

This guide covers the most important differences between Navica and Imagine MLS for residential listings. Many fields did not exist in Navica, and you will need to answer these questions on every new listing. Our MLS Glossary defines all terms in Add/Edit and is located at <https://www.imaginemls.com/policy-documentation>

LISTING STATUS

Active

Listing agreement complete, property is open for showings.

Coming Soon

The listing agreement has been signed, but the seller has requested the property **not be shown yet** up to 14 days and has filled out the Coming Soon form.

Pending

Property is under contract.

Withdrawn & Canceled

Withdrawn is temporarily off market, Listing Agreement is still valid, and can be switched Active at any time. No showings while Withdrawn. Canceled is a termination of the Listing Agreement.

Closed

You will be asked for:

Close Price and Close Date

Buyer Financing Cash, Conventional, FHA, or VA

Buyer's Agent information

Whether the buyer or seller was from out of county or state

First-time buyer, FSBO, and new construction

SQUARE FOOTAGE

IMPORTANT CHANGE

Navica split sq ft by floor. Imagine MLS uses Above Grade and Below Grade.

How to convert your Navica numbers:

SqFt-1st + SqFt-2nd + SqFt-3rd → **Above Grade Finished Area**

SqFt-Bsmt (finished portion only) → **Below Grade Finished Area**

Unfinished square footage now has its own required fields: **Above Grade Unfinished** and **Below Grade Unfinished**.

Per-floor bath counts (Baths-1st, Baths-2nd, etc.) are gone. Use **Bathrooms Full** and **Bathrooms Half** totals only.

PROPERTY TYPES, DEFINED

Residential - A single-family home, townhouse, or condominium being sold.

Residential Lease - A residential property being offered for rent rather than sale

Residential Income - A multi-unit property being sold as an investment. Duplexes, triplexes, and quadruplexes.

Farm - A property where agricultural or ranching activity takes place. May include a residence.

Land - Vacant or unimproved land being sold without a primary structure.

Commercial Sale / Lease - Properties used for business purposes. Use Commercial Sale for purchases and Commercial Lease for rental.

Business Opportunity - The sale of a business itself.

One reminder for all property types: **Every listing in ImagineMLS must include the sale or lease of real property. Personal property alone such as a trailer or camper without the land cannot be listed.**

STYLE & STRUCTURE

ONE FIELD BECAME THREE

Navica's Style list is now split across three separate fields.

Where each value now lives:

1 Story / Two Story →

Levels

Ranch / Cape Cod →

Architectural Style

Manufactured / Condo →

Structure Type

Name changes to know:

Mobile Home →

Manufactured House

Master Bedroom →

Primary Bedroom

UTILITIES

COMPLETELY DIFFERENT CONCEPT

Navica listed provider names (Atmos, HES, PRECC). Imagine MLS describes connection status, not who provides it.

What to enter instead:

For each utility, gas, electric, water, cable; choose whether it is **Available, Connected, or Not Available.**

If the specific provider name matters, add it to **Public Remarks.**

POSSESSION

Same field name, but the options have changed.

Immediate w/Deed → **Close Of Escrow**

Negotiable → **Negotiable**

Leased → **Rental Agreement**

See Remarks → **See Remarks**

New options in ImagineMLS:

Close Plus 1 / 2 / 3 Days

Close Plus 30 Days

Seller Rent Back

Subject To Tenant Rights

NEW REQUIRED FIELDS — NOT IN NAVICA

These fields did not exist in Navica. You will be asked to fill them in on every residential listing.

Occupant Type

Is the property **Owner-occupied, Tenant-occupied, or Vacant?** Required on every listing, this informs other agents showing the property what to expect with regards to occupancy.

Parcel Number & Tax Rate

The county assessor parcel ID and the applicable tax rate. Look these up in county tax records or with RealReports, included in our MLS subscription.

School District & Schools

Four required fields: **High School District, Elementary School, Middle School, and High School.** Enter the public school the property address is zoned for.

Waterfront YN & Horse YN

A simple Yes or No answer is required on every listing, regardless of property type. If you do not know if horses are permitted, answer No.