








Residential Glossary of Fields

This Residential Glossary has been compiled to help you quickly and easily interpret the various fields on the Listing Input Sheet and connectMLS. **Reminder:** If necessary, consult with the Broker of your office for guidance and instruction. Property types incorporated in the Residential Glossary include:

-  Detached Single Family
-  Attached Single Family
-  2-4 Units
-  Mobile Home
-  Land
-  Residential Rental
-  Deeded Parking Spaces/Boat Slips

The field names below are in alphabetical order using the listing input form field name. If the field name in connectMLS is different, that field name will be displayed in the connectMLS Tab column. An * denotes a required field.

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
# Bedrooms (All Levels)	Land	House Features (Bedrooms)	Enter the total number of bedrooms, regardless of whether they are basement bedrooms. Consult MRED's Room Counting Publication for bedroom definition.	
# Bedrooms (All Levels)	Detached Single Family Attached Single Family Residential Rental	Interior Features	Enter the total number of bedrooms, regardless of whether they are basement bedrooms. The number you enter here will determine how many bedrooms for which you will be allowed to enter data. This must match the number of bedrooms and additional rooms marked as a bedroom for which you specify level and room size information. Note: Although not part of Add/Edit a listing or search, there are now 3 bedroom "display" fields that can be selected when creating a custom format: Bedrooms-Above Grade; Bedrooms-Below Grade and the Bedrooms (All Levels).	*
# Bedrooms	Mobile Home	Interior Features (Bedrooms)	Enter the total number of bedrooms. Consult MRED's Room Counting Publication for bedroom definition.	*
# Bedrooms-Unit 1 (through Unit 4)	2-4 Units	Interior Features (# of Bdrms)	Enter number of bedrooms in each unit. Note: information for Units 3 and 4 will ONLY display if data in # of Units in Building field is equal to or greater than 3. Consult MRED's Room Counting Publication for bedroom definition.	*
# Days For Board Approval Note: not required for Residential Rental	Attached Single Family Residential Rental Deeded Parking/Boat Slips	General (# Of Days) (# of Days for Bd Apprvl)	Enter number of days.	*
# Fireplaces	Land (# Interior Fireplaces)	House Features	Enter number of fireplaces.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
# Full Baths	Land	House Features	Enter the number of full baths. This number will be combined with # Half Baths for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # Full Baths and 1 in the # Half Baths. Note: Consult MRED's Room Counting Publication for full bath definition.	
# Full Baths	Detached Single Family Attached Single Family Mobile Home Residential Rental	Interior Features	Enter the number of full baths. This number will be combined with # Half Baths for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # Full Baths and 1 in the # Half Baths. Note: Consult MRED's Room Counting Publication for full bath definition.	*
# Full Baths in Building	2-4 Units	Interior Features	Enter the number of full bathrooms in the entire building. Note: Consult MRED's Room Counting Publication for full bath definition.	*
# Full Baths-Unit 1 (through Unit 4)	2-4 Units	Interior Features	Enter the number of full bathrooms in each unit. This number will be combined with # Half Baths for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # Full Bathrooms and 1 in the # Half Baths. Note: Information for Units 3 and 4 will ONLY display if data in # of Units in Building field is equal to or greater than 3. Consult MRED's Room Counting Publication for half bath definition.	*
# Garage Spaces	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter the number of spaces. Note: This field will only display if Garage is selected in Parking.	*
# Garage Spaces	Land	House Features	Enter the number of spaces. Note: This field will only display if Garage is selected in Parking Type.	
# Half Baths	Land	House Features	Enter the number of half baths. This number will be combined with # Full Baths for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # Full Baths and 1 in the # Half Baths. Note: Consult MRED's Room Counting Publication for half bath definition.	
# Half Baths	Detached Single Family Attached Single Family Mobile Home Residential Rental	Interior Features	Enter the number of half baths. This number will be combined with # Full Baths for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # Full Baths and 1 in the # Half Baths. Note: Consult MRED's Room Counting Publication for half bath definition.	*
# Half Baths in Building	2-4 Units	Interior Features	Enter the number of half bathrooms in the entire building. Note: Consult MRED's Room Counting Publication for half bath definition.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
# Half Baths-Unit 1 (through Unit 4)	2-4 Units	Interior Features	Enter the number of half baths in each unit. This number will be combined with # Full Bathrooms for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # Full Bathrooms and 1 in the # Half Baths. Note: Information for Units 3 and 4 will ONLY display if data in # of Units in Building field is equal to or greater than 3. Consult MRED's Room Counting Publication for half bath definition.	*
# Interior Fireplaces	Detached Single Family Attached Single Family Mobile Home Residential Rental	Interior Features	Enter number of interior fireplaces. Note: for Detached, Attached and Rental property types; if entry for this field is greater than "0" then Fireplace Details will display.	
# of Bedrooms in Building	2-4 Units	Interior Features (# Beds in Bldg)	Enter total number of bedrooms in the entire building. Note: Consult MRED's Room Counting Publication for bedroom definition.	*
# of Exterior Parking Spaces	Land	House Features (# Parking Spaces)	Enter the number of spaces. Note: This field will only display if Exterior Space(s) is selected in Parking.	
# of Parking Spaces	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter the number of spaces. Note: This field will only display if Exterior Space is selected in Parking.	*
# of Rooms in Building	2-4 Units	Interior Features (# Rooms)	Enter total number of rooms in the entire building. Note: Consult MRED's Room Counting Publication for countable rooms.	*
# of Stories	Attached Single Family Residential Rental	General	Enter total number of stories of building.	*
# Of Units in Building	2-4 Units	Interior Features (Total # of Units in Building)	Enter total number of units in building.	*
# Rooms	Detached Single Family Attached Single Family Mobile Home Residential Rental	Searchable Field Only	This field is only for Search purposes. connectMLS™ will calculate the # of Rooms based on data entered in the Room Details field and countable room selections made under the Additional Rooms field.	*
# Rooms	Land	House Features	Enter the total number of countable rooms. Note: Consult MRED's Room Counting Publication for countable rooms.	
# Rooms - Unit 1 (through 4)	2-4 Units	Interior Features (# Of Rooms)	Enter total number of rooms in each unit. Note: Information for Units 3 and 4 will ONLY display if data in # of Units in Building field is equal to or greater than 3.	*
# Vehicles that fit in Specified Dimensions	Deeded Parking/Boat Slips	Garage Features	Enter number of cars that fit into garage/parking space(s).	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
% Common Area/Coop/Condo Ownership	Attached Single Family Deeded Parking/Boat Slips	General	Enter percentage amount of individual ownership. Note: For Attached Single Family this is used to determine how many owners live in units vs. rent them out.	
% Owner Occupied	Attached Single Family Deeded Parking/Boat Slips	General	Enter total percentage of owner occupied units.	
2nd through 4th Bedroom Flooring	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter flooring choice. Choices available on listing input sheet and through drop-down selection in connectMLS.	
2nd through 4th Bedroom Level	Detached Single Family Attached Single Family Residential Rental	Room Details	Enter floor level. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: If property is Attached, this field pertains to the floor level within the Unit, not within the building.	*
2nd through 4th Bedroom Size	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter room width x length rounded to the nearest foot. Every countable room requires a room dimension. Note: Consult MRED's Room Counting Publication for countable rooms.	
2nd through 4th Bedroom Window Treatments	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: window treatments include curtains, blinds, valiances, shades or anything attached to the windows.	
2nd/Alternate Elementary School	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General	Select school name from the look-up table in connectMLS. If school name is not in the list, fill out the Table Error Request Form and submit to MRED.	
2nd/Alternate High School	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General	Select school name from the look-up table in connectMLS. If school name is not in the list, fill out the Table Error Request Form and submit to MRED.	
2nd/Alternate Jr High/Middle School	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General	Select school name from the look-up table in connectMLS. If school name is not in the list, fill out the Table Error Request Form and submit to MRED.	
3 Bedroom Unit in Building (Y/N)	2-4 Units	Interior Features	Enter [Y] or [N]. Represents whether one of the units in the building has 3 bedrooms.	*
Acreage	Detached Single Family 2-4 Units	Exterior Features	Enter total acreage to 2 decimal points. Note: 1 acre equals 43,560 square feet. Calculate – width times depth divided by 43,560 square feet. If triangular – width times depth divided by 2 then divide by 43,560. If irregular – create triangles and use the triangular method adding together the values calculated for each triangular section. Optional: Check the on-line tax records or call the local assessor.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Acreage	Land	Land/ Development	Enter total acreage to 2 decimal points. Note: 1 acre equals 43,560 square feet. Calculate – width times depth divided by 43,560 square feet. If triangular – width times depth divided by 2 then divide by 43,560. If irregular – create triangles and use the triangular method adding together the values calculated for each triangular section. Optional: Check the on-line tax records or call the local assessor.	
Active Status (ACTV)	All Property Types	Searchable Field ONLY	An active listing.	
Actual Zoning	Land	Land/ Development	Enter the Zoning Code (e.g. R-2). Note: For more information, call your city planning department or a similar appropriate official division that handles zoning issues.	
Additional Tip Out Size	Mobile Home	General	Enter size beyond original mobile home.	
Additional Rooms	2-4 Units	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Additional Room Choices	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Choices marked with a “√” are “countable” and will be included in the Total # of Rooms count per MRED Room Counting Rules. Note: Select as many as are applicable.	*
Additional Sales Information	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	Office/Sales	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Age	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	General	If data is entered in the Approximate Year Built field than this field is automatically populated. If Unknown is selected, enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. If year built is one year prior to the current year or two years past the current year there will be choices beginning with NEW. If any choice beginning with NEW is selected, the following additional fields will display: New/Proposed Construction Options; Estimated Occupancy Date (Required), Wall Insulation (Required) and Ceiling Insulation (Required). Note: For Mobile Home and Residential Rental the maximum selection is one (1).	*
Agent Owned/Interest (Y/N)	All Property Types	Office/Sales	Enter [Y] or [N]. Represents whether Listing Agent owns or has ownership interest or homeowner is a licensed Agent.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Agent Remarks	All Property Types	Office/Sales	The agent remarks field is reserved to communicate information about the property to other agents (i.e. additional compensation information or additional agent contact information). It is not intended to be displayed to consumers or other member of the public. The field may NOT be used for the solicitation of sales agents, recruitment, a job search tool, or personal classified advertisement. The wording should be professional and in accordance with the Fair Housing laws as taught in your real estate pre-licensure and continuing education classes.	
Air Conditioning Note: not required for land	Detached Single Family Attached Single Family Mobile Home Land Residential Rental	Utilities/Green	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
All Active	All Property Types	Searchable Field ONLY	This includes the following status types: Active, Auction, Back on Market, Contingent, New, Price Change, Reactivated, Temporarily No Showings and Auction.	
Appliances	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Appliances/ Features-Unit 1 (through 4)	2-4 Units	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Information for Units 3 and 4 will ONLY display if data in # of Units in Building field is equal to or greater than 3.	*
Approx. Sq Ft	Detached Single Family Attached Single Family Residential Rental	Interior Features	Enter approximate interior square footage of the property. If you enter "0" for Approximate Square Feet, "J-Not Reported" is auto populated in Square Feet Source and will be the only choice allowed to be saved in that field. Note: If you <i>measure</i> the Square Footage (Square Feet Source=Taped) MRED recommends that you enter the Gross Living Area – GLA - in the Approximate Square Footage field, which is defined as: <i>finished</i> space that is <i>above grade</i> only. Per the American Measurement Standard - In single-family detached dwellings, "finished" square footage is defined as the sum of all connected, finished, usable, areas; measured by exterior dimensions (walls). Each level is counted individually and any <i>above grade</i> space is combined to provide one total square footage number. Treat attached dwellings the same as detached dwellings, with the only difference being the addition for exterior measurements when a common wall is present.	*
Approximate Land Square Footage	Land	Land/ Development	Enter approximate square feet.	

