
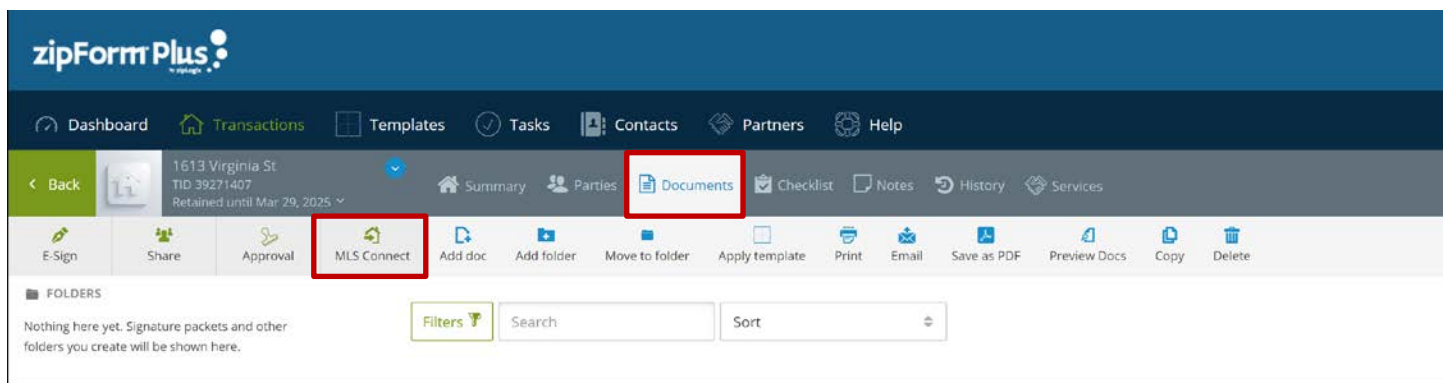




How to use zipFormMLS-Connect®

Quickly import MLS information directly into a zipForm® Transaction using the MLS Listing ID number to increase accuracy and reduce repetitive data entry. There are a number of ways you can utilize zipFormMLS-Connect® from within zipForm® Plus. The most common way is through the “Documents” Tab. 



Once you click on “MLS Connect”, click on the MLS Name dropdown box and select the MLS you will be using. If applicable, enter the MLS User ID and Password. If you do not have this information, please contact your Broker Administrator, or MLS.

Step 1 Choose MLS

MLS Name

MLS User ID Password




Ensure the appropriate “Listing Type” has populated and enter the MLS Listing ID. You may also allow the system to pull in the property photo by checking the “Include Property Photo” box. Click “Find” and verify the MLS details have been added. Click “Save”

Step 2 Find Property

Listing Type: **Residential** | MLS Listing ID: [redacted] | Include Property Photo | **Find**

Address 1613 VIRGINIA ST
City ANNAPOLIS
State MD
Postal Code 21401

Listing ID [redacted]
Listing Price 439500.0
Date 20170919
Agent ID [redacted]



Cancel | **Save**

After clicking “Save”, you will see “Update Successful” displayed on the Documents page

zipForm Plus

Update Successful

Dashboard Transactions Templates Tasks Contacts Partners Help

Back > 1613 Virginia St > TID 39271407 > Retained until Mar 29, 2025 > Documents Checklist Notes History Services

E-Sign Share Approval MLS Connect Add doc Add folder Move to folder Apply template Print Email Save as PDF Preview Docs Copy Delete

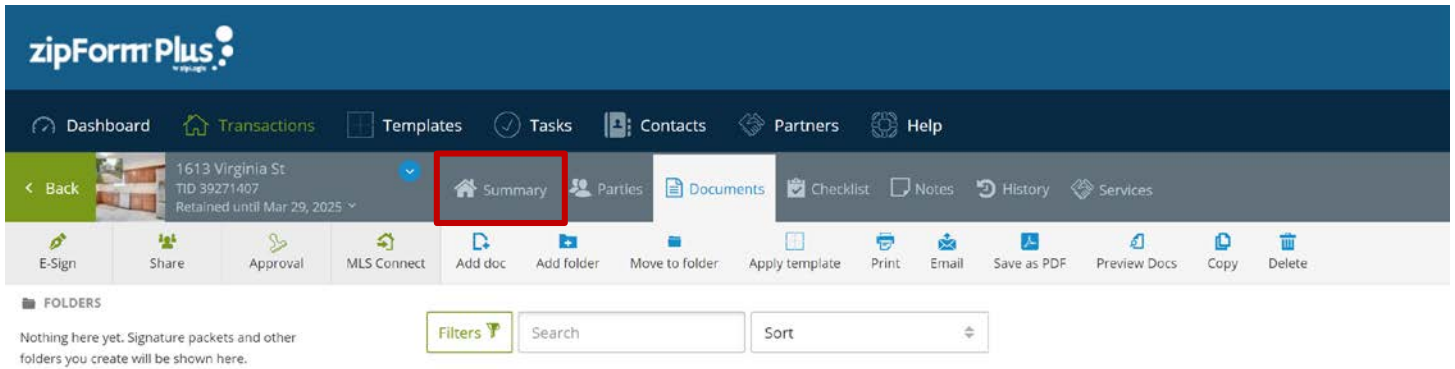
FOLDERS

Nothing here yet. Signature packets and other folders you create will be shown here.

