

# MLS Glossary Post RESO Data Dictionary 2.0 Conversion

The MLS Glossary is a tool designed to allow for consistency and accuracy of data within the MLS. The information presented is in the order of the input fields within each property input sheet.

Field and lookup definitions appended with a red **R** are direct quotations from the [Real Estate Standards Organization's Data Dictionary Version 2.0](#).

The mention of ANSI Standards for Calculating Square-Footage is from the [Z765 Document by Home Innovation Research Labs](#).

Format for glossary terms are as follows: **[Field Name]** – [Definition] **R** (where applicable).

Most definitions have been added as helptext in Flexmls for ease of reference. Look for the “?” symbol next to the field or lookup option.

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# Residential Input Sheet

## Listing Information

**Property Type** – Residential (cannot change after selected in previous screen).

**Comp Sale YN** – Indicates whether or not this sale was entered for comparative purposes. **R**

**Property Sub Type** – Three options for Residential

- Single Family Residence: A stand-alone, detached residential building used as a single-dwelling unit with no shared walls and its own lot or land with no shared utilities with another dwelling unit. **R**
- Townhouse: A dwelling unit generally having two or more floors and attached to other similar units via party walls. **R**
- Condominium: A unit within a structure where ownership is on a unit-by-unit basis. **R**

**Listing Member** – The MLS participant or subscriber who has entered into a listing agreement with the seller and is responsible for entering and maintaining the property listing in the MLS.

**Co-listing Member** – An additional MLS participant or subscriber who shares responsibility with the Listing Member for representing the seller and managing the property listing in the MLS.

## Google Address Search

**Start typing** the address for the property you are listing.

This is a Google-based address search and will start showing addresses based on your search entry and location.

When you see your desired address appear in the dropdown results, click to select it.

Selecting the address in this search bar will automatically fill the address fields below. Be sure to validate the address fields as well.

Otherwise, use the address-related fields below to enter the listing's address.

## **Address**

**Street Number** – The house/building number assigned by the local taxing or planning authority or U.S. Postal Service. **Lot specifiers go in this field.**

**Street Direction Prefix** – The direction of the street included in the address. i.e. N, E, S, W.

**Street Name** – The street name assigned by the local taxing or planning authority or U.S. Postal Service. No punctuation. The Street Suffix (Street, Road, Way, etc.) does NOT go in this field.

**Street Suffix** – The part of a street or road name that describes what type of street it is. i.e. street, avenue, lane, drive, circle, court, etc.

**Unit Number** – The unit or apartment number, if applicable.

**Street Suffix Modifier** – A word or phrase in an address that modifies the Street Name. For example, in "*West End Avenue Extension*", the modifier is "*Extension*".

**County** – The county where the property exists.

**City** – The name of the city the listing is located in.

**State** – The name of the state that the listing is located in.

**Zip Code** – The postal code portion of a street or mailing address. **R** Use the Zip Code assigned by the U.S. Postal Service.

**Zip + 4** – The postal code +4 portion of a street or mailing address. **R**

**MLS Area Major** – The major marketing area name, as defined by the MLS. **R** ImagineMLS has four unique areas for Fayette County and five unique areas for Pulaski county.

## **Property Location**

**Click Map This Location** then confirm the pin's location, move it as necessary, and select Use This Location. You may be prompted to use an alternate address that maps more easily.

## **Tax & Legal**

**Subdivision Name** – A neighborhood, community, complex or builder tract. **R**

**Construction - Property Condition** – A list describing the condition of the property and any structures included in the sale. **R** For ImagineMLS, this includes a list of construction statuses.

- To Be Built: No Construction has started. Permits may be obtained, but no physical work has begun.
- New Construction: Any state of active construction, from site preparation (e.g., dirt turned, footers poured) to nearing completion but not yet occupied.

**Parcel Number** – A number used to uniquely identify a parcel or lot. This number is typically issued by the county or county assessor. The AP number format varies from county to county. **R**

**Tax Rate** – The percentage of which the property is worth that must be paid in taxes (typically per hundred dollars or per thousand dollars).

**Tax District** – The area within the county in which all of the taxable property is subject to property taxes at the same consolidated property tax rate.

**High School District** – The name of the school district the property is zoned in.

**Elementary School** – The name of the elementary school the property is zoned in.

**Middle Or Junior School** – The name of the middle school the property is zoned in.

**High School** – The name of the high school the property is zoned in.

**Inside New Circle Road YN** – Is the property located within New Circle Road? (also known as Kentucky Route 4).

**Design Review District YN** – A design review district is a specifically designated geographic area within a community where proposed development and alterations to existing structures undergo a formal review process to ensure they adhere to established design standards and guidelines.

## **Contract**

**Office Exclusive YN** – Is this listing currently an Office Exclusive? From the [National Association of REALTORS](#), an Office Exclusive listing *“Is an exempt listing where the seller has directed that their property not be disseminated through the MLS and not be publicly marketed. The office exclusive listing shall be filed with the MLS but not disseminated to other MLS*

*Participants and Subscribers.*” Note that Office Exclusive listings will only show on the MLS to users from your office and will not be distributed out to third-party sites.

**Status** – The status of the listing as it reflects the state of the contract between the listing agent and seller or an agreement with a buyer. **R**

- **Active** - A completed exclusive listing agreement has been received, and the property is now open for viewing.
- **Coming Soon** - A completed exclusive listing agreement has been received, but the seller(s) have provided written instructions stating that the property cannot be shown at the moment. This time period can be up to 14 days in ImagineMLS.

**Listing Contract Date** – The effective date of the agreement between the seller and the seller's broker. This is the date entered by the agent reflecting when the change occurred contractually, not a timestamp of when the change was made in the MLS. **R**

**Expiration Date** – The date when the listing agreement will expire. This is the date entered by the agent reflecting when the change contractually occurred or will occur, not a timestamp of when the change was made in the MLS. **R**

**List Price** – The current price of the property as determined by the seller and the seller's broker. For auctions, this is the minimum or reserve price. **R**

**Listing Agreement** – The nature of the agreement between the seller and the listing agent (e.g., Exclusive Agency, Open Listing). **R**

- **Exclusive Agency:** A contract giving one brokerage firm, for a specified time, the right to sell/lease the property and also allowing the owner, acting alone, to sell/lease the property without paying commission. **R**
- **Exclusive Right To Sell:** A contract giving the broker the right to collect commission if the property is sold by anyone, including the owner, during the term of the agreement. **R**

**Listing Terms** – Terms of the listing such as Lien Release, Subject to Court Approval or Owner Will Carry. Also may include options that describe the financing terms that are acceptable to the seller (i.e., Cash, Assumable, FHA, etc.). **R**

- **Lease Option:** The seller may be interested in selling as a lease option to the buyer. **R**
- **Owner Will Carry:** The seller will carry the mortgage note. **R**
- **Relocation Property:** The property for sale is a relocation property. **R**

**Special Listing Conditions** – A list of options that describe the type of sale (e.g., Standard, REO, Short Sale, Probate, Auction, NOD) at the time of listing. **R**

- **Auction**

- HUD Owned: The listed property is owned and being sold by the U.S. Department of Housing and Urban Development. R
- In Foreclosure: The listed property is currently in the process of foreclosure. R
- Real Estate Owned: The listed property is currently owned by a bank/lender. R
- Short Sale: The listing is a short sale (short pay) and may require bank approval. R
- Third Party Approval: A court or other third-party approval is required for the sale to finalize. R

**Possession** – A list defining when possession will occur (i.e., COE, COE+1, etc.). R

- Close of Escrow
- Close Plus 1 Day
- Close Plus 2 Days
- Close Plus 3 Days
- Close Plus 3 to 5 Days
- Close Plus 30 Days
- Negotiable
- Rental Agreement: Possession is stipulated in the rental agreement. R
- Seller Rent Back: Possession is determined by the details of the seller rent-back agreement. In most cases, the seller will remain resident. R
- Subject To Tenant Rights
- Other
- See Remarks: See the public and private remarks for more information on possession.

## **Showings**

**Showing Contact Phone** – A telephone number that should be called to arrange showing the property. R

**Showing Instructions** – Remarks that detail the seller's instructions for showing the subject property. Showing instructions may include contact information, showing times, notice required or other information. These remarks are privileged and are not for public viewing. R

**Occupant Type** – Describes the type of occupant (i.e., Owner, Tenant, Vacant). R

- Occupied: The property has a permanent occupant.
- Tenant: The property is occupied by a tenant.
- Vacant: The property has no occupant.

