

# MLS DATA FIELD DESCRIPTIONS

Revised 04-2006

**RESIDENTIAL** Single family homes, condominiums, townhouses and manufactured homes affixed to the land, and which are not personal property - the title has been surrendered and the owners are paying tax on the dwelling as well as the land. Both land and dwelling must be for sale in the transaction.

**MULTI-FAMILY** All residential property with more than one unit.

**BUILDING SITES** Parcels of land that are approved building sites.

**COMMERCIAL** Property zoned or designated for commercial or business use.

**FARMS** Income producing farms or land. Does not need to have a home on the property.

## RESIDENTIAL

<b><u>LISTING #</u></b>	Your Office Assigns the MLS#'s for you to use
<b><u>PRICE</u></b>	Listing price of property for sale. (Do not use \$ or commas)
<b><u>EFFECTIVE DATE</u></b>	Beginning date of listing or contract.
<b><u>EXPIRATION DATE</u></b>	Date the listing contract expires
<b><u>CONTINGENCY</u></b>	Not filled in until there is a offer on the property. See contingency definitions sheet.
<b><u>OFFICE</u></b>	Enter the name of the listing agent's office.
<b><u>AGENT</u></b>	Enter listing agent's name. Only one agent name can be on a listing in this field.
<b><u>AGENT OWNED</u></b>	Owner/Agent. Check "Y" or "N" if you are an owner/agent.
<b><u>BONUS</u></b>	Enter amount, terms, deadline. 20 characters maximum.
<b><u>COMMISSION</u></b>	Commission SPLIT.
<b><u>SSA</u></b>	Special Service Area (SSA) fee. (This field is currently the Sub Agent Commission Field)
<b><u>DUAL OR VAR RATE</u></b>	"Y" for yes or "N" for none to disclose a dual or variable rate commission arrangement. (seller may agree to pay lister a different commission if lister finds buyer than if a cooperating broker finds buyer, or if seller finds buyer.)
<b><u>LEASE FEE</u></b>	Lease Fee amount.
<b><u>CLOSING CO./FEE</u></b>	Closing company fee.
<b><u>KEY LOCATION</u></b>	Location of where to obtain the key to show the property.
<b><u>INSTRUCTIONS</u></b>	Showing Instructions for Agents to show the property.
<b><u>DESCRIPTION</u></b>	Directions to the Property.
<b><u>FINANCING</u></b>	What type of financing the Sellers will accept from a buyer.
<b><u>COMMENTS</u></b>	Describe the unique features of the property. Do not put bonus offers here. Do not put agent instructions here, use the INSTRUCTIONS area. No agent or office advertising in this area or phone #'s.

<b><u>EXCLUDE FROM INTERNET</u></b>	Is this property to be withheld from internet access. "yes" or "no"
<b><u>NUMBER</u></b>	Address house number. Enter the house number only.
<b><u>STREET</u></b>	Enter the street name or for any address without house number as rural route or box number. DeKalb members spell out numbered streets. Sauk Valley members use #'s for numbered streets. If there is a direction in the street such as North. Please enter the address this way (123 Birch Street N)
<b><u>COMPASS POINT</u></b>	Use this field only if you haven't put the directional letter in the street address above (N, S, E, W)
<b><u>UNIT NUMBER</u></b>	Unit number or apartment number
<b><u>CITY</u></b>	Enter the name of the city in which the listing is located.
<b><u>STATE</u></b>	Enter the name of the State in which the listing is located.
<b><u>ZIP CODE</u></b>	Enter the zip code for the city in which the listing is located.
<b><u>OWNER</u></b>	Last Name, First Name(s)
<b><u>PHONE NUMBER</u></b>	Owner phone number can be entered.
<b><u>ASSMTS</u></b>	Assessments: Enter the amount of any unpaid assessments in dollars and cents.
<b><u>TERMS</u></b>	Enter any terms the seller will offer to prospective buyers.
<b><u>ASSESSED VALUE</u></b>	Enter the assessed valuation for the property.
<b><u>ACRES</u></b>	Estimated number of acres or part of an acre for sale.
<b><u>MLS AREA</u></b>	Areas or counties within MLS defined by association.
<b><u>SUBDIVISION</u></b>	Enter the name of the subdivision in which the property is located.
<b><u>ELEM SCH</u></b>	Choose School or School Location from list
<b><u>JH/MIDDLE SCH</u></b>	Choose School or School Location from list
<b><u>HIGH SCH</u></b>	Choose School or School Location from list
<b><u>ZONING</u></b>	Property zoned as
<b><u>FLOOD</u></b>	Flood zoning information
<b><u>WATER TYPE</u></b>	Type of water system. Community type is limited to a subdivision with one source of water.
<b><u>SEWER TYPE</u></b>	Type of sewer system. Public type means City Sewer.
<b><u>FUEL TYPE</u></b>	Type of fuel.
<b><u>LATITUDE./LONGITUDE</u></b>	Special fields using time stamp information
<b><u>PLAT</u></b>	The plat number from the legal description found on the tax records.
<b><u>PARCEL</u></b>	The parcel number from the legal description found on the tax records. Use VIN# for a mobile home. Use no dashes in the Parcel #.
<b><u>SECT-TWNSHP-RNG</u></b>	Enter the "Section", "Township" and "Range" from the legal description.

