



# Download The Forms And Email Photos

Download and complete the following 3 forms: You can get the forms from here:  
<http://www.e-liststate.com/forms-CA.html>

## CHECK LIST:

- 1. **Form: Agency Disclosure File.** *This file contains FIVE disclosure forms.* Read all pages. Sign page 1, 2, 3, 4 and 5. See item 4 below to email or FAX pages.
- 2. **Form: California Listing Agreement – Exclusive Agency:** Read the contract. Complete page 1 and sign page 5. See item 4 to email the form back or FAX page 1 and page 5 only.
- 3. **Form: MLS Property Info form (or use the Multi-Family or Land Input Form if you are selling a multi-family property or land parcel).** This is the form used to input information about your property into the MLS system. Complete all asterisk fields to the best of your ability. These are required fields for the MLS and Realtor.com advertisement. See item 4 to email the form back or FAX pages.
- 4. **email the forms to:** [LeslieRae@e-ListState.com](mailto:LeslieRae@e-ListState.com) or print and FAX toll free: 800-930-3967
- 5. **email photos to:** [LeslieRae@e-ListState.com](mailto:LeslieRae@e-ListState.com) Photos should be in the .jpg format and about the size of 600 wide x 450 high. Notice, more wide than high make the best pictures. You can have a max of 20 photos for your local MLS listing.

Name the pictures in the order you want them placed in the MLS. Examples:

1.jpg or 1-YourStreetName.jpg or 1-Front.jpg  
2.jpg or 2-YourStreetName.jpg or 2-LivingRoom.jpg  
all the way to 10.jpg or 10-YourStreetName.jpg or 10-Backyard.jpg

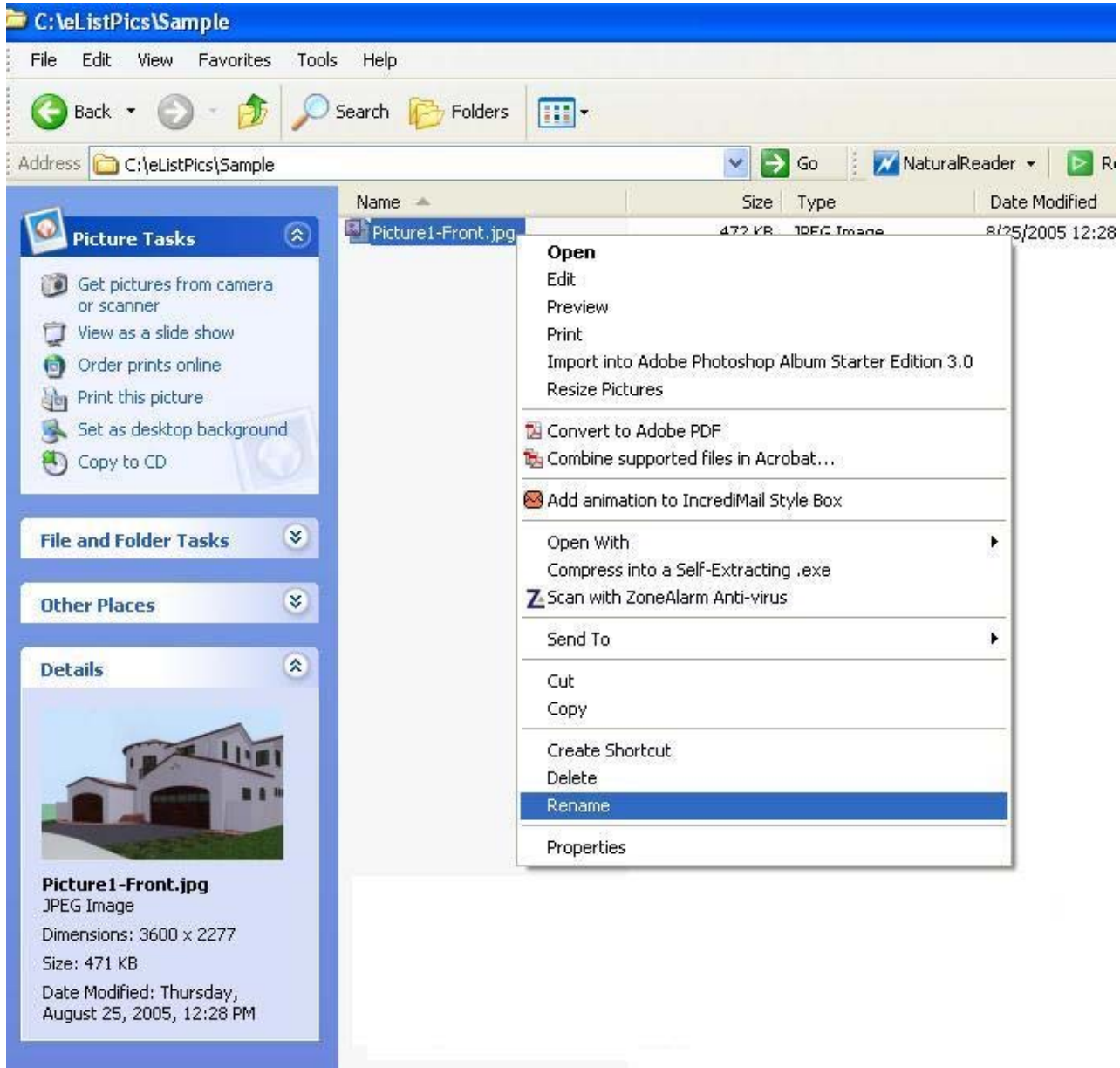
**\*\*If you have trouble emailing photos, the reason will be that they are too large for the MLS.** In that case, send one or two photos per email. That usually works. \*\*