**Showing Requirements** – A pick list of types of notice required to see the home (i.e., Appointment Required, Courtesy Call Only, Go Direct, etc.). R

- CBS Code: Call before showing code for a lockbox.
- Call Listing Agent
- Call Listing Office
- Call Manager
- Call Owner
- Call Tenant
- Key In Office: The key to access the property for showing must be retrieved from the listing or manager's office. **R**
- Leave Message and Show: Notify the showing contact that you will be showing the property. Same as "Go and Show" in ShowingTime.
- Listing Agent Must Accompany
- No Sign: The property has no "for sale" sign. **R**
- Restricted Hours
- Show Anytime: Show without notice or scheduling an appointment.
- Showing Service: Schedule an appointment via a showing service (Showingtime, specific broker tool, etc.).

**Showing Considerations** – A pick list of conditions that may require caution or further consideration, such as bringing someone with you, when showing the property (i.e., Electricity Not On, Inconsistent Cell Service, No Exterior Lighting). **R**

- Electricity Not On
- Inconsistent Cell Service
- Limited Visibility From Road
- Minimal Exterior Lighting
- Minimal Interior Lighting
- No Exterior Lighting
- No Heat
- No Interior Lighting
- Pet(s) on Premises
- Remote Location

## **Association/Community**

**Association YN** – Indicates if there is a homeowner association. A separate Y/N field is needed because not all associations have dues. **R**

**Association Mandatory YN** – Indicates whether membership in a homeowners association (HOA), property owners association (POA), or similar governing association is required as a condition of ownership for the property.

**Association Fee** – A fee paid by the homeowner to the homeowner association that is used for upkeep of common areas, the neighborhood or other association-related benefits. **R** Is a number that is limited to two digits after the decimal point.

**Association Fee Frequency** – The frequency the association fee is paid. **R**

- Monthly
- Quarterly
- Semi-Annually
- Annually

**Association Fee Includes** – The services included with the association fee (e.g., landscaping, trash, water). **R**

- Central Cooling
- Central Heating
- Insurance
- Maintenance Grounds: Maintenance of the grounds includes lawns and common areas but not exterior structures. **R**
- Sewer
- Snow Removal
- Trash
- Water
- Other

**Amenity Details, Association Amenities** – The amenities provided by the homeowner association, mobile park or complex (e.g., pool, clubhouse). **R**

- Clubhouse
- Coin Laundry
- Playground
- Pool
- Recreation Facilities
- Recreation Room
- Security
- Tennis Court(s)
- None
- Other

**Amenity Details, Amenity Fee YN** – Indicates whether there is a cost for the amenities provided by the homeowner association, mobile park or complex.

**Amenity Details, Amenity Fee Mandatory YN** – Indicates whether the amenity fee is required as a condition of ownership for the property.

**Amenity Details, Amenity Fee** – A fee paid for the costs of association or complex amenities. Is a number that is limited to two digits after the decimal point.

**Amenity Details, Amenity Fee Frequency** – The frequency the amenity fee is paid.

- Monthly
- Quarterly
- Semi-Annually
- Annually

**Community Features** – A list of features available to the homeowner that are within the neighborhood.

- Park
- Pickleball
- Pool
- Tennis Court(s)

**Owner Pays** – A list of expenses for the property paid for by the owner as opposed to the tenant (e.g., Water, Trash, Electric). **R**

- Common Area Maintenance
- Management
- Pool Maintenance

## **Interior**

**Single Family Residence square footage field entries are required to be in accordance with ANSI Measuring Standards.**

**For a listing with multiple residences (package listing)**, we recommend choosing a representative property and using it for interior and exterior details (rooms, square footage, roofing, etc.). Room counts, square footage and other associated fields should not be combined in a multiple residence listing.

**Any information regarding accessory dwelling units (ADUs) or additional living quarters (ALQs)** may be included in the public or private remarks. At this time, ADU/ALQ details are not permitted to be entered in any listing fields other than the remarks.

**Bedrooms Total** – The total number of bedrooms in the dwelling. **R**

**Bathrooms Full** – A room containing all four of the four elements constituting a bath: toilet, sink, bathtub, shower head (in tub or stall). R

**Bathrooms Half** – A room containing two of the four elements constituting a bath: toilet, sink, bathtub, shower head (in a tub or stall). A half bath will typically contain a sink and toilet. R

**Above Grade Finished Area** – The finished area within the structure that is at or above the surface of the ground. R

**Below Grade Finished Area** – The finished area within the structure that is below ground. R

**Above Grade Unfinished Area** - The unfinished area within the structure that is at or above the surface of the ground. R

**Below Grade Unfinished Area** - The unfinished area within the structure that is below ground. R

**Non-Compliant Total SqFt** – Square footage that does not qualify for inclusion in the Gross Living Area (GLA) under ANSI measurement standards due to factors such as ceiling height, access, location, grade level, etc. Often used for spaces like converted garages or other non-traditional living areas.

**Living Area Source** – The source of the square footage values entered into the MLS.

- Appraiser
- Listing Agent Measured
- Plans
- Public Records

**Fireplace YN** – Does the property include a fireplace. R

**Fireplaces Total** – The total number of fireplaces included in the property. R

**Fireplace Features** – A list of features or a description of the fireplace(s) included in the sale/lease. R

- Basement
- Blower Fan
- Den
- Dining Room
- Electric
- Factory Built
- Family Room
- Free Standing

- Gas Log
- Gas Starter
- Great Room
- Insert
- Kitchen
- Living Room
- Masonry
- Outside
- Primary Bedroom
- Propane
- Recreation Room
- Ventless
- Wood Burning

**Interior Features** – A list of features or a description of the interior of the property included in the sale/lease. **R**

- Breakfast Bar: A surface designed for eating, which is typically smaller than a dining table and attached to another kitchen surface. **R**
- Ceiling Fan(s)
- Central Vacuum
- Eat-in Kitchen: A kitchen that has been designed to accommodate dining. **R** The dining space is within the kitchen.
- Elevator
- Entrance Foyer: The area just inside the front door that connects the exterior to the interior of the building.
- In-Law Floorplan: The structure has an area within that has the characteristics of an independent apartment, typically with a living area, kitchen, bedroom and bathroom. An in-law floor plan is not necessarily an Accessory Dwelling Unit (ADU). **R**
- Primary Downstairs (previously called ‘Primary First Floor’)
- Soaking Tub: A bathtub that is typically deeper and may be shorter than traditional tubs. **R**
- Walk-In Closet(s)
- Wet Bar: Commonly a built-in fixture for the storage, preparation, serving and/or consumption of drinks that has a faucet and sink. **R**
- Other

**Appliances** – A list of the appliances that will be included in the sale/lease of the property. **R**

- Cooktop
- Dishwasher
- Disposal
- Double Oven: A built-in oven fixture that has either two ovens, or one oven and one microwave oven. It is usually built into the kitchen cabinet. **R**

- Dryer
- Gas Range
- Microwave
- Oven
- Range: A single unit that has both an oven and a cooktop. **R**
- Refrigerator
- Self Cleaning Oven
- Trash Compactor
- Vented Exhaust Fan
- Washer
- None
- Other

**Laundry Features** – A pick list of features and locations where the laundry is located in the property being sold. **R**

- Common Area
- Electric Dryer Hookup
- Gas Dryer Hookup
- Lower Level
- Main Level
- Upper Level
- Washer Hookup
- None

**Flooring** – A list of the type(s) of flooring found within the property. **R**

- Carpet
- Ceramic Tile
- Concrete
- Hardwood
- Laminate: A synthetic, multi-layered floor that mimics the look of wood or stone. Generally not as durable as vinyl flooring.
- Luxury Vinyl: The property includes luxury vinyl flooring, which is a waterproof and durable flooring that mimics the look of hardwood or stone. **R**
- Marble
- Parquet: A decorative floor made of small, precisely cut wooden pieces arranged in geometric patterns like herringbone, chevron, and basket weave.
- Slate
- Tile
- Vinyl: A resilient flooring material made primarily from PVC in sheets or planks. Standard vinyl is generally thinner and less rigid than luxury vinyl.
- Wood
- Other

## **Parking Information**

**Garage YN** – A flag that indicates whether or not the listing has a garage. **R**

**Garage Spaces** – The number of garage spaces included with the given type of unit. **R**

**Carport YN** – A flag indicating that the listing has a carport. **R**

**Carport Spaces** – The number of carport spaces included in the sale. **R**

**Parking Features** – A list of features or description of the parking included in the sale/lease. **R**

- Attached Carport
- Attached Garage
- Basement
- Detached Carport
- Detached Garage
- Driveway
- Garage Door Opener
- Garage Faces Front
- Garage Faces Rear
- Garage Faces Side
- Off Street
- Other

## **Building**

**Home Warranty YN** – Indicates whether or not a home warranty is included in the sale of the property. **R**

**Builder Warranty Company** – The company that has provided the home warranty that will be included in the sale of the property.