<b><u>LOT SIZE</u></b>	Enter the lot size as exactly as can be printed in 15 characters. If Irregular put “see comments” and enter the Lot Size in the Comments field. If it’s a mobile home put mobile in this field. If a condo put “common” in this field.
<b><u>FRONTAGE IN FEET</u></b>	Enter the number of feet for the front of the property.
<b><u>DEPTH IN FEET</u></b>	Enter the number of feet for the depth of the property.
<b><u>TAX CLASS</u></b>	Tax classification
<b><u>TOTAL TAXES</u></b>	Property tax: Use dollars amounts, 5 character limit. Use no commas or \$ and round to the nearest \$
<b><u>TAX YR</u></b>	Show tax year for which amount is shown. Use all 4 digits.
<b><u>POSS</u></b>	Possession Date: May be an exact date (Use month and day: 12/15) or coded as IMMED, NEG or CLSG or as a time period (30 days). 5 Character maximum.
<b><u>ABSTRACT LOC</u></b>	Designate Location for Abstract or Legal Documents
<b><u>LEGAL</u></b>	Enter the legal description for the property in a free-form style; Example: Cascade Subd Lot 2 Block 6 (250 character limit)
<b><u>PROPERTY FEATURES</u></b>	Permanent fixture or feature of the property, these are searchable features BUYERS might want.
<b><u>HOUSE STYLE</u></b>	Style of home
<b><u>OWNERSHIP</u></b>	Enter appropriate type of ownership:
<b><u>YR BUILT</u></b>	Enter all four digits of the year. If it is new construction enter the year of completion.
<b><u>TOTAL BEDROOMS</u></b>	Enter total bedrooms (master bedroom plus additional bedrooms for total bedrooms). If the basement is not a full walkout basement then you should NOT count the bedrooms in the room count.
<b><u>TOTAL BATHS</u></b>	Enter the total number of stools in the home or total number of bathrooms. If the basement is not a full walkout basement then you should NOT count the bedrooms in the room count.
<b><u>BASEMENT</u></b>	Indicate the current type of basement for the property
<b><u>WALKOUT</u></b>	Indicate Yes (Y) or No (N). Does this property have a walk-out basement?
<b><u>EXTERIOR</u></b>	Type of exterior finish.
<b><u>TRIM TYPE</u></b>	Type of interior trim. If more than one type, indicate primary type.
<b><u>ROOF</u></b>	Indicate the type of roof.
<b><u>FIREPLACES</u></b>	Enter the number of fireplaces located in the property.
<b><u>FIREPLACE FUEL</u></b>	Indicate the type of fuel used in fireplace.
<b><u>AC TYPE</u></b>	Air conditioning.
<b><u>HEAT TYPE</u></b>	Type of heat system.
<b><u>AVG UTILITIES</u></b>	Indicate the average amount paid for property utilities.
<b><u>WATER SOFTENER</u></b>	Status of water softener, ie., included, rental, etc.
<b><u>OCCUPANCY</u></b>	Indicate status of occupancy

