

# Multiple Listing Service Policies and Procedures

Reelfoot Regional Association of REALTORS®, Inc.

Adopted January 22, 2025

Information must be as complete as possible. Required fields have been so designated. Some required fields will cause total rejection by the system and is so noted. Some required fields will allow for the entering of the listing into the system, but the Participant will be notified that required information is missing. The Participant will be subject to penalty as per the Rules and Regulations of the Service, Section 1.2, for not providing required information in a timely manner. (Note - These policies and procedures for data entry are in data entry order. There are required fields throughout.)

## REQUIRED INFORMATION

**R** represents REQUIRED fields

**P** represents Partial Save fields

Incomplete entries will result in an error message. Data cannot be saved and/or uploaded when errors occur during Input and Maintenance. Information for a ZERO (0) or NULL entry must be included in Remarks field.

For each "Remarks" selection, a notation is required in Remarks field. Failure to provide notation will result in notification from the MLS in accordance with Section 1.2 of MLS Rules and Regulations.

## RESIDENTIAL Listings

### STANDARD

3) **MLS #** **R** - Auto assigned

4) **Class** **R** - Assigned at input screen

6) **Type** **P** **R** - Select from Drop Down list.

- ACR Single Family - > 5 Ac.
- CT Condo/Townhouse
- MAN Manufactured
- SF Single Family

7) **Area** **P** **R** - Select from Drop Down list.

001 Union City	008 Hickman	015 Palmersville
002 Troy	009 Martin	016 Rural Weakley County
003 South Fulton	010 Dresden	017 All Other Areas
004 Rural Obion County	011 Greenfield	018 All Other KY Areas
005 Hrnbeak, Reelft Lake	012 Gleason	019 Obion
006 Tiptonville, Ridgley	013 Sharon	020 Kenton
007 Fulton	014 Dukedom	

**Value Range Pricing** **R** - Select from Drop Down List Default is No

8) **Price** **R** - Must reflect current listing price. Changes to this field require seller signature on MLS Change Form.

9) **Address** **R** - Type Street Number. If Applicable, select direction from Drop Down list. Finally. Type Street Name. Select Street Type from Drop Down List.. (**accuracy is important for mapping purposes**)

10) **Address 2**- Only used for alternative street address. Do NOT duplicate Address Field here.

11) **City** **R** - Type correct city name (**accuracy is important for mapping purposes**)

12) **State** **R** - Select from Drop Down list. (**accuracy is important for mapping purposes**) Default is TN.

13) **Zip** **R** - Type correct Zip code. (**accuracy is important for mapping purposes**)

14) **Status** **R** - Select from Drop Down List.

- ACT Active
- ACP Active Pending (used to actively marketing property prior to closed sale)
- AFRR Active First Right of Refusal
- SLD Sold
- PED Pending (used with **Written instruction from Seller** to discontinue marketing property through closed sale)
- EXP Expired - (auto-expiration allows for a 5 day Grace Period to update listing status)
- WDN Withdrawn
- CS Coming Soon (Must upload **Seller Authorization for Coming Soon** document to Associated Docs)

15) **Agent Hit Count**

16) **Client Hit Count**

17) **Sale/Rent** **P** **R** - Select from Drop Down list.

- DEFAULT - For Sale
- i. For Rent is also in the drop down

### KEYWORDS

18) **# of Bedrooms** **R** - Input number

19) **# of Baths** **R** - Input number

20) **Half Baths** **R** - Input number

21) **Garage/Carport Capacity** **R** - Input number

- 22) **Total Rooms R** - Select Number from Drop Down list. See Appendix D, Total Number of Rooms Defined
- 23) **Master Bedroom R** - Select Number from Drop Down list.
- 24) **# of Stories R** - Select Number from Drop Down list.
- 25) **City Limits R** - Select Yes/No from Drop Down list. .

## GENERAL

- 26) **IDX Include** - Select One.

NOTE: In accordance with MLS Rules and Regulations, Listings will not export to IDX, if MLS Participant is on file as Opt-Out.

- **Yes;**
  - **No; (Written instruction from Seller on file)**
  - **Yes - without Address (Written instruction from Seller on file)**
- 27) **VOW Include** - Select Y/N
  - 28) **VOW Address** - Select Y/N
  - 29) **VOW Comment** - Select Y/N
  - 30) **VOW AVM** - Select Y/N
  - 31) **County R** - Select from Drop Down list
    - Ballard;Benton;Carlisle;Carroll;Dyer;Fulton;Gibson;Graves;Henry;Hickman;Lake;Marshall;Obion;Other;Unknown;Weakley

An entry either in Apx Number of Acres, or Lot Size Front AND Depth is REQUIRED and subject to penalties.

Zero entries must include a notation in the Remarks field, or be subject to penalties. In the event that acreage or lot size is **to be determined by survey** or **unknown**, a notation is REQUIRED in the Remarks field.

- 32) **Apx. Number of Acres R**- Type the number of acres. Use decimals, no fractions.
- 33) **Lot Size Front R**- Type Front Dimension
- 34) **Lot Size Depth R** - Type Depth Dimension
- 35) **Lot Size Side 3** - For Irregular Lot sizes, Type Side 3 Dimension
- 36) **Lot Size Side 4** - For Irregular Lot sizes, Type Side 4 Dimension
- 37) **Agent R** - Select from Drop Down list, firm auto-populates.
- 38) **Listing Office 1 R** - The firm auto-populates after Agent selected
- 39) **Listing Agent 2** - If applicable, Click on the listing agent from the drop down box. Do NOT Duplicate Agent field.
- 40) **Listing Office 2** - The firm auto-populates after Agent selected in field 38
- 41) **Comp #** - If firm assigns company listing number, type here.
- 42) **Exclusions R**- Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.
- 43) **REO (Y/N) R**- Select Y/N from Drop Down list.
- 44) **Owner R** - Use Surname ONLY. Owner Name may be withheld only if a letter from the owner is on file or indicated in the Agreement to Market Property or Listing Agreement.
- 45) **Owner/Agent (Y/N) R** - Select from Drop Down list.
- 46) **Occupant R (Owner/Tenant/Vacant)** - Select from Drop Down list.
- 47) **Listing Date R P** - Select Month, Day and Year.
- 48) **Expiration Date R P** - Select Month, Day and Year.
- 49) **Subdivision** -- Select from Drop Down list See Appendix A
- 50) **School District** - Select from Drop Down list See Appendix B
- 51) **Map R** - Type map number.
- 52) **Group** - Type group.
- 53) **Parcel R** - Type parcel number.
- 54) **Sign (Y/N)** - Select from Drop Down list
- 55) **Year Built R** - Type year built (ex. 1932, 1989, 2006) Do NOT enter 32, 89, 06
- 56) **Irregular (Y/N/Unk)** - Select from Drop Down list

## Residential Area/Room Details.

Please use these fields to enter Room/Area: Dimensions, Descriptions and if the location Upstairs (Y/N).