Or you can install a photo-resizer program for your computer. To Install the Photo Resizer, see page 4.

Or upload your photos to an internet website such as Picasa. This is a free service. You can invite LeslieRae@e-ListState.com to see your web album. e-ListState.com can then get your photos for your MLS listing. Go here to place your photos on the internet:  
<http://picasa.google.com/>

Questions? email Leslie at: [LeslieRae@e-ListState.com](mailto:LeslieRae@e-ListState.com)  
FAX the documents Toll Free to 800-930-3967

# To Rename a Photo



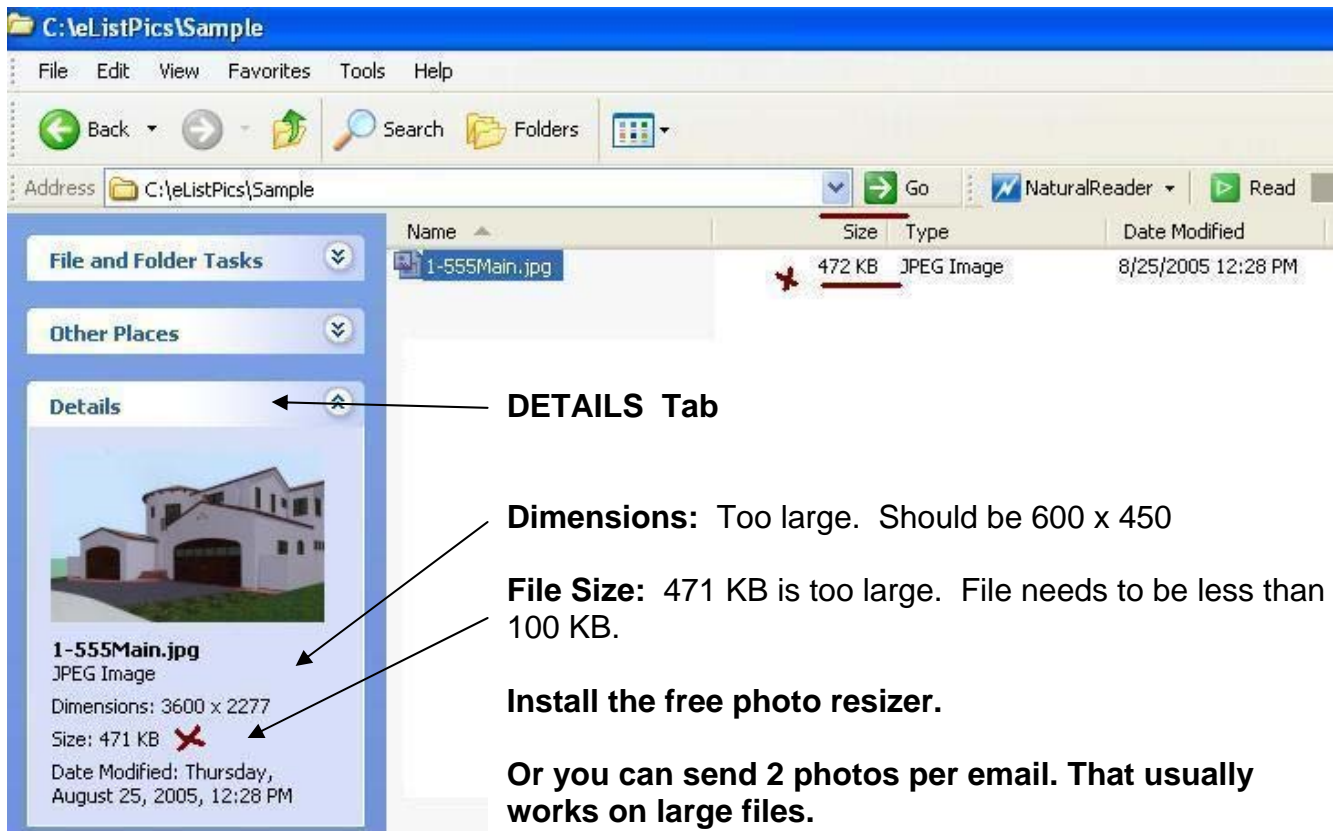
## To Rename a Photo:

