



NORTHWESTERN WI MLS LISTING INPUT PROCEDURES & POLICIES

Realtors® Association of Northwestern WI

1903 Keith St, #3
Eau Claire, WI 54701
Ph: 715.835.0923
Fx:715.835.4621
Email: staff@ranww.org

NWW MLS LISTING INPUT PROCEDURES & POLICIES

STATUS DEFINITIONS

MLS Rules & Regs Section 1.4, 1.5, 1.7 & 2.5 all pertain to listing statuses; change of listing status, withdrawal of listings, expiration/extension/renewal of listings, and reporting sales to the MLS. Current MLS Statuses and their definitions are:

ACTIVE – property is listed with NO offers OR special provisions, including a Bump Clause*

ACTIVE W/OFFER – property is listed and has an accepted offer*

ACTIVE W/BUMP CLAUSE – Property has an accepted offer on with a Bump Clause*

HOLD/DON'T SHOW – Property is listed but cannot be shown by anyone, including the listing broker/office (seller is painting, has family emergency, etc)

PENDING – Property has an accepted offer and seller has directed broker to stop marketing

WITHDRAWN – Property is no longer available or was submitted in more than one property class

SOLD – Property has closed

EXPIRED – Term of listing contract has ended. Status is automatically expired in the MLS at the end of the listing term

EXPIRED W/OFFER – Property has expired with an accepted offer. Listing office must manually enter “**EXPIRED WITH OFFER**” in the listing’s Remarks.

**All active statuses appear in search results for Active listings unless manually omitted from search parameters*

ADDING A NEW LISTING

The NWW MLS uses Input Forms for data entry into the MLS system. Properties are divided into *five (5) classes*: 1) **Residential**, 2) **Vacant Land**, 3) **Commercial/Industrial**, 4) **Multi-Family**, 5) **Farm**. **MLS Rules & Regs Section 1** require non-broker owned Residential, Vacant Land and Multi-Family (2-4 units) listings to be submitted to the MLS within 72 hours, excluding weekends and federal holidays, after all necessary seller(s) signatures have been obtained.

Many data fields are searchable in the MLS. **To ensure success in search results, please enter all information applicable to the property using the guidelines outlined in this document.** Each property class data input form include primary listing data, property features, showing information, directions, public and agent (private) remarks.

RESIDENTIAL Class

All fields in CAPITALS are required

LIST BRD – auto-completes when Agent Name is selected

FIRM – auto-completes when Agent Name is selected

OFFICE – auto-completes when Agent Name is selected

AGENT ID – auto-completes when Agent Name is selected

AGENT NAME – select correct listing agent from menu choices available. *Do not use HOUSE AGENT.* (MLS Rules & Regs Section 1.2 **require** listing agent's name)

MLS NUMBER – assigned automatically when listing data entry is completed and Saved.

LIST DATE – list date of contract

EXPIRE DATE – expiration date of contract

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount* (ie: 150000) *no dollar (\$) signs, commas or periods*

SA COMM – percentage or flat dollar fee being paid to *selling agent*. *Enter numbers only, no \$ or % signs.*

BA COMM – percentage or flat dollar fee being paid to *buyer agent*. *Enter numbers only, no \$ or % signs.*

VARIABLE – is there a variable commission (ie: less commission if listing broker is selling broker, higher commission if co-broke)? Answer Yes or No.

EXCEPTIONS – are there exceptions (ie: protected buyers) to the listing? Answer Yes or No.

NUMBER – house or fire number of property

Dir – if street address contains a direction (ie: North First St), select the appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from the menu choices available

STREET - enter street name using appropriate Data Entry Standards (ie: Hwy B, N 2nd St, etc)

Note: See Appendix I for explanation/clarification

COUNTY – select county *the property is located in* from menu choices available

AREA 1 – select correct MLS area (ie: Hayward Schl District, EC-Southside, etc). *Note: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area.*

SCHOOL DIST – Area 1 field **MUST be completed prior** to completing this field. Menu choices available are dependent on the area chosen in the Area 1 field (ie: If Area 1 is 59-Douglas County, school district choices will be Maple, Solon Springs, South Shore, Superior or Webster)

CITY – *mailing address* of the city where the property is located

Twp – name of township **only**. Do NOT include any variation of the word *township* (township, twsp, twp, etc) in this field. There is a separate field for section/township/range information.

STATE – select state in which property is located in from menu choices available

ZIP CODE – enter zip code of property's mailing address

TAXES – enter amount of taxes for current tax year. If property is being divided and tax amount is unknown, enter 0 in this field and note in Agent Remarks that tax amount is TBD (*to be determined*)

TAX ID – enter tax id number of property. If property is being divided and tax id number has not yet been assigned, enter TBD (*to be determined*) in this field

TAX YEAR – enter most current year in which tax information is available

LISTING CONTRACT TYPE – select Exclusive Right to Sell or Exclusive Agency from menu choices available

LIMITED SERVICE – is this a limited service listing? Answer Yes or No.

OWNER – owner's name **MUST be entered**. If the property is bank owned, the owner's name may be entered as CORPORATE. *That is the ONLY exception.*

PROPERTY TYPE – select appropriate type from menu choices available (i.e.: Single Family, Condo, etc) – **Do NOT select Manufactured as a Type**

Style – select appropriate style from menu choices available (1 story, multi-level, chalet, manufactured, etc). **Manufactured homes MUST be disclosed in the MLS.** If the home is manufactured, select Manufactured as the Style. **Note: A manufactured home, as defined by the MLS, is one that has a steel frame underneath OR contains a HUD plate on the exterior.**

Home Dimensions – enter **exterior** measurements of home. If home is rectangular or square enter dimensions only in the first two fields, i.e.: 24x40 *and leave remaining fields blank*. If home is *not* rectangular or square (i.e.: L-shaped or an addition has been added), additional measurements can be added in the second measurement field: 24x40 + 12x14.