- |                                      |                                    |                                       |
|--------------------------------------|------------------------------------|---------------------------------------|
| 58) <b>Basement Width/Length</b>     | 76) <b>Bedroom 5 Width/Length</b>  | 94) <b>Foyer Width/Length</b>         |
| 59) <b>Basement Description</b>      | 77) <b>Bedroom 5 Description</b>   | 95) <b>Foyer Description</b>          |
| 60) <b>Basement Up</b>               | 78) <b>Bedroom 5 Up</b>            | 96) <b>Foyer Up</b>                   |
| 61) <b>Mstr Bdrm Width/Length</b>    | 79) <b>Bonus Rm Width/Length</b>   | 97) <b>Great Rm Width/Length</b>      |
| 62) <b>Mstr Bdrm Ste Description</b> | 80) <b>Bonus Rm Description</b>    | 98) <b>Great Rm Description</b>       |
| 63) <b>Master Bedrm Suite Up</b>     | 81) <b>Bonus Rm Up</b>             | 99) <b>Great Rm Up</b>                |
| 64) <b>Bedroom 1 Width/Length</b>    | 82) <b>Deck Width/Length</b>       | 100) <b>Kitchen Width/Length</b>      |
| 65) <b>Bedroom 1 Description</b>     | 83) <b>Deck Description</b>        | 101) <b>Kitchen Description</b>       |
| 66) <b>Bedroom 1 Up</b>              | 84) <b>Deck Up</b>                 | 102) <b>Kitchen Up</b>                |
| 67) <b>Bedroom 2 Width/Length</b>    | 85) <b>Den/Office Width/Length</b> | 103) <b>Kitchen/Din. Width/Length</b> |
| 68) <b>Bedroom 2 Description</b>     | 86) <b>Den/Office Description</b>  | 104) <b>Kitchen/Din. Description</b>  |
| 69) <b>Bedroom 2 Up</b>              | 87) <b>Den/Office Up</b>           | 105) <b>Kitchen/Dining Up</b>         |
| 70) <b>Bedroom 3 Width/Length</b>    | 88) <b>Dining Rm Width/Length</b>  | 106) <b>Living Rm Width/Length</b>    |
| 71) <b>Bedroom 3 Description</b>     | 89) <b>Dining Rm Description</b>   | 107) <b>Living Rm Description</b>     |
| 72) <b>Bedroom 3 Up</b>              | 90) <b>Dining Rm Up</b>            | 108) <b>Living Rm Up</b>              |
| 73) <b>Bedroom 4 Width/Length</b>    | 91) <b>Family Rm Width/Length</b>  | 109) <b>Living/Din. Width/Length</b>  |
| 74) <b>Bedroom 4 Description</b>     | 92) <b>Family Rm Description</b>   | 110) <b>Living/Dining Description</b> |
| 75) <b>Bedroom 4 Up</b>              | 93) <b>Family Rm Up</b>            | 111) <b>Living/Dining Up</b>          |

112) **Patio/Porch Width/Length**  
113) **Patio/Porch Description**  
114) **Patio/Porch Up**  
115) **Rec Rm Width/Length**  
116) **Rec Rm Description**  
117) **Rec Rm Up**  
118) **Sun Rm Width/Length**

119) **Sun Rm Description**  
120) **Sun Rm Up**  
121) **Utility Rm Width/Length**  
122) **Utility Rm Description**  
123) **Utility Rm Up**  
124) **Extra Rm 1 Width/Length**  
125) **Extra Rm 1 Description**

126) **Extra Rm 1 Up**  
127) **Extra Rm 2 Width/Length**  
128) **Extra Rm 2 Description**  
129) **Extra Rm 2 Up**  
130) **Extra Rm 3 Width/Length**  
131) **Extra Rm 3 Description**  
132) **Extra Rm 3 Up**

- 133) **House Notes** - Use for additional **house** information.  
134) **Other Personal Property** Use for other personal property **NOT** included in FEATURES categories.  
135) **Items Excluded** - Use for items not included in the sale of the property  
136) **HVAC Age** - Heat, Ventilation, Air. Type the age. Use the **actual age**, NOT the year installed.  
137) **Total SQFT** - **REQUESTED field**. Enter whole numbers only.  
138) **Roof Cover Age** - Type the age. Use the **actual age**, NOT the year installed.  
139) **Heated Approx. SQFT** **R** - Type whole numbers only.  
140) **Source Select from Drop Down list**  
• Agent • Appraiser • Owner • See Remarks • Tax Record  
142) **Termite Contract (Y/N/U)** - Select from Drop Down list  
143) **Lockbox (Y/N)** - Select from Drop Down list  
144) **Zoning** - Type applicable zoning information.  
145) **Other Parcel Improvements** - Type real property improvements NOT included in FEATURES categories.  
146) **Directions** **R** - Driving Directions from listing firm location **REQUIRED**.  
147) **Virtual Tour** - Type URL of virtual tour.

## FEATURES

### Features **R**

- **REQUIRED Features Include:**
  - i. Foundation
  - ii. Water
  - iii. Sewer
  - iv. Type of Heat
  - v. Type of Air
  - vi. Garage Type/Outbuilding

FULL FEATURE LIST CAN BE FOUND ON APPENDIX A.