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Approximate Year Built	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental Deeded Parking/Boat Slips	General	Enter approximate year property was built or select Unknown. A value in Year Built must be entered for properties built 25 years ago or less. If Unknown is selected you can manually enter information in the Built Before 1978 (Y/N) and Age field. Note: Built Before 1978 and Age of Property fields are automatically populated based on year built. If year built is one year prior to the current year or two years past the current year there will be NEW choices in the Age of Property.	*
Area	All Property Types	Basic	Enter from coded table. Enter the Area Number according to the property address (mailing location). Area Number table is accessible through the drop down selection in connectMLS. Note: When you select the value for Area (other than Area 1000-Outside of USA), the choices are narrowed down for City, County, State, Township, and Zip Code.	*
Area Amenities	Detached Single Family 2-4 Units Mobile Home	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of six (6) selections.	
Assessment/ Association Dues Includes	Detached Single Family Attached Single Family	Tax	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field will ONLY display if Assessment/Association Dues data is greater than "0".	*
Assessment/ Association Dues \$	Detached Single Family Attached Single Family	Tax	Enter Assessment or Homeowners Association Dues in whole dollar amount, round up if necessary. "0"= None; "999"= Not Fully Assessed. Note: If data entered is greater than "0" the system will prompt for Frequency and Assessment/Association Dues Includes details.	*
Attic	Detached Single Family	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Auction Date	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Edit Listing Status	Enter the date of the Auction using the calendar.	*
Auction Price Description	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Edit Listing Status	Enter a description of the auction price. Choices are Opening Bid, Reserve Price and Last List Price and are available through the drop-down selection in connectMLS. The description chosen will display in place of the field "List Price".	*
Auction Status (AUCT)	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Searchable Field ONLY	A listing that is now being offered through an Auction. Auction Date, Auction Price Description and Opening Bid/Reserve Price are required and will display on the Detail Reports. If a listing is in the AUCT status, the only status change options to the user will be CANC, CLSD and RACT.	
Available As Of	Residential Rental	Basic	Enter date that property is available for occupancy.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Available Furnished	Residential Rental	General	Enter [Y] or [N]. Note: If Yes is entered then Furnished Rent Rate will display.	
Back on Market Status (BOMK)	All Property Types	Searchable Field ONLY	A listing previously showing Canceled, Closed, Expired or Rented status. The Back on Market status will show on connectMLS for 5 days (unless a status change is made to the listing) and then revert to an Active status.	
Backup Information	Land	Office/Sale	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Represents a collection of information on the property to be presented by agent.	
Backup Package (Y/N)	Land	Office/Sales	Enter [Y] or [N]. Represents whether a collection of information on the property is available to be presented by the agent.	*
Basement	Land	House Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Basement	Detached Single Family Attached Single Family 2-4 Units Residential Rental	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Basement Bathrooms (Y/N)	Land	House Features	Enter [Y] or [N]. Note: This field is ONLY displayed if Finished, Partially Finished, Unfinished or Exterior Access is chosen in the Basement Description field.	
Basement Bathrooms (Y/N)	Detached Single Family Attached Single Family Residential Rental	Interior Features	Enter [Y] or [N]. Note: This field is ONLY displayed if Finished, Partially Finished, Unfinished or Exterior Access is chosen in the Basement Description field.	*
Basement Description	Land	House Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Basement Description	Detached Single Family Attached Single Family 2-4 Units Residential Rental	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: If Finished, Partially Finished, Unfinished or Exterior Access is chosen then Basement Bathrooms (Y/N) is required (except for 2-4 Units).	*
Bath Amenities	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Board Approval (Y/N)	Residential Rental	General	Enter [Y] or [N].	
Brand Name	Mobile Home	General	Enter brand name of mobile home.	
Building Improvements	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field will only display if "Y" is selected in Building(s) on Land. If Building on Land is "Y" and "House" is selected in Building Improvements than House Features fields will display.	
Building(s) on Land (Y/N)	Land	Land/ Development	Enter [Y] or [N]. Note: If "Y" is selected than Building Improvements will display.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Built Before 1978	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	General	Enter [Y] or [N]. This field only displays and is required if Approximate Year Built is selected as Unknown. Note: [Y] or [N] will be entered automatically based on Approximate Year Built and only displayed on appropriate reports.	*
Buyer Entry Fee	Mobile Home	General	Enter fee paid by buyer to live in park.	*
Cancelled Status (CANC)	All Property Types	Searchable Field ONLY	A cancelled listing. Off Market Date is required.	
Check if Co-Lister can edit listing	All Property Types	Basic (Allow Co-Lister to Edit this Listing)	If this property is Co-Listed by another agent, enter their ID in the Co-Listing Agent ID field. If you would also like to extend the permission to the co-Lister to be able to manage the listings, check the box provided. Note: You do not need to check this box if the Co-Lister has permission to edit listings in the same connectMLS Team as the listing agent. Likewise, checking this box does not extend the capabilities of connectMLS Teams to a Co-Lister, it simply allows them the ability to update this listing.	
City	All Property Types	Basic	For Out of State and Out of Area listings, enter the name of city. The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, County, State, Township and Zip Code. When you select values for one, the choices are narrowed down for the others. If city does not display in the drop down selection, enter manually. MRED will validate and add to table.	*
Closed Date	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Edit Listing Status	Enter actual date listing closes. Note: The listing must be reported Closed in connectMLS within 72 hours (including weekends and holidays).	*
Closed Status (CLSD)	All Property Types	Searchable Field ONLY	A closed listing. Must be reported with 72 hours of closing. Sold Price, Contract Date, Closed Date, Selling Agent ID, Short Sale/Foreclosed/Court Approved, Seller's Concessions and Finance Code and Was Down Payment Resource Used are required.	
Co-Listing Agent ID	All Property Types	Basic (Co-Lister ID)	Enter MRED Agent ID for Co-Lister. Note: Must be an MRED Subscriber. If a Co-Lister ID is entered, the listing will display in the inventory for that co-listing Agent.	
Comments	All Property Types	Tour/Open House	Enter any additional comments regarding the Tour/Open House.	
Common Area Amenities Note: only required for Residential/Rental	Attached Single Family Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Compass Point	All Property Types	Basic	Enter the street direction. Note: Compass Point is required if City=Chicago.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Compensation Paid On	All Property Types	Office/Sales	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. If the amount in the Cooperative Compensation field is a flat fee, i.e. a dollar amount, either selection is valid as it will not affect the value of the flat fee. Note: The net sale price shall be defined as the gross sale price minus: (1) buyer upgrades for new construction; and/or (2) seller concessions. Seller concessions include, but are not limited to: points or closing costs paid by the seller on behalf of the buyer, repair or other credits as agreed to in the contract and paid by the seller on behalf of the buyer. If necessary, use Agent Remarks to expand upon any explanation of the Gross or Net sale price.	*
Placing a listing into Closed (CLSD) status: Confirm that the [Selling Office] [Selling Agent] is not a member of MRED (Y/N)	All Property Types	Edit Listing Status	Enter [Y] or [N].	*
Construction	Land	House Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Contact Name (Management Company)	Detached Single Family Attached Single Family Residential Rental	Office/Sales	Property Manager or other person to contact with questions about the association. Note: This field is ONLY required for Detached and Attached if HA-Fee Simple with H.O. Assn., Condo, or Co-op is chosen in the Ownership field. If it is self-managed input "self-managed" in the management company field and NA under the contact name and all 0's for the phone number.	
Contingency (CTG) Status	All Property Types	Searchable Field ONLY	A contingent listing. Contingent listings are active properties in which backup offers can be presented. Contract date and selling agent ID are required, but will only display to the Listing and Selling offices and agents involved in the transaction.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Contingency Flag	All Property Types	Edit Listing Status	Enter code desired. Choices available through drop-down selection in connectMLS. Note: The following are the available contingency flags: A/I-Attorney Approval/Home Inspection; CTGO-Denotes other contingency that may apply. Call Listing Agent for specifics of contingency; FIN-Financing; HC**-Buyer has property to close. Code is following by number of hours in kick-out period; HS**-Buyer has property to sell. Code is following by number of hours in kick-out period; SS-Short Sale. Note: A short sale is one where title has transferred; where the sales price was insufficient to pay the total of all liens and costs of sale; and where the seller did not bring sufficient liquid assets to the closing to cure all deficiencies. A potential short sale is one where the listing agent reasonably believes the purchase price may not be enough to cover payment of all liens and costs of sale and the seller is unwilling or unable to bring sufficient liquid assets to the closing.	*
Contract Date	All Property Types	Edit Listing Status	Enter the date the sales/rental contract is signed by all responsible parties.	*
Coop Annual Tax Deduction	Attached Single Family	Tax	Enter annual tax deduction.	
Coop Tax Deduction Year	Attached Single Family	Tax	Enter year for which coop tax deduction applies.	
Cooperative Compensation	All Property Types	Office/Sales	You must enter a specific calculable dollar amount, percentage of the gross sale price or percentage of net sale price. Examples: 2.5%-100; or \$500; or 2.5%+ \$ 300 bonus by 6/6/10; or 2.5% on net C AGT RMKS. If you intend to pay a percentage of the net sale price it should be specified as "X% on net". Along with the calculable \$ amount or %, the wording "C AGT RMKS" can be input to direct attention to the Agent Remarks Field for additional compensation information.	*
Coordinates (North, South, East West) Note: Required where City=Chicago)	All Property Types	General	Enter the coordinates of property. All properties in Chicago MUST use the Chicago Block Numbering System for map coordinates. Properties in the Suburbs can use Rand McNally Grid Numbers, if they choose. Reference: Census Tract Map, Turner's Guide, Rand McNally Street Finder Guide.	
Corporate Limits of – or- Unincorporated	All Property Types	Basic (Corporate Limits)	Enter appropriate city name or unincorporated. If City name does not display in the drop down selection, enter manually. MRED will validate and add to table. Note: you can manually enter information for all Out of Areas, Out of State and areas outside of Cook, DuPage, Kane, Lake, Will and McHenry counties.	*