**Occupant Name** – Name of the current occupant, if any, of the property being sold. **R**

**Year Built** – The year that an occupancy permit is first granted for the house or other local measure of initial habitability of the build. **R**

**Levels** – The number of levels in the property being sold (e.g., One, Two, Three or More, Multi/Split). A discreet horizontal plane of interior living space (excluding basements). **R**

- One
- One and One Half
- Two
- Three or More
- Multi/Split: A split-level home (also called a tri-level home) is a style of house in which the floor levels are staggered so that the "main" level of the house (e.g., the level that usually contains the front entry) is partway between the upper and lower floors. **R**

**Accessibility Features YN** – Indicates whether or not the home has accessibility features that are included in the sale/lease of the property.

**Accessibility Features** – A list or description of the accessibility features included in the sale/lease. **R** A full list of definitions including measurements for accessibility features can be found [here](#).

- Accessible Approach with Ramp
- Accessible Bedroom
- Accessible Central Living Area
- Accessible Closets
- Accessible Common Area
- Accessible Doors
- Accessible Elevator Installed
- Accessible Entrance
- Accessible Full Bath
- Accessible Hallway(s)
- Accessible Kitchen
- Accessible Stairway
- Ceiling Track
- Exterior Wheelchair Lift
- Grip-Accessible Features
- Reinforced Floors
- Safe Emergency Egress from Home
- Smart Technology
- Stair Lift
- Walker-Accessible Stairs

**Security Features** – A list describing the security features included in the sale/lease. **R**

- Fire Sprinkler System
- Security System Leased
- Security System Owned

**Architectural Style** – A list describing the style of the structure (e.g., Victorian, Ranch, Craftsman). **R** A full list of Architectural Style definitions can be found [here](#).

- Barndominium
- Cabin
- Cape Cod
- Colonial
- Contemporary
- Craftsman
- Mid-Century Modern
- Raised Ranch
- Ranch
- Shotgun
- Split Level

**Structure Type** – The type of structure that the property completely or partially encompasses. For example, houses or cabins are the overall structure and typically sold or leased as a whole. Multifamily and docks may be sold in whole but are often sold or leased by unit/slip. This field is the type of structure as opposed to style, which is under the Architectural Style field. **R**

- Cabin
- Duplex
- House
- Manufactured House
- Multi Family: A structure or complex with five or more units that are individual dwellings.  
**R**
- Quadruplex
- Triplex
- Other

**Construction Materials** – A list of the materials that were used in the construction of the property. **R** A full list of definitions for construction materials can be found [here](#).

- Aluminum Siding
- Asbestos
- Brick Veneer
- HardiPlank Type
- Log
- Log Siding
- Masonite
- Metal Siding
- Solid Masonry
- Stone

- Stucco
- Synthetic Stucco
- Vinyl Siding
- Wood Siding
- Other

**Attic Features** – A list describing the attic features included in the sale/lease of the property.

- Access Only: The attic is accessible but not designed or improved for storage or occupancy.
- Finished: The attic has been fully completed with finished surfaces and materials suitable for regular use as a living or functional space, subject to local standards.
- Floored: The attic has a completed floor surface but may not include additional finishing elements.
- Partially Finished
- Partially Floored
- Permanent Stairs
- Pull-Down Stairs
- Roughed-In: The basic structural and system work is complete, but the finishing touches have not been applied. No surfaces have been finished.
- Storage Only: Accessible and prepared for storage, but not finished.
- Walk-In Attic: An attic space that can be entered and navigated through a standard-height doorway, providing easy access without ladders or retractable stairs.

**Roof** – A list describing the roof style type. **R** A full list of roofing definitions can be found [here](#).

- Composition
- Dimensional Style
- Flat
- Flat Tile
- Membrane
- Metal
- Rubber
- Shingle
- Slate
- Tar/Gravel
- Tile
- Wood
- Other

**Basement YN** – Indicates whether or not the property has a basement. **R**

**Basement** – A list of information and features about the basement. **R** A full list of basement feature definitions can be found [here](#).

- Bath/Stubbed
- Concrete
- Crawl Space
- Exterior Entry
- Finished
- Full
- Interior Entry
- Partial
- Partially Finished
- Sump Pump
- Unfinished
- Walk-Out Access
- Walk-Up Access

**Foundation Details** – A list of the type(s) of foundation on which the property sits. **R**

- Block
- Concrete Perimeter
- Pillar/Post/Pier
- Slab
- Stone
- Wood
- Other

**Water Heater** – A list of the water heater type(s) included with the sale/lease of the property.

- Electric
- Gas
- Geothermal: A geothermal heating system, also known as a ground source heat pump, transfers heat from below ground into the structure. **R**
- Propane
- Solar: The hot water heater has either a passive or active solar component. **R**
- Tankless: Provides hot water on demand by heating water as it flows through the unit.

**Window Features** – A list of features or a description of the windows included in the sale/lease.

**R**

- Blinds
- Insulated Windows: Windows constructed with two or more panes of glass separated by an air or gas-filled space to improve energy efficiency and reduce heat transfer.
- Screens
- Skylight(s)

- Storm Window(s): A secondary interior or exterior window panel installed over the primary window to provide additional insulation and weather protection. Indicated by an extra framed layer of glass or acrylic mounted on or inside the window opening.
- Window Treatments: Interior coverings such as blinds, shades, curtains, drapes, or shutters used for privacy, light control, or décor. Indicated by rods, tracks, or mounted coverings located inside the living space.

**Other Equipment** – A list of other equipment that will be included in the sale of the property. **R**

- Dehumidifier
- Home Theater
- Intercom
- Irrigation Equipment
- Satellite Dish

## **Lot**

**Lot Size Acres** – The total acres of the lot. **R**

**Lot Size Square Feet** – The total square footage of the lot. **R**

**Lot Size Source** – The source of the measurements. **R**

**Pool Private YN** – The property has a privately owned pool that is included in the sale/lease. **R**

**Private Pool Features** – A list of features about or a description of a pool included in the sale/lease. **R**

- Above Ground
- In Ground
- Pool/Spa Combo

**View YN** – The property has a view. **R**

**View** – A view as seen from the listed property. **R**

- Farm
- Lake
- Mountain(s)
- Neighborhood
- Rural
- Trees/Woods
- Water

- Other

**Waterfront YN** – The property is on a waterfront. **R**

**Water Body Name** – The name, if known, of the body of water on which the property is located (e.g., lake name, river name, ocean name, sea name, canal name). **R**

**Water Body Access YN** – Indicates whether the property has access to a body of water on or near the property.

**Water Body Access Type** – A list of the type of water body access that is included in the sale/lease of the property.

- Community: Access to the water body is provided through a neighborhood or association amenity shared by residents (e.g., HOA-maintained dock, shared beach, or private neighborhood boat ramp).
- Owned: The property includes deeded water access or ownership of the actual access point (such as a private dock, shoreline segment, or boat slip) that transfers with the sale/lease.
- Private Access: The property has exclusive, non-shared access to the water body, but the access point itself may not be deeded or owned outright (e.g., a designated path or easement allowing only the subject property to reach the water).
- Public Accessible: Access to the water body is available to the general public, typically through public parks, ramps, shorelines, or other government-maintained entry points.

**Dock Fees Required YN** – An indicator of if dock fees are required in the sale/lease of the property.

**Distance To Ramp/Marina** – Distance to the local ramp or marina.

- Less Than 0.5 Mile
- Less Than 1 Mile
- Less Than 3 Miles
- Less than 5 Miles

**Water Body Access Distance** – Distance to the body of water that the property has access to. Must be entered as a whole number.