APX YR BUILT – if year built is unknown, enter **1500**.

ACREAGE – enter amount of acres

Lot Size – enter size of lot. If lot is rectangular or square enter dimensions only in the first two fields, i.e.: 100x160 *and leave remaining fields blank*. If lot is *not* rectangular or square (i.e.: L-shaped), additional measurements can be added in the second measurement field, i.e.: 100x160 + 60x80.

Association – is there an association? Answer Yes or No

Assoc Fee – if there is an association fee, enter fee amount

CONDITION REPORT– condition reports for all properties (except when not required by law) **must** be faxed and/or uploaded to the MLS.

Restrictive Covenants – are there restrictive covenants? Answer Yes or No.*

Access Features Report – has an Access Features Report been completed? Answer Yes or No.*

**Any other supporting documents related to the property (i.e.: CSMs, floor plans, aerial maps, etc) may be faxed and/or uploaded with the Condition Report*

WATERFRONT – is this waterfront property? Answer Yes or No. **Note:** *to answer Yes property must either include water frontage or have direct access (including easement rights) to the water. If field is marked Y, all waterfront related fields that follow are required.*

Common – is there a common area. Answer Yes or No.

Seasons – answer 3-season or 4-season from menu choices available

Wtr Frnt Ft – enter number of feet in the frontage

Lake Size – enter lake size in acres

Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)

Note: *Lake information is at http://www.dnr.state.wi.us/org/water/fhp/lakes/lakemap/lkmaps_a.htm*

Lake/River Name – enter **name** of the body of water ONLY. Do NOT include such words as LAKE, RIVER, CREEK, POND, etc in this field

Waterfront Type – select type (lake, pond, creek, river, etc) from menu choices available

Own Frntg – does seller own frontage? Answer Yes or No

Deeded Access – is there deeded access to the water? Answer Yes or No

Easement – is there an easement to the water. Answer Yes or No.

GARAGE TYPE – enter garage type (attached, detached, etc) from menu choices available

GARAGE CAPACITY – enter number of stalls (1,2,3, etc) from menu choices available

BEDROOMS – enter number of bedrooms from menu choices available. **Note:** *See Appendix II & III for explanation/clarification.*

APX FIN ABOVE GRADE – include finished, heated space only. **Note:** *See Appendix II & III for explanation/clarification.*

ApX Unfin Above Grade – include unfinished and/or unheated space only. **Note:** *See Appendix II & III for explanation/clarification.*

FULL BATHS – enter number of full baths (*sink, stool, and either tub or shower*) from menu choices available. **Note:** *See Appendix II & III for explanation/clarification.*

APX FIN BELOW GRADE - include finished, heated space only. *Note: See Appendix II & III for explanation/clarification.*

Apx Unfin Below Grade - include unfinished and/or unheated space only

PARTIAL BATHS - enter number of partial baths (*sink and stool only*) from menu choices available. *Note: See Appendix II & III for explanation/clarification.*

APX FIN SQFT – automatically calculated from the numbers entered above

Apx Unfin SQFT - automatically calculated from the numbers entered above

Seller Financing – answer Yes or No

Seller Fin Remarks – enter brief comment

LIVING ROOM, KITCHEN, DINING ROOM, DINING AREA, FAMILY ROOM, LAUNDRY, OFFICE, BEDROOMS, BATHS, OTHER:

Level – enter **L** for Lower Level, **M** for Main Level, **U** for Upper Level

Est Size – enter dimensions of the room (i.e.: 12x14)

Flr – enter flooring type from menu choices available available

Realtor.com – should listing appear on <http://realtor.com>? Answer Yes or No

IDX – should listing appear on other broker web sites as part of IDX? Answer Yes or No.

Virtual – is there a virtual tour available of the property? Answer Yes or No.

Virtual Tour URL – if Yes was entered in above field, enter web address (<http://.....>) of the virtual tour only. *Virtual tours must be unbranded (no contact information, no agent photos, etc)*

Legal Description – enter legal description of the property

DIRECTIONS – enter starting point (i.e.: “From Hayward”, “From intersection of 1st St & Main St”, etc) then directions to property (i.e.: Hwy B, left on Main, right on 1st) *MLS Rules require directions.*

Agent Remarks – **not intended for Public Use.** Use to describe showing procedures (*don't let cat out, lockbox located on side garage door, etc*)

Remarks – Comments **will appear** on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have been noted previous fields. Use Remarks to enhance property (i.e.: lovely perennial gardens, outdoor lighting, private entrance, etc)

CODED FEATURES –Coded Features in CAPITALS are required and must be completed before the system will successfully Save the listing and assign an MLS number (*do not exceed the maximum number of choices for each coded feature listed*)

BASEMENT, COOLING, Driveway, ELECTRIC, Excluded, EXTERIOR, Fireplace, FOUNDATION, FUEL SOURCE, HEATING, Included, New Construction, Occupancy, Outbuildings, Patio/Deck, SEWER, SHOWING INSTRUCTIONS, WATER, Water Heater, Waterfront (*required on Waterfront properties*), Zoning.

VACANT LAND Class

All fields in CAPITALS are required

LIST BRD – auto-completes when Agent Name is selected

FIRM – auto-completes when Agent Name is selected

OFFICE – auto-completes when Agent Name is selected

AGENT ID – auto-completes when Agent Name is selected

AGENT NAME – select correct listing agent from menu choices available. *Do not use HOUSE AGENT.* (MLS Rules & Regs Section 1.2 **require** listing agent's name)

MLS NUMBER – assigned automatically when listing data entry is completed and Saved

LIST DATE – list date of contract

EXPIRE DATE – expiration date of contract

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount* (i.e.: 150000) *no dollar (\$) signs, commas or periods*

SA COMM – percentage or flat dollar fee being paid to *selling agent*. *Enter numbers only, no \$ or % signs.*

BA COMM – percentage or flat dollar fee being paid to *buyer agent*. *Enter numbers only, no \$ or % signs.*

VARIABLE – is there a variable commission (i.e.: less commission if listing broker is selling broker, higher commission if co-broke)? Answer Yes or No.