County	All Property Types	Basic	Enter County code. Note: The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, State, Township and Zip Code. When you select values for one, the choices are narrowed down for the others.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Current Use	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Deeded Garage Cost (If Sold Separately)	Detached Single Family Attached Single Family 2-4 Units Residential Rental	Exterior Features	Enter the dollar amount of the Deeded Garage. Note: This field will only display if Deeded Sold Separately is selected in Garage Ownership.	*
Deeded Parking Cost (If Sold Separately)	Detached Single Family Attached Single Family 2-4 Units Residential Rental	Exterior Features	Enter the dollar amount of the Deeded Parking. Note: This field will only display if Deeded Sold Separately is selected in Parking Ownership.	*
Different Comment for Open House & Tour? (Y/N)	All Property Types	Tour/Open House	Enter [Y] or [N]. If Yes is selected an additional comment box opens.	
Dining Room	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field is required if a Dining Room size is entered. Maximum of one (1) selection.	
Dining Room Floor	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter flooring choice. Choices available on listing input sheet and through Drop-down selection in connectMLS.	
Dining Room Level	Detached Single Family Attached Single Family Residential Rental	Room Details	Enter floor level. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: If property is Attached, this field pertains to the floor level within the Unit, not within the building.	*
Dining Room Size	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter room width x length rounded to the nearest foot or select combo. Every countable room requires a room dimension. Note: Consult MRED's Room Counting Publication for countable rooms.	
Dining Room Window Treatments	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: window treatments include curtains, blinds, valiances, shades or anything attached to the windows.	
Directions	All Property Types	General	Enter reliable street directions to the property location. Start from a major intersection. Use compass points (N, S, E, and W) for directions. Abbreviation is acceptable. No other information is permitted in this field.	*
Disability Access &/or Equipped (Y/N)	Detached Single Family Attached Single Family Mobile Home Residential Rental	General	Enter [Y] or [N].	*
Disability Access/ Equipment Details	Detached Single Family Attached Single Family Mobile Home Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field is ONLY displayed if Y is selected for Disability Access &/or Equipped.	*
Double-Wide	Mobile Home	General	Enter [Y] or [N].	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Driveway	Detached Single Family Attached Single Family Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field will ONLY display if # Of Cars data is greater than "0".	
Electricity	Detached Single Family Attached Single Family Residential Rental	Utilities/Green	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Electricity Account #	Detached Single Family Attached Single Family 2-4 Units	Utilities/Green (Annual/ Monthly Estimated Electricity Costs)	For properties in the City of Chicago ONLY , it is required by the Municipal Code of Chicago to disclose utility costs to prospective purchasers. When entering a listing you can look up estimates automatically in connectMLS by entering the account number. If you enter Unknown or Not Applicable you can obtain a paper form request under MRED listings forms to send to the utility companies. Only the property address is needed when sending the paper form to the utility companies.	*
Elementary District #	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General (Elementary Sch Dist)	Enter District number or select from the look-up table in connectMLS.	*
Elementary School	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General	Select school name from the look-up table in connectMLS. If school name is not in the list, fill out the Table Error Request Form and submit to MRED.	
End Tour Time	All Property Types	Tour/Open House	Enter the end time of the tour or open house in hour, minutes and AM/PM.	
Energy/Green Building Rate Source	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Utilities/Green	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Only 1 LEED-H and/or NAHB selection should be made, but these can be combined with any other selection. Reference: See Green Information at the end of this document.	
Equipment	Detached Single Family Attached Single Family 2-4 Units Residential Rental	Utilities/Green	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Equity	Land (Commercial Use ONLY)	Land/Development	Enter the amount of equity in the property.	
Estimated Occupancy Date	Detached Single Family Attached Single Family	General	Enter "projected" Estimated Occupancy Date for new construction and make sure this is updated if the building project falls behind. Note: This field will ONLY display and is required ONLY when any option beginning with "NEW" is selected in the Age field.	
Existing Basement/Foundation	Detached Single Family Attached Single Family 2-4 Units	General	Enter [Y] or [N]. Note: This field ONLY displays when any option beginning with "NEW" is selected in the Age field.	
Expiration Date	All Property Type	Basic	Enter expiration date of listing agreement. Note: This date must be after the Listing Date.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Expired Status (EXP)	All Property Type	Searchable Field ONLY	An expired listing. This is considered an Off-Market Status.	
Exposure	Detached Single Family Attached Single Family Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Reflects the direction or site that the property faces. Note: For private entry residences, which way does the home face? For multi-unit (i.e., condos) what "view direction" does the unit offer?	
Exterior Building Type	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of three (3) selections.	*
Exterior Building Type	Land	House Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of three (3) selections.	
Exterior Property Features	Detached Single Family Attached Single Family Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of six (6) selections.	
Family Room Flooring	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter flooring choice. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Family Room Level	Detached Single Family Attached Single Family Residential Rental	Room Details	Enter floor level. Choices available on listing input sheet and through Drop-down selection in connectMLS. Note: If property is Attached, this field pertains to the floor level within the Unit, not within the building.	*
Family Room Size	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter room width x length rounded to the nearest foot. Every countable room requires a room dimension. Note: Consult MRED's Room Counting Publication for countable rooms.	
Family Room Window Treatments	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: window treatments include curtains, blinds, valiances, shades or anything attached to the windows.	
Farm (Y/N)	Land	Land/ Development	Enter [Y] or [N]. If "Y" is selected than Farms Type will display.	*
Farms Type	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. This field only displays if "Y" is selected in Farm (Y/N).	
Fee/Lease Garage Cost	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features (Garage Fee/Lease \$)	Enter dollar amount. Note: This field will be displayed and required if Fee/Leased is selected in Garage Ownership.	*
Fee/Lease Parking Cost	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features (Parking Fee/Lease \$)	Enter dollar amount. Note: This field will be displayed and required if Fee/Leased is selected in Parking Ownership.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Fees/Approvals	Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Fees/Approvals	Attached Single Family	Tax	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Finance Code	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Edit Listing Status	Enter code desired. Choices available through drop-down selection in connectMLS.	*
Fireplace Details	Detached Single Family Attached Single Family Residential Rental	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field will ONLY display if # Interior Fireplaces data is greater than "0".	
Fireplace Location	Detached Single Family Attached Single Family Residential Rental	Interior Features	Enter code desired. Choices available through drop-down selection in connectMLS.	
Floor # - Unit 1 (through 4)	2-4 Units	Interior Features	Enter floor number for Units 1 through 4. Note: Information for Units 3 and 4 will ONLY display if data in # of Units in Building field is equal to or greater than 3.	*
For Investors, Can Owner Rent Unit? (Y/N)	Attached Single Family	Office/Sales	Enter [Y] or [N]. Denotes whether the owner can rent the unit.	
Foundation	Detached Single Family Attached Single Family 2-4 Units Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Frequency (Of Assessments/ Association Dues)	Detached Single Family Attached Single Family	Tax	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field ONLY displays if Assessment amount is greater than "0". Monthly is automatically selected (Attached ONLY) but may be modified.	*
Front Footage	Land	Land/ Development	Enter measurement in linear feet of the property front (side facing the street).	*
Frontage/Access	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Furnished Rent Rate	Residential Rental	General	Enter dollar amount. Note: This field ONLY displays if Available Furnished is "Y".	
Garage Details	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Garage On-Site (Y/N)	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter [Y] or [N]. Note: This field will only display if Garage is selected in Parking.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Garage Ownership	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: If Deeded Sold Separately is selected than the field Deeded Garage Cost will display and is required.	*
Garage Type	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field will only display if Garage is selected in Parking.	*
Garage Type	Land	House Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field will only display if Garage is selected in Parking.	
Garage/Boat Slip Description	Deeded Parking/Boat Slips	Garage Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Gas Account #	Detached Single Family Attached Single Family 2-4 Units	Utilities/Green (Annual/ Monthly Estimated Gas Costs)	For properties in the City of Chicago ONLY , it is required by the Municipal Code of Chicago to disclose utility costs to prospective purchasers. When entering a listing you can look up estimates automatically in connectMLS by entering the account number. If you enter Unknown or Not Applicable you can obtain a paper form request under MRED listings forms to send to the utility companies. Only the property address is needed when sending the paper form to the utility companies.	*
General Information	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Green Supporting Documents (Y/N)	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Utilities/Green	Enter [Y] or [N]. Represents whether a Green Disclosure is being included with the listing. Note: If Yes is entered, a maximum of three disclosure options can be selected and must be uploaded against listing. Reference: SREA Green MLS Glossary and Green Disclosure Statement located under Forms in connectMLS.	
Green Features	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Utilities/Green	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Reference: See Green Information at the end of this document.	
Gross Expenses	2-4 Units	Tax	Enter total of annual expenses including items not detailed on the input form in dollar amount.	
Gross Income	2-4 Units	Tax (Gross Rental Income \$)	Enter the single sum of the income derived from rent, taxes and common area charges in dollar amount. Total annual scheduled income at one hundred percent occupancy.	
Heat/Fuel Note: not required for Land	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	Utilities/Green	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Heated/Unheated Garage	Deeded Parking/Boat Slips	Garage Features	Enter [H] or [U], Heated or Unheated. Note: field will not appear nor is required if Boat Slip is selected in Garage/Boat Slip Description.	*
