flexmls *Tip!*

Access Listing Input Forms 3 Ways

Updated December 2021

Preparing a listing for flexmls requires detailed knowledge of the property. An Input Sheet is the best way to accurately fill in all fields while meeting with a client who is ready to list their property. Working with your client, you can fill in each field just as it will be input into flexmls. Listing Input Forms can be found in flexmls, zipForms, and Dotloop.

Flexmls

Listing Input Forms located in flexmls are automatically updated when fields are added or changed.

To access:
1. Open the **Menu** in flexmls
2. Click **Input Forms**
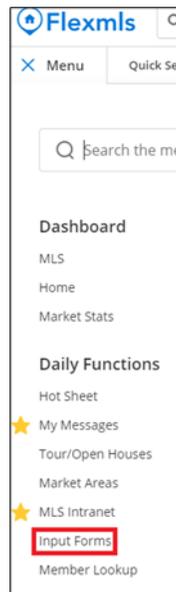
3. Select the **Property Type** for which you want to print a form

4. Select **Print**

zipForms

Fillable Input Forms are available in zipForm and should match the fields found in flexmls.

To access:
1. Log into your zipForms account
2. Select **Forms**
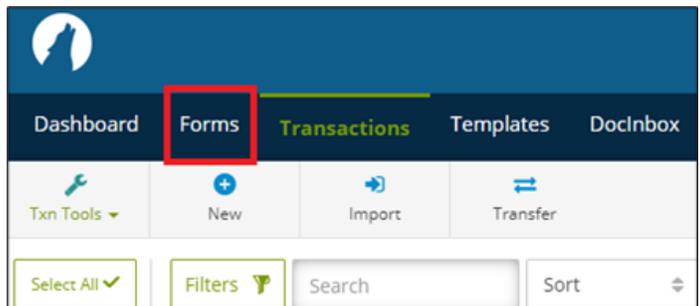
3. Select **[SWMRC] - MichRIC**
4. Select **Residential Profile Sheet—03/19** or other property type input form
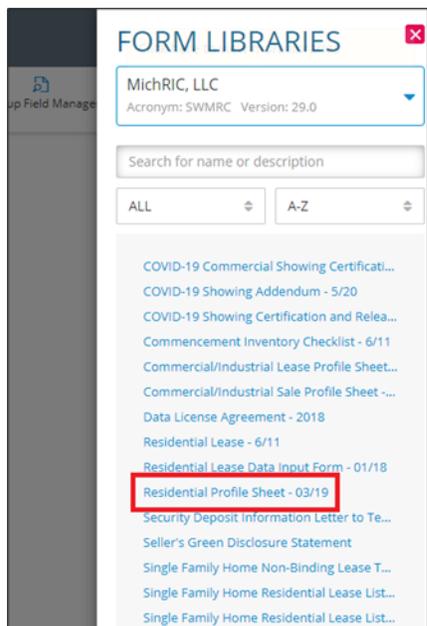
Dotloop

Dotloop users can also find the fillable input sheet.

To access:
1. Log into your dotloop account
2. Under **Templates**, select **MICHRIC**.
3. Search **Residential—Data Input Form** or other property type input form
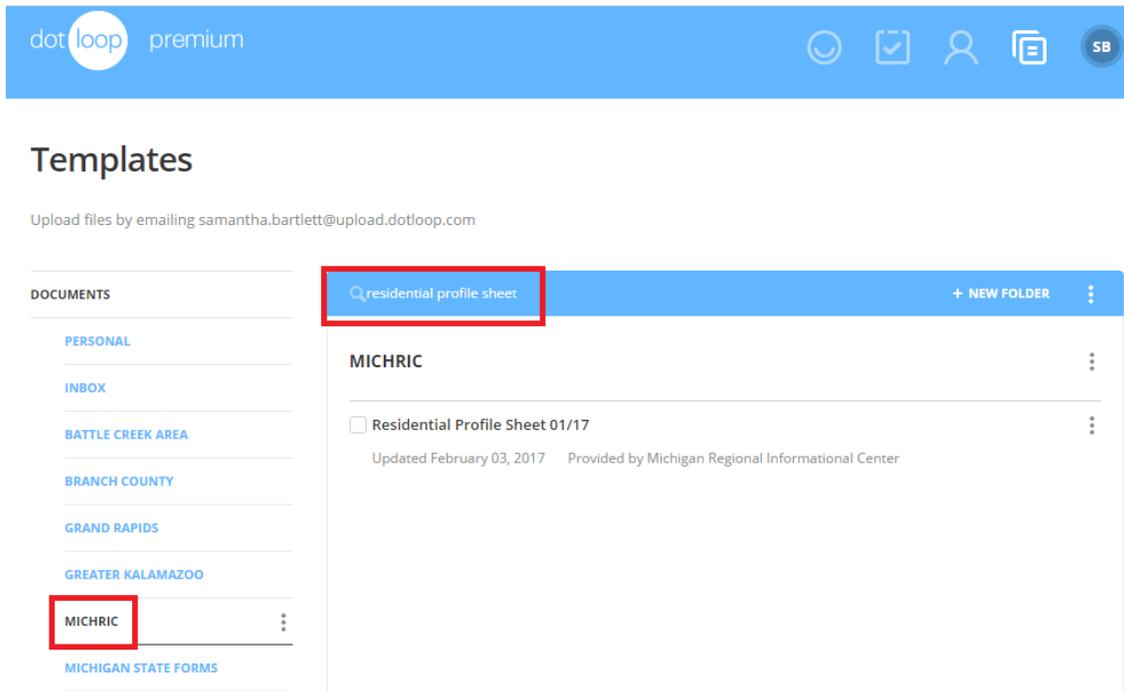
That's all there is to it! Whether you are working in flexmls, MICHRIC, or Dotloop, you have access to the Listing Input form.

If you have an idea for a tip you'd like to share, please email SamB@gkar.com with your suggestion.