Data (optional) TAX (Realist) ▼

Louisa ▼

13A5-5-697 🔍

Add me as the Listing Agent ▼

Use Wizard

Now you will go through the 5 Step Wizard, be sure to use the NEXT button and **not** the SAVE AND EXIT button at the bottom! The details from the tax record have already populated in this area and will also populate on your Listing Agreement, as well as the List Price if you add this under the Listing Information on the first Details page:

Listing Information

List Price 200000

Click NEXT to get to the second page of details, here you can add the List Date and the Expiration Date to populate onto your Listing Agreement:

Transaction Dates

List Date 05/06/2026

Expiration Date 08/06/2026

Click NEXT to get to the Contacts section. This will already have you, Virginia Capital Realty, and the Seller in here as contacts. Go into the Virginia Capital Realty contact by clicking the blue name:

Virginia Capital Realty
Listing Broker

And in this contact box, add Kevin Kirwan as seen below so his name will populate the Broker section of the Listing Agreement properly:

The screenshot shows a web form titled "Edit transaction contact". At the top left is a red "Close" button, and at the top right is a blue "Save" button. Below the title are three tabs: "General", "Identifiers", and "Address", with a help icon (?) to the right. The "Type" dropdown menu is set to "Listing Broker". A section titled "Contact" contains several input fields: "First Name" (Kevin), "Middle Name" (empty), "Last Name" (Kirwan), "Email" (empty), "Legal Name" (Kevin Kirwan), "Preferred Signature" (empty), "Preferred Initials" (empty), "Office" (Virginia Capital Realty), and "Add to address" (checkbox). A vertical scrollbar is on the right side of the form.

Next, click on the blue name of the Seller contact to open that up. At this time, if any adjustments need to be made to how the seller's name appears (such as changing Joe to Joseph, etc.) you can do that in this contact box as this is how the name will populate onto the Listing Agreement. If you are using Authentisign, this is where you will add an email address for your client as well:

Close Edit transaction contact Save

General Address ?

Type * Seller

Contact

First Name * Mtg

Middle Name Svcs

Last Name * Carrington

Email email@email.com

Legal Name Mtg Svcs Carrington

Preferred Signature

Preferred Initials

Add to address book?

Repeat this step if there is more than one seller, then click Next which will take you to the Forms step. The Listing Processing Form, School and Utilities Affidavit, and VCR – Traditional Title ABA will be present in this area. You can fill out your LPF now, or wait until you go to submit your Listing Package. Open up the School and Utilities Affidavit and fill out any missing information you have, and then do the same with the Traditional ABA (this one will just involve typing the client names into the top and bottom of the form). Then, go to Add at the upper right, and use the search bar to add your Listing Agreement (345), DPOR Acknowledgement (427), and Lead Based Paint (445) forms. Click Add at the top right once you’ve selected the ones you want, and then open each one and fill it out.

You will notice that the forms have already populated with much of the required information from that first step syncing with the tax record, cutting down on your time to fill everything in:



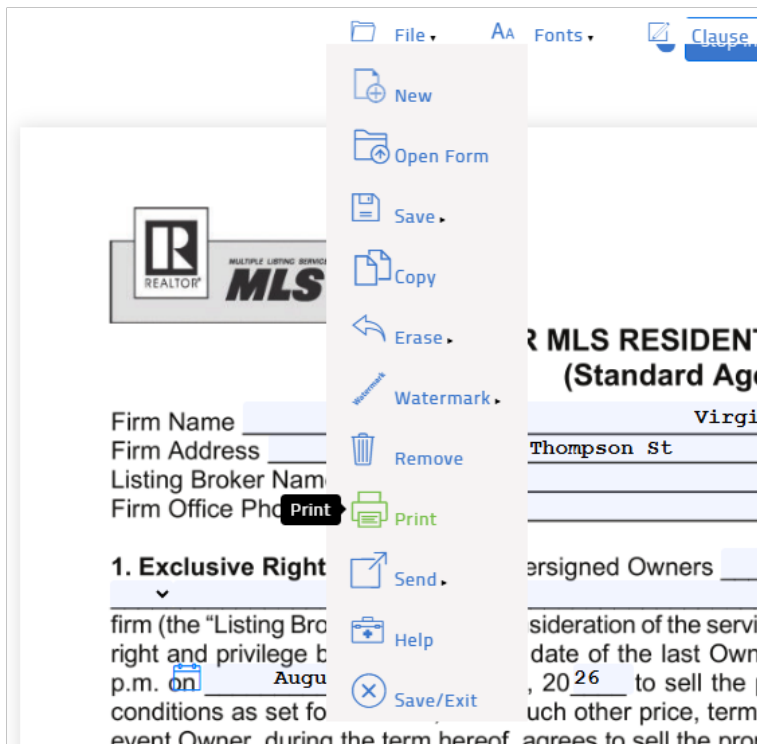
CVR MLS RESIDENTIAL LISTING AGREEMENT (Standard Agency Representation)

Firm Name Virginia Capital Realty
 Firm Address 1106 North Thompson St Richmond VA 23230
 Listing Broker Name Kevin Kirwan
 Firm Office Phone Number (804) 545-6300

1. Exclusive Right To Sell: The undersigned Owners Mtg Svcs Carrington
 (the "Owner") hereby grant unto the above named firm (the "Listing Broker") for and in consideration of the services to be rendered by Listing Broker, the exclusive and irrevocable right and privilege beginning with the date of the last Owner's signature obtained on this Agreement and ending at 11:59 p.m. on August 6, 2026 to sell the property described herein for the price and upon the terms and conditions as set forth herein, or for such other price, terms or conditions as may be hereafter agreed upon in writing. In the event Owner, during the term hereof, agrees to sell the property described herein, and for any reason the purchase and sale transaction is not consummated, Owner agrees that Listing Broker shall continue to have the right to sell the property and to file the property with the Central Virginia Regional Multiple Listing Service ("CVR MLS").

Property located in City/County Louisa, Virginia, with a street address of: 133 Redbud Dr, Tax Parcel # 13A5-5-697, and a legal description of LOT 697 PLAT 504/192 DB 1791/947 (the "Property").

ONLY IF YOU ARE HAVING YOUR LISTING PACKAGE HAND SIGNED, you will go to the top left after you complete each Form and select File, then Print from the dropdown to print each form for signature collection.



Once you have all of your forms filled out, you can click Next to go to the Documents section. For a listing, you likely will not have anything to load up here, unless you have something like LLC docs for your seller that will need to be included in your transaction. If you have nothing to load, you can now click Done.

GET YOUR DOCS HAND SIGNED, and then once you've entered and activated your listing, go to the ID Submission instructions, **OR** go to the Authentisign Listing directions next if you're using that and then go to the Submission Instructions!