**Water Body Access Distance Units** – Unit of measurement for the water body access distance.

- Feet
- Miles
- Yards

**Water Body Features** – The features of the water body that the property has access to.

- Boat Dock: A fixed or floating platform extending into the water that provides a place to secure, load, or unload boats.
- Boat Ramp: A sloped, usually concrete surface that allows vehicles to back trailers into the water for launching and retrieving boats.
- Boat Slip: An individual, designated parking space for a boat, typically bordered by docks on one or both sides.
- Direct Access: The property provides an unobstructed route to the water body without requiring the use of community facilities, shared paths, or off-site access points.
- Gravel Ramp
- Marina
- Paved Road: A hard-surfaced road (such as asphalt or concrete) that provides direct vehicular access to the water body or water-related facilities.
- Private Dock

**Exterior Features** – A list of features or a description of the exterior of the property included in the sale/lease. **R**

- Awning(s)
- Basketball Court
- Fire Pit
- Garden
- Hot Tub
- Outdoor Grill
- Ramped Access
- Storm Door(s)
- Other

**Fencing** – A list of types of fencing found at the property being sold. **R**

- Chain Link
- Invisible: An underground or wireless pet-containment fencing system that uses electronic signals rather than physical materials to create a boundary.
- Partial
- Privacy: A solid or mostly solid fence designed to limit visibility into the property, typically made of wood, vinyl, or composite panels.
- Stone
- Wire
- Wood
- None
- Other

**Other Structures** – A list of structures other than the main dwelling (e.g., Guest House, Barn, Shed). **R**

- Barn(s)
- Boat House
- Guest House
- Outdoor Kitchen
- Pool House
- RV/Boat Storage
- Shed(s)
- Stable(s)
- Workshop
- Other

**Patio And Porch Features** – A list of features about or a description of the patio or porch included in the sale/lease. **R**

- Deck
- Patio
- Porch
- Other

**Lot Features** – A list of features or a description of the lot included in the sale/lease. **R**

- Few Trees: Four or fewer trees on the lot.
- Landscaped
- Many Trees: Five or more trees on the lot.
- On Golf Course
- Secluded
- Wooded: The lot is wooded or backs up to a wooded area.
- Other

**Horse YN** – Indicates whether or not the property allows for the raising of horses. **R**

**Horse Amenities** – A list of horse amenities on the lot or in the community. **R** A full list of definitions for horse amenities can be found [here](#).

- Arena
- Barn
- Boarding Facilities
- Hay Storage
- Horse Walker
- Paddocks
- Pasture

- Riding Trail
- Round Pen
- Shaving Bin
- Stable(s)
- Tack Room
- Trailer Storage
- Wash Rack
- None
- Other
- See Remarks

## **Utilities**

**Cooling YN** – Indicates whether or not the property has some form of cooling or air conditioning. **R**

**Cooling** – A list describing the cooling or air conditioning features of the property. **R**

- Attic Fan
- Ceiling Fan(s)
- Central Air
- Ductless: The cooling system does not have ducted or a wall/window-type unit. A mini-split is a common type of ductless system where an outdoor condenser is connected to an indoor fan unit that feeds the room in which it's located, rather than being ducted throughout the structure. **R**
- Electric
- Exhaust Fan
- Gas
- Geothermal: The cooling system runs on a geothermal source. **R**
- Heat Pump
- Multi Units
- Wall Units(s)
- Window Unit(s)
- Zoned: The cooling system has more than one zone. **R**
- None
- Other

**Heating YN** – Indicates whether or not the property has heating. **R**

**Heating** – A list describing the heating features of the property. **R** A full list of heating options and definitions can be found [here](#).

- Baseboard

- Ceiling
- Coal
- Dual Fuel
- Ductless
- Electric
- Floor Furnace
- Forced Air
- Geothermal
- Gravity
- Heat Pump
- Hot Water
- Humidity Control
- Natural Gas
- Oil
- Propane
- Propane Tank Leased
- Propane Tank Owned
- Radiant
- Solar
- Space Heater
- Steam
- Wood
- Wood Stove
- Zoned
- Other

**Water Source** – A list of the source(s) of water for the property. R

- Cistern
- Private
- Public
- Well

**Sewer** – A list describing the sewer or septic features of a property. R

- Lagoon System: A type of on-site wastewater treatment where sewage is treated in a large, shallow pond or lagoon, allowing natural biological processes to break down waste.
- Private Sewer
- Public Sewer
- Septic Tank: An on-site system that collects and partially treats wastewater underground, typically followed by a drain field for final treatment and absorption.
- Wetlands System: Wastewater flows into a constructed or natural wetland area, which contains water-tolerant plants, soil, and microorganisms.

- None
- Other

**Utilities** – A list of the utilities for the property being sold/leased. **R**

- Cable Available
- Cable Connected
- Cable Not Available
- Electricity Available
- Electricity Connected
- Electricity Not Available
- Natural Gas Available
- Natural Gas Connected
- Natural Gas Not Available
- Phone Available
- Phone Connected
- Phone Not Available
- Propane
- Propane Not Available
- Sewer Available
- Sewer Connected
- Sewer Not Available
- Water Available
- Water Connected
- Water Not Available
- Underground Utilities
- None
- Other

## **Remarks**

**Public Remarks** – Text remarks that may be displayed to the public. In an MLS, it is the field where information is entered for the public. This information is intended to be visible online. This is typically information that describes the selling points of the building and/or land for sale. Local conditions and rules will determine what such content can contain. Generally, any information pertaining to entry to the property, the seller and/or tenant, or listing member contact information is excluded. **R** Any reference to an individual or company is not allowed, the only exception being auctions.

**Private Remarks** – Remarks that may contain security or proprietary information and should be restricted from public view. **R**

**Directions** – Driving directions to the property. **R GPS, Use Maps, or other similar terms are not allowed. This should describe how to get to the property from main streets or highways.**

**Office Remarks** – A Remarks field that is only visible to members of the same offices as the listing agent. **R**

## Rooms

The required rooms for residential listings are **Primary Bedroom and Kitchen**. The level of the room is also required.

**Length and Width must be a whole number in feet.** If you have a measurement that is not a full foot, you need to calculate the inches in feet. A chart for this is included below.

Inches	Decimal Equivalent
1	.08
2	.17
3	.25
4	.33
5	.42
6	.5
7	.58
8	.67
9	.75
10	.83
11	.9

An example to reference is 14'5". This measurement as a whole number in feet is 14.42.

**Room Names for ImagineMLS are below.**

- Primary Bedroom
- Living Room
- Kitchen
- Bathroom 1
- Bathroom 2

- Bathroom 3
- Bathroom 4
- Bathroom 5
- Bedroom 1
- Bedroom 2
- Bedroom 3
- Bedroom 4
- Bedroom 5
- Bonus Room
- Den
- Dining Room
- Family Room
- Foyer
- Great Room
- Office
- Primary Bathroom: Typically the largest of the bathrooms and attached to the primary bedroom.
- Recreation Room
- Utility Room
- Other

# Residential Lease Input Sheet

## Listing Information

**Property Type** – Residential Lease (cannot change after selected in previous screen).

**Comp Sale YN** – Indicates whether or not this sale was entered for comparative purposes. **R**

**Property Sub Type** – Three options for Residential Lease

- Apartment: A unit within a wholly owned structure of five or more units. This may not be used for Residential or Residential Income. **R**
- Condominium: A unit within a structure where ownership is on a unit-by-unit basis. **R**
- Single Family Residence: A stand-alone, detached residential building used as a single-dwelling unit with no shared walls and its own lot or land with no shared utilities with another dwelling unit. **R**
- Townhouse: A dwelling unit generally having two or more floors and attached to other similar units via party walls. **R**

**Listing Member** – The MLS participant or subscriber who has entered into a listing agreement with the seller and is responsible for entering and maintaining the property listing in the MLS.

**Co-listing Member** – An additional MLS participant or subscriber who shares responsibility with the Listing Member for representing the seller and managing the property listing in the MLS.

## Google Address Search

**Start typing** the address for the property you are listing.

This is a Google-based address search and will start showing addresses based on your search entry and location.

When you see your desired address appear in the dropdown results, click to select it.

Selecting the address in this search bar will automatically fill the address fields below. Be sure to validate the address fields as well.

Otherwise, use the address-related fields below to enter the listing's address.

## Address

**Street Number** – The house/building number assigned by the local taxing or planning authority or U.S. Postal Service. **Lot specifiers go in this field.**

**Street Direction Prefix** – The direction of the street included in the address. i.e. N, E, S, W.

**Street Name** – The street name assigned by the local taxing or planning authority or U.S Postal Service. No punctuation. The Street Suffix (Street, Road, Way, etc.) does NOT go in this field.

