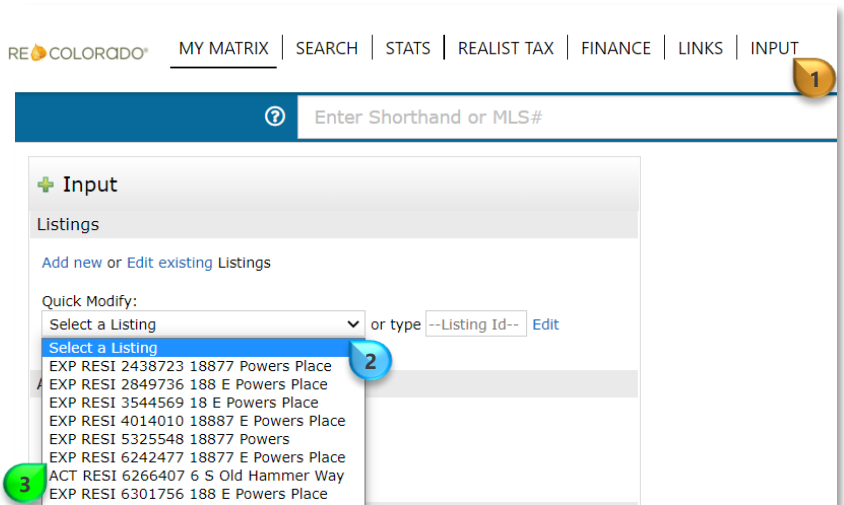


Add Supplements to a Listing

20 supplements with file sizes up to 20MB can be added a listing

Click **"Input"** 1

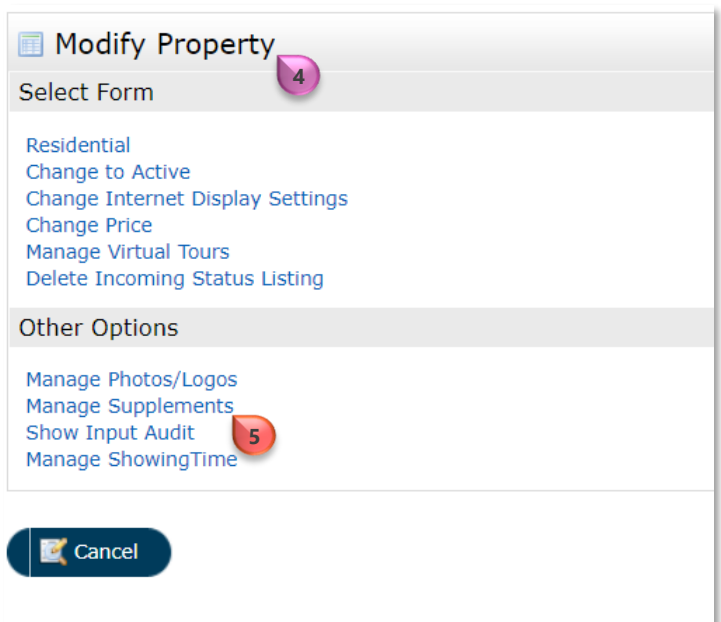
Click the *expand collapse arrow* next to the **"Quick Modify: Select a Listing"** field 2




Select the desired listing 3

A **Modify Property** screen presents 4

Select **"Manage Supplements"** 5



Add Supplements to a Listing



Click **"Choose File"**  to select the desired document

Manage Supplements for 3164901 *If adding a Lead-Based Paint Disclosure, be sure to select it as the Supplement Type.



Add Supplement (File size up to 20MB max, File types of .PDF, .JPG, or .DOC, Max of 20 supplements)

Supplement Description

Select File No file chosen

Supplement Type  Available Options for New Construction 

Please select the appropriate Supplement Type to avoid possible compliance notices.

Click **"Upload"** 

Click the **Supplement Type** expand/collapse arrow 


Select **Supplement Type** 

Manage Supplements for 3164901 *If adding a Lead-Based Paint Disclosure, be sure to select it as the Supplement Type.


Add Supplement (File size up to 20MB max, File types of .PDF, .JPG, or .DOC, Max of 20 supplements)

Supplement Description


Select File No file chosen


Supplement Type  Available Options for New Construction

Please select the appropriate Supplement Type to avoid possible compliance notices.

- Available Options for New Construction 
- Builder's Agent Policy
- Builder's Buyer Registration Form
- Estoppel Statement
- Exchange Addendum to Contract to Buy and Sell Real Estate
- Floorplan
- Green Disclosure
- HOA/Community Information
- Income History
- Lead Based Paint Disclosure
- Other
- Rental Application
- Sellers Property Disclosure

Click **"Save"** 



Note: Users can access *supplements* from any search results display by clicking on the  supplement icon when in *Matrix*