<b><u>ABOVE GRADE SQFT</u></b>	2 <sup>nd</sup> and 3 <sup>rd</sup> story, etc.
<b><u>MAIN SQFT</u></b>	1 <sup>st</sup> Floor
<b><u>BELOW GRADE SQFT</u></b>	Finished Basement
<b><u>TOTAL SQ FT</u></b>	Total square feet above grade ONLY
<b><u>ASSOCIATION FEE</u></b>	Enter amount of monthly or yearly Association Fee in dollars and cents.
<b><u>GARAGE TYPE</u></b>	Indicate type of garage if applicable
<b><u>GARAGE STALLS (# cars)</u></b>	Enter the number of cars that will fit in the garage(s). MLS does not accept ½ numbers.
<b><u>GARAGE SQFT</u></b>	Garage size: Indicate total square feet.
<b><u>DRIVEWAY</u></b>	Driveway surface.
<b><u>INCLUDED</u></b>	List items included in the sale, such as rugs, window coverings, washer, dryer, etc.
<b><u>NOT INCLUDED</u></b>	List items NOT included in the sale, such as swing set, dog kennel appliances, etc.
<b><u>ROOM GRID</u></b>	Fill out the room grid by choosing the rooms from defined list, indicating the location, size and any description.
<b><u>FLOOR</u></b>	Enter the level where the room is located.
<b><u>ROOM</u></b>	Enter the room name
<b><u>SIZE</u></b>	Approximate Dimensions: ex: 12x24
<b><u>DESCRIPTION</u></b>	(55 characters maximum)
<b><u>AMENITIES</u></b>	Enter special features from board defined list. (These are searchable features BUYERS might want.) Examples, sprinkler system, deck,whirlpool, brick accent, etc.

### **MULTI-FAMILY**

<b><u># OF UNITS</u></b>	Enter the number of rental units contained in the property.
<b><u>YR BUILT</u></b>	Enter all four digits of the year. If it is new construction enter the year of completion.
<b><u>OCCUPANCY</u></b>	Indicate status of occupancy.
<b><u>CURR. RENT CERT.</u></b>	Enter "Yes" or "No" if there is a current Rent Certificate.
<b><u>GARAGE TYPE</u></b>	Indicate type of garage if applicable
<b><u># OF GARAGES</u></b>	Enter the number of garages available
<b><u>DRIVEWAY</u></b>	Driveway surface.
<b><u># OFF STREET PARKING SPACES</u></b>	Enter the number of off street parking spaces.
<b><u>SQ FT DOWN</u></b>	Enter the total number of square feet for the basement.
<b><u>MAIN SQ FT</u></b>	Enter the total number of square feet on the main floor of property
<b><u>SQ FT 2ND LVL</u></b>	Enter the total number of square feet on the 2nd floor of property

<b><u>SO FT 3RD LVL</u></b>	Enter the total number of square feet on the 3rd floor of property
<b><u>TOTAL SQ FT</u></b>	Enter the total number of square feet of the property
<b><u>HEAT TYPE</u></b>	Type of Heat system
<b><u>AC TYPE</u></b>	Type of Air Conditioning available
<b><u>COINOP WASH/DRY</u></b>	"Yes" or "No" if there are coin-operated washer and dryers on the premises.
<b><u>HEAT SEP BY UNIT</u></b>	"Yes" or "No" if each unit is metered separately for heat.
<b><u>WATER SEP BY UNIT</u></b>	"Yes" or "No" if each unit is metered separately for sewer and water.
<b><u>ELEC SEP BY UNIT</u></b>	"Yes" or "No" if each unit is metered separately for electricity.
<b><u>WAT &amp; SEWER EXP</u></b>	Total annual cost for sewer and water for all units in property.
<b><u>HEAT EXP</u></b>	Enter the total annual cost to heat all units in property.
<b><u>ELEC EXP</u></b>	Enter the total annual cost for electricity for all units in property.
<b><u>LAND ASSMT</u></b>	The assessed valuation for the land only.
<b><u>BLDG ASSMT</u></b>	Enter the assessed valuation for the building only.
<b><u>GROSS INCOME</u></b>	Enter an amount. "Yes" or "No" if a gross income statement is available.
<b><u>OPERATING EXP</u></b>	Enter an amount. "Yes" or "No" if an operating expense statement is available.
<b><u>NET INCOME</u></b>	Enter an amount. "Yes" or "No" if a net operating income statement is available.
<b><u>MORTGAGE BAL</u></b>	Enter the dollar amount of the mortgage balance.
<b><u>INTEREST RATE</u></b>	Enter the INTEREST rate percentage of the present loan.
<b><u>YRS LEFT ON LOAN</u></b>	Enter the number of years left on loan.
<b><u>PRIN &amp; INT PMT</u></b>	Enter the dollar amount of the payment for principal and INTEREST only.
<b><u>UNIT GRID</u></b>	Enter the Sq Ft, Rent, # of Bedrooms, and check whether or not each unit contains a Living Room, Kitchen, Full Bath, 3/4 Bath, ½ Bath. Check Yes or No if each unit has a Stove, Refrigerator, Dish Washer.