**Street Suffix** – The part of a street or road name that describes what type of street it is. i.e. street, avenue, lane, drive, circle, court, etc.

**Unit Number** – The unit or apartment number, if applicable.

**Street Suffix Modifier** – A word or phrase in an address that modifies the Street Name. For example, in "*West End Avenue Extension*", the modifier is "*Extension*".

**County** – The county where the property exists.

**City** – The name of the city the listing is located in.

**State** – The name of the state that the listing is located in.

**Zip Code** – The postal code portion of a street or mailing address. **R** Use the Zip Code assigned by the U.S. Postal Service.

**Zip + 4** – The postal code +4 portion of a street or mailing address. **R**

**MLS Area Major** – The major marketing area name, as defined by the MLS. **R** ImagineMLS has four unique areas for Fayette County and five unique areas for Pulaski county.

## **Property Location**

**Click Map This Location** then confirm the pin's location, move it as necessary, and select Use This Location. You may be prompted to use an alternate address that maps more easily.

## **Tax & Legal**

**Subdivision Name** – A neighborhood, community, complex or builder tract. **R**

**Parcel Number** – A number used to uniquely identify a parcel or lot. This number is typically issued by the county or county assessor. The AP number format varies from county to county. **R**

**High School District** – The name of the school district the property is zoned in.

**Elementary School** – The name of the elementary school the property is zoned in.

**Middle Or Junior School** – The name of the middle school the property is zoned in.

**High School** – The name of the high school the property is zoned in.

**Design Review District YN** – A design review district is a specifically designated geographic area within a community where proposed development and alterations to existing structures undergo a formal review process to ensure they adhere to established design standards and guidelines.

## **Contract**

**Office Exclusive YN** – Is this listing currently an Office Exclusive? From the [National Association of REALTORS](#), an Office Exclusive listing “*Is an exempt listing where the seller has directed that their property not be disseminated through the MLS and not be publicly marketed. The office exclusive listing shall be filed with the MLS but not disseminated to other MLS Participants and Subscribers.*” **Note that Office Exclusive listings will only show on the MLS to users from your office and will not be distributed out to third-party sites.**

**Status** – The status of the listing as it reflects the state of the contract between the listing agent and seller or an agreement with a buyer. **R**

- **Active** - A completed exclusive listing agreement has been received, and the property is now open for viewing.
- **Coming Soon** - A completed exclusive listing agreement has been received, but the seller(s) have provided written instructions stating that the property cannot be shown at the moment. This time period can be up to 14 days in ImagineMLS.

**Listing Contract Date** – The effective date of the agreement between the seller and the seller's broker. This is the date entered by the agent reflecting when the change occurred contractually, not a timestamp of when the change was made in the MLS. **R**

**Expiration Date** – The date when the listing agreement will expire. This is the date entered by the agent reflecting when the change contractually occurred or will occur, not a timestamp of when the change was made in the MLS. **R**

**Lease Price** – The current price of the property as determined by the seller and the seller's broker. For auctions, this is the minimum or reserve price. **R**

**Listing Agreement** – The nature of the agreement between the seller and the listing agent (e.g., Exclusive Agency, Open Listing). **R**

- Exclusive Right to Lease: A contract giving the broker the right to collect commission if the property is leased by anyone, including the owner, during the term of the agreement. R

**Lease Term** – A pick list of lengths that represent the length of the lease (e.g., Weekly, Month to Month, 6-Month Lease, 12-Month Lease, 2-Year Lease). R

- 12 Months
- 24 Months
- 6 Months
- Month to Month
- Negotiable
- None
- Other
- Renewal Option
- Short Term Lease
- Weekly

## **Showings**

**Showing Contact Phone** – A telephone number that should be called to arrange showing the property. R

**Showing Instructions** – Remarks that detail the seller's instructions for showing the subject property. Showing instructions may include contact information, showing times, notice required or other information. These remarks are privileged and are not for public viewing. R

**Occupant Type** – Describes the type of occupant (i.e., Owner, Tenant, Vacant). R

- Occupied: The property has a permanent occupant.
- Tenant: The property is occupied by a tenant.
- Vacant: The property has no occupant.

**Showing Requirements** – A pick list of types of notice required to see the home (i.e., Appointment Required, Courtesy Call Only, Go Direct, etc.). R

- CBS Code: Call before showing code for a lockbox.
- Call Listing Agent
- Call Listing Office
- Call Manager
- Call Owner
- Call Tenant

- Key In Office: The key to access the property for showing must be retrieved from the listing or manager's office. **R**
- Leave Message and Show: Notify the showing contact that you will be showing the property. Same as "Go and Show" in ShowingTime.
- Listing Agent Must Accompany
- No Sign: The property has no "for sale" sign. **R**
- Restricted Hours
- Show Anytime: Show without notice or scheduling an appointment.
- Showing Service: Schedule an appointment via a showing service (Showingtime, specific broker tool, etc.).

**Showing Considerations** – A pick list of conditions that may require caution or further consideration, such as bringing someone with you, when showing the property (i.e., Electricity Not On, Inconsistent Cell Service, No Exterior Lighting). **R**

- Electricity Not On
- Inconsistent Cell Service
- Limited Visibility From Road
- Minimal Exterior Lighting
- Minimal Interior Lighting
- No Exterior Lighting
- No Heat
- No Interior Lighting
- Pet(s) on Premises
- Remote Location

## **Association/Community**

**Association YN** – Indicates if there is a homeowner association. A separate Y/N field is needed because not all associations have dues. **R**

**Association Mandatory YN** – Indicates whether membership in a homeowners association (HOA), property owners association (POA), or similar governing association is required as a condition of ownership for the property.

**Association Fee** – A fee paid by the homeowner to the homeowner association that is used for upkeep of common areas, the neighborhood or other association-related benefits. **R** Is a number that is limited to two digits after the decimal point.

**Association Fee Frequency** – The frequency the association fee is paid. **R**

- Monthly
- Quarterly

- Semi-Annually
- Annually

**Association Fee Includes** – The services included with the association fee (e.g., landscaping, trash, water). **R**

- Central Cooling
- Central Heating
- Insurance
- Maintenance Grounds: Maintenance of the grounds includes lawns and common areas but not exterior structures. **R**
- Sewer
- Snow Removal
- Trash
- Water
- Other

**Community Features** – A list of features available to the homeowner that are within the neighborhood.

- Park
- Pickleball
- Pool
- Tennis Court(s)

**Lease Details - Owner Pays** – A list of expenses for the property paid for by the owner as opposed to the tenant (e.g., Water, Trash, Electric). **R**

- Cable TV
- Electricity
- Gas
- Trash Collection
- Water
- Other

**Lease Details - Tenant Pays** – A list of services or items that the tenant is responsible to pay. **R**

- Cable TV
- Electricity
- Gas
- Trash Collection
- Water
- Other

**Administration Fee Amount** – The administration fee pays for the landlord or property manager’s time and effort to process your application and possibly hold the apartment for you.

**Application Fee Amount** – An application fee is a one-time payment prospective tenants make to fill out a rental application and have it processed.

**Security Deposit Amount** – A security deposit serves as a financial safety net for the property owner. The security deposit can be used to cover costs due to breaches of the lease agreement, typically related to damage of the property.

**Other Amount** – An additional fee to the administration fee, application fee, or security deposit.

**Pets Allowed YN** – Indicates whether or not pets are allowed at the property being leased. **R**

**Maximum Pet Weight** – A limit on the weight of any pet. Typically around 50lbs.

**Maximum Number Of Pets** – A limit on the number of pets allowed.

**Pets Comments** – Additional information to communicate about pets allowed.

**Pet Fee Amount** – A recurring fee for having a pet on the property.

**Pet Deposit Amount** – A one-time non-refundable fee collected from tenants to allow pets on a property.

**Pets Allowed** – A list of permitted pets or any restrictions on pets allowed on the property..

- Birds OK
- Breed Restrictions
- Call
- Cats OK
- Dogs OK
- Number Limit
- Size Limit

**Furniture, Fixtures & Equipment YN** – An indicator of if furniture, fixtures, or additional equipment come with the lease of the property. Communicate additional information related to this in remarks.