EXCEPTIONS – are there exceptions (protected buyers) to the listing? Answer Yes or No.

NUMBER – house or fire number of property

Dir – if street address contains a direction (i.e.: North First St), select the appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from menu choices available

STREET - enter street name using appropriate Data Entry Standards (i.e.: Hwy B, N 2nd St, etc)

Note: See Appendix I for explanation/clarification

COUNTY – select county *the property is located in* from the dropdown menu

AREA 1 – select correct MLS area (i.e.: Hayward Schl District, EC-Southside, etc). *Note: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area.*

SCHOOL DIST – Area 1 field **MUST be completed prior** to completing this field. Menu choices available are dependent on the area chosen in the Area 1 field (i.e.: If Area 1 is 59-Douglas County, school district choices will be Maple, Solon Springs, South Shore, Superior or Webster)

CITY – *mailing address* of the city where the property is located

Twp – name of township **only**. Do NOT include any variation of the word *township* (township, twsp, twp, etc) in this field. There is a separate field for section/township/range information.

STATE – select state in which property is located in from menu choices available

ZIP CODE – enter zip code of property's mailing address

TAXES – enter amount of taxes for current tax year. If property is being divided and tax amount is unknown, enter 0 in this field and note in Agent Remarks that tax amount is TBD (*to be determined*)

TAX ID – enter tax id number of property. If property is being divided and tax id number has not yet been assigned, enter TBD (*to be determined*) in this field

TAX YEAR – enter most current year in which tax information is available

LISTING CONTRACT TYPE – select Exclusive Right to Sell or Exclusive Agency from the menu choices available

Use Value Assessment – Has land been assessed under the use value system? Answer Yes or No

LIMITED SERVICE – is this a limited service listing? Answer Yes or No.

OWNER – owner's name **MUST be entered**. If the property is bank owned, the owner's name may be entered as CORPORATE. *That is the ONLY exception.*

LAND PROPERTY TYPE – select appropriate type from menu choices available (i.e.: residential lot, commercial lot, etc)

ACREAGE – enter amount of acres

Lot Size – enter size of lot. If lot is rectangular or square enter dimensions only in the first two fields, i.e.: 100x160 *and leave remaining fields blank*. If lot is *not* rectangular or square (i.e.: L-shaped), additional measurements can be added in the second measurement field, i.e.: 100x160 + 60x80.

Sec/Twp/Rng – enter in the following format: S../T../R.. (i.e.: S13/T24/R8)

CONDITION REPORT– condition reports for all properties (except when not required by law) **must** be faxed and/or uploaded to the MLS.

Restrictive Covenants – are there restrictive covenants? Answer Yes or No.*

**Any other supporting documents related to the property (i.e.: CSMs, floor plans, aerial maps, etc) may be faxed and/or uploaded with the Condition Report*

Plat – is property platted? Answer Yes or No.

Road Access – is there road access to property? Answer Yes or No.

Non-conforming – is lot non-conforming? Answer Yes or No.

WATERFRONT – is this waterfront property. Answer Yes or No. **Note:** *in order for answer to be Yes, property must either include water frontage or have direct access (including easement rights) to the water. If this field is marked Y, all the waterfront related fields that follow are required.*

Common – is there a common area? Answer Yes or No.

Wtr Frt Ft – enter number of feet in the frontage

Lake Size – enter lake size in acres.

Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)

Note: Lake information is at http://www.dnr.state.wi.us/org/water/fhp/lakes/lakemap/lkmaps_a.htm

Lake/River Name – enter name of the body of water ONLY. Do NOT include such words as LAKE, RIVER, CREEK, POND, etc in this field

Waterfront Type – select type (lake, pond, creek, river, etc) from the menu choices available

Own Frntg – does seller own frontage? Answer Yes or No

Deeded Access – is there deeded access to the water? Answer Yes or No

Easement – is there an easement to the water? Answer Yes or No.

Seller Financing – answer Yes or No

Seller Fin Remarks – enter brief comment

Realtor.com – should listing appear on <http://realtor.com>? Answer Yes or No

IDX – should listing appear on other broker web sites as part of IDX? Answer Yes or No.

Virtual – is there a virtual tour available on the property? Answer Yes or No.

Virtual Tour URL – if Yes was entered in above field, enter web address (<http://.....>) of virtual tour only. *Virtual tours must be unbranded (no contact information, no agent photos, etc)*

Legal Description – enter legal description of property

DIRECTIONS – *enter starting point* (i.e.: “From Hayward”, “From intersection of 1st St & Main St”, etc) then directions to property (i.e.: Hwy B, left on Main, right on 1st) *MLS Rules require directions.*

Agent Remarks – **not intended for Public Use.** Use to describe showing procedures (*don’t let cat out, lockbox located on side garage door, etc*)

Remarks – Comments **will appear** on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details were noted in previous fields. Use Remarks to enhance property (i.e.: lovely perennial gardens, outdoor lighting, private entrance, etc)

CODED FEATURES – Some Coded Features are required and must be completed before the system will successfully Save the listing and assign an MLS number (*do not exceed the maximum number of choices for each coded feature listed*)

Fencing, Occupancy, SEWER, SHOWING INSTRUCTIONS, Soil Type, TERRAIN, UTILITIES, WATER, Waterfront (*required on Waterfront properties*), Zoning.