## FINANCIAL

- 158) **Tax City** - Type Amount.  
159) **Tax County** - Type Amount.  
160) **Financing Terms** - Select from Drop Down list.

## REMARKS

- 161) **Remarks - 512 characters**. Intended for the display of property descriptions only on materials for public distribution and on the Internet. References to the following information are prohibited, showing contacts, agent or broker names, phone and fax numbers, all web site or email addresses, financing information, virtual tours, alarm codes, lockbox codes or other security measures.
- 162) **Agent Remarks - 255 characters**. Intended to disseminate agent to agent information only. Agent remarks are intended to convey special showing instructions, contacts or phone numbers or special contract information. References to the following information are allowed: excluded prospects, virtual tours, broker or agent web sites and email addresses are allowed. Security system information are permitted with Seller's permission. Foreclosure or Auction listings may reference a third party web site (such as HUD, VA) where contracts must be registered.

## SOLD

### **SOLD Section Fields display when Status is PENDING or SOLD**

- 164) **How Sold** **R** - Select from Drop Down list  
• Other • Conventional • FHA • VA • Cash • Contract for Deed • Other
- 165) **Contract Date** **R** - Select date from calendar
- 166) **Proposed Closing Date** (pending) **Closing Date** (sold) **R** - Select date from calendar
- 167) **Sold Price** **R** - Type Selling Price
- 169) **Selling Agent 1** **R** - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate.
- 170) **Selling Office 1** **R** - will auto-populate once Selling Agent 1 is selected.
- 171) **Selling Agent 2** - Select agent name from Drop Down list. Selling will auto-populate. Do NOT Duplicate Selling Agent 1
- 172) **Selling Office 2** - will auto-populate once Selling Agent 2 selected.
- 173) **Buyer** **R** - Type surname ONLY
- 174) **Seller Concessions** **R** - Type any concessions paid by seller. This information is important for comparable purposes

## ADDENDUM

163) **Addendum** - Use Addenda field to enter a listing addendum. Up to 512 characters may be entered. Note: You may *omit* the Addenda field in Custom and Large Photo views (and thus printouts) under the **Viewing Options**

## Lots and Land Listings

### STANDARD

- 1) **MLS #** **R** - Auto assigned
- 2) **Class** **R** - Assigned at input screen
- 3) **Type** **P** **R** - Select from Drop Down list.
  - BLOT Building Lots
  - COM Commercial
  - FARM Farm Land
  - OTH Other
  - TIM Timber
- 4) **Area** **P** **R** - Select from Drop Down list.

001 Union City	008 Hickman	015 Palmersville
002 Troy	009 Martin	016 Rural Weakley County
003 South Fulton	010 Dresden	017 All Other Areas
004 Rural Obion County	011 Greenfield	018 All Other KY Areas
005 Hrnbeak, Reelft Lake	012 Gleason	019 Obion
006 Tiptonville, Ridgley	013 Sharon	020 Kenton
007 Fulton	014 Dukedom	

**Value Range Pricing** **R** - Select from Drop Down List Default is No

- 5) **Price** **R** - Must reflect current listing price. Changes to this field require seller signature on MLS Change Form.
- 6) **Address** **R** - Type Street Number. If Applicable, select direction from Drop Down list. Finally. Type Street Name. Select Street Type from Drop Down List. (**accuracy is important for mapping purposes**)
- 7) **Address 2**- Only used for alternative street address. Do NOT duplicate Address Field here.
- 8) **City** **R** - Type correct city name (**accuracy is important for mapping purposes**)
- 9) **State** **R** - Select from Drop Down list. (**accuracy is important for mapping purposes**) Default is TN.
- 10) **Zip** **R** - Type correct Zip code. (**accuracy is important for mapping purposes**)
- 11) **Status** **R** - Select from Drop Down List.
  - ACT Active
  - ACP Active Pending (used to actively marketing property prior to closed sale)
  - AFRR Active First Right of Refusal
  - SLD Sold
  - PED Pending (used with **Written instruction from Seller** to discontinue marketing property through closed sale)
  - EXP Expired - (auto-expiration allows for a 5 day Grace Period to update listing status)
  - WDN Withdrawn
  - CS Coming Soon (Must upload **Seller Authorization for Coming Soon** document to Associated Docs)
- 12) **Agent Hit Count**
- 13) **Client Hit Count**
- 14) **Sale/Rent** **P** **R** - Select from Drop Down list.
  - a. DEFAULT - For Sale
  - i. For Rent is also in the drop down

### KEYWORDS

- 15) **Buildings** **R** - Select from Drop Down list
- 16) **Well House** **R** - Select from Drop Down list
- 17) **Manufactured Restricted** **R** - Select from Drop Down list

### GENERAL

18) **IDX Include** - Select One.

NOTE: In accordance with MLS Rules and Regulations, Listings will not export to IDX, if MLS Participant is on file as Opt-Out.

- Yes;
  - No; (**Written instruction from Seller on file**)
  - Yes - without Address (**Written instruction from Seller on file**)
- 19) **VOW Include** - Select Y/N
  - 20) **VOW Address** - Select Y/N
  - 21) **VOW Comment** - Select Y/N
  - 22) **VOW AVM** - Select Y/N
  - 23) **County** **R** - Select from Drop Down list
    - Ballard;Benton;Carlisle;Carroll;Dyer;Fulton;Gibson;Graves;Henry;Hickman;Lake;Marshall;Obion;Other;Unknown;Weakley

An entry either in Apx Number of Acres, or Lot Size Front AND Depth is REQUIRED and subject to penalties.

Zero entries must include a notation in the Remarks field, or be subject to penalties. In the event that acreage or lot size is **to be determined by survey** or **unknown**, a notation is REQUIRED in the Remarks field.