HERS Index Score	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Utilities/Green	Enter up to a three (3) digit number that represents the analysis of a home's projected energy efficiency. Reference: See Green Information at the end of this document.	
High District	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General (High Sch Dist)	Enter District number or select from the look-up table in connectMLS.	*
High School	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General	Select school name from the look-up table in connectMLS. If school name is not in the list, fill out the Table Error Request Form and submit to MRED.	
Highest Parking Fee	Attached Single Family Residential Rental	Exterior Features	Enter the dollar amount of the highest parking rate. Note: This field ONLY displays if # of Parking Spaces is greater than "0".	
Hold Status (HOLD)	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	MRED Status Change	A listing will be placed in the HOLD status if no primary photo is submitted within 10 days. When a listing is in the "HOLD" status it can only be viewed by the Listing Broker, Listing Agent and Secretary of the office. It will not appear in any searches for the general membership, and the listing will not be included on any VOW or IDX sites, or fed to a third party vendor such as REALTOR.com, etc.	
Holds Earnest Money	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Office/Sales	Enter [Y] or [N]. Denotes if the listing office will retain the earnest money that is paid by the buyer towards the purchase.	*
If Rental Price Entered, *Rental Unit	Land (Commercial Use ONLY)	Basic (Rental Unit)	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Indicates the frequency of the rental price. Note: This field is required if an amount is entered in Rental Price.	*
Interior Property Features	Detached Single Family Attached Single Family Mobile Home Residential Rental	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of six (6) selections.	
Internet Listing	All Property Types	Media	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Denotes which vendor of choice listing data is transferred to. If "All" is selected, listing will be sent to all sites except to Real-Net unless the Broker has a "vendor contract" with that site.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Is Parking Included in Price? (Y/N)	Detached Single Family Attached Single Family 2-4 Units Residential Rental	Exterior Features	Enter [Y] or [N]. Represents whether the list price entered includes parking. Note: Only required if City=Chicago.	*
Is Property also Listed for Rent (Y/N)	Detached Single Family Attached Single Family	Basic	Enter [Y] or [N]. If Yes is selected, MLS # of Rental listing (if entered) will display.	*
Is Property also Listed for Sale (Y/N)	Residential Rental	Basic	Enter [Y] or [N]. If Yes is selected, MLS # of For Sale listing (if entered) will display.	*
Is Property Currently Leased? (Y/N)	Detached Single Family Attached Single Family Residential Rental	General (Property Currently Being Leased (Y/N))	Enter [Y] or [N]. Note: If Yes is entered then Lease Expiration Date OR Month to Month is required.	
Jr High/Middle District #	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General	Enter District number or select from the look-up table in connectMLS.	*
Jr High/Middle School	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General	Select school name from the look-up table in connectMLS. If school name is not in the list, fill out the Table Error Request Form and submit to MRED.	
Kitchen Flooring	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter flooring choice. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Kitchen Level	Detached Single Family Attached Single Family Residential Rental	Room Details	Enter floor level. Choices available on listing input sheet and through Drop-down selection in connectMLS. Note: If property is Attached, this field pertains to the floor level within the Unit, not within the building.	*
Kitchen Size	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter room width x length rounded to the nearest foot. Every countable room requires a room dimension. Note: Consult MRED's Room Counting Publication for countable rooms.	
Kitchen Type	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Kitchen Window Treatments	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: window treatments include curtains, blinds, valiances, shades or anything attached to the windows.	
Known Existing Liens	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Land Amenities	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Land Description	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Land Included (Y/N)	Mobile Home	General	Enter [Y] or [N]. Denotes whether the land (lot) that the mobile home is situated on is included in the sale.	*
Laundry Floor	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter flooring choice. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Laundry Level	Detached Single Family Attached Single Family Residential Rental	Room Details	Enter floor level. Choices available on listing input sheet and through Drop-down selection in connectMLS. Note: If property is Attached, this field pertains to the floor level within the Unit, not within the building.	*
Laundry Size	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter room width x length rounded to the nearest foot. Every countable room requires a room dimension. Note: Consult MRED's Room Counting Publication for countable rooms.	
Laundry Window Treatments	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: window treatments include curtains, blinds, valiances, shades or anything attached to the windows.	
Lease Expiration Date - Unit 1 (through 4)	2-4 Units	Interior Features	Enter the month and year of the lease expiration for each unit. Note: Information for Units 3 and 4 will ONLY display if data in the # of Units in Building field is equal to or greater than 3.	*
Lease Expiration Date or Month to Month	Detached Single Family Attached Single Family Residential Rental	General	If you entered Yes (Y) in "Is Property Currently Leased" enter the date the lease expires or mark that the lease is month to month.	
Lease Terms	Residential Rental	Office/Sales	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Lease Type	Land (Commercial Use ONLY)	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
List Agent ID	All Property Types	Basic	This field auto populates the listing agent ID of the agent that has logged into connectMLS. Note: A secretary can ONLY select an agent from the drop down list of agents that are associated with that office.	*
List Date	All Property Types	Basic	Enter date listing agreement is signed by all parties. List Date may only be the date the listing is entered or prior to that date. Once the Listing Agreement is signed, the property must be entered into connectMLS within 72 hours (including weekends and holidays).	*
List Office ID	All Property Types	Basic	This field auto populates with the office of the agent or secretary that has logged into connectMLS.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
List Price	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Basic	Enter dollar amount, without dollar sign (\$) or commas. Must be greater than zero and cannot contain an asterisk (*).	*
Listing Agent Additional Info	All Property Types	Office/Sales	Enter listing agent's additional contact information, i.e. additional phone number, pager, voice mail, e-mail, website.	
Listing Type	All Property Types	Office/Sales	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. This refers to the type of listing agreement signed. Note: for more information see the MRED Rules and Regulations.	*
Living Room Floor	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter flooring choice. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Living Room Level	Detached Single Family Attached Single Family Residential Rental	Room Details	Enter floor level. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: If property is Attached, this field pertains to the floor level within the Unit, not within the building.	*
Living Room Size	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter room width x length rounded to the nearest foot. Every countable room requires a room dimension. Note: Consult MRED's Room Counting Publication for countable rooms.	
Living Room Window Treatments	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: window treatments include curtains, blinds, valiances, shades or anything attached to the windows.	
Loans	Land (Commercial Use ONLY)	Land/ Development	Enter total dollar amount of loans on land.	
Location	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Identifies a particular location or area description.	
Lock Box Type	All Property Types	Office/Sales	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of two (2) selections.	
Lot Description	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of six (6) selections.	
Lot Description	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Lot Dimensions	Detached Single Family Attached Single Family 2-4 Units Residential Rental	Exterior Features	Enter actual dimensions, acreage, or square footage. If actual dimensions are unknown enter either a valid square footage or acreage. (50x100 or 5000 SQ FT or less than .25 acre). Approximate can be used in conjunction with a dimension, square foot or acreage. If your listing is attached and does not have land ownership; common, condo or integral are acceptable. If the property has multiple Parcel ID Numbers, include the total dimensions for all Parcel ID Numbers.	*
Lot Dimensions	Land	Land/ Development (Lot Dimensions (frontage & clockwise))	Enter actual dimensions, acreage, or square footage. If actual dimensions are unknown enter either a valid square footage or acreage. (50x100 or 5000 SQ FT or less than .25 acre). Approximate can be used in conjunction with a dimension, square foot or acreage. If the property has multiple Parcel ID Numbers, include the total dimensions for all Parcel ID Numbers.	*
Lot Size	Detached Single Family 2-4 Units	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of one (1) selection. If the property has multiple Parcel ID Numbers, include the total lot size for all Parcel ID Numbers.	*
Lot Size	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of one (1) selection. If the property has multiple Parcel ID Numbers, include the total lot size for all Parcel ID Numbers.	*
Lot Space Dimensions	Mobile Home	Exterior Features	Enter actual dimensions, acreage, or square footage. If actual dimensions are unknown enter either a valid square footage or acreage. (50x100 or 5000 SQ FT or less than .25 acre). Approximate can be used in conjunction with a dimension, square foot or acreage. If the property has multiple Parcel ID Numbers, include the total dimensions for all Parcel ID Numbers.	*
Lowest Parking Fee	Attached Single Family Residential Rental	Exterior Features	Enter the dollar amount of the lowest parking rate. Note: This field ONLY displays if # of Parking Spaces is greater than "0".	
Lunch (Y/N)	All Property Types	Tour/Open House	Enter [Y] or [N].	
Management	Attached Single Family Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Management Company	Detached Single Family Attached Single Family Residential Rental	Office/Sales	Enter the name of the property management firm. Note: This field is ONLY required for Detached and Attached if HA-Fee Simple with H.O. Assn., Condo, or Co-op is chosen in the Ownership field. If it is self-managed input "self-managed" in the management company field and NA under the contact name and all 0's for the phone number.	*
Master Association Fee \$	Detached Single Family Attached Single Family	Tax	Enter dollar amount of Master Association Fee. Note: If "Y" is selected for Master Association Fee (Y/N) then field will display and be required.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Master Association Fee (Y/N)	Detached Single Family Attached Single Family	Tax	Enter [Y] or [N]. Indicate whether there is a separate Master Association Fee for the property. Denotes an additional fee from the Homeowners Association that is above the monthly assessments-for example, maintaining subdivision/community bike trails, parks and security guards – whereas the homeowners assessments cover snow removal, landscaping and garbage removal. The Master Association Fee shall <u>not</u> be added to the monthly association amount. Note: If “Y” is entered then Master Association Fee \$ displays and is required.	*