COMMERCIAL/INDUSTRIAL Class

All fields in CAPITALS are required

LISTING BRD – auto-completes when Agent Name is selected

FIRM – auto-completes when Agent Name is selected

OFFICE – auto-completes when Agent Name is selected

AGENT ID – auto-completes when Agent Name is selected

AGENT NAME – select correct listing agent from menu choices available. *Do not use HOUSE AGENT.* (MLS Rules & Regs Section 1.2 **require** listing agent's name)

MLS NUMBER – assigned automatically when listing data entry is completed and Saved

LIST DATE – list date of contract

EXPIRE DATE – expiration date of contract

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount* (i.e.: 150000) *no dollar (\$) signs, commas or periods*

SA COMM – percentage or flat dollar fee being paid to *selling agent*. *Enter numbers only, no \$ or % signs.*

BA COMM – percentage or flat dollar fee being paid to *buyer agent*. *Enter numbers only, no \$ or % signs.*

VARIABLE – is there a variable commission (i.e.: less commission if listing broker is selling broker, higher commission if co-broke)? Answer Yes or No.

EXCEPTIONS – are there exceptions (*protected buyers*) to the listing? Answer Yes or No.

NUMBER – house or fire number of property

Dir – If street address contains a direction (i.e.: North First St), select the appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from the menu choices available

STREET - enter street name using appropriate Data Entry Standards (i.e.: Hwy B, N 2nd St, etc)

Note: See Appendix I for explanation/clarification

COUNTY – select county *the property is located in* from menu choices available

AREA 1 – select correct MLS area (i.e.: Hayward Schl District, EC-Southside, etc). **Note:** *Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area.*

SCHOOL DIST – Area 1 field **MUST be completed prior** to completing this field. Menu choices available are dependent on the area chosen in the Area 1 field (i.e.: If Area 1 is 59-Douglas County, school district choices will be Maple, Solon Springs, South Shore, Superior or Webster)

CITY – *mailing address* of city where property is located

Twp – name of township **only**. Do NOT include any variation of the word *township* (township, twsp, twp, etc) in this field. There is a separate field for section/township/range information.

STATE – select state in which property is located in from menu choices available

ZIP CODE – enter zip code of property's mailing address

TAXES – enter amount of taxes for current tax year. If property is being divided and tax amount is unknown, enter 0 in this field and note in Agent Remarks that tax amount is TBD (*to be determined*)

TAX ID – enter tax id number of property. If property is being divided and tax id number has not yet been assigned, enter TBD (*to be determined*) in this field

TAX YEAR – enter most current year in tax information is available

LISTING CONTRACT TYPE – select Exclusive Right to Sell or Exclusive Agency from menu choices available

Use Value Assessment – Has land been assessed under the use value system? Answer Yes or No

LIMITED SERVICE – is this a limited service listing. Answer Yes or No.

OWNER – owner’s name **MUST be entered**. If the property is bank owned, the owner’s name may be entered as CORPORATE. *That is the ONLY exception.*

COMMERCIAL PROPERTY TYPE – select appropriate type from menu choices available (i.e.: RE Only, Bus Only, etc)

Building Dimensions - enter **exterior** measurements of building. If building is rectangular or square enter dimensions only in the first two fields, i.e.: 24x40 *and leave remaining fields blank*. If building is *not* rectangular or square (i.e.: L-shaped or an addition has been added), additional measurements can be added in the second measurement field: 24x40 + 12x14.

Lot Size – enter size of lot. If lot is rectangular or square enter dimensions only in the first two fields, i.e.: 100x160 *and leave remaining fields blank*. If lot is *not* rectangular or square (i.e.: L-shaped), additional measurements can be added in the second measurement field, i.e.: 100x160 + 60x80.

CONDITION REPORT– condition reports for all properties (except when not required by law) **must** be faxed and/or uploaded to the MLS.

Restrictive Covenants – are there restrictive covenants? Answer Yes or No.*

**Any other supporting documents related to the property (i.e.: CSMS, floor plans, aerial maps, etc) may be faxed and/or uploaded with the Condition Report*

Other Buildings – list any other buildings included (i.e.: storage shed, etc)

Parking Area – enter dimensions or capacity (i.e.: 60x60 or 120 stalls)

Sidewall height – enter height of building’s sidewalls

Sprinkler – is there a sprinkler system? Answer Yes or No.

Door #1-6/Loading Dock – enter length and width or each dock door/Is there a loading dock? Answer Yes or No.

Water – is there water on site? Answer Yes or No.

Sewer - is there sewer on site? Answer Yes or No.

3-Phase Power - is there 3-phase power on site? Answer Yes or No.

WATERFRONT – is this waterfront property? Answer Yes or No. **Note:** *for the answer to be Yes, property must either include water frontage or have direct access (including easement rights) to the water. If field is marked Y, all waterfront related fields that follow are required.*

Common – is there a common area? Answer Yes or No.

Seasons – select 3 or 4 seasons from menu choices available

Waterfront Type – select type (lake, pond, creek, river, etc) from menu choices available

Lake/River Name – enter name of the body of water **ONLY**. Do **NOT** include such words as LAKE, RIVER, CREEK, POND, etc in this field

Own Frntg – does seller own the frontage? Answer Yes or No

Wtr Frt Ft – enter number of feet in the frontage

APX FIN ABOVE GRADE – include finished, heated space only. **Note:** *See Appendix II & III for explanation/clarification.*

Deeded Access – is there deeded access to the water? Answer Yes or No

Lake Size – enter lake size in acres.

APX UNFIN BELOW GRADE - include finished, heated space only. **Note:** *See Appendix II & III for explanation/clarification.*

Easement – is there an easement to the water? Answer Yes or No.

APX FIN SQFT – *automatically calculated from the numbers entered above*

Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)

Note: Lake information is at http://www.dnr.state.wi.us/org/water/fhp/lakes/lakemap/lkmaps_a.htm

Current Occupant – name or business type (i.e.: Anderson Floral, office supply company, etc)

Terms – enter terms of current occupancy (month to month, yearly lease, etc)

Seller Financing – answer Yes or No

Seller Fin Remarks – enter brief comment

Realtor.com – should listing appear on <http://realtor.com>? Answer Yes or No

IDX – should listing appear on other broker web sites as part of IDX? Answer Yes or No.