24) **Apx. Number of Acres** **R** - Type Approximate number of acres

- 26) **Lot Size Front** **R** - Type Front dimension
- 27) **Lot Size Depth** **R** - Type Depth dimension
- 28) **Lot Size Side 3** - For irregular lot sizes, Type Side 3 dimension
- 29) **Lot Size Side 4** - For irregular lot sizes, Type Side 4 dimension
- 30) **Agent** **R** - Select from Drop Down list, firm auto-populates.
- 31) **Listing Office 1** **R** - The firm auto-populates after Agent selected
- 32) **Listing Agent 2** - If applicable, Click on the listing agent from the drop down box. Do NOT Duplicate Agent field.
- 33) **Listing Office 2** - The firm auto-populates after Agent selected
- 34) **Comp #** - If firm assigns listing number, type here.
- 35) **Exclusions** **R** - Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.
- 36) **REO** **R** - Select Y/N from Drop Down list.
- 37) **Owner** **R** - Use Surname ONLY. Owner Name may be withheld only if a letter from the owner is on file or indicated in the Agreement to Market Property or Listing Agreement.
- 38) **Owner/Agent (Y/N)** **R** - Select from Drop Down list.
- 39) **Occupant** **R** - (**Owner/Tenant/Vacant**) - Select from Drop Down list.
- 40) **Listing Date** **R** - Select Month, Day and Year.
- 41) **Expiration Date** **R** - Select Month, Day and Year.
- 42) **Subdivision** - Select from Drop Down list See Appendix A
- 43) **School District** - Select from Drop Down list See Appendix B
- 44) **Map** **R** Type map number.
- 45) **Group** Type group.
- 46) **Parcel** **R** - Type parcel number.
- 47) **Sign (Y/N)** - Select from Drop Down list

**Type Descriptions. 25 Characters each.**

- |                           |                            |
|---------------------------|----------------------------|
| 48) Barn Description      | 51) Well House Description |
| 49) Shop Description      | 52) Grain Bin Description  |
| 50) Pole Barn Description |                            |

- 53) **General Description** - 100 Characters.
- 54) **Irregular (Y/N/Unk)** - Select from Drop Down list
- 55) **Survey (Y/N/Unk)** - Select from Drop Down list
- 56) **Restrictions - 25 Characters**
- 57) **Best Use - 25 Characters**
- 58) **Govt. Program (Y/N/Unk)** - Select from Drop Down list
- 59) **House Notes** - Use for additional house information.
- 60) **Other Personal Property** - Use for other personal property **NOT** included in FEATURES categories.
- 61) **Items Excluded** - Use for items not included in the sale of the property 100 characters  
If applicable, type Approx. # of Acres. 25 Characters each.
- 62) **Apx. # Acres Pasture** 25 Characters
- 63) **Apx. # Acr. Crop/Rotation** 25 Characters
- 64) **Apx. # Acres Open** 25 Characters
- 65) **Apx. # Acres Wooded** 25 Characters
- 66) **Apx. # Acres Non Prod.** 25 Characters
- 67) **Building Site** - Y/N Drop Down List
- 68) **Zoning** - Type applicable zoning information here.
- 69) **Other Parcel Improvements** - Type real property improvements NOT included in FEATURES categories. 100 characters
- 70) **Directions** **R** - Driving Directions from listing firm location REQUIRED.
- 71) **Virtual Tour** - Type URL of virtual tour

## FEATURES

### Features **R**

- REQUIRED Feature include:
  - i. Sewer
  - ii. Water

FULL FEATURE LIST CAN BE FOUND APPENDIX C.

## FINANCIAL

- 83) **Tax City** - Type Amount.
- 84) **Tax County** - Type Amount.
- 85) **Financing Terms** - Select from Drop Down list.

## REMARKS

- 86) **Remarks - 512 characters.** Intended for the display of property descriptions only on materials for public distribution and on the Internet. References to the following information are prohibited: showing contacts, agent or broker names,

phone and fax numbers, all web site or email addresses, financing information, virtual tours, alarm codes, lockbox codes or other security measures.

- 87) **Agent Remarks - 255 characters.** Intended to disseminate agent to agent information only. Agent remarks are intended to convey special showing instructions, contacts or phone numbers or special contract information. References to the following information are allowed: excluded prospects, virtual tours, broker or agent web sites and email addresses are allowed. Security system information are permitted with Seller's permission. Foreclosure or Auction listings may reference a third party web site (such as HUD, VA) where contracts must be registered.

## SOLD

### **SOLD Section Fields display when Status is PENDING or SOLD**

- 89) **How Sold** **R** - Select from Drop Down list  
• Other • Conventional • FHA • VA • Cash • Contract for Deed • Other
- 90) **Contract Date** **R** - Select date from calendar
- 91) **Proposed Closing Date** (pending) **Closing Date** (sold) **R** - Select date from calendar
- 92) **Sold Price** **R** - Type Selling Price
- 93) **Selling Agent 1** **R** - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate.
- 94) **Selling Office 1** **R** - will auto-populate once Selling Agent 1 is selected.
- 95) **Selling Agent 2** - Select agent name from Drop Down list. Selling will auto-populate. Do NOT Duplicate Selling Agent 1
- 96) **Selling Office 2** - will auto-populate once Selling Agent 2 selected.
- 97) **Buyer** **R** - Type surname ONLY
- 98) **Seller Concessions** **R** - Type any concessions paid by seller. This information is important for comparable purposes

## ADDENDUM

- 88) **Addendum** - 512 Characters. Use Addenda field to enter a listing addendum. Up to 500 characters may be entered.  
Note: You may *omit* the Addenda field in Custom and Large Photo views (and thus printouts) under the Viewing Options

## Commercial/Industrial Listings

### STANDARD

- 2) **MLS #** **R** - Auto assigned
- 5) **Class** **R** - Assigned at input screen
- 6) **Type** **P R** - Select from Drop Down list.
- |      |                   |
|------|-------------------|
| APT  | Apartment Complex |
| CHUR | Church            |
| HIND | Heavy Industrial  |
| LINH | Light Industrial  |
| MED  | Medical           |
| OFF  | Office Building   |

OTH	Other
REST	Restaurant
RET	Retail
SHOP	Shopping Center
WHSE	Warehouse

- 7) **Area** **P R** - Select from Drop Down list.