**Section 8 Accepted YN** – The Housing Choice Voucher Program (also known as Section 8) helps low-income families, elderly persons, veterans and disabled individuals afford housing in the private market. Program participants can choose any eligible housing unit, including single-family homes, townhouses, and apartments, with rent partially covered by a subsidy paid directly to the landlord. ([More Information on Section 8 Properties](#))

**Short Term Special Event YN** – An indicator of if the property is available for rent for a short period of time, that would accommodate for a wedding, fair, or other local event.

**Smoking Allowed YN** – An indicator of if the tenant can smoke in or on the property.

## **Interior**

**Bedrooms Total** – The total number of bedrooms in the dwelling. **R**

**Bathrooms Full** – A room containing all four of the four elements constituting a bath: toilet, sink, bathtub, shower head (in tub or stall). **R**

**Bathrooms Half** – A room containing two of the four elements constituting a bath: toilet, sink, bathtub, shower head (in a tub or stall). A half bath will typically contain a sink and toilet. **R**

**Above Grade Finished Area** – The finished area within the structure that is at or above the surface of the ground. **R**

**Below Grade Finished Area** – The finished area within the structure that is below ground. **R**

**Above Grade Unfinished Area** - The unfinished area within the structure that is at or above the surface of the ground. **R**

**Below Grade Unfinished Area** - The unfinished area within the structure that is below ground. **R**

**Non-Compliant Total SqFt** – Square footage that does not qualify for inclusion in the Gross Living Area (GLA) under ANSI measurement standards due to factors such as ceiling height, access, location, grade level, etc. Often used for spaces like converted garages or other non-traditional living areas.

**Living Area Source** – The source of the square footage values entered into the MLS.

- Appraiser
- Listing Agent Measured
- Plans
- Public Records

**Furnished** – An indicator of if the property being leased is furnished.

- Furnished
- Negotiable
- Partially

- Unfurnished

**Fireplace YN** – Does the property include a fireplace. **R**

**Fireplaces Total** – The total number of fireplaces included in the property. **R**

**Fireplace Features** – A list of features or a description of the fireplace(s) included in the sale/lease. **R**

- Basement
- Blower Fan
- Den
- Dining Room
- Electric
- Factory Built
- Family Room
- Free Standing
- Gas Log
- Gas Starter
- Great Room
- Insert
- Kitchen
- Living Room
- Masonry
- Outside
- Primary Bedroom
- Propane
- Recreation Room
- Ventless
- Wood Burning

**Interior Features** – A list of features or a description of the interior of the property included in the sale/lease. **R**

- Breakfast Bar: A surface designed for eating, which is typically smaller than a dining table and attached to another kitchen surface. **R**
- Ceiling Fan(s)
- Central Vacuum
- Eat-in Kitchen: A kitchen that has been designed to accommodate dining. **R** The dining space is within the kitchen.
- Elevator
- Entrance Foyer: The area just inside the front door that connects the exterior to the interior of the building.

- In-Law Floorplan: The structure has an area within that has the characteristics of an independent apartment, typically with a living area, kitchen, bedroom and bathroom. An in-law floor plan is not necessarily an Accessory Dwelling Unit (ADU). **R**
- Primary Downstairs (previously called 'Primary First Floor')
- Soaking Tub: A bathtub that is typically deeper and may be shorter than traditional tubs. **R**
- Walk-In Closet(s)
- Wet Bar: Commonly a built-in fixture for the storage, preparation, serving and/or consumption of drinks that has a faucet and sink. **R**
- Other

**Appliances** – A list of the appliances that will be included in the sale/lease of the property. **R**

- Cooktop
- Dishwasher
- Disposal
- Double Oven: A built-in oven fixture that has either two ovens, or one oven and one microwave oven. It is usually built into the kitchen cabinet. **R**
- Dryer
- Gas Range
- Microwave
- Oven
- Range: A single unit that has both an oven and a cooktop. **R**
- Refrigerator
- Self Cleaning Oven
- Trash Compactor
- Vented Exhaust Fan
- Washer
- None
- Other

**Laundry Features** – A pick list of features and locations where the laundry is located in the property being sold. **R**

- Common Area
- Electric Dryer Hookup
- Gas Dryer Hookup
- Lower Level
- Main Level
- Upper Level
- Washer Hookup
- None

**Flooring** – A list of the type(s) of flooring found within the property. **R**

- Carpet
- Ceramic Tile
- Concrete
- Hardwood
- Laminate: A synthetic, multi-layered floor that mimics the look of wood or stone. Generally not as durable as vinyl flooring.
- Luxury Vinyl: The property includes luxury vinyl flooring, which is a waterproof and durable flooring that mimics the look of hardwood or stone. R
- Marble
- Parquet: A decorative floor made of small, precisely cut wooden pieces arranged in geometric patterns like herringbone, chevron, and basket weave.
- Slate
- Tile
- Vinyl: A resilient flooring material made primarily from PVC in sheets or planks. Standard vinyl is generally thinner and less rigid than luxury vinyl.
- Wood
- Other

## **Parking Information**

**Garage YN** – A flag that indicates whether or not the listing has a garage. R

**Garage Spaces** – The number of garage spaces included with the given type of unit. R

**Carport YN** – A flag indicating that the listing has a carport. R

**Carport Spaces** – The number of carport spaces included in the sale. R

**Parking Features** – A list of features or description of the parking included in the sale/lease. R

- Attached Carport
- Attached Garage
- Basement
- Detached Carport
- Detached Garage
- Driveway
- Garage Door Opener
- Garage Faces Front
- Garage Faces Rear
- Garage Faces Side
- Off Street
- Other

## **Building**

**Year Built** – The year that an occupancy permit is first granted for the house or other local measure of initial habitability of the build. **R**

**Levels** – The number of levels in the property being sold (e.g., One, Two, Three or More, Multi/Split). A discreet horizontal plane of interior living space (excluding basements). **R**

- One
- One and One Half
- Two
- Three or More
- Multi/Split: A split-level home (also called a tri-level home) is a style of house in which the floor levels are staggered so that the "main" level of the house (e.g., the level that usually contains the front entry) is partway between the upper and lower floors. **R**

**Construction - Property Condition** – A list describing the condition of the property and any structures included in the sale. **R** For ImagineMLS, this includes a list of construction statuses.

- New Construction: Any state of active construction, from site preparation (e.g., dirt turned, footers poured) to nearing completion but not yet occupied.

**Occupant Name** – Name of the current occupant, if any, of the property being sold. **R**

**Accessibility Features YN** – Indicates whether or not the home has accessibility features that are included in the sale/lease of the property.

**Accessibility Features** – A list or description of the accessibility features included in the sale/lease. **R** A full list of definitions including measurements for accessibility features can be found [here](#).

- Accessible Approach with Ramp
- Accessible Bedroom
- Accessible Central Living Area
- Accessible Closets
- Accessible Common Area
- Accessible Doors
- Accessible Elevator Installed
- Accessible Entrance
- Accessible Full Bath
- Accessible Hallway(s)
- Accessible Kitchen

- Accessible Stairway
- Ceiling Track
- Exterior Wheelchair Lift
- Grip-Accessible Features
- Reinforced Floors
- Safe Emergency Egress from Home
- Smart Technology
- Stair Lift
- Walker-Accessible Stairs

**Security Features** – A list describing the security features included in the sale/lease. **R**

- Fire Sprinkler System
- Security System Leased
- Security System Owned

**Architectural Style** – A list describing the style of the structure (e.g., Victorian, Ranch, Craftsman). **R** A full list of Architectural Style definitions can be found [here](#).

- Barndominium
- Cabin
- Cape Cod
- Colonial
- Contemporary
- Craftsman
- Mid-Century Modern
- Raised Ranch
- Ranch
- Shotgun
- Split Level

**Structure Type** – The type of structure that the property completely or partially encompasses. For example, houses or cabins are the overall structure and typically sold or leased as a whole. Multifamily and docks may be sold in whole but are often sold or leased by unit/slip. This field is the type of structure as opposed to style, which is under the Architectural Style field. **R**

- Cabin
- Duplex
- House
- Manufactured House
- Multi Family: A structure or complex with five or more units that are individual dwellings. **R**
- Quadruplex
- Triplex

- Other

**Construction Materials** – A list of the materials that were used in the construction of the property. **R** A full list of definitions for construction materials can be found [here](#).