Virtual – is there a virtual tour available of the property? Answer Yes or No.

Virtual Tour URL – if Yes was entered in above field, enter web address (<http://.....>) of the virtual tour only. Virtual tours must be unbranded (no contact information, no agent photos, etc)

Legal Description – enter legal description of the property

DIRECTIONS – *enter starting point* (i.e.: “From Hayward”, “From intersection of 1st St & Main St”, etc) then directions to property (i.e.: Hwy B, left on Main, right on 1st) *MLS Rules require directions.*

Agent Remarks – **not intended for Public Use.** Use to describe showing procedures (don’t let cat out, lockbox located on side garage door, etc)

Remarks – Comments **will appear** on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have been noted been in previous fields. Use Remarks to enhance property (i.e.: lovely perennial gardens, outdoor lighting, private entrance, etc)

CODED FEATURES – **Some Coded Features are required and must be completed before the system will successfully Save the listing and assign an MLS number** (*do not exceed the maximum number of choices for each coded feature listed*)

BASEMENT, COMMERCIAL SUB-TYPE, COOLING, EXTERIOR CONSTRUCTION,
Exterior Features, Foundation, Fuel Source, HEATING, Interior Features, OCCUPANCY,
Roads, SHOWING INSTRUCTIONS, Zoning.

MULTI-FAMILY Class

All fields in CAPITALS are required

LIST BRD – auto-completes when Agent Name is selected

FIRM – auto-completes when Agent Name is selected

OFFICE – auto-completes when Agent Name is selected

AGENT ID – auto-completes when Agent Name is selected

AGENT NAME – select correct listing agent from menu choices available. *Do not use HOUSE AGENT.* (MLS Rules & Regs Section 1.2 **require** listing agent’s name)

MLS NUMBER – assigned automatically when listing data entry is completed and Saved

LIST DATE – list date of contract

EXPIRE DATE – expiration date of contract

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount* (i.e.: 150000) *no dollar (\$) signs, commas or periods*

SA COMM – percentage or flat dollar fee being paid to *selling agent*

BA COMM – percentage or flat dollar fee being paid to *buyer agent*

VARIABLE – is there a variable commission (i.e.: less commission if listing broker is selling broker, higher commission if co-broke)? Answer Yes or No.

EXCEPTIONS – are there exceptions (protected buyers) to the listing? Answer Yes or No.

NUMBER – house or fire number of property

Dir – If street address contains a direction (i.e.: North First St), select the appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from menu choices available

STREET - enter street name using appropriate Data Entry Standards (i.e.: Hwy B, N 2nd St, etc)

Note: See Appendix I for explanation/clarification

COUNTY – select county *the property is located in* from menu choices available

AREA 1 – select correct MLS area (i.e.: Hayward Schl District, EC-Southside, etc). *Note: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area.*

SCHOOL DIST – Area 1 field **MUST be completed prior** to completing this field. Menu choices available are dependent on the area chosen in the Area 1 field (i.e.: If Area 1 is 59-Douglas County, school district choices will be Maple, Solon Springs, South Shore, Superior or Webster)

CITY – *mailing address* of city where property is located

Twp – name of township **only**. Do NOT include any variation of the word *township* (township, twsp, twp, etc) in this field. There is a separate field for section/township/range information.

STATE – select state in which property is located in from menu choices available

ZIP CODE – enter zip code of the property's mailing address

TAXES – enter amount of taxes for current tax year. If property is being divided and tax amount is unknown, enter 0 in this field and note in Agent Remarks that tax amount is TBD (*to be determined*)

TAX ID – enter tax id number of property. If property is being divided and tax id number has not yet been assigned, enter TBD (*to be determined*) in this field

TAX YEAR – enter most current year in which tax information is available

LISTING CONTRACT TYPE – select Exclusive Right to Sell or Exclusive Agency from the menu choices available

LIMITED SERVICE – is this a limited service listing? Answer Yes or No.

OWNER – owner's name **MUST be entered**. If the property is bank owned, the owner's name may be entered as CORPORATE. *That is the ONLY exception.*

MULTIFAMILY PROPERTY TYPE – select appropriate type from menu choices available (i.e.: Duplex, Triplex, etc)

Home Dimensions – enter **exterior** measurements of building. If building is rectangular or square enter dimensions only in the first two fields, i.e.: 24x40 *and leave remaining fields blank*. If building is *not* rectangular or square (i.e.: L-shaped or an addition has been added), additional measurements can be added in the second measurement field: 24x40 + 12x14.

#UNITS – enter number of units (i.e.: 4, 6, etc)

APX YR BUILT – if year built is unknown, enter **1500**.

Lot Size – enter size of lot. If lot is rectangular or square enter dimensions only in the first two fields, i.e.: 100x160 *and leave remaining fields blank*. If lot is *not* rectangular or square (i.e.: L-shaped), additional measurements can be added in the second measurement field, i.e.: 100x160 + 60x80.

CONDITION REPORT– condition reports for all properties (except when not required by law) **must** be faxed and/or uploaded to the MLS.

Restrictive Covenants – are there restrictive covenants? Answer Yes or No.*

**Any other supporting documents related to the property (i.e.: CSMs, floor plans, aerial maps, etc) may be faxed and/or uploaded with the Condition Report*

WATERFRONT – is this waterfront property? Answer Yes or No. **Note:** *for the answer to be Yes, property must either include water frontage or have direct access (including easement rights) to the water. If this field is marked Y, all the waterfront related fields that follow are required.*

Common – is there a common area? Answer Yes or No.

Seasons – answer 3-season or 4-season from menu choices available

Wtr Frt Ft – enter number of feet in frontage

Lake Size – enter lake size in acres

Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)

Note: *Lake information is at http://www.dnr.state.wi.us/org/water/fhp/lakes/lakemap/lkmaps_a.htm*

Own Frntg – does seller own frontage? Answer Yes or No

Deeded Access – is there deeded access to the water? Answer Yes or No

Easement – is there an easement to the water? Answer Yes or No.