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- 10) **Address 2** - Only used for alternative street address. Do NOT duplicate Address Field here.
- 11) **City** **R** - Type correct city name (**accuracy is important for mapping purposes**)
- 12) **State** **R** - Select from Drop Down list. (**accuracy is important for mapping purposes**) Default is TN.
- 13) **Zip** **R** - Type correct Zip code. (**accuracy is important for mapping purposes**)
- 14) Select from Drop Down List.
- ACT Active
  - ACP Active Pending (used to actively marketing property prior to closed sale)
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  - SLD Sold
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28) **Lot Size Side 3** - For irregular lot sizes, Type Side 3 dimension

29) **Lot Size Side 4** - For irregular lot sizes, Type Side 4 dimension

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37) **Owner** **R** - Use Surname ONLY. Owner Name may be withheld only if a letter from the owner is on file or indicated in the Agreement to Market Property or Listing Agreement.

38) **Owner/Agent (Y/N)** **R** - Select from Drop Down list.

39) **Occupant** **R** - (**Owner/Tenant/Vacant**) - Select from Drop Down list.

40) **Listing Date** **P** **R** - Select Month, Day and Year.

41) **Expiration Date** **P** **R** - Select Month, Day and Year.

42) **School District** - Select from Drop Down list See Appendix B

43) **Map** **R** - Type map number.

44) **Group** - Type group.

45) **Parcel** **R** - Type parcel number.

46) **Sign (Y/N)** - Select from Drop Down list

47) **Year Built** **R** - Type year built (ex. 1932, 1989, 2006) Do NOT enter 32, 89, 06

48) **Irregular (Y/N)** - Select from Drop Down list

49) **Irrigation (Y/N/Unk)** Select from Drop Down list

50) **Units** - Type number of units

51) **Rooms per Unit** - Type rooms per unit.

52) **Other Personal Property** - Use for other personal property **NOT** included in FEATURES categories.

53) **Items Excluded** - Use for items not included in the sale of the property 100 characters

54) **Terms - Type Terms**

55) **Total Square Footage** - REQUESTED field. Enter whole numbers only

56) **Source** **R** - Select from Drop Down list

- Agent
- Appraiser
- Owner
- See Remarks
- Tax Record

57) **Roof Cover Age** - Type the age. Use the **actual age**, NOT the year installed.

58) **Zoning** - Type applicable zoning information.

59) **Termite Contract (Y/N)** - Select from Drop Down list

60) **Lockbox (Y/N)** **R** - Select from Drop Down list

61) **Parcel Improvements** - Type real property improvements NOT included in FEATURES categories. 100 characters

62) **Directions** **R** - Driving Directions from listing firm location REQUIRED. 255 characters

63) **Virtual Tour** - Type URL of virtual tour.

## FEATURES

### FEATURES

- a. Sewer  
b. Water

- c. Type of Heat  
d. Type of Air

FULL FEATURE LIST CAN BE FOUND APPENDIX C.

## FINANCIAL

- 75) **Avg. Annual Gross Income** - Type AGI
- 76) **Avg. Annual Gross Exp** - Type AGE
- 77) **Financing Terms** - Select from Drop Down list.
- 78) **City Tax** - Type tax amount
- 79) **County Tax** - Type tax amount
- 80) **Remarks - 512 characters.** Intended for the display of property descriptions only on materials for public distribution and on the Internet. References to the following information are prohibited: showing contacts, agent or broker names, phone and fax numbers, all web site or email addresses, financing information, virtual tours, alarm codes, lockbox codes or other security measures.
- 81) **Agent Remarks - 255 characters.** Intended to disseminate agent to agent information only. Agent remarks are intended to convey special showing instructions, contacts or phone numbers or special contract information. References to the following information are allowed: excluded prospects, virtual tours, broker or agent web sites and email addresses are allowed. Security system information are permitted with Seller's permission. Foreclosure or Auction listings may reference a third party web site (such as HUD, VA) where contracts must be registered.

## SOLD

### SOLD Section Fields display when Status is PENDING or SOLD

- 83) **How Sold** **R** - Select from Drop Down list
  - Other • Conventional • FHA • VA • Cash • Contract for Deed • Othe
- 84) **Contract Date** **R** - Select date from calendar
- 85) **Proposed Closing Date** **R** (pending) **Closing Date** (sold) **R** - Select date from calendar
- 86) **Sold Price** **R** - Type Selling Price
- 87) **Selling Agent 1** **R** - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate
- 88) **Selling Office 1** **R** - will auto-populate once Selling Agent 1 is selected.
- 89) **Selling Agent 2** - Select agent name from Drop Down list. Selling will auto-populate. Do NOT Duplicate Selling Agent 1
- 90) **Selling Office 2** - will auto-populate once Selling Agent 2 selected.
- 91) **Buyer** **R**
- 92) **Seller Concessions** **R** - Type any concessions paid by seller. This information is important for comparable purposes

## ADDENDUM

- 82) **Addendum**- Use Addenda field to enter a listing addendum. Up to 500 characters may be entered.  
Note: You may *omit* the Addenda field in Custom and Large Photo views (and thus printouts) under the **Viewing Options**

## Multi-Family Listings

### STANDARD

- 3) **MLS #** **R** - Auto assigned
- 4) **Class** **R** - Assigned at input screen
- 6) **Type** **P** **R** - Select from Drop Down list.  
APT: Apartments    DUP: Duplex    FOUR: Fourplex    OTH: Other    TRI: Triplex
- 7) **Area** **P** **R** - Select from Drop Down list.