Master Bedroom Bath	Land	House Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Master Bedroom Bath	Detached Single Family Attached Single Family Mobile Home Residential Rental	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Master Bedroom Bath - Unit 1 (through Unit 4)	2-4 Units	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Master Bedroom Flooring	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter flooring choice. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Master Bedroom Level	Detached Single Family Attached Single Family Residential Rental	Room Details	Enter floor level. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: If property is Attached, this field pertains to the floor level within the Unit, not within the building.	*
Master Bedroom Size	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter room width x length rounded to the nearest foot. Every countable room requires a room dimension. Note: Consult MRED’s Room Counting Publication for countable rooms.	
Master Bedroom Window Treatments	Detached Single Family Attached Single Family Mobile Home Residential Rental	Room Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: window treatments include curtains, blinds, valiances, shades or anything attached to the windows.	
Maximum Pet Weight	Attached Single Family Residential Rental	General	Enter maximum pet weight allowed by Association. Note: This field is ONLY displayed if Y is selected for Pets Allowed field.	
Minimum Required/Square Foot By Covenant (1 Story)	Land	Land/ Development	Enter minimum square footage required for 1 story. Note: This is used when deed restrictions require newly built structures to have a minimum square footage.	
Minimum Required/Square Foot By Covenant (2 Story)	Land	Land/ Development	Enter minimum square footage required for 2 stories. Note: This is used when deed restrictions require newly built structures to have a minimum square footage.	
MLS # of For Sale Listing (if known)	Residential Rental	Basic	If you answered Yes in the field “Is Property also Listed for Rent?” enter the connectMLS listing number of the For Sale listing.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
MLS # of Rental Listing (if known)	Detached Single Family Attached Single Family	Basic	If you answered Yes in the field "Is property also Listed for Sale?" enter the connectMLS listing number of the Rental listing.	
Mobile Home Features	Mobile Home	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Mobile Home Size	Mobile Home	General	Enter the size of the mobile home, width x length rounded to the nearest foot.	*
Model	Detached Single Family Attached Single Family 2-4 Unit Residential Rental	General	Enter model name of home/unit.	
Monthly Assessments	Deeded Parking/Boat Slips	Tax	Enter Monthly Assessment in whole dollar amount, round up if necessary. "0"= None; "999"= Not Fully Assessed.	*
Monthly Lot Rental	Mobile Home	Tax (Lot Rental (Monthly))	Enter the dollar amount of the monthly lot rental.	
Monthly Lot Rental Includes	Mobile Home	Tax	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Monthly Rental Includes	Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Multiple Parcel ID Numbers (Y/N)	Detached Single Family 2-4 Units Land	Basic	Enter [Y] or [N].	
Net Operating Income	2-4 Units	Tax	Enter the income from the property in dollar amount after operating expenses have been deducted, but before deducting income taxes and financing expenses (interest and principal payments).	
New Status (NEW)	All Property Types	Searchable Field ONLY	A new listing. The New status will show on connectMLS for 5 days (unless a status change is made to the listing) and then revert to an Active status.	
New/Proposed Construction Options	Detached Single Family Attached Single Family 2-4 Units	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field ONLY displays when any option beginning with "NEW" is selected in the Age field. Maximum of six (6) selections.	
Off Market	All Property Types	Searchable Field ONLY	This includes the following status types: Cancelled, Closed, Expired, Pending and Rented.	
Opening Bid/ Reserve Price	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Edit Listing Status	Enter a dollar amount that represents the Reserve Price, Opening Bid or Last List Price. Note: Do not enter dollar sign or commas.	*
Other Additional Income	2-4 Units	Tax	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Other Minimum Required Square Feet	Land	Land/ Development	Enter [Y] or [N].	
Other Public District	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General (Other Public Sch Dist)	Enter district number of other public school.	
Other Public School	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	General (Other Public Sch)	Enter name of other public school.	
Owner's Name or Owner of Record	All Property Types	Office/Sales	Enter legal name of Owner of Record or "Owner of Record", OOR or Trust number.	*
Owner's Phone	All Property Types	Office/Sales	Enter phone number - include area code.	
Ownership	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Reference: See Property Type definitions at the end of this document.	*
Ownership Type	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Reference: See Property Type definitions at the end of this document.	
Parcel ID Number Note: not required for Mobile Home	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Basic (Parcel Identification Number)	Enter property's tax identification number. For New Construction and Conversions, where the PIN has not yet been assigned, enter the first seven digits of the existing PIN until a new Parcel ID Number is assigned by the county. (You must enter a PIN for Co-Op.) No dashes or spaces allowed.	*
Park Approval	Mobile Home	General	Enter [Y] or [N].	
Park Name	Mobile Home	General	Enter name of mobile home park.	*
Parking	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Both Garage (Interior Parking) and Exterior Space may be selected. Depending upon data entered in this field, either Garage Detail fields or Exterior Parking Detail fields will display, or both.	*
Parking Details	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Parking On-Site (Y/N)	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter [Y] or [N]. Note: This field will only display if Exterior Space is selected in Parking.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Parking Ownership	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: If Deeded Sold Separately is selected then the field Deeded Parking Cost will display and is required.	*
Parking Space(s)/ Boat Slip Dimensions	Deeded Parking/Boat Slips	Garage Features	Enter actual dimensions (frontage-clockwise) for the parking space(s).	*
Parking Type	Land	House Features (Parking)	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Pending Status (PEND)	All Property Types	Searchable Field ONLY	Refers to a listing with a fully executed purchase contract with no contingencies other than closing. Must be reported within 72 hours after date of acceptance by all parties to the contract.	
Pet Information	Attached Single Family Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: This field is ONLY displayed if Y is selected for Pets Allowed field.	*
Pets Allowed	Attached Single Family Residential Rental	General	Enter [Y] or [N].	*
Phone (Management Company)	Detached Single Family Attached Single Family Residential Rental	Office/Sales	Phone number of the management company. Note: This field is ONLY required for Detached and Attached if HA-Fee Simple with H.O. Assn., Condo, or Co-op is chosen in the Ownership field. If it is self-managed input "self-managed" in the management company field and NA under the contact name and either use agent phone number of all 0's for the phone number.	*
Photo Remarks	All Property Types	Media	The photo remarks field is reserved for the description of the property. No mention of Agents names/Firm names, Co-Lister's names, phone or fax numbers, email addresses, websites, open house, sales center etc. is permitted. No "reciprocal" wording in reference to commission, compensation or fees is permitted. Remarks are to be worded professionally and in accordance with the Fair Housing laws and taught in your real estate pre-licensure and continuing education (CE) classes.	
Photo Title	All Property Types	Media	Enter code(s) desired. Choices available through drop-down selection in connectMLS.	
Possession	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	Office/Sales	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Indicates when the purchaser or tenant will have legal control of the premises.	*
Post Directional	All Property Types	Basic	Enter N, E, S or W to accommodate addresses such as 123 Adams Drive W	
Potential Use	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Price Change Status (PCHG)	All Property Types	Searchable Field ONLY	A listing showing a change in list price. A new list price is required. The Price Change status will show on connectMLS for 5 days (unless a status change is made to the listing) and then revert to an Active status.	
Property Address on Internet (Y/N)	All Property Types	Media	Enter [Y] or [N]. Denotes if you want the property's address to display on Broker Reciprocity compilations on the Internet.	*
Rail Availability	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Reactivate Status (RACT)	All Property Types	Searchable Field ONLY	A listing that was previously showing Contingent, Pending or Temporarily No Showings. The Reactivated status will show on connectMLS for 5 days (unless a status change is made to the listing) and then revert to an Active status.	
Recent Rehab	Detached Single Family Attached Single Family 2-4 Units Residential Rental	General	Enter [Y] or [N]. Denotes repair and or replacement within the past year of at least 75% of fixtures and systems throughout a majority, if not all of the residence. Fixtures would be described as cabinets, lights, windows, plumbing, electric, and walls.	*
Refreshments (Y/N)	All Property Types	Tour/Open House	Enter [Y] or [N].	
Remarks	All Property Types	General	The Remarks field is reserved for a description of the property. No mention of Agent/Firm names, Co-Lister's names, phone or fax numbers, email addresses, websites, open house, sales center etc. is permitted. No "reciprocal" wording in reference to commission, compensation or fees is permitted. Remarks are to be worded professionally and in accordance with the Fair Housing laws as taught in your real estate pre-licensure and continuing education (CE) classes.	
Remarks on Internet (Y/N)	All Property Types	Media	Enter [Y] or [N]. Denotes if you want the listing remarks to display on Broker Reciprocity compilations on the Internet.	*
Rent \$ - Unit 1 (through 4)	2-4 Units	Interior Features	Enter dollar amount of monthly rent for each unit. Note: Information for Units 3 and 4 will ONLY display if data in the # of Units in Building field is equal to or greater than 3.	*
Rental Price	Deeded Parking	Basic	Enter monthly rental price (if for rent). If not for rent, enter "0".	*
Rental Price	Land (Commercial Use ONLY)	Basic	Enter monthly or yearly rental price. Indicate frequency in the Rental Unit field. If not for lease, enter "0".	
Rental Price	Residential Rental	Basic (Rental Price \$/month)	Enter monthly rental price.	*
Rented Date	Land (Commercial Use ONLY) Residential Rental Deeded Parking/Boat Slips	Edit Listing Status	Enter in the date the lease term begins.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Rented Price	Land (Commercial Use ONLY) Deeded Parking/Boat Slips	Edit Listing Status	Enter dollar amount, without dollar sign (\$) or commas of the actual price. Must be greater than zero and cannot contain an asterisk (*).	*
Rented Price (\$/month)	Residential Rental	Edit Listing Status	Enter dollar amount, without dollar sign (\$) or commas of the actual monthly rented price. Must be greater than zero and cannot contain an asterisk (*).	*
Rented Status (RNTD)	Land (Commercial Use ONLY) Residential Rental Deeded Parking/Boat Slips	Searchable Field ONLY	A rented listing. Must be reported with 72 hours. Rental Price, Contract Date, Rental Date and Selling Agent are required.	