Lake/River Name – enter name of the body of water ONLY. Do NOT include such words as LAKE, RIVER, CREEK, POND, etc in this field

Waterfront Type – select the type (lake, pond, creek, river, etc) from menu choices available

APX FIN ABOVE GRADE – include finished, heated space only. **Note:** *See Appendix II & III for explanation/clarification.*

ApX Unfin Above Grade – include unfinished and/or unheated space only. **Note:** *See Appendix II & III for explanation/clarification.*

APX FIN BELOW GRADE - include finished, heated space only. **Note:** *See Appendix II & III for explanation/clarification.*

ApX Unfin Below Grade - include unfinished and/or unheated space only. **Note:** *See Appendix II & III for explanation/clarification.*

APX FIN SQFT – automatically calculated from the numbers listed above

ApX Unfin SQFT - automatically calculated from the numbers listed above

Coin Laundry – is there a coin laundry on premises? Answer Yes or No

Owned/Leased – is coin laundry owned or leased? Answer Machines Owned or Machines Leased

Other Income – if there is other income, enter brief comment

Seller Financing – answer Y (yes) or N (no)

Seller Fin Remarks – enter brief comment

Units 1-8:

BR – enter number of bedrooms in each unit. **Note:** *See Appendix II & III for explanation/clarification.*

Full BA – enter number of full baths in each unit. **Note:** *See Appendix II & III for explanation/clarification.*

Half BA – enter number of half (partial) baths in each unit. **Note:** *See Appendix II & III for explanation/clarification.*

Rent – enter amount of rent

Mthly/Yrly – enter MNTHLY if rent amount is per month, enter YR if rent amount is per year

Car Storage – enter number of parking stalls per unit

Unit Remarks – include any features specific to each unit (i.e.: appliances, fireplace, room air, etc) **Note:** *Complete as many unit fields as there are units. For properties with less than 8 units enter 0 in BR and Rent fields to complete listing data. System requires the completion of these 2 fields for up to 8 units before listing can be saved. For properties with more than 8 units, note in Agent Remarks that “details of additional units are available from listing broker”.*

Realtor.com – should listing appear on <http://realtor.com>? Answer Yes or No

IDX – should listing appear on other broker web sites as part of IDX? Answer Yes or No.

Virtual – is there a virtual tour available of the property? Answer Yes or No.

Virtual Tour URL – if Yes was entered in above field, enter web address (<http://.....>) of the virtual tour only. Virtual tours must be unbranded (no contact information, no agent photos, etc)

Legal Description – enter legal description of property

DIRECTIONS – *enter starting point* (i.e.: “From Hayward”, “From intersection of 1st St & Main St”, etc) then directions to property (i.e.: Hwy B, left on Main, right on 1st) *MLS Rules require directions.*

Agent Remarks – **not intended for Public Use!** Use to describe showing procedures (don’t let cat out, lockbox located on side garage door, etc)

Remarks – Comments **will appear** on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have been noted in previous fields. Use Remarks to enhance property (i.e.: lovely perennial gardens, outdoor lighting, private entrance, etc)

CODED FEATURES – **Some Coded Features are required and must be completed before the system will successfully Save the listing and assign an MLS number** (*do not exceed the maximum number of choices for each coded feature listed*)

BASEMENT, COOLING, Driveway, ELECTRIC, Excluded, EXTERIOR, Fireplace, FOUNDATION, FUEL SOURCE, HEATING, Included, New Construction, Occupancy, Outbuildings, Patio/Deck, SEWER, SHOWING INSTRUCTIONS, WATER, Water Heater, Zoning.

FARM Class

All fields in CAPITALS are required

LISTING BRD – auto-completes when Agent Name is selected

FIRM – auto-completes when Agent Name is selected

OFFICE – auto-completes when Agent Name is selected

AGENT ID – auto-completes when Agent Name is selected

AGENT NAME – select correct listing agent from menu choices available. *Do not use HOUSE AGENT.* (MLS Rules & Regs Section 1.2 **require** listing agent’s name)

MLS NUMBER – assigned automatically when listing data entry is completed and Saved

LIST DATE – list date of contract

EXPIRE DATE – expiration date of contract

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount* (i.e.: 150000) *no dollar (\$) signs, commas or periods*

SA COMM – percentage or flat dollar fee being paid to *selling agent*. *Enter numbers only, no \$ or % signs.*

BA COMM – percentage or flat dollar fee being paid to *buyer agent*. *Enter numbers only, no \$ or % signs.*

VARIABLE – is there a variable commission (i.e.: less commission if listing broker is selling broker, higher commission if co-broke)? Answer Yes or No.

EXCEPTIONS – are there exceptions (*protected buyers*) to the listing? Answer Yes or No.

NUMBER – house or fire number of property

Dir – If street address contains a direction (i.e.: North First St), select the appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from menu choices available

STREET - enter the street name using the appropriate Data Entry Standards (i.e.: Hwy B, N 2nd St, etc)

Note: See Appendix I for explanation/clarification

COUNTY – select county *the property is located in* from menu choices available

AREA 1 – select correct MLS area (i.e.: Hayward Schl District, EC-Southside, etc). *Note: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area.*

SCHOOL DIST – Area 1 field **MUST be completed prior** to completing this field. Menu choices available are dependent on the area chosen in the Area 1 field (i.e.: If Area 1 is 59-Douglas County, school district choices will be Maple, Solon Springs, South Shore, Superior or Webster)

CITY – *mailing address* of city where property is located

Twp – name of township **only**. Do NOT include any variation of the word *township* (township, twsp, twp, etc) in this field. There is a separate field for section/township/range information.