001 Union City	008 Hickman	015 Palmersville
002 Troy	009 Martin	016 Rural Weakley County
003 South Fulton	010 Dresden	017 All Other Areas
004 Rural Obion County	011 Greenfield	018 All Other KY Areas
005 Hrnbeak, Reelft Lake	012 Gleason	019 Kenton
006 Tiptonville, Ridgley	013 Sharon	020 Obion
007 Fulton	014 Dukedom	

**Value Range Pricing** **R** - Select from Drop Down List Default is No

- 8) **Price** **R** - Must reflect current listing price. Changes to this field require seller signature on MLS Change Form.
- 9) **Address** **R** - Type Street Number. If Applicable, select direction from Drop Down list. Finally. Type Street Name. Select Street Type from Drop Down List. (accuracy is important for mapping purposes)
- 10) **Address 2** - Only used for alternative street address. Do NOT duplicate Address Field here.
- 11) **City** **R** - Type correct city name (**accuracy is important for mapping purposes**)
- 12) **State** **R** - Select from Drop Down list. (**accuracy is important for mapping purposes**) Default is TN.
- 13) **Zip** **R** - Type correct Zip code. (**accuracy is important for mapping purposes**)
- 14) Select from Drop Down List.
  - ACT Active
  - ACP Active Pending (used to actively marketing property prior to closed sale)
  - AFRR Active First Right of Refusal
  - SLD Sold
  - PED Pending (used with **Written instruction from Seller** to discontinue marketing property through closed sale)
  - EXP Expired - (auto-expiration allows for a 5 day Grace Period to update listing status)



- WDN Withdrawn
  - CS Coming Soon (Must upload Seller Authorization for Coming Soon document to Associated Docs)
- 15) **Agent Hit Count**
- 16) **Client Hit Count**
- 17) **Sale/Rent** **P R** - Select from Drop Down list.  
 DEFAULT - For Sale  
 i. For Rent is also in the drop down

**KEYWORDS**

99) **Search By Map**

- 18) **# Beds per Unit** **R** - Select from Drop Down list.
- 19) **# Baths per Unit** **R** - Select from Drop Down list.
- 22) **# of Units** **R** - Select from Drop Down list.
- 20) **# of Stories** **R** - Select from Drop Down list.
- 21) **City Limits** **R** - Select from Drop Down list.

**GENERAL**

- 23) **IDX Include** - Select One.

NOTE: In accordance with MLS Rules and Regulations, Listings will not export to IDX, if MLS Participant is on file as Opt-Out.

- **Yes;**
- **No; (Written instruction from Seller on file)**
- **Yes - without Address (Written instruction from Seller on file)**

- 24) **VOW Include** - Select Y/N
- 25) **VOW Address** - Select Y/N
- 26) **VOW Comment** - Select Y/N
- 27) **VOW AVM** - Select Y/N
- 28) **County** **R** - Select from Drop Down list  
 • Ballard;Benton;Carlisle;Carroll;Dyer;Fulton;Gibson;Graves;Henry;Hickman;Lake;Marshall;Obion;Other;Unknown;Weakley

An entry either in Apx Number of Acres, or Lot Size Front AND Depth is REQUIRED and subject to penalties. Zero entries must include a notation in the Remarks field, or be subject to penalties. In the event that acreage or lot size is **to be determined by survey or unknown**, a notation is REQUIRED in the Remarks field.

- 29) **Apx. Number of Acres** **R**- Type Approximate number of acres
- 30) **Lot Size Front** **R** - Type Front dimension
- 31) **Lot Size Depth** **R** - Type Depth dimension
- 32) **Lot Size Side 3** - For irregular lot sizes, Type Side 3 dimension
- 33) **Lot Size Side 4** - For irregular lot sizes, Type Side 4 dimension
- 34) **Agent** **R** - Select from Drop Down list, firm auto-populates.
- 35) **Listing Office 1** **R** - The firm auto-populates after Agent selected
- 36) **Listing Agent 2** - If applicable, Click on the listing agent from the drop down box. Do NOT Duplicate Agent field.
- 37) **Listing Office 2** - The firm auto-populates after Agent selected
- 38) **Comp #** - If firm assigns listing number, type here.
- 39) **Exclusions** **R**- Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.
- 40) **REO** **R** - Select Y/N from Drop Down list.
- 41) **Owner** **R** - Use Surname ONLY. Owner Name may be withheld only if a letter from the owner is on file or indicated in the Agreement to Market Property or Listing Agreement.
- 42) **Owner/Agent (Y/N)** **R** - Select from Drop Down list.
- 43) **Occupant** **R** - (**Owner/Tenant/Vacant**) - Select from Drop Down list.
- 44) **Listing Date** **P R** - Select Month, Day and Year.
- 45) **Expiration Date** **P R** - Select Month, Day and Year.
- 46) **Subdivision** - Select from Drop Down list See Appendix A
- 47) **School District** - Select from Drop Down list See Appendix B
- 48) **Map** **R** - Type map number.
- 49) **Group** - Type group.
- 50) **Parcel** **R** - Type parcel number.
- 51) **Sign (Y/N)** - Select from Drop Down list
- 52) **Year Built** **R**- Type year built (ex. 1932, 1989, 2006) Do NOT enter 32, 89, 06
- 53) **# of Parking Spaces**
- 54) **Irregular (Y/N/Unk)** - Select from Drop Down list

Unit Details:

Use these fields to enter # Beds, SqFT, Mo Rent, Included Appliances for each unit.

- |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|
| 56) <b>Unit 1 # Beds</b>     | 63) <b>Unit 2 Appliances</b> | 70) <b>Unit 4 Rent</b>       |
| 57) <b>Unit 1 SQFT</b>       | 64) <b>Unit 3 # Beds</b>     | 71) <b>Unit 4 Appliances</b> |
| 58) <b>Unit 1 Rent</b>       | 65) <b>Unit 3 SQFT</b>       | 72) <b>Unit 5 # Beds</b>     |
| 59) <b>Unit 1 Appliances</b> | 66) <b>Unit 3 Rent</b>       | 73) <b>Unit 5 SQFT</b>       |
| 60) <b>Unit 2 # Beds</b>     | 67) <b>Unit 3 Appliances</b> | 74) <b>Unit 5 Rent</b>       |
| 61) <b>Unit 2 SQFT</b>       | 68) <b>Unit 4 # Beds</b>     | 75) <b>Unit 5 Appliances</b> |
| 62) <b>Unit 2 Rent</b>       | 69) <b>Unit 4 SQFT</b>       | 76) <b>Unit 6 # Beds</b>     |

- |                       |                   |                       |
|-----------------------|-------------------|-----------------------|
| 77) Unit 6 SQFT       | 80) Unit 7 # Beds | 83) Unit 7 Appliances |
| 78) Unit 6 Rent       | 81) Unit 7 SQFT   |                       |
| 79) Unit 6 Appliances | 82) Unit 7 Rent   |                       |