### **BUILDING SITES**

See Residential for MLS Data Field Definitions

### **COMMERCIAL PROPERTY**

<b><u>BUSINESS TYPE</u></b>	Enter the type of business from the list predefined by the board or association.
<b><u>YR BUILT</u></b>	Enter all four digits of the year. If it is new construction enter the year of completion.
<b><u>RENT AS IS</u></b>	"Yes" or "No" if property is rented "as is".
<b><u>OCCUPANCY</u></b>	Enter appropriate selection to indicate occupancy.
<b><u>BUSINESS FOR SALE</u></b>	"Yes" or "No" if business is for sale.
<b><u>BUILDING FOR SALE</u></b>	"Yes" or "No" if building is for sale.

<b><u>TRADE/EXCHANGE</u></b>	"Yes" or "No" if seller will trade or exchange property.
<b><u>INVENTORY INCL</u></b>	"Yes" or "No" if inventory is included in sale.
<b><u>FIXED EQUIPMENT</u></b>	"Yes" or "No" if fixed equipment is included in sale.
<b><u>LAND SQFT</u></b>	Enter the square footage of the land.
<b><u>BLDG SQFT</u></b>	Enter the square footage of the building.
<b><u>SQ FT DOWN</u></b>	Enter the total number of square feet for the basement area.
<b><u>SQ FT MAIN</u></b>	Enter the total number of square feet for the main floor area.
<b><u>SQ FT 2ND LVL</u></b>	Enter the total number of square feet for the second level.
<b><u>SQ FT 3RD LVL</u></b>	Enter the total number of square feet for the third level.
<b><u>SQ FT 4TH LVL</u></b>	Enter the total number of square feet for the fourth level.
<b><u>STORIES</u></b>	Enter the total number of stories of property.
<b><u>CEILING HEIGHT</u></b>	Enter the ceiling height in feet.
<b><u>OVERHD DOOR HEIGHT</u></b>	Enter the overhead door height.
<b><u># OFF STREET PARKING</u></b>	Enter the number of off street parking spaces.
<b><u>GARAGE SPACES</u></b>	Enter the number of garage spaces available.
<b><u>HEAT TYPE</u></b>	Type of heat system.
<b><u>AC TYPE</u></b>	Air conditioning.
<b><u>ROOF TYPE</u></b>	Enter the appropriate roof type.
<b><u>EXTERIOR</u></b>	Type of exterior finish.
<b><u>ELEVATOR Y/N</u></b>	"Yes" or "No" if there is an elevator.
<b><u>DOCK</u></b>	"Yes" or "No" if there is a dock.
<b><u>SPRINKLER</u></b>	"Yes" or "No" if there is a sprinkler system.
<b><u>PERMITS REQ</u></b>	"Yes" or "No" if permits are required for property.
<b><u>SPACE FOR LEASE</u></b>	"Yes" or "No" if there is space for lease.
<b><u>ENVIRONMENTAL SURVEY</u></b>	"Yes" or "No" if there is an Environmental Survey available
<b><u>SOIL TEST</u></b>	"Yes" or "No" if there is a soil test available.
<b><u>1ST MORTGAGE HOLDER</u></b>	Enter the name of the 1st mortgage holder.
<b><u>MORTGAGE BALANCE</u></b>	Enter the mortgage balance in dollar amount.
<b><u>PCNPL &amp; INT PAYMENT</u></b>	Enter the principal and INTEREST payment in dollars.
<b><u>INTEREST RATE</u></b>	Enter the INTEREST rate.