STATE – select state in which property is located in from menu choices available

ZIP CODE – enter zip code of property's mailing address

TAXES – enter amount of taxes for current tax year. If property is being divided and tax amount is unknown, enter 0 in this field and note in Agent Remarks that tax amount is TBD (*to be determined*)

TAX ID – enter tax id number of property. If property is being divided and tax id number has not yet been assigned, enter TBD (*to be determined*) in this field

TAX YEAR – enter most current year in which tax information is available

Use Value Assessment – (tax break for owners of agricultural land) Has land been assessed under the use value system. Answer Yes or No

LISTING CONTRACT TYPE – select Exclusive Right to Sell or Exclusive Agency from the menu choices available selections

LIMITED SERVICE – is this a limited service listing? Answer Yes or No.

OWNER – owner's name **MUST be entered**. If the property is bank owned, the owner's name may be entered as CORPORATE. *That is the ONLY exception.*

FARM PROPERTY TYPE – select appropriate type from menu choices available (i.e.: hobby, operating)

Sec/Twp/Rng – enter in the following format: S../T../R.. (i.e.: S13/T24/R8)

Home Dimensions – enter **exterior** measurements of home. If home is rectangular or square enter dimensions only in the first two fields, i.e.: 24x40 *and leave remaining fields blank*. If home is *not* rectangular or square (i.e.: L-shaped or an addition has been added), additional measurements can be added in second measurement field: 24x40 + 12x14.

APX YR BUILT – if year built is unknown, enter **1500**.

Lot Size – enter size of lot. If lot is rectangular or square enter dimensions only in the first two fields, i.e.: 100x160 *and leave remaining fields blank*. If lot is *not* rectangular or square (i.e.: L-shaped), additional measurements can be added in the second measurement field, i.e.: 100x160 + 60x80.

Acreage – enter total number of acres (Note: decimal point is in place for amounts such as 40.3)

CONDITION REPORT– condition reports for all properties (except when not required by law) **must** be faxed and/or uploaded to the MLS.

Restrictive Covenants – are their restrictive covenants? Answer Yes or No.*

**Any other supporting documents related to the property (i.e.: CSMS, floor plans, aerial maps, etc) may be faxed and/or uploaded with the Condition Report*

Tillable acreage – enter number of tillable acres

Pasture acreage – enter number of acres in pasture

Wood acreage – enter number of wooded acres

Total – enter total acreage of *above 3 fields*

Farm Equipment/Fixtures – enter any farm equipment/fixtures (hay elevator, arena, etc) that are included in listing contract

BEDROOMS – enter number of bedrooms from menu choices available. *Note: See Appendix II & III for explanation/clarification.*

FULL BATHS – enter number of full baths (*sink, stool, and either tub or shower*) from menu choices available. *Note: See Appendix II & III for explanation/clarification.*

PARTIAL BATHS - enter the number of partial baths (*sink and stool only*) from the menu choices available. *Note: See Appendix II & III for explanation/clarification.*

GARAGE TYPE – enter garage type (attached, detached, etc) from menu choices available

GARAGE CAPACITY – enter number of stalls (1,2,3, etc) from menu choices available

WATERFRONT – is this waterfront property. Answer Yes or No. *Note: in order for answer to be Yes, property must either include water frontage or have direct access (including easement rights) to the water. If field is marked Y, all waterfront related fields that follow are required.*

Common – is there a common area? Answer Yes or No.

Seasons – answer 3-season or 4-season from menu choices available

Waterfront Type – select type (lake, pond, creek, river, etc) from menu choices available

Lake/River Name – enter name of the body of water ONLY. Do NOT include such words as LAKE, RIVER, CREEK, POND, etc in this field

Own Frntg – does seller own the frontage? Answer Yes or No

Wtr Frt Ft – enter number of feet in frontage

Note: Lake information is at http://www.dnr.state.wi.us/org/water/fhp/lakes/lakemap/lkmaps_a.htm

APX FIN ABOVE GRADE – include finished, heated space only. *Note: See Appendix II & III for explanation/clarification.*

Deeded Access – is there deeded access to the water? Answer Yes or No

Lake Size – enter lake size in acres

APX FIN BELOW GRADE - include finished, heated space only. *Note: See Appendix II & III for explanation/clarification.*

Easement – is there an easement to the water? Answer Yes or No.

Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)

APX FIN SQFT – *automatically calculated from the numbers listed above*

Govt Prgms – list any government subsidy programs that may apply

Leased – is any acreage leased? Answer Yes or No

Lease Desc – briefly describe leases, if any

Seller Financing – enter brief comment

Realtor.com – should listing appear on <http://realtor.com>? Answer Yes or No

IDX – should listing appear on other broker web sites as part of IDX? Answer Yes or No.

Virtual – is there a virtual tour available of the property? Answer Yes or No.

Virtual Tour URL – if Yes was entered in above field, enter web address (<http://.....>) of the virtual tour only. Virtual tours must be unbranded (no contact information, no agent photos, etc)

Legal Description – enter legal description of property

DIRECTIONS – *enter starting point* (i.e.: “From Hayward”, “From intersection of 1st St & Main St”, etc) then directions to property (i.e.: Hwy B, left on Main, right on 1st) *MLS Rules require directions.*

Agent Remarks – **not intended for Public Use.** Use to describe showing procedures (don't let cat out, lockbox located on side garage door, etc)

Remarks – Comments **will appear** on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have already been noted in previous fields. Use Remarks to enhance the property (i.e.: lovely perennial gardens, outdoor lighting, private entrance, etc)

CODED FEATURES – Some Coded Features are required and must be completed before the system will successfully Save the listing and assign an MLS number (*do not exceed the maximum number of choices for each coded feature listed*)

Basement, COOLING, Driveway, ELECTRIC, Excluded, EXTERIOR, FARM SUB-TYPE, Fireplace, Foundation, FUEL SOURCE, HEATING, Included, New Construction, Occupancy, Outbuildings, Patio/Deck, SEWER, SHOWING INSTRUCTIONS, SOIL TYPE, TERRAIN, WATER, Water Heater, Zoning.