- 84) **Other Personal Property** - Use for other personal property **NOT** included in FEATURES categories.  
 85) **Items Excluded** - Use for items not included in the sale of the property  
 86) **HVAC Age** - Heat, Ventilation, Air. Type the age. Use the **actual age**, NOT the year installed  
 87) **Total Square Footage** - **REQUESTED field**. Enter whole numbers only  
 88) **Roof Cover Age** - Type the age. Use the **actual age**, NOT the year installed.  
 89) **Heated Approx. SQFT** **R** - Type whole numbers only.  
 90) **Termite Contract (Y/N/U)** - Select from Drop Down list  
 91) **Lockbox**- Select from Drop Down list  
 92) **Zoning** - Type applicable zoning information.  
 93) **Other Parcel Improvements** - Type real property improvements NOT included in FEATURES categories.  
 94) **Directions** **R**- Driving Directions from listing firm location **REQUIRED**.  
 95) **Virtual Tours**- Type URL of virtual tour.

## FEATURES

### FEATURES

- |                        |                 |
|------------------------|-----------------|
| a. Foundation/Basement | d. Type of Heat |
| b. Water               | e. Type of Air  |
| c. Sewer               |                 |

FULL FEATURE LIST CAN BE FOUND APPENDIX C.

## FINANCIAL

- 108) **Avg. Annual Gross Income**  
 109) **Avg. Annual Gross Exp.**  
 110) **Tax City**  
 111) **Tax County**  
 112) **Financing Terms**

## REMARKS

- 113) **Remarks- 512 characters.** Intended for the display of property descriptions only on materials for public distribution and on the Internet. References to the following information are prohibited: showing contacts, agent or broker names, phone and fax numbers, all web site or email addresses, financing information, virtual tours, alarm codes, lockbox codes or other security measures.  
 114) **Agent Remarks - 255 characters.** Intended to disseminate agent to agent information only. Agent remarks are intended to convey special showing instructions, contacts or phone numbers or special contract information. References to the following information are allowed: excluded prospects, virtual tours, broker or agent web sites and email addresses are allowed. Security system information are permitted with Seller's permission. Foreclosure or Auction listings may reference a third party web site (such as HUD, VA) where contracts must be registered.

## SOLD

### SOLD Section Fields display when Status is PENDING or SOLD

- 116) **How Sold** **R** - Select from Drop Down list  
 • Other • Conventional • FHA • VA • Cash • Contract for Deed • Othe
- 117) **Contract Date** **R** - Select date from calendar  
 118) **Proposed Closing Date** **R** (pending) **Closing Date** (sold) **R** - Select date from calendar  
 119) **Sold Price** **R** - Type Selling Price  
 121) **Selling Agent 1** **R** - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate  
 122) **Selling Office 1** **R** - will auto-populate once Selling Agent 1 is selected.  
 123) **Selling Agent 2** - Select agent name from Drop Down list. Selling will auto-populate. Do NOT Duplicate Selling Agent  
 1  
 124) **Selling Office 2** - will auto-populate once Selling Agent 2 selected.  
 125) **Buyer** **R**  
 126) **Seller Concessions** **R** - Type any concessions paid by seller. This information is important for comparable purposes

## ADDENDUM

- 115) **Addendum**- Use Addenda field to enter a listing addendum. Up to 500 characters may be entered.  
 Note: You may *omit* the Addenda field in Custom and Large Photo views (and thus printouts) under the **Viewing Options**

## RELISTS:

List agent should report new expiration date prior to currently posted expiration date. Please use the following procedure in reporting a relist.

*From MLS Rules and Regulations...*

**Section 1.10 Expiration of Listings:** Listings filed with the Multiple Listing Service will automatically be removed from the compilation of current listings on the expiration date specified in the agreement unless prior to that date the MLS receives notice that the listing has been extended or renewed. (Amended 01/2007)

**Duplicate Listing Submission:**

Duplicate listings are not allowed in the MLS database.

*From MLS Rules and Regulations...*

**Section 1.8 DUPLICATE LISTINGS:** No listing shall be entered in the MLS database more than once, except when there is a varied price or class. (adopted November 15, 2012)

**Photos:**

Paragon supports up to 20 pictures. These pictures are to be of the subject property only.

From the Rules and Regulations of the Multiple Listing Service SECTION 4.4

**Section 4.5 Photos:** Photographs, virtual tours and/or renderings submitted by a Participant or Subscriber shall not be copied by other Participants or Subscribers for use in the MLS or other marketing.

Photos entered into the MLS system must not contain listing agent, broker or company names or logos, or phone numbers, nor may they have any legible company signs on the property. MLS staff is authorized to immediately remove any photo in violation of this policy and send notification to the listing agent & office or broker. (Renumbered 01/08, Amended 02/27/2013).

**Virtual Tours:** The Service allows for one virtual tour to be attached to any listing. (Amended 08/23/06, effective 09/18/06).

**NOT IN MLS LISTINGS:**

Rules & Regulations require that a document stating that the owner does not want property in MLS and showing owner's signature must be filed with MLS. When a Not in MLS listing sells, please enter the listing and closed information for use in comps.

Additions/Changes/Deletions to look-up fields may become necessary from time to time. Therefore, changes made to Appendices A and B do not require director approval.

