

MLS GUIDELINES REGARDING  
FORMS (Approved June 2010)

Coded Features Page: Select the information that applies to the property. Specifies on the sheet how many choices you have.

Residential –  
Manufactured  
Multi-Family  
Farm – (10 ac +)  
Vacant Land  
Commercial  
Condo  
Commercial Lease

Counties

If county needs to be added, call the MLS office and staff will do this.

MLS# Assigned in your computer on line.

Add: Select from drop down box. If a new address, call board office.

Price: Must agree with amount on contract, and rounded off to nearest dollar. Do not put commas, periods, dollar signs.

Twp & Sec:  
Township & Section numbers  
(Can be found in deed or plat map)

Rms:Bdr:  
Total # of rooms and bedrooms. All grades may be included for bedrooms, but bedrooms must have door & exit window.

Full Bath: Specify the number of.  
Half Bath: Specify the number of.

Suburb (Town), not development.

HiddenValley is the only suburb considered separately at present.

Total GLA SF AG This field contains apx. Gross Living Square **footage above grade only.**

BB Buyer brokerage use % paid to buyer broker.

Var Rate Com:

Variable Commission is a y or n field. used to indicate listing office receiving a different commission if sold in house.

Conf. Remarks:

This area is for agent use only.

Owner:

Owner's name unless letter sent or written on contract to be withheld from MLS. Then you may type withheld for owner's name. If Owner is an Agent, name/agent. If owner is not an individual, then the following words may be used: Bank or corporate, lenders name, Lender, Estate, RELO or Trust allowed.

Zone: Type of zoning. If on commercial form, must be commercial. If special case type in remarks: this property currently operating (business, light industrial,) constitutes a pre-existing non-conforming use.

Lot Size:

Total Acreage, frontage only, width x length or irregular.  
Condo: May use common for lot size. Also the term irregular will be allowed in lot size for listings.

Lot Size continued:

Est. Ac. 0 is not allowed if under 1 ac, select .25, for example.

SEMI Tax: TBA (to be assessed) or dollar amount.

Select Exemption type

Apx Yr. Built:

Must put in approximate year built. 9999 is not allowed.

Rm. Size:

Fill in all information. Do not leave blank. Fill in room sizes and levels. All info sent in any differently will be converted without use of feet & inch signs due to amount of room available. 5 inches round down, six round up.

Dir: Include complete directions to the property.

Remarks: Any remarks you wish to make & any additional info you did not have room for with your choices. If Commercial Lease property, state in remarks how property is priced whether by square footage or by the property.

Easement: See drop down boxes. If there is no frontage, select PR and send a copy of the deed with the listing. Landlocked properties will not be accepted into MLS.

Ftg. Property should include frontage. Or subject to PR with copy of deed to MLS with listing.

Photos:

Photo/Diagram: New construction may have an artist rendering, foundation must be in and photo when home finished. Per MLS/Directors: Motion passed to permit on a new home an agent can submit an artist rendering instead of a photo of a hole in the ground. There is a drop down box for new construction that is a mandatory yes or no field. If yes, the next box will have five choices: To Be Built, Foundation, Under Roof, Dry Wall/Plaster, and Complete. Only one can be checked. May have up to 12 photos per property. MLS staff will upload 1 free photo and will charge for each additional photo/diagram of \$2.50 uploaded for you.

Photo/Diag. All Vacant land: Photo or original diagram. Indicate road frontage and name of road on diagram.

Information on Photograph usage: Please check with previous listing office regarding use of any photographs you wish to use in the MLS system. Sellers may expressly direct that photographs of their property not appear in MLS compilations.

Square Ftg. Source: Make Selection

Story Make Selection

Style Make Selection

Subdivision: Make Selection

Selling Agt. The sales agent's number that sold the property.

Ftg: Put the frontage of the property.

Base: Examples: Tobacco, Corn, or none.

Offices do not need to send in the input sheets. Everyone is required to send a copy of the contract and a photo or diagram per the Guidelines and Rules. Contracts and amendments may be faxed to the board office.

All price changes and amendments to the original contract must have all owner's and broker's signatures. PER PHONE CONVERSATION will not be accepted. at MLS. They should be sent or faxed to the board office.