Data Entry Standards MLS STREET NAMES

To create accurate property history and complete/successful search results, please follow the *Data Entry Standards* listed below:

Do NOT include periods or other punctuation/symbols (commas, apostrophes, pound signs, etc) in any street name

Lot Numbers: enter Lot, then space, then lot number (i.e.: Lot 1)

No Lot Numbers: if there is no number in the address, or no lot number, enter **0** (zero) in the address Number field. Do **NOT** enter **x, xx, xxx**; do **NOT** enter the acreage amounts.

Street NAMES should be spelled out in their entirety with the exception of the abbreviations listed below:

	Use	
Highway	HWY	for all types of highways: county (county highways, country roads, county trunk highways), state, federal(i.e.: Hwy B, Hwy 12, Hwy 94, Hwy KK)
Saint	ST	i.e.: Saint James
Mount	MT	i.e.: Mount Hood
Rural Route	R	i.e.: R 3 (enter space between R and route number)

Note: The system is not case sensitive. Above street tags do not need to be entered in all CAPS, however, it is recommended that the first letter be entered in CAPS.

Numbered streets (i.e.: First St) should be entered as only numbers: 1st, 2nd, 3rd, 4th, etc. In the event that a numbered street name includes fractions, please enter the number, followed by a space, then the fraction: 27 ¼

Streets with Directions (i.e.: 123 North Raven Ave). The house **number** 123 is entered in the Number field, the street **Direction** (North) is entered as N in the **Dir** field, Raven Ave is entered in the **Street** field.

If there is a Street Tag for a particular address (*avenue, road, drive, place, court, etc*) **include it** in the MLS and use the **Data Entry Standards** listed below:

Correct MLS Street tag abbreviations:

	Use		Use
Avenue	AVE	Parkway	PKWY
Boulevard	BLVD	Place	PL
Circle	CIR	Road	RD
Court	CT	Street	ST
Drive	DR	Terrace	TERR
Lane	LN	Trail	TR

Section/Township/Range: enter **S** for *section*, then the **section number**; enter **T** for township, then the **township number**, enter **R** for range, then the **range number**; separate *each* by a forward slash (/) as follows: **S12/T24/R13**)

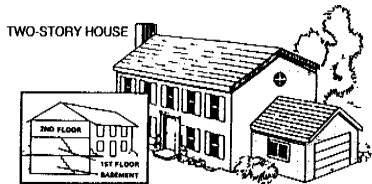
APPENDIX II

ABOVE/BELOW GRADE SQUARE FOOTAGE GUIDELINES

100% of the floor level must be Above Grade for any of that level to be Above Grade

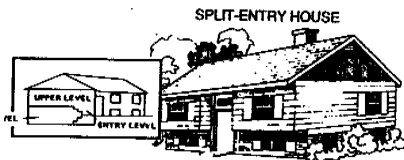
NOTE: If property includes additional living space (garage apartment, guesthouse, cabin, etc) please note Above/Below Grade Square Footage in the listing Remarks.

TWO STORY HOUSE:



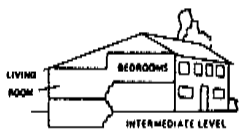
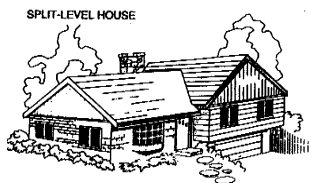
The 1st floor AND the 2nd floor are **Above Grade** & finished rooms in the basement are **Below Grade**.

SPLIT ENTRY HOUSE:



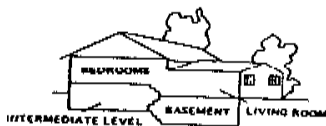
With the bi-level (or split entry) the upper level is **Above Grade** & the lower level is **Below Grade**.

SPLIT LEVEL HOUSE:



BACK-TO-FRONT SPLIT-LEVEL

With the example on the left, the bedrooms, living room and intermediate levels are **Above Grade**. The intermediate level is *at or above ground level*. The basement level is located *below ground level* and therefore **Below Grade**.



SIDE-TO-SIDE LEVEL

With the example on the left, the bedrooms and living room are **Above Grade**. The intermediate and basement levels have rooms that are located *below ground level*, therefore the intermediate and basement levels are **Below Grade**.

APPENDIX III

NWW MLS Guidelines for Reporting Square Footage, Bedrooms, Baths

1. Measurements should be taken from the exterior of the house.
2. Square footage should include heated, finished areas only.
3. Enclosed porches, breezeways, etc., should be included in the Apx Fin Above or Below Square Footage fields *only* if heated and finished similar to the remainder of the house. Unheated or unfinished areas should be reported in the Apx Unfin Above or Below Square Footage.
4. Square footage should only include the area where *ceiling height is a minimum of 5'* (1.5 story or A-frame houses, for instance). Any part of the upper level with a ceiling height of *less than 5'* should **NOT** be included in the square footage.
5. Lower levels of bi-level, split level or walkouts should **NOT** be included as Above Grade Square Footage - they should be listed in Below Grade Square Footage.
6. Below Grade Square Footage should include only areas that are finished in a style similar to the rest of the property and is *below grade*. *If the area is not finished or heated, **do NOT include** it in *either* square footage field.*
7. Finished lower level bedrooms which meet state building code, occupancy requirements, (*adequate windows, egress*) may be included in the total number of bedrooms and should be included in Below Grade Square Footage.
8. A walk-through bedroom (*a room off another bedroom with no other access*) can be included in square footage fields **but not counted as a bedroom**.
9. A **FULL** bath has a sink, toilet and **either** a shower or tub. Baths with **only** a stool and sink are considered **HALF** baths. Any room with *less than* a stool and sink (stool, shower or sink only) should **NOT** be counted as a part bath but may be mentioned in the Remarks.

1 and 2 story houses