Road Surface	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Roof Type	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Exterior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Room 1 (through 10) Flooring Note: There are only 6 additional room descriptions available in Attached Single Family.	Detached Single Family Attached Single Family Residential Rental	Room Details (Addtl Room Flooring)	Enter flooring choice. Choices are available on listing input sheet and through drop-down selection in connectMLS. Note: if an Additional Room Name is selected than Additional Room Flooring will display.	
Room 1 (through 10) Level Note: There are only 6 additional room descriptions available in Attached Single Family.	Detached Single Family Attached Single Family Residential Rental	Room Details (Addtl Room Level)	Enter floor level. Choices available on listing input sheet and through the drop-down selection in connectMLS. Note: Consult MRED's Room Counting Publication for level definitions.	*
Room 1 (through 10) Name Note: There are only 6 additional room descriptions available in Attached Single Family.	Detached Single Family Attached Single Family Residential Rental	Room Details (Addtl Room Name)	Enter 3 letter description desired. Choices are available on listing input sheet and through the drop-down selection in connectMLS. Detail the "countable" rooms first. Note: if an Additional Room Name is selected than Additional Room Level is required.	
Room 1 (through 10) Size Note: There are only 6 additional room descriptions available in Attached Single Family.	Detached Single Family Attached Single Family Residential Rental	Room Details (Addtl Room Size)	Enter room width x length rounded to the nearest foot. Every countable room requires a room dimension. Note: Consult MRED's Room Counting Publication for countable rooms.	
Room 1 (through 10) Window Treatments Note: There are only 6 additional room descriptions available in Attached Single Family.	Detached Single Family Attached Single Family Residential Rental	Room Details (Addtl Room Window Treatments)	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: window treatments include curtains, blinds, valiances, shades or anything attached to the windows.	
Sale Includes	Mobile Home	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Sale Terms	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land	Office/Sales	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Secure ShowingAssist Instructions	All Property Types	Office/Sales	Enter Secure ShowingAssist instructions. These instructions will not print out on any connectMLS reports and cannot be seen by other agents in connectMLS BUT will display when the "Schedule A Showing" link is displayed on Agent Detail Reports. If you are not using ShowingAssist, please enter N/A here.	*
Security Deposit Note: Not required for Residential Rental	Mobile Home Residential Rental	General	Enter dollar amount required.	*
Security Deposit - Unit 1 (through 4)	2-4 Units	Interior Features	Enter security deposit paid by tenant to owner. Note: Information for Units 3 and 4 will ONLY display if data in the # of Units in Building field is equal to or greater than 3.	*
Seller Concessions (Y/N)	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Edit Listing Status	Enter [Y] or [N]. If the seller made any concessions to the sale (i.e. credits, points, etc.). If "Y" is entered, the total dollar amount of those concessions is required in the Sellers Concessions Amount/Points field.	*
Seller Concessions Amount/Points	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Edit Listing Status	Enter the total dollar amount of any concessions the seller made to the sale. Note: This field is required if "Y" is entered in Seller's Concessions.	
Seller Needs	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Seller Will	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Selling Agent ID	All Property Types	Edit Listing Status	Enter Selling Agent ID number. Note: When changing a listing to Closed status, if Non-Member office ID of 9999 or Non-Member Agent ID of 99999 is entered than Confirm that the [Selling Office] [Selling Agent] is not a member of MRED field will be required. The agent code of #99995 shall be input for the selling agent when reporting new construction as closed if there is no cooperating agent.	*
Sewer	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Utilities/Green	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of two (2) selections.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Short Sale/Foreclosure/Court Approved	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Edit Listing Status	For Closed listings ONLY . Enter all applicable field codes. Choices available through drop-down selection in connectMLS. If Short Sale or Court Approval Required is entered in the Special Compensation field or Other Information field it will automatically populate this field with the appropriate information. The beginning letter of the choice will appear in parenthesis after the sold price. Note: A short sale is one where title has transferred; where the sales price was insufficient to pay the total of all liens and costs of sale; and where the seller did not bring sufficient liquid assets to the closing to cure all deficiencies. A potential short sale is one where the listing agent reasonably believes the purchase price may not be enough to cover payment of all liens and costs of sale and the seller is unwilling or unable to bring sufficient liquid assets to the closing.	*
Short Term Lease OK (Y/N)	Residential Rental	General	Enter [Y] or [N].	
Short Term Rental Rate	Residential Rental	General	Enter monthly dollar amount for short term rent. Note: This field ONLY displays if Short Term Lease OK is "Y".	
Showing Instructions	All Property Types	Offices/Sales	Enter showing instructions. Note: If property is unable to be shown, except for reasonable restrictions noted on the listing in the showing instructions, the status of the listing MUST be Temporarily No Showings.	*
Sold Price	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Edit Listing Status	For Closed listings ONLY . Enter dollar amount, without dollar sign (\$) or commas of the actual selling price of the listing. Must be greater than zero and cannot contain an asterisk (*).	*
Special Assessments Note: not required for Mobile Home	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Tax	Enter [Y] or [N] or [U] for Yes, No, or Unknown.	*
Special Compensation Information	All Property Types	Office/Sales	Indicates any special conditions to the compensation being offered. Enter all applicable field codes. If C-Court Approval Required or S-Short Sale is selected, information is auto populated in Agent Remarks. Note: A short sale is one where title has transferred; where the sales price was insufficient to pay the total of all liens and costs of sale; and where the seller did not bring sufficient liquid assets to the closing to cure all deficiencies. A potential short sale is one where the listing agent reasonably believes the purchase price may not be enough to cover payment of all liens and costs of sale and the seller is unwilling or unable to bring sufficient liquid assets to the closing.	*
Special Restrictions	Deeded Parking/Boat Slips	Garage Features	Enter [Y] or [N].	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Special Service Area Note: not required for Mobile Home	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Tax	Enter [Y] or [N] or [U] for Yes, No, or Unknown. Note: ONLY if "Y" is entered will Special Service Area Fee be displayed and required.	*
Special Service Area Fee	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Tax	Enter dollar amount for the Special Service Area Fee. Note: field will only display if Special Service Area is "Y".	*
Square Feet Source	Detached Single Family Attached Single Family Residential Rental	Interior Features	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. If you have specified "0" for Approximate Square Feet, "J-Not Reported" is auto populated in Square Feet Source and will be the only choice allowed to be saved in this field. Note: If you <i>measure</i> the Square Footage (Square Feet Source=Taped) MRED recommends that you enter the Gross Living Area – GLA - in the Approximate Square Footage field, which is defined as: <i>finished</i> space that is <i>above grade</i> only. Per the American Measurement Standard - In single-family detached dwellings, "finished" square footage is defined as the sum of all connected, finished, usable, areas; measured by exterior dimensions (walls). Each level is counted individually and any <i>above grade</i> space is combined to provide one total square footage number. Treat attached dwellings the same as detached dwellings, with the only difference being the addition for exterior measurements when a common wall is present.	*
Start Tour Time	All Property Types	Tour/Open House	Enter the start time of the tour or open house in hour, minutes and AM/PM.	
State	All Property Types	Basic	Enter the two-letter postal abbreviation for the state. connectMLS defaults to "IL" except for Out of Country (Area 1000). Note: The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, County, Township and Zip Code. When you select values for one, the choices are narrowed down for the others.	*
Street Number	All Property Types	Basic	Enter numbers in address.	*
Street Name	All Property Types	Basic	Enter full street name - NO abbreviations. Do not include the street suffix in the Street Name.	*
Street Suffix	All Property Types	Basic	If the street does not have a street suffix select "NONE". Note: Do not include the street suffix in the Street Name.	*
Style	Detached Single Family 2-4 Units	General (Style of House)	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of one (1) selection.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Style of House	Land	House Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of one (1) selection.	
Subdivision	Detached Single Family 2-4 Units Mobile Home Land Residential/Rental Deeded Parking/Boat Slips	General	Select name from the look-up table in connectMLS.	
Subdivision Lot Number	Land	Basic	Enter lot number of subject property.	
Subdivision/ Complex Name	Attached Single Family	General (Subdivision)	Select name from the look-up table in connectMLS.	
Suspended Status (SUSP)	All Property Types	MRED Status Change	A listing will be placed in a Suspended status when the Listing Agent or Listing Office User Status changes to Suspended. The policy only applies to Active listings that are not under contact. Nothing will be done to the agent's or office's listings for the first thirty (30) days. Email contact will then be made to the appropriate Association and email and phone contact will also be made to the Broker and/or Agent. If the agent is still in a Suspended User Status, three days following the email and phone contact, then the listings will be moved to the Broker of the office. If the office is still in a Suspended User Status three business days following email and phone contact then all listings will be placed in the Suspended status and the association and broker notified.	
Tax Exemptions	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land	Tax	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Tax Year Note: not required for Mobile Home	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Tax	Enter the most current, completed tax year billed and issued. Enter a four digit year. Note: The Tax Year and Tax Amount must be updated by December 31 st in listings of any active status.	*
Taxes Note: not required for Mobile Home	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Deeded Parking/Boat Slips	Tax	Enter the annual real estate taxes dollar amount from the most current, completed tax year billed and issued. For tax-exempt properties, enter the word "EXEMPT". For new construction, enter the word "NEW". For properties with multiple Parcel ID Numbers, enter the total amount of taxes due for all Parcel ID Numbers included in the listing. Note: The Tax Year and Tax Amount must be updated for all active status listings within 30 days of MRED's tax vendor updates.	*
Temporarily No Showings Status (TEMP)	All Property Types	Edit Listing Status	A listing that is still listed and the exclusive brokerage agreement is in effect, property unable to be shown, except for reasonable restrictions noted on the listing in the showing instructions.	

