

MULTIPLE PHOTO SUBMISSION FORM

DIRECTIONS FOR USE OF THIS FORM ARE INCLUDED - PLEASE READ

Please complete and return to:
South Central Wisconsin MLS
4801 Forest Run Rd, Suite 101
Madison, WI 53704-7337

THIS INFORMATION IS REQUIRED AND MUST BE FILLED OUT COMPLETELY AND ACCURATELY

Date of Submission:
List Agent/Office:
List Agent/Office Phone #:
Property Address:
MLS Number:

PHOTO PRIORITY	PHOTO DESCRIPTION (ie. Front view, bedroom, bathroom, etc.)
#1	
#2	
#3	
#4	
#5	
#6	
#7	
#8	
#9	
#10	
#11	
#12	
#13	
#14	
#15	
#16	
#17	
#18	
#19	
#20	
#21	
#22	
#23	
#24	
#25	

FOR PHOTO RE-SUBMISSIONS

I am re-submitting photos because...

- I would like the existing picture(s) in the system replaced
- I have already sent in my Priority 1 photo and these are additional priorities

MULTIPLE PHOTO SUBMISSION FORM INSTRUCTIONS

NOTE: *The Multiple Photo Submission Form is to be used only for MULTIPLE photo submissions only! You do not need to send this form if you are submitting just one photo for a property.*

BEFORE YOU BEGIN: You **MUST** print clearly the following information on the back of **EACH** photo: Property Address, Listing Agent/Office and MLS Number (plus priority letter)

Please print CLEARLY. Be sure all information at the top of the form is filled in **completely** – this includes:

- **Date of Submission:** This is the date you sent this form to the MLS
- **List Agent/ Office:** The listing agent name and office name/code
- **List Agent / Office Phone #:** Enter a phone number where we can reach you with questions
- **Property Address:** Street number, direction and name
- **MLS Number(s):** The MLS Number is the most important piece of information. Please make sure this number is the correct number for the property address for which you're submitting photos. If this is a new listing, please do not send in the form until you have the MLS Number.
NOTE: *Please indicate if the photos are to be used for more than one MLS Number.*

1. Photos should be 4x6 and HORIZONTAL. Please try to "center" objects in the middle of the photo and leave some space between the object and the edge of the photo to prevent any accidental cropping of important features from the photo.
2. All photos should be fastened to the submission form with a paper clip.
DO NOT STAPLE photos to the form as this can cause damage or tearing.
3. Your Photo Priority #1 is usually the first photo seen for the property in *Paragon*TM and is usually the front view of the property. The first photo for your listing is sent to www.realtor.com and the first 8 photos are sent to www.wisconsinhomes.com. This process usually takes 48 hours.
4. If you send additional photos at a later date, be sure to check the box on the bottom of the form that indicates that you have already submitted photo(s) for this listing.
5. You may submit sketches and plat maps. Dark outlines make better images and the busier the sketch (topographical maps, for instance) the worse the reduction is.
6. Photos are kept on file at the MLS office for approximately 60 days and then they are disposed of. *If you wish to have you photos returned to you, please be sure to include a self-addressed, stamped envelope.*

DEFINITIONS:

PRIORITY: Order of display of the photos. Priority #1 may be the outside front or view. The other priorities may be the back, view, interior shots, etc. You may have a total of 25 priorities (combination and/or sketches) per submission.

DESCRIPTION: Brief description of the photo (front of house, bathroom, bedroom, etc.). Please note that the description does NOT appear in *Paragon*TM and is only used to verify the correct order for digitizing your photos into the *Paragon*TM system.

**If you have any additional questions about the photo submission process,
please call the MLS Computer Helpline at 608.240.2800**