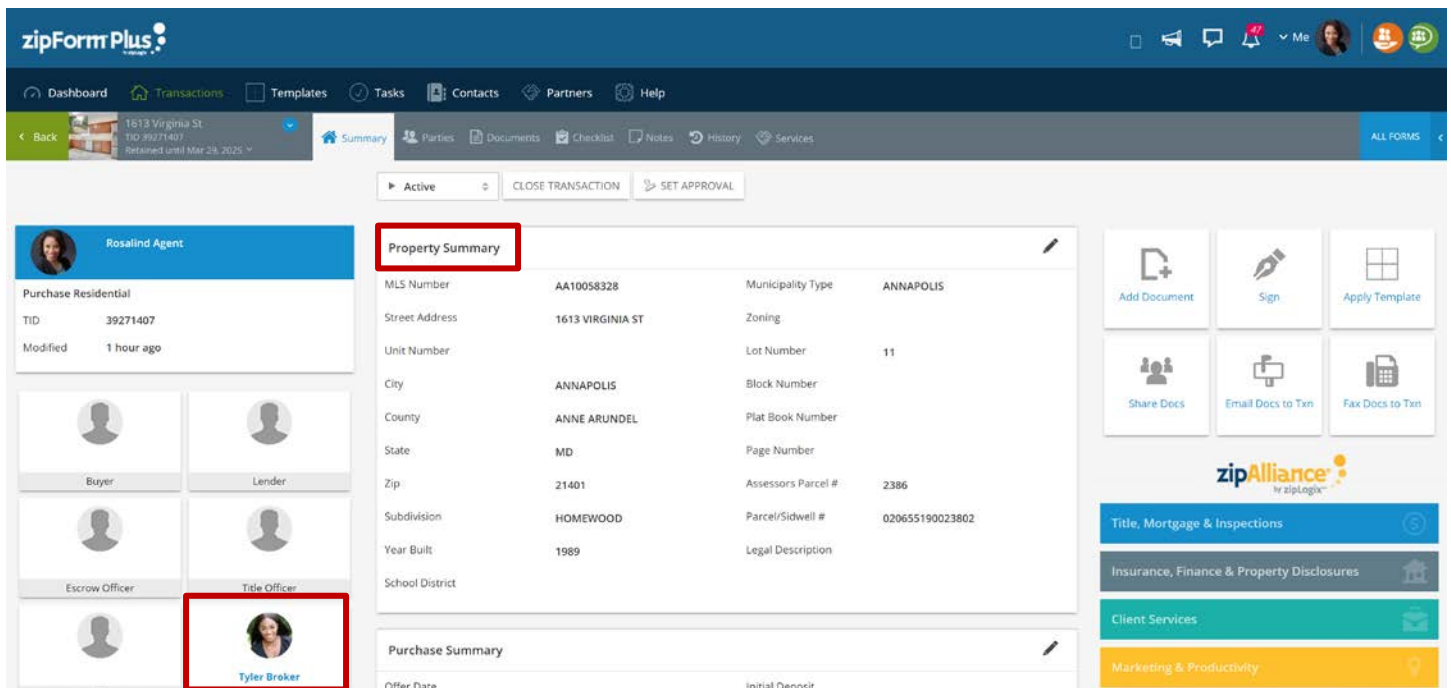
Filters Search Sort



Click  Summary to go back to the Transactions Summary Screen.



MLS information will be found in both the “Property Summary” and the parties launchpad area of the Transaction Summary.





Once you open a form inside your transaction, for example, your Cover Sheet, you will see the MLS information populated. Please keep in mind that information that is populated over from your MLS has been specifically requested by your MLS/Association.

SELLING BROKER INFORMATION	
Selling Broker Firm Name . . .	
Selling Office ID#:	
Street Address	
City	
State	
Zip Code	
Telephone Number	
Fax Number	
Selling Agent Name	
Agent ID#:	
Agent's Phone Number	
Cellular Phone Number	
Email Address	
Selling Agent Lic #	

LISTING BROKER INFORMATION	
Listings Broker Firm Name . . .	ABC Brokerage
Listings Office ID#:	ABC234
Street Address	18070 15 Mile Road
City	Fraser
State	MI
Zip Code	48026
Telephone Number	(888)318-2660
Fax Number	(888)318-2661
Listings Agent Name	Jane Agent
Agent ID#:	12345
Agent's Phone Number	(888)318-2660
Cellular Phone Number	
Email Address	zipTraining@gmail.com
Listings Agent Lic #	



TRANSACTION COVER SHEET

PROPERTY INFORMATION	
MLS Number	ZZ212121
Street Address	6615 GEORGETOWN PIKE
City/Twp/Village	MCLEAN
County	FAIRFAX
State	VA
Zip Code	22101
Legal Description	
Parcel or Tax ID#	21-4-1- -19
Listing Expiration Date	May 31, 2018
Listing Date	April 1, 2018
Listed Price	\$210,000.00
Balance of 1st Mortgage	\$
Balance of 2nd Mortgage	\$
Other Liens	\$
Description of Other Liens	
Homeowner Assoc. Dues	\$ Homeowner Assoc. Name:
Property Includes	
Property Excludes	
Leased Items	
Supplemental Info	Welcome to "Holly Hill", a magnificent estate on market for the 1st time in 12 yrs! Sits high on 2.4 acres w/majestic trees & rolling lawns. Breathtaking 2 story foyer, elegant public spaces, cove lighting & moldings offer wonderful
Purchase Price	\$ Settlement Date:
Purchase Agreement Date	
Earnest Deposit	\$ Possession/Occupancy Date:
Offer Date	
Offer Expire Date	Offer Expire Time:
Offer Acceptance Date	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Total Amount Financed	\$
Year Built	1989
Lot Number	1
Unit Number	
Block	
Subdivision	LANGLEY
School District	
zoning Class	

Thank You for using zipFormMLS-Connect®