1. Right-click on the file
2. Select **RENAME** from the pop-up box
3. Type the new name

Name the pictures in this format using the examples below. **\*\*NOTICE!\*\*** The first character of the name is a Number. Photo 1 will be the first photo displayed on the MLS.

Example: 1.jpg or 1-MainStreet.jpg or 1-Front.jpg  
2.jpg or 2-MainStreet.jpg or 2-LivingRoom.jpg

## To Check the Size and Dimensions of a Photo



**DETAILS Tab**

**Dimensions:** Too large. Should be 600 x 450

**File Size:** 471 KB is too large. File needs to be less than 100 KB.

**Install the free photo resizer.**

**Or you can send 2 photos per email. That usually works on large files.**

**Or you can send 2 photos per email to [LeslieRae@e-ListState.com](mailto:LeslieRae@e-ListState.com) That usually works on large files.**

**Or join Picasa and place your photos on the internet.**

To see the dimensions of the photo and the photo size,

1. Click on the photo file name.
2. Click on the DETAILS tab in the left side menu.
3. At the bottom of the DETAILS tab, notice the dimensions show as 3600 x 2277
4. Photo size shows as 471 KB

Go here to join Picasa: <http://picasa.google.com/>

Or Go here to install the free Photo Resizer:

**Windows XP/Vista:** <http://www.e-ListState.com/ImageResizer.html>

Macintosh: <http://www.e-ListState.com/ImageResizer-Mac.html>

# Instructions on How to Use PDF forms

**Step 1. Install the free Adobe Reader:** The Adobe forms require the latest version of the free Adobe Reader. If you have trouble downloading the forms, you may need a newer version of the Adobe Reader.

Download and install the free Adobe Reader.



<http://www.adobe.com/>

## **Step 2. Download the forms and save them to your computer:**

**You will be downloading 3 files:**

- Agency Disclosure file containing 5 disclosure forms;
- California Property Listing Agreement Exclusive Agency; and an
- Input Form (Choose Residential, or Land or Multi-family input form)

## **Step 3. Instructions:**

- a. Complete each form
- b. Print the form (select the Adobe printer)
- c. Type a file name where you want Adobe to save your file on your computer
- d. Open the email program
- e. Send the form as a file attachment to: [LeslieRae@e-ListState.com](mailto:LeslieRae@e-ListState.com)  
(Or you can print the form using your normal printer and fax the form)

## **Step 4. eMail up to 20 Photos:**

Send each photo as a file attachment to: [LeslieRae@e-ListState.com](mailto:LeslieRae@e-ListState.com)

**If you have trouble emailing photos, the reason will be that they are too large for the MLS.** In that case, send one or two photos per email. That usually works.

**Questions? email Leslie at: [LeslieRae@e-ListState.com](mailto:LeslieRae@e-ListState.com)  
FAX the documents Toll Free to: 800-930-3967**