<b><u>LAND ASSESSMENT</u></b>	Enter the assessed valuation for the land only.
<b><u>BUILDING ASSESSMENT</u></b>	Enter the assessed valuation for the building only.
<b><u>CASH FLOW STMT AVAIL</u></b>	"Yes" or "No" if a cash flow statement is available.
<b><u>ANNUAL PROPERTY OPERATING DATA AVAIL</u></b>	"Yes" or "No" if an annual property operating data statement is available.
<b><u>RENTAL PER FT, NET</u></b>	Enter the dollar amount for net rental per foot.
<b><u>RENTAL PER FT, GROSS</u></b>	Enter the dollar amount for gross rental per foot.
<b><u>INCOME OP DATA AVAIL</u></b>	"Yes" or "No" if an income property operating data statement is
<b><u>SCHED OPER INCOME (AMT)</u></b>	"Yes" or "No" if there is an actual schedule of operating
<b><u>VACANCY/LOSS (AMT)</u></b>	"Yes" or "No" if there is an actual vacancy/loss statement
<b><u>OPERATING EXPENSE (AMT)</u></b>	"Yes" or "No" if there is an actual operating expense
<b><u>NET OPERATING INCOME (AMT)</u></b>	"Yes" or "No" if there is an actual net operating income statement available.
<b><u>COMMERCIAL FEATURES</u></b>	Enter commercial features from board defined list. (These are searchable features BUYERS might want.)

## **FARMS**

<b><u>FARM TYPE</u></b>	Indicate type of farm
<b><u>CROP EQUIV RATING</u></b>	Crop Equivalency Rating
<b><u>TILLABLE ACRES</u></b>	Enter the number of acres tillable in total acreage.
<b><u>WOODED ACRES</u></b>	Enter the total number of acres in woods of the total acreage.
<b><u>PASTURE ACRES</u></b>	Enter the number of acres in pasture land of total acreage.
<b><u>ROAD ACRES</u></b>	Enter the number of acres taken by roads from the total acreage.
<b><u>BUILDING ACRES</u></b>	Enter the number of acres used for buildings in total acreage.
<b><u>OTHER ACRES</u></b>	Enter the acreage not taken by any of the above.
<b><u>CORN BASE ACRES</u></b>	Enter the total number of corn base acres.
<b><u>CORN BASE YIELD</u></b>	Enter the number of bushels per acre for the corn base yield.
<b><u>OAT BASE ACRES</u></b>	Enter the total number of oat base acres.
<b><u>OAT BASE YIELD</u></b>	Enter the number of bushels per acre for the oat base yield.
<b><u>BEAN BASE ACRES</u></b>	Enter the total number of bean base acres.
<b><u>BEAN BASE YIELD</u></b>	Enter the number of bushels per acre for the bean base yield.
<b><u>TOPOGRAPHY</u></b>	free-form style. (Example: Rolling, flat, hilly, etc.) 25 characters maximum.
<b><u>DRAINAGE</u></b>	Enter the type of drainage, whether tiled or not, natural, etc. 20 char. max.

- SOIL TYPE** Enter the types of soil on property. 50 characters maximum.
- FARM FUELTYPE** Enter the type of fuel available for use other than farm residence.
- FSA AERIAL MAP LOC** Indicate the location of an FSA Aerial Map
- SOILS MAP LOC** Indicate the location of a soil map.
- TILE MAP LOC** Indicate the location of a tile map.
- COUNTY** Enter the name of the county in which the property is located.
- ROAD SURFACE** Enter the type of road surface leading to property.
- PERSONAL PROPERTY INCL** Enter a list of the personal property included in this sale.

**BUILDINGS**

- CONSTRUCTION** Enter the appropriate type of building construction of each of the buildings
- ROOF** Enter the appropriate type of roof on each of the buildings.
- FLOOR** Enter the appropriate type of floor surface for each of the buildings.
- CONDITION** Enter the general condition of each of the buildings.
- DESCRIPTION** General description of building