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Tenant Pays	Land	Land/ Development	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Tenant Pays-Unit 1 (through 4)	2-4 Units	Interior Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Information for Units 3 and 4 will ONLY display if data in # of Units in Building field is equal to or greater than 3.	*
Total # Units in Building Note: not required for Residential Rental	Attached Single Family Residential Rental	General	Enter total number of units in building.	*
Total # Units in Garage/Marina	Deeded Parking/Boat Slips	General	Enter total number of units in the garage or marina.	*
Total Listed Lots Available	Land	Land/ Development	Enter total listed lots available for sale.	
Total Rental Income	2-4 Units	Tax	Enter total annual rental income (all units) in a dollar amount.	
Tour Date	All Property Types	Tour/Open House	Enter the date of the tour or open house.	
Tour/Open House	All Property Types	Tour/Open House	Enter whether you are scheduling a Tour or Open House.	
Township	All Property Types	Basic	Enter township name from the look-up table in connectMLS. Note: The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, County, State, Township and Zip Code. When you select values for one, the choices are narrowed down for the others. If Township does not display in the drop down selection, enter manually. MRED will validate and add to table.	*
Type Attached	Attached Single Family Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: For Residential Rental, this field is required if Attached is entered in Type of Rental Property. Maximum of three (3) selections.	*
Type Detached	Detached Single Family Residential Rental	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: For Residential Rental, this field is required if Detached is entered in Type of Rental Property. Maximum of one (1) selection plus Hillside, Earth, or Tear Down, if applicable.	*
Type of House	Land	House Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Type of Rental Property	Residential Rental	General	Enter either attached or detached. Note: Based on what is selected the field Type Attached OR Type Detached will display and is required.	*
Type-Multi Unit	2-4 Units	General	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of two (2) selections plus Tear Down, if applicable.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Unit # Note: Not required for Mobile Home or Residential/Rental	Attached Single Family Mobile Home Residential Rental Deeded Parking/Boat Slips	Basic	Enter unit number. Note: not required if Type of House field in Attached Single Family is Townhouse or 1/2 Duplex. If Deeded Parking/Boat Slip enter stall/space number. If not available enter "0".	*
Unit Floor Level	Deeded Parking/Boat Slips	Garage Features	Enter floor number on which unit is located.	*
Unit Floor Level	Attached Single Family Residential Rental	Interior Features	Enter a numeric value for the level the entrance to the unit is on. Note: The only permissible values are a numeric number up to three digits, G (Garden), B (Basement), or L (Lower). For townhouse or half-duplex enter 1.	*
Utilities To Site	Land	Utilities/Green	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Vehicle ID#	Mobile Home	Tax (Vehicle Identification Number)	Enter vehicle ID number.	*
Vehicle Tax	Mobile Home	Tax	Enter the whole dollar amount of any required vehicle tax.	
Virtual Tour	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental Deeded Parking	Media	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Allows on-line ordering of Virtual Tours of the property.	*
VOW AVM (Y/N)	All Property Types	Media	Enter [Y] or [N]. This tells the VOW feed website operator to allow or not allow the use of an AVM type function directly on this listing. AVM functions are CMA like calculations that show what the web site operator believes to be the current value of a property. There is no standard AVM calculation and each website operator that uses this type of function has its own formula and considers it proprietary. It's common to see disclaimers like "for a real estimate contact a Realtor" on sites that use AVM's. This field has been added to comply with NAR's VOW policy that becomes effective April 1, 2009.	*
VOW Comments/ Reviews (Y/N)	All Property Types	Media	Enter [Y] or [N]. Represents whether a Seller can request that comments or blogging features of VOWs be disabled or discontinued with respect to their properties.	*
Placing a listing into Closed (CLSD) status: Was Down Payment Resource Used? (Y/N)	Detached Single Family Attached Single Family 2-4 Units Mobile Home	Searchable Field ONLY	Enter [Y] or [N].	*
Water	Detached Single Family Attached Single Family 2-4 Units Mobile Home Residential Rental	Utilities/Green	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of two (2) selections.	*