- Aluminum Siding
- Asbestos
- Brick Veneer
- HardiPlank Type
- Log
- Log Siding
- Masonite
- Metal Siding
- Solid Masonry
- Stone
- Stucco
- Synthetic Stucco
- Vinyl Siding
- Wood Siding
- Other

**Attic Features** – A list describing the attic features included in the sale/lease of the property.

- Access Only: The attic is accessible but not designed or improved for storage or occupancy.
- Finished: The attic has been fully completed with finished surfaces and materials suitable for regular use as a living or functional space, subject to local standards.
- Floored: The attic has a completed floor surface but may not include additional finishing elements.
- Partially Finished
- Partially Floored
- Permanent Stairs
- Pull-Down Stairs
- Roughed-In: The basic structural and system work is complete, but the finishing touches have not been applied. No surfaces have been finished.
- Storage Only: Accessible and prepared for storage, but not finished.
- Walk-In Attic: An attic space that can be entered and navigated through a standard-height doorway, providing easy access without ladders or retractable stairs.

**Roof** – A list describing the roof style type. **R** A full list of roofing definitions can be found [here](#).

- Composition
- Dimensional Style
- Flat

- Flat Tile
- Membrane
- Metal
- Rubber
- Shingle
- Slate
- Tar/Gravel
- Tile
- Wood
- Other

**Basement YN** – Indicates whether or not the property has a basement. **R**

**Basement** – A list of information and features about the basement. **R** A full list of basement feature definitions can be found [here](#).

- Bath/Stubbed
- Concrete
- Crawl Space
- Exterior Entry
- Finished
- Full
- Interior Entry
- Partial
- Partially Finished
- Sump Pump
- Unfinished
- Walk-Out Access
- Walk-Up Access

**Foundation Details** – A list of the type(s) of foundation on which the property sits. **R**

- Block
- Concrete Perimeter
- Pillar/Post/Pier
- Slab
- Stone
- Wood
- Other

**Water Heater** – A list of the water heater type(s) included with the sale/lease of the property.

- Electric
- Gas

- Geothermal: A geothermal heating system, also known as a ground source heat pump, transfers heat from below ground into the structure. R
- Propane
- Solar: The hot water heater has either a passive or active solar component. R
- Tankless: Provides hot water on demand by heating water as it flows through the unit.

**Window Features** – A list of features or a description of the windows included in the sale/lease. R

- Blinds
- Insulated Windows: Windows constructed with two or more panes of glass separated by an air or gas-filled space to improve energy efficiency and reduce heat transfer.
- Screens
- Skylight(s)
- Storm Window(s): A secondary interior or exterior window panel installed over the primary window to provide additional insulation and weather protection. Indicated by an extra framed layer of glass or acrylic mounted on or inside the window opening.
- Window Treatments: Interior coverings such as blinds, shades, curtains, drapes, or shutters used for privacy, light control, or décor. Indicated by rods, tracks, or mounted coverings located inside the living space.

**Other Equipment** – A list of other equipment that will be included in the sale of the property. R

- Dehumidifier
- Home Theater
- Intercom
- Irrigation Equipment
- Satellite Dish

## Lot

**Lot Size Acres** – The total acres of the lot. R

**Lot Size Square Feet** – The total square footage of the lot. R

**Lot Size Source** – The source of the measurements. R

**Pool Private YN** – The property has a privately owned pool that is included in the sale/lease. R

**Private Pool Features** – A list of features about or a description of a pool included in the sale/lease. R

- Above Ground
- In Ground
- Pool/Spa Combo

**Waterfront YN** – The property is on a waterfront. **R**

**Exterior Features** – A list of features or a description of the exterior of the property included in the sale/lease. **R**

- Awning(s)
- Basketball Court
- Fire Pit
- Garden
- Hot Tub
- Outdoor Grill
- Ramped Access
- Storm Door(s)
- Other

**Fencing** – A list of types of fencing found at the property being sold. **R**

- Chain Link
- Invisible: An underground or wireless pet-containment fencing system that uses electronic signals rather than physical materials to create a boundary.
- Partial
- Privacy: A solid or mostly solid fence designed to limit visibility into the property, typically made of wood, vinyl, or composite panels.
- Stone
- Wire
- Wood
- None
- Other

**Other Structures** – A list of structures other than the main dwelling (e.g., Guest House, Barn, Shed). **R**

- Barn(s)
- Boat House
- Guest House
- Outdoor Kitchen
- Pool House
- RV/Boat Storage
- Shed(s)
- Stable(s)

- Workshop
- Other

**Patio And Porch Features** – A list of features about or a description of the patio or porch included in the sale/lease. **R**

- Deck
- Patio
- Porch
- Other

**Lot Features** – A list of features or a description of the lot included in the sale/lease. **R**

- Few Trees: Four or fewer trees on the lot.
- Landscaped
- Many Trees: Five or more trees on the lot.
- On Golf Course
- Secluded
- Wooded: The lot is wooded or backs up to a wooded area.
- Other

**Horse YN** – Indicates whether or not the property allows for the raising of horses. **R**

**Horse Amenities** – A list of horse amenities on the lot or in the community. **R** A full list of definitions for horse amenities can be found [here](#).

- Arena
- Barn
- Boarding Facilities
- Hay Storage
- Horse Walker
- Paddocks
- Pasture
- Riding Trail
- Round Pen
- Shaving Bin
- Stable(s)
- Tack Room
- Trailer Storage
- Wash Rack
- None
- Other
- See Remarks

## **Utilities**

**Cooling YN** – Indicates whether or not the property has some form of cooling or air conditioning. **R**

**Cooling** – A list describing the cooling or air conditioning features of the property. **R**

- Attic Fan
- Ceiling Fan(s)
- Central Air
- Ductless: The cooling system does not have ducted or a wall/window-type unit. A mini-split is a common type of ductless system where an outdoor condenser is connected to an indoor fan unit that feeds the room in which it's located, rather than being ducted throughout the structure. **R**
- Electric
- Exhaust Fan
- Gas
- Geothermal: The cooling system runs on a geothermal source. **R**
- Heat Pump
- Multi Units
- Wall Units(s)
- Window Unit(s)
- Zoned: The cooling system has more than one zone. **R**
- None
- Other

**Heating YN** – Indicates whether or not the property has heating. **R**

**Heating** – A list describing the heating features of the property. **R** A full list of heating options and definitions can be found [here](#).

- Baseboard
- Ceiling
- Coal
- Dual Fuel
- Ductless
- Electric
- Floor Furnace
- Forced Air
- Geothermal
- Gravity
- Heat Pump

- Hot Water
- Humidity Control
- Natural Gas
- Oil
- Propane
- Propane Tank Leased
- Propane Tank Owned
- Radiant
- Solar
- Space Heater
- Steam
- Wood
- Wood Stove
- Zoned
- Other

**Water Source** – A list of the source(s) of water for the property. **R**

- Cistern
- Private
- Public
- Well

**Sewer** – A list describing the sewer or septic features of a property. **R**

- Lagoon System: A type of on-site wastewater treatment where sewage is treated in a large, shallow pond or lagoon, allowing natural biological processes to break down waste.
- Private Sewer
- Public Sewer
- Septic Tank: An on-site system that collects and partially treats wastewater underground, typically followed by a drain field for final treatment and absorption.
- Wetlands System: Wastewater flows into a constructed or natural wetland area, which contains water-tolerant plants, soil, and microorganisms.
- None
- Other

**Utilities** – A list of the utilities for the property being sold/leased. **R**

- Cable Available
- Cable Connected
- Cable Not Available
- Electricity Available
- Electricity Connected

- Electricity Not Available
- Natural Gas Available
- Natural Gas Connected
- Natural Gas Not Available
- Phone Available
- Phone Connected
- Phone Not Available
- Propane
- Propane Not Available
- Sewer Available
- Sewer Connected
- Sewer Not Available
- Water Available
- Water Connected
- Water Not Available
- Underground Utilities
- None
- Other

## **Remarks**

**Public Remarks** – Text remarks that may be displayed to the public. In an MLS, it is the field where information is entered for the public. This information is intended to be visible online. This is typically information that describes the selling points of the building and/or land for sale. Local conditions and rules will determine what such content can contain. Generally, any information pertaining to entry to the property, the seller and/or tenant, or listing member contact information is excluded. **R** Any reference to an individual or company is not allowed, the only exception being auctions.

