

INSTRUCTIONS FOR COMPLETION OF MLS DATA FORMS AND INPUT

There are four classes (choose correct INPUT Form): **Commercial/Industrial, Lots & Land, Multi-Family, Residential**
The first part of this pertains to the Residential form. Specific instructions for the other forms will be given at the end.

Legend: Highlighted fields are required for posting
Per the MLS Rules & Regulations -

Remember: In any drop down box type the first character or two and it will pop up on or near your choice.
Whenever you check "See Comments" you must put comments in.

In any typed field, use upper and lower case as all upper case will effect the sort.

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| Listing Office: | Enter the name of the listing office. |
| Listing Agent: | Enter the name of the listing agent. |
| Co-Listing Office: | Enter the name of the co-listing office if there is one. |
| Co-Listing Agent: | Enter the name of a co-listing agent if there is one. |
| Sale/Lease-Rent: | Is this property for sale or for lease-rent? |
| County: | Enter the name of the county in which the property is located. |
| School District: | Enter name of district in which property taxes are levied. |
| Township: | Enter the name of the township in which the property is located. |
| Street #-Modifier: | Enter the number part of the street address here. |
| Direction: | Enter the letter regarding the street address (ie: N, S, W, E). |
| Street Name: | Enter the name of the street – Because it effects the order in searches, be sure and use upper and lower case. |
| Suffix: | Enter the extension of the street name. (ie: Road, Avenue, Court, Street, etc.) |
| Post Direction: | Enter the appropriate post direction of the street. (ie: NW, SW, NE, SE) |
| Unit#: | Enter the unit number (ie: apartment, unit). |
| City: | Enter the name of the city where the property is located. |
| State: | Enter the name of the state where the property is located. |
| Zip Code: | Enter the zip code for the mailing address. |

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| Tax ID: | Enter the complete parcel number for the property. If the parcel has been split off another parcel and a number has not yet been assigned, enter the parent parcel number and check "Yes" under "POLP" field – which indicates "part of larger parcel." |
| Listing Price: | Enter the price of the property |
| Auction: | Enter yes or no if this property is considered up for auction. |
| List Date: | This date must be the same as the signed listing document. |
| Expire Date: | This date must be the same as the signed listing document or amendment. |
| Publish to Internet? | If yes, listing goes to public site. |
| REALTOR.com? | If yes, listing will go to REALTOR.com. |

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| Tax Year: | Use the most recent tax year available. |
| Taxes Apprx: | Amount for the total annual property taxes for the tax year as stated above, if applicable. |
| Approx Assoc Fee: | Amount of Association dues, if applicable. |
| Association Frequency: | Choose if above amount of dues are to be paid monthly, quarterly, or annually. |
| Lot Size: | Enter the size of lot in square feet or acres and choose appropriate box. |
| Road Frontage: | Enter the amount of road frontage in feet (usually the beginning number in Lot Dimensions). |
| Lot Dimensions: | Enter the dimensions of the lot in feet beginning with the road frontage and proceeding clockwise around the parcel. For unusual shaped parcels, enter the word "irregular." |
| Sec #: | Enter the section number associated with the legal description. |
| Commission: | Seller's Agent (SA) – enter number then choose \$ or % Buyer's Agent (BA) – enter number then choose \$ or % Transaction Coordinator (TC) – enter number then choose \$ or % |
| Variable Commission: | <input type="checkbox"/> Yes <input type="checkbox"/> No Refer to MLS Rules and Regulations 5.3. |
| In City Limits: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Part of Larger Parcel: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Agent Owned: | Choose between: No, Related, Yes. Are you the owner or are you related to the owner? |