**Appendix A  
Subdivisions**

Austin H	Country Cl	Gene Adai	Libe	Quailrid	Terrell
Austin Sprir	Crawfk	Glenwc	Linwood E	Ralst	The Thicket
Bellea	Crowley Str	Green H	Lynnwood Val	Ridgel	Three Point
Bellmea	D Anc	Greenbr	Maplehurst S	Rock Sprir	Timber Ridge
Bellme	Dani	Greenh	Mathney Grc	Rolling H	Town Country
Campgrou	Daybre	Heritage Pla	Meadowbrc	Rolling Meado	Tumbling
Cane Creek E	Deepwc	Hidden Oæ	Milam Su	Rosewo	Twin Oaks
Carr Addit	Deerwood E	Highla	Mosswc	Ruthv	Valley Estates
Cedar Rid	Deerwood Su	Highland Su	Mt Pe	Sand	Valley View
Chand	E W Jarr	Hunt Subdivi	N	Scatswc	Weldon
Chapparal H	E.J. Winst	Hunter Rid	Oak Heigl	Scenic Hills	West Union
Chestnut Gla	East Vi	Hynds	Oakwc	Scenic Hills \	Westview
Circle Dr	Fairoæ	Jew	Orch	Sherwood H	Whispering Hlls
Coll	Fieldcrest E	Kim	Otl	Sido	Windram
Colonial Ac	Forrest H	Lakevi	Pillowv	Staffords Str	Woodmont
Colonial Ac \	Fox Meado	Lakeview E	Pisc	Stella R	Wyndram
Colonial Acr	Gardi	Landr	Plantation E	Stoneridge	
Community Pri	Gardner Esta	Landrum Woc	Pleasant Val	Sweetbriar Cove	
Country Ac	Garrett Le	Lath	Public We	Sweetwater	

**Appendix B**

## School Districts

Blk Oak/Central	Gibson County	Hillcrst/Centr	Ridgemont/Cent
Carroll County	Gleason	Lake County	Sharon
Dresden	Graves County	Lake Rd/Central	South Fulton
Dyer County	Greenfield	Martin	Union City
Fulton City	Henry County	Obion County	
Fulton County	Hickman County	Other	

## Appendix C Features by Class

Class	Description	Required
RESIDENTIAL	EXTERIOR	N
RESIDENTIAL	FIREPLACE	N
RESIDENTIAL	FLOOR COVERING	N
RESIDENTIAL	FOUNDATION/BASEMENT	Y
RESIDENTIAL	GARAGE TYPE/OUTBLDNGS	Y
RESIDENTIAL	INTERNET	N
RESIDENTIAL	LOT DESCRIPTIONS	N
RESIDENTIAL	LOT LOCATION	N

RESIDENTIAL	MISCELLANEOUS	N
RESIDENTIAL	ROAD	N
RESIDENTIAL	ROOF	N
RESIDENTIAL	SEWER	Y
RESIDENTIAL	STYLE	N
RESIDENTIAL	TYPE OF AIR	Y
RESIDENTIAL	TYPE OF HEAT	Y
RESIDENTIAL	WATER	Y
RESIDENTIAL	WINDOWS	N
RESIDENTIAL	WINDOWS/TREATMENTS	N

Class	Description	Required
COMM/IND	AVAIL SEWER	N
COMM/IND	AVAIL WATER	N
COMM/IND	BASEMENT	N
COMM/IND	DOC ON FILE	N
COMM/IND	EXTERIOR	N
COMM/IND	FLR COVER	N
COMM/IND	FOUNDATION	N
COMM/IND	INTERNET	N
COMM/IND	LOT LCTN	N

COMM/IND	MISC	N
COMM/IND	ROAD	N
COMM/IND	ROOF	N
COMM/IND	SEWER	Y
COMM/IND	TYPE OF AIR	Y
COMM/IND	TYPE OF HEAT	Y
COMM/IND	WATER	Y
COMM/IND	WINDOWS	N

Class	Description	Required
LOTS/LAND	AVAILABLE UTILITY	N
LOTS/LAND	CROP ALLOTMENT	N
LOTS/LAND	DOCUMENTS ON FILE	N
LOTS/LAND	INTERNET	N
LOTS/LAND	LEASES	N

LOTS/LAND	LOT DESCRIPTION	N
LOTS/LAND	LOT LOCATION	N
LOTS/LAND	ROAD	N
LOTS/LAND	SEWER	Y
LOTS/LAND	WATER	Y

Class	Description	Required
MLTI-FAM	EXTERIOR	N
MLTI-FAM	FIREPLACE	N
MLTI-FAM	FLOOR COVERING	N
MLTI-FAM	FOUNDATION/BASEMENT	Y
MLTI-FAM	INTERNET	N
MLTI-FAM	LOT DESCRIPTIONS	N
MLTI-FAM	LOT LOCATION	N
MLTI-FAM	MISC INFORMATION	N
MLTI-FAM	MISCELLANEOUS	N
MLTI-FAM	OUTBUILDINGS	N
MLTI-FAM	POSSESSION	N

MLTI-FAM	ROAD	N
MLTI-FAM	ROOF	N
MLTI-FAM	SEWER	Y
MLTI-FAM	STYLE	N
MULTI-FAMILY	TYPE OF AIR	Y
MULTI-FAMILY	TYPE OF HEAT	Y
MULTI-FAMILY	TYPE TENANCY	N
MULTI-FAMILY	UTIL INC. RENT	N
MULTI-FAMILY	UTILITIES PAID BY	N
MULTI-FAMILY	WATER	Y
MULTI-FAMILY	WINDOWS	N
MULTI-FAMILY	WINDOWS/TREATMENTS	N

*To select the feature codes for the listing, follow these steps:*

#### **All Features**

Open the pop-up window, Select chosen Features, then click **Save**.

#### **Adding a Feature**

In each Feature pop-up window, click the box of desired feature code, then click **Save**.  
You may **Check All** for each feature, then click **Save**.

#### **Removing a Feature Code**

In the Feature pop-up window, click the box with the check to remove, then click **Save**.  
You may **UnCheck All** for each feature, then click **Save**.

## **Appendix D Total Number of Rooms Defined**

### **Total Number of Rooms**

Include in the room count only those areas that are finished and can be used year round. They must have utilities (electric, heat, cooling, as appropriate) as well as floors and ceilings that are similar to or blend with the rest of the house. Generally speaking, the following are included in the room count:

- Kitchen
- Bedroom (see definition for Bedroom in this glossary for clarification)
- Living Room
- Dining Room
- Family Room
- Office
- Den
- Sun room that is heated and/or cooled

The Following are not considered rooms and **should not** be included in the room count:

- Bathrooms
- Loft
- Closets
- Storage Rooms
- Foyer
- Hallways
- Laundry Room
- Utility Room
- Three-season Rooms (no heating/cooling)