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Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
Waterfront (Y/N)	Detached Single Family Attached Single Family 2-4 Units Mobile Home Land Residential Rental	General	Enter [Y] or [N]. Indicates whether a property borders a body of water.	*
Zip Code	All Property Types	Basic	Enter 5-digit zip code where the property is located. Note: The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, County, State, and Township. When you select values for one, the choices are narrowed down for the others. If Zip Code does not display in the drop down selection, enter manually. MRED will validate and add to table.	*
Zip4-Optional	All Property Types	Basic (Addtl Zip)	Enter 4-digit additional zip code.	
Zoning Type	2-4 Units	General	Enter current actual zoning. Choices are available on listing input sheet and through the drop-down selection in connectMLS. Reference: Consult Township Assessor or Tax Roll.	*
Zoning Type	Land	Land/ Development	Enter current actual zoning. Choices are available on listing input sheet and through the drop-down selection in connectMLS. Reference: Consult Township Assessor or Tax Roll.	*

PROPERTY TYPES

CD-Condo – “Individual ownership of a unit plus undivided ownership of common areas.” Condominium ownership involves a monthly association fee which provides regular maintenance for the exterior of the structure and the yard.

FS-Fee Simple - This property type conveys full ownership of the land below and associated with the property to you. This is the most common form of property ownership that we associate with purchasing property in the United States. You receive title to the specific land associated with the property.

HA-Fee Simple s/H.O. Assn. - Same definition as FS-Fee Simple but is also part of a homeowner’s association.

LH-Leasehold - When you purchase property under this leasehold condition, the ownership of the land below and adjoining the home or condominium remains with the owner of the land. You do not own nor receive title to the land! When you purchase leasehold property under this condition, you have purchased the right to use the property under the conditions and for the time specified by the lease agreement. You are referred to as the “lessee”. The owner/s of the land is referred to as the “lessor”.

GREEN INFORMATION

Drought Tolerant Plants - Are plants that can live in dry climates and do not have to be watered often.

Energy Star Certified - ENERGY STAR, created in 1992, is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy. To earn the ENERGY STAR, a home must meet strict guidelines for energy efficiency set by the U.S. Environmental Protection Agency. These homes are at least 15% more energy efficient than homes built to the 2004 International Residential Code (IRC), and include additional energy-saving features that typically make them 20–30% more efficient than standard homes. ENERGY STAR qualified homes can include a variety of “tried-and-true” energy-efficient features that contribute to improved home quality and homeowner comfort, and to lower energy demand and reduced air pollution.

Enhanced Air Filtration - Air filtration is used in a wide variety of environments such as automobiles, homes, office buildings, and manufacturing facilities. Filtration systems are used to remove pollutants such as dust, particulates,

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microorganisms, and toxins from breathing air. Though there are several types of air-filtration technologies such as mechanical filters, fractional electrostatic filters, and electric filters, active electrically enhanced air-filtration systems have become increasingly popular because of their high efficiency.

Geo-thermal HVAC - A heating, ventilation and air conditioning system that uses the earth's energy to help heat and cool your home. Geothermal HVAC systems provide a mechanism for transferring heat in the winter and cool in the summer from the ground to your house.

Green/Living Roof - A green roof is basically a roof which includes a typical roof surface covered by a water-proofing membrane, a drainage plane, a water retention medium, and plantings of drought-resistant species. However, designs differ depending on a variety of factors. Green roofs are not yet common on single family homes, but can be seen more frequently in multifamily or other large urban buildings. The benefits of a green roof include control of storm water runoff which can reduce urban water pollution, absorption of airborne toxins and increase in oxygen in the air, reduction of surface temperature of the roof, cooling of surrounding air, reduction of the urban heat island effect, noise insulation, longer roof life, better insulation, and provision of additional "land" area.

HERS Rated - A home energy rating involves an analysis of a home's construction plans and onsite inspections. Based on the home's plans, the Home Energy Rater uses an energy efficiency software package to perform an energy analysis of the home's design. This analysis yields a projected, pre-construction HERS Index. The HERS Index is a scoring system established by the Residential Energy Services Network (RESNET) in which a home built to the specifications of the HERS Reference Home scores a HERS Index of 100, while a net zero energy home scores a HERS Index of 0. The lower a home's HERS Index, the more energy efficient it is in comparison to the HERS Reference Home. For homes rated before July 1, 2006, the rating score is known as a "HERS Score." The HERS Score is a system in which a home built to the specifications of the HERS Reference Home has a HERS Score of 80. Unlike the HERS Index, each 1-point increase in a HERS Score is equivalent to a 5% increase in energy efficiency.

HERS – 85 - The EPA's Energy Star program requires a score of 85. LEED for Homes starts at HERS 85, and then additional points are awarded for every HERS point above 85. Federal tax credits for builders require an approximate HERS score of 60. A home with a HERS Index of 85 is 15% more energy efficient than the HERS Reference Home.

HERS 86- 100 – If the house performs at the level of an ERHU Score of 86 Points out of 100 or better, the Home Energy Rater will place a customized Energy Star® label on the home, typically on the utility/circuit breaker box cover. This label is the identifying mark of qualifying homes. It provides consumers an easy way to recognize energy-efficient homes verified to meet EPA's Energy Star® performance guidelines. Since it is permanently affixed to the home, it provides the owner a means of demonstrating the value built into their home at time of re-sale.

HERS 101+ - A HERS rating results in a score that is based on national standards produced by RESNET. A HERS index of 100 is what a standard built-to-code new home would score, while a net-zero energy home would score a 0. Older, existing homes may score a higher number than 100, as they were not built to modern day building codes.

LEED Certified - The Leadership in Energy and Environmental Design (LEED) Green Building Rating System, developed by the U.S. Green Building Council (USGBC), provides a suite of standards for environmentally sustainable construction. Since its inception in 1998, LEED has grown to encompass more than 14,000 projects in 50 US States and 30 countries covering 1.062 billion square feet (99 km²) of development area. Green Building Council members, representing every sector of the building industry, developed and continue to refine LEED. The rating system addresses six major areas:

- Sustainable sites
- Water efficiency
- Energy and atmosphere
- Materials and resources
- Indoor environmental quality
- Innovation and design process

Different LEED versions have varied scoring systems based on a set of required "prerequisites" and a variety of "credits" in the six major categories listed above. In LEED for new construction and major renovations for commercial buildings there are 69 possible points and buildings can qualify for four levels of certification:

- Certified - 26-32 points
- Silver - 33-38 points
- Gold - 39-51 points
- Platinum - 52-69 points

LEED Silver – 33-38 points

LEED Gold – 39-51 points

LEED Platinum – 52-69 points

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Low Flow Commode - Commodes that use less water. Different types of low flow commodes use various technologies aimed at making the toilet more functional. Some toilets have large drain passages, redesigned bowls and tanks for easier wash down. Low flow toilets use a maximum of 1.6 gallons of water per flush compared with about 3.5 gallons of water used by a standard toilet.

Low Flow Fixtures - Fixtures that save water that would otherwise be wasted, not only reducing your utility bill, but also the amount of available fresh water used. Low flow shower heads use about 2 ½ gallons of water per minute compared to between 4 to 5 gallons per minute used by conventional heads. Low flow faucet aerators can cut water usage of faucets by as much as 40% from 4 gallons per minute to 2 ½.

NAHB – National Association of Home Builders - Through the National Green Building Program, the National Association of Home Builders is helping its members move the practice of green building into the mainstream. A builder, remodeler or developer must incorporate a minimum number of features in the following areas: energy, water, and resource efficiency, lot and site development, indoor environmental quality, and home owner education. The more points accrued, the higher the score. The four threshold levels - Bronze, Silver, Gold, and Emerald - allow builders to achieve entry-level green building, or the highest level of sustainable "green" building incorporating energy savings of 60% or more. Single-family & multi-unit homes, residential remodeling projects, and site developments are all covered in the program.

Rainwater Catchment - Rainwater catchment is the term used to describe any system that acts as a kind of sky net to capture and impound rainfall. The very earth itself in this definition of "rainwater catchment" works as one giant rainwater catchment system sustained by plentiful mountains and valleys across the many continents. Not all rainwater catchment systems are roofs on top of houses; some are surface water catchment systems for fields to improve irrigation. But essentially all of them need these four elements: AREA, SLOPE, DRAIN and STORAGE. Area, gives the water a place to land. Slope gives it gravitational pull, so that it can pick up speed and momentum, thereby flowing toward the drain. Drain, channels rainwater in an organized fashion so that it can actually form a consistent body. Storage is the final resting place for the flowing bodies of water that come from the drain.

Solar Electric System - Also called photovoltaic or PV systems, are reliable and pollution-free. They make use of a renewable source of energy – the sun. These systems convert sunlight directly to electricity. They work any time the sun is shining, but more electricity is produced when the sunlight is more intense and strikes the PV modules directly.

Solar Hot Water - Water heated by the use of solar energy. Solar heating systems are generally composed of solar thermal collectors, a fluid system to move the heat from the collector to its point of usage. The system may use electricity for pumping the fluid, and have a reservoir or tank for heat storage and subsequent use.

Tankless Water Heater –Water heater that provides hot water at a preset temperature when needed without storage, thereby reducing or eliminating standby losses. Tankless water heaters can be used for supplementary heat, such as a booster to a solar hot water system, or to meet all hot water needs. Tankless water heaters have an electric, gas, or propane heating device that is activated by the flow of water.