

## Property Types in MLS

### Residential

#### Subtype

Single Family    Condominium  
Attached Detached Duplex  
High Rise 4+    Townhouse

### Condo:

May use “**common**” for lot size. Also the term “**irregular**” will be allowed in lot size for listings.

Do not place Condos in Residential, use the

**Condo choice located in the system as a subcategory of Residential**

### Farm

Farm w/ Home Farm w/o Home Mini Farm

### Land

#### Subtype

Commercial Lot    Multi Family Lot    Acreage  
Industrial Lot    Single Family Lot

### Commercial Sale/Commercial Lease

#### Subtype

Retail            Investment  
Office            Business opp  
Commercial    Farm  
Industrial       Multi Family  
Warehouse    Land  
Manufacturing

### MLS#

Assigned online. If saving partial, system saves without MLS number by name. When fully saved, MLS # will be assigned.

### Acres, Estimated

is not allowed if under 1 ac., select .25 etc.

**Address:** You now add your own. If unsure, when mapping, you will get your address or when using tax data it will assign the address

### Base:

Tobacco, Corn, or none

### BB:

Buyer brokerage use % paid to buyer broker  
**Buyer Comparable (sold before sent)**

Selection may be used, but photo must be uploaded immediately with the listing information. This goes directly into the MLS system as sold, and not out to internet sites.

### Commission:

Variable Commission is a y or n field used to indicate listing office receiving a different commission if sold in house.

### Confidential Remarks:

Used for agent use only. Will not be published.

### Contracts:

Owner’s name unless letter sent or written on contract\* to be withheld from MLS. Then you may type withheld for owner’s name. If Owner is an Agent, name/agent. If owner is not an individual, then the following words may be used: Bank or corporate, lenders name, Lender, Estate, RELO or Trust allowed.

**\*You do not need to send contracts or amendments unless requested by the MLS.**

### Counties

If your Indiana County is not in the system, send in writing (email) the board office to have it added.

### Directions:

Include complete directions to the property. Do not start from your office, use road names.

### Easement:

See drop down boxes. If there is no frontage, select PR. Landlocked properties will not be accepted into the MLS.

### Frontage:

Property should include frontage. Or subject to PR. You may be requested to send a copy of the deed to MLS with contract.

**Lot Size:**

Total Acreage, frontage only, width x length, or irregular.

**Misc. Information:**

Use selection of drop down boxes provided.

**Outbuildings:**

Add the dimensions of the outbuildings.

**Sale Pending** – A Sale pending should be reported immediately on all listings including a sale with a house contingency. The K status allows the home to remain active. However, as soon as all house contingencies are removed, the pending (P) status is required to be reported.

**Additional Pending listings to be reported immediately:**

**Pending, Continue to Show (G Status) Listing remains active.**

**Pending, no longer active (P Status) remains in pending until sold**

**Do not use Remarks to say a listing is Pending.**

**Photos Photo/Diag:**

New construction may have an artist rendering, foundation must be in and photo when home finished. Per MLS /Directors:

Motion passed to permit on a new home an agent can submit an artist rendering instead of a photo of a hole in the ground. There is a drop down box for new construction that is a mandatory yes or no field. If yes the next box will have five choices: To Be Build, Foundation, Under Roof, Dry Wall/Plaster and Complete. Only one can be checked. Properties may now have 99 photos per property. MLS staff will upload 1 free photo and will charge for each additional photo/diagram of \$2.50 uploaded for you. Agents may now add their own photos using the My Inventory from the home page. The Primary Photo must be of the exterior of the home (per MLS Directors February, 2017).

**Residential New Construction must have:**

An artist rendering and primary exterior photo when finished.

**Residential/Condo/Multi-Family:** The first photo (primary photo) must be an exterior photo.

**Farms:** Primary photo must be an exterior photo. Diagrams/Aerial Photos/Artist Rendering/Plat Plan/Vacant land logos. Indicate Road Frontage and Name of Road on Diagram.

**Vacant Land:** Primary photo must be an exterior photo. Diagrams/Aerial Photos/Artist Rendering/Plat Plan/Vacant land logos. Indicate Road Frontage and Name of Road on Diagram.

**Commercial/Industrial Properties:** Primary photo must be an exterior photo. Diagrams/Aerial Photos/Artist Rendering/Plat Plan/Vacant land logos. Indicate Road Frontage and Name of Road on Diagram.

**Buyer Comparable for CMA only:** This listing shows up as sold only, primary exterior photo must be uploaded when inputting the listing. Does not show on agent statistics. (Amended 7/24/2017)

Information on Photograph Copyright: Please check with previous listing office regarding use of any photographs you wish to use in the MLS system. Photos are copyright protected in the Indiana Contracts. Only a seller may expressly direct that photographs of their property not appear in MLS compilations. See MLS Rules.

**Price:** System will not take commas, periods, dollar signs. Round off to nearest dollar.

**Remarks:**

Any remarks you wish to make & additional info you did not have room for with Coded Features. If Commercial Lease property, state in remarks how property is priced whether by square footage or by the property. Bad word search available automatically in a pop up box.

**Agents may not add phone numbers & contact info to the remarks.**

**Rooms: Bedroom**

Total # of rooms and bedrooms. All grades may be included for bedrooms, but bedrooms must have door and exit window.

**Rooms, continued**

Full Bath & Half Bath: Specify number of rooms.

**Room Size:**

Fill in all information on Mandatory Bedrooms including room size and level. Do not leave blank. Do not use feet & inch symbols. 5 inches round down, six inches round up.

**Selling Agent information**

Be sure to add Selling & Co-selling agent for the sale of the property. See also Buyer Comparable on page 1 for photo uploaded immediately upon entering sold to system.

**Suburb:**

Town, not development: Hidden Valley is the only suburb considered separately at present.

**Tax:**

TBA (to be assessed) or dollar amount. You may use Get Tax Data button, follow the prompts. If your county is not available, then you will have to manually add the tax information from data you have collected.

**Total GLA SF AG:**

This field contains apx. Gross Living Square

**footage above grade only**

**Township & Section #**

Can be found in deed or plat map

**Year Built:**

System requires an actual date, if To Be Built, use when the property will be finished. Commercial Vacant Land is the only exception. You may bypass this box only if vacant land.

**Zone:**

Type of zoning. If placed in Commercial, must be commercial zoning. If special case type in remarks: this property currently operating (business, light industrial,) constitutes a pre-existing non-conforming use.