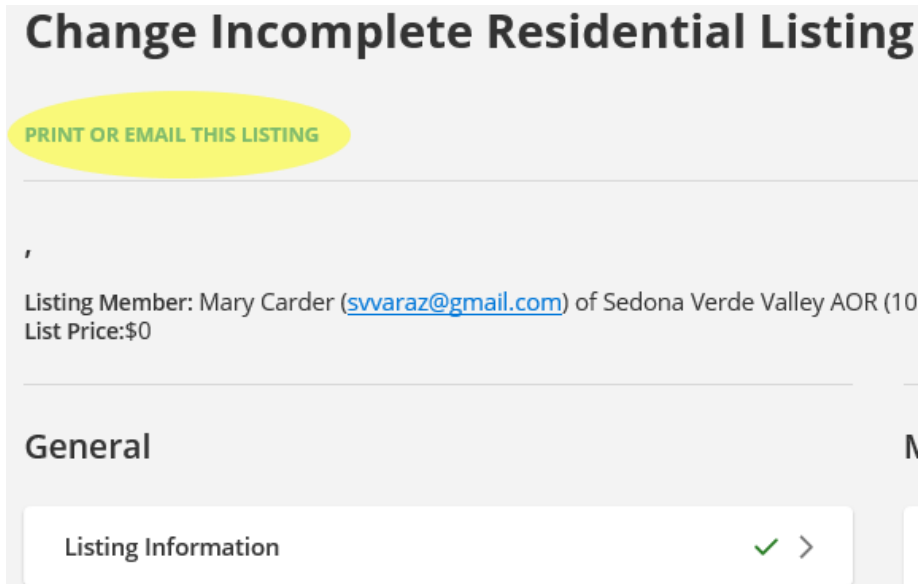


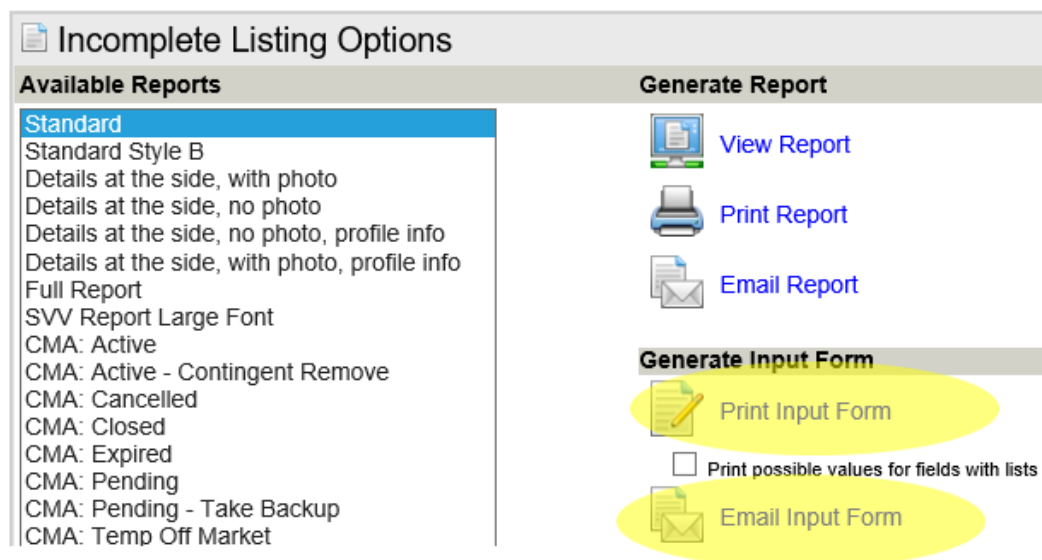
# HOW TO FILL OUT AND PRINT LISTING INPUT FORMS IN FLEXMLS

You can fill out as much of the listing as you want to, in FlexMLS, save it as incomplete and then print it out or email it.

1. Enter listing information and save it as incomplete.
2. You will be on the "Change Incomplete [Property Type] Listing" page.



3. Click on "PRINT OR EMAIL THIS LISTING"
4. "Incomplete Listing Options" will give you the options to "Print Input Form" or "Email Input Form" along with other choices.



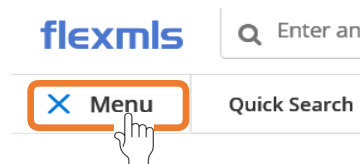
# HOW TO PRINT BLANK LISTING INPUT FORMS FROM FLEXMLS

Completely up-to-date blank listing input forms can be printed directly from Flexmls.

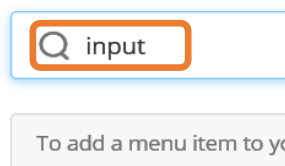
To do so,

1. Log in to Flexmls

2. Click on Menu



3. Type Input in Search field



4. Click on Input Forms



## Printable Listing Input Forms

Choose a property type:

<b>Residential</b>
Rental
Business Opp
Commercial/Industry
Multi-Family
Vacant Land
Fractional/Timeshare

Print possible values for fields with lists