**Private Remarks** – Remarks that may contain security or proprietary information and should be restricted from public view. **R**

**Directions** – Driving directions to the property. **R** **GPS, Use Maps, or other similar terms are not allowed. This should describe how to get to the property from main streets or highways.**

**Office Remarks** – A Remarks field that is only visible to members of the same offices as the listing agent. **R**

## **Rooms**

**The required rooms for residential lease listings are Primary Bedroom and Kitchen. The level of the room is also required.**

**Length and Width must be a whole number in feet.** If you have a measurement that is not a full foot, you need to calculate the inches in feet. A chart for this is included below.

Inches	Decimal Equivalent
1	.08
2	.17
3	.25
4	.33
5	.42
6	.5
7	.58
8	.67
9	.75
10	.83
11	.9

An example to reference is 14'5". This measurement as a whole number in feet is 14.42.

**Room Names for ImagineMLS are below.**

- Primary Bedroom
- Living Room
- Kitchen
- Bathroom 1
- Bathroom 2
- Bathroom 3
- Bathroom 4
- Bathroom 5
- Bedroom 1
- Bedroom 2
- Bedroom 3
- Bedroom 4
- Bedroom 5
- Bonus Room
- Den
- Dining Room

- Family Room
- Foyer
- Great Room
- Office
- Primary Bathroom: Typically the largest of the bathrooms and attached to the primary bedroom.
- Recreation Room
- Utility Room
- Other

# Residential Income Input Sheet

## Listing Information

**Property Type** – Residential Income (cannot change after selected in previous screen).

**Comp Sale YN** – Indicates whether or not this sale was entered for comparative purposes. **R**

**Property Sub Type** – Three options for Residential Income

- Apartment: A unit within a wholly owned structure of five or more units. This may not be used for Residential or Residential Income. **R**
- Duplex: A multifamily structure that has two independent units with a shared wall or ceiling/floor. **R**
- Triplex: A multifamily structure with three independent units with shared walls or ceilings/floors. **R**
- Quadruplex: A multifamily structure with four independent units with shared walls or ceilings/floors. **R**

**Listing Member** – The MLS participant or subscriber who has entered into a listing agreement with the seller and is responsible for entering and maintaining the property listing in the MLS.

**Co-listing Member** – An additional MLS participant or subscriber who shares responsibility with the Listing Member for representing the seller and managing the property listing in the MLS.

## Google Address Search

**Start typing** the address for the property you are listing.

This is a Google-based address search and will start showing addresses based on your search entry and location.

When you see your desired address appear in the dropdown results, click to select it.

Selecting the address in this search bar will automatically fill the address fields below. Be sure to validate the address fields as well.

Otherwise, use the address-related fields below to enter the listing's address.

## Address

**Street Number** – The house/building number assigned by the local taxing or planning authority or U.S. Postal Service. **Lot specifiers go in this field.**

**Street Direction Prefix** – The direction of the street included in the address. i.e. N, E, S, W.

**Street Name** – The street name assigned by the local taxing or planning authority or U.S Postal Service. No punctuation. The Street Suffix (Street, Road, Way, etc.) does NOT go in this field.

**Street Suffix** – The part of a street or road name that describes what type of street it is. i.e. street, avenue, lane, drive, circle, court, etc.

**Unit Number** – The unit or apartment number, if applicable.

**Street Suffix Modifier** – A word or phrase in an address that modifies the Street Name. For example, in "*West End Avenue Extension*", the modifier is "*Extension*".

**County** – The county where the property exists.

**City** – The name of the city the listing is located in.

**State** – The name of the state that the listing is located in.

**Zip Code** – The postal code portion of a street or mailing address. **R** Use the Zip Code assigned by the U.S. Postal Service.

**Zip + 4** – The postal code +4 portion of a street or mailing address. **R**

**MLS Area Major** – The major marketing area name, as defined by the MLS. **R** ImagineMLS has four unique areas for Fayette County and five unique areas for Pulaski county.

## **Property Location**

**Click Map This Location** then confirm the pin's location, move it as necessary, and select Use This Location. You may be prompted to use an alternate address that maps more easily.

## **Tax & Legal**

**Subdivision Name** – A neighborhood, community, complex or builder tract. **R**

**Parcel Number** – A number used to uniquely identify a parcel or lot. This number is typically issued by the county or county assessor. The AP number format varies from county to county. **R**

**Tax Rate** – The percentage of which the property is worth that must be paid in taxes (typically per hundred dollars or per thousand dollars).

**Zoning** – A division of the city or county into areas of different permissible land uses. R

**Zoning Description** – A list of descriptions of the zoning of the property. The zoning codes are often nondescriptive and variant. This provides a more descriptive form of the zoning for the property (e.g., Agricultural, Residential, Rezone Possible). Specific zone codes must be added to the Zoning field. R

**Owner Name** – Name of the owner of the property being sold. R

**Owner Phone** – Phone number that the owner can be reached at. Should be in a ten digit format separated by hyphens (###-###-####).

**High School District** – The name of the school district the property is zoned in.

**Elementary School** – The name of the elementary school the property is zoned in.

**Middle Or Junior School** – The name of the middle school the property is zoned in.

**High School** – The name of the high school the property is zoned in.

## **Financial Info**

**A detailed list of income and expenses for maintaining the property. This information is not required.**

- Accounting, Legal & Collections Expense
- Advertising License & Permit Expense
- Cable TV Expense
- Cash Flow Before Tax
- Credit and Vacancy Losses
- Electric Expense
- Elevator Services Expense
- Fuel Expense
- Gross Income
- Gross Operating Income
- Gross Scheduled Income
- Insurance Expense
- Janitorial Services Expense
- Land Lease Amount
- Lawn Services Expense
- Less Operating Expenses

- Maintenance Expense
- Manager Expense
- Net Operating Income
- Operating Expense
- Other Contract Labor
- Other Expense
- Other Expense Description
- Other Expense (B)
- Other Expense (B) Description
- Other Income
- Other Services Expense
- Payroll Expense
- Personal Property Taxes
- Professional Management Expense
- Real Estate Taxes
- Replacement Reserve
- Supplies Expense
- Taxes
- Taxes, Work Comp
- Telephone Expense
- Total Actual Rent
- Total Annual Debt Service
- Trash Expense
- Utilities Expense
- Vacancy Allowance Rate
- Water Services Expense
- Water Sewer Expense

## **Contract**

**Office Exclusive YN** – Is this listing currently an Office Exclusive? From the [National Association of REALTORS](#), an Office Exclusive listing “*Is an exempt listing where the seller has directed that their property not be disseminated through the MLS and not be publicly marketed. The office exclusive listing shall be filed with the MLS but not disseminated to other MLS Participants and Subscribers.*” **Note that Office Exclusive listings will only show on the MLS to users from your office and will not be distributed out to third-party sites.**

**Status** – The status of the listing as it reflects the state of the contract between the listing agent and seller or an agreement with a buyer. **R**

- **Active** - A completed exclusive listing agreement has been received, and the property is now open for viewing.

- **Coming Soon** - A completed exclusive listing agreement has been received, but the seller(s) have provided written instructions stating that the property cannot be shown at the moment. This time period can be up to 14 days in ImagineMLS.

**Listing Contract Date** – The effective date of the agreement between the seller and the seller's broker. This is the date entered by the agent reflecting when the change occurred contractually, not a timestamp of when the change was made in the MLS. **R**

**Expiration Date** – The date when the listing agreement will expire. This is the date entered by the agent reflecting when the change contractually occurred or will occur, not a timestamp of when the change was made in the MLS. **R**

**List Price** – The current price of the property as determined by the seller and the seller's broker. For auctions, this is the minimum or reserve price. **R**

**Listing Agreement** – The nature of the agreement between the seller and the listing agent (e.g., Exclusive Agency, Open Listing). **R**

- Exclusive Agency: A contract giving one brokerage firm, for a specified time, the right to sell/lease the property and also allowing the owner, acting alone, to sell/lease the property without paying commission. **R**
- Exclusive Right To Sell: A contract giving the broker the right to collect commission if the property is sold by anyone, including the owner, during the term of the agreement. **R**

**Listing Terms** – Terms of the listing such as Lien Release, Subject to Court Approval or Owner Will Carry. Also may include options that describe the financing terms that are acceptable to the seller (i.e., Cash, Assumable, FHA, etc.). **R**

- 1031 Exchange: The seller may be interested in a 1031 exchange as part of the sale. **R**
- Cash: The seller would like a cash sale. **R**
- Conventional: The seller may accept a buyer using conventional financing to purchase the home. **R**
- Lease Option: The seller may be interested in selling as a lease option to the buyer. **R**

**Special Listing Conditions** – A list of options that describe