

## INSTRUCTIONS FOR COMPLETION OF RESIDENTIAL MLS DATA FORMS AND INPUT

**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” or “Other” you must put comments in.  
In any typed field, use upper and lower case as all upper case will effect the sort.

County:	Enter the name of the county in which the property is located.
Tax ID:	Must be complete and start with the county code. No dashes or spaces allowed in this field.
	If the parcel has been split off another parcel and a number has not yet been assigned, enter the parent parcel number.

Listing Office:	Enter the ID of the listing office.
Listing Agent:	Enter the ID of the listing agent.
Co-Listing Office:	Enter the ID of the co-listing office if there is one.
Co-Listing Agent:	Enter the ID of a co-listing agent if there is one.
Area:	Indicates the location of the property.
Subarea:	More location clarification
Municipality:	Enter the name of the township/village/city in which the property is located.
Listing Price:	Enter the price of the property.
Street #-Modifier:	Enter the number part of the street address here.
Direction:	Enter the letter regarding the street address (i.e.: N, S, W, E).
Street Name:	Enter the name of the street – Because it affects the order in searches, be sure and use upper and lower case.
Suffix:	Enter the extension of the street name. (i.e.: Road, Avenue, Court, Street, etc.)
Post Direction:	Enter the appropriate post direction of the street. (i.e.: NW, SW, NE, SE)
Unit#:	Enter the unit number (i.e.: apartment, unit).
City:	Enter the name of the city where the property is located.
Zip Code:	Enter the zip code for the mailing address.
Between Streets:	More clarification of location.

Public viewable:	If yes, listing goes to public site.
Show address to public:	Check yes or no.
Show AVM to public:	Stands for “automatic valuation model”. If Yes, will be added to sites that evaluate property.
VOW Public Comments:	Check yes or no.
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.

Lot Size:	Enter the size of lot <i>in acres</i> and choose appropriate box.
Est Year Built:	If unknown, type 9999.
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.
School District:	Enter name of district in which property taxes are levied.
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.”
Annual Property Tax:	Amount for the total annual property taxes for the tax year as stated above, if applicable.
Tax Year:	Use the most recent tax year available.
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.”
Road Frontage:	Enter the amount of road frontage in feet (usually the beginning number in Lot Dimensions).
Waterfront:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, property must physically be at the water’s edge. Not across the street.
OR Water Access:	Can only be one or the other, waterfront or water access, not both.
Waterfront Frontage:	Must enter the total frontage in feet.
Body of Water:	Must enter the name of the waterfront the property is located.
Waterfront Type:	Choose one.
Total Rooms Above Grade:	Indicate numerically.

Room Grid: All fields are required in the grid. Enter 0 (zero) for none.

**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.**

Manufactured Yes or No: Manufactured Homes were made since 1976 – Single Section, Multi-Section  
Mobile Homes were made before 1976.

Latitude/Longitude: You can insert it, however, it will automatically be inserted after mapping is complete.

Legal Description: Enter the complete 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. No email addresses or websites.

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

### 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:  
Photographs:

Capable with Rapattoni. Call Association office for details.  
Physical depictions of listed property, including, but not limited to, up to 24 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. One photo is required per listing. All photographs are considered property of the photographer and are to be used by permission only.

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.

#### \*\*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.**

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