

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 (ie: Lot 1) no symbols (#)

No Lot Numbers: if there is no number in the address, or no lot number, enter **0** (*one zero only*) 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:

| | | |
|-------------|-------------------|--|
| | <u>Use</u> | |
| Highway | HWY | for <u>all</u> types of highways: county (county highways, country roads, county trunk highways), state, federal (ie: Hwy B, Hwy 12, Hwy 94, Hwy KK) |
| Saint | ST | ie: Saint James |
| Mount | MT | ie: Mount Hood |
| Rural Route | R | ie: 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 (ie: First St) should be entered as 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 1/4

Streets with Directions (ie: 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:

| | | | |
|-----------|-------------------|---------|-------------------|
| | <u>Use</u> | | <u>Use</u> |
| 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 only**; enter **T** for township, then the **township number only**, enter **R** for range, then the **range number only**; separate *each* by a forward slash (/) as follows: **S12/T24/R13**) Due to field restraints, do NOT include any directional information (ie: N, S, E, etc)