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| Owners Last Name: | Enter the last name of the owner. In the event the seller wishes NOT to have their name published in the MLS, please forward a letter to the Association staff signed by the seller indicating they prefer the phrase "Agent for Seller." |
| Possession: | Choose one. If See Comments, make sure you add information to the comments section. |
| Approx Total Finished Sq Ft: | Approximate total of finished square feet. |
| Above Grade Sq Ft: | Total of square feet above grade. |
| Below Grade Finished Sq Ft: | Total of finished square feet below grade. |
| Below Grade Unfin. Sq Ft: | Total of unfinished square feet below grade. |
| Mineral Rights: | Matter of seller's willingness to sell with property. |
| Principal Residence? | Does the owner physically live here? |
| Year Remodeled: | Enter the year of any extensive remodeling, if applicable. |

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| Manufactured Off-Site: | Manufactured Homes were made since 1976 – Single Section, Multi-Section Mobile Homes were made before 1976. Modular Homes are factory built – untitled. |
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| Waterfront? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, property must physically be at the water's edge. Not across the street. |
| Waterfront Type: | Choose one. |
| Waterfront Name: | Must enter the name of the waterfront the property is on. |
| Waterfront Frontage: | Must enter the total frontage in feet. |

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| Wooded, Tillable, Wetland, Leased, Pasture: | Put the % of what these are. |
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| Room Sizes: | Level Choices are: B-Basement or Lower Level, E-Entry Level, U-Upper Level |
| This is a required field even though it is not in red. | Dimensions: Enter the dimensions in feet rounded DOWN to the nearest foot for each room. |

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| Latitude/Longitude: | You can insert it, however, it will automatically be inserted after mapping is complete. |
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| Legal Description: | Enter the <u>complete</u> legal description if space permits. If the description is lengthy, please scan and enter as a Document. Put "See Documents" under Legal field. |
| Directions: | Enter directions to property from the nearest major recognizable road and/or crossroad. |
| Comments for Other Agents Only: | The information entered here will appear only to the agents. Use this section to describe specific showing instructions and information that may be of interest. |
| Remarks for Viewing by the Public: | Only additional information in regards to the property listed. No company names, agent names, phone numbers, or phrases such as "Call Listing Agent" allowed. Do not describe type of buyers. If this listing is an exclusive agency listing, the letters EA must be listed first in the remarks section. No email addresses or websites. |

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| Virtual Tour URL: | Once you have input the listing and clicked submit, it will pop up another page where you would click on Virual Media. This is where you enter your Virual Tour Link. |
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COMMON SENSE PREVAILS!!!

ADDITIONAL ITEMS:

- Blank Spaces/Dup Info: The numbers at the beginning indicate number of characters permitted in the field. Abbreviate if possible and avoid duplicate information, i.e., *three bedroom ranch* in the remarks section is an example of duplicate information – you have already checked *ranch* under Exterior Style and noted the *number of bedrooms* in the first section.
- Duplicate Listings: Capable with Rapattoni. Call Association office for details.
- Photographs: Physical depictions of listed property, including, but not limited to, up to 15 photographs, digital images, and/or sketches, which are submitted to the service, shall depict the property for sale and shall not include marketing or promotional messages made on behalf of the listing broker or seller. Once listing is submitted, a new screen will pop up for you to add photos, documents, etc. .JPG files only. Once submitted, photos will retain a WCAR watermark. One photo is required per listing.
- Documents: Documents can be faxed to Rapattoni and they will insert the document. Or you may scan Them in and submit them yourself as a .PDF file only.
- Mapping: The MLS does auto-mapping of every listing input. If the mapping system does not find the Latitude and longitude for the property, the agent is required to go in and move the push pin To the exact place on the map for that property.

CHANGES (For Maintenance)

- No Change:
- Backups Wanted: Use as a pending with contingent offers.
- Closed: It is the responsibility of the listing office to input sold information immediately after closing.
- Expired: Expired.
- Pending: Enter the contract date and tentative closing date.
- Tmp Off Market:
- Withdrawals: Use when the broker or the seller withdraws the listing for whatever reason. You cannot just Expire a withdrawn listing.

****NOTICE****

The MLS does not permit the placement of the listing agent name, phone number, email address, web address, and other information of this nature that is not descriptive in nature and relevant to an accurate portrayal of the property being marketed, to be placed in the remarks, directions, or photo sections of the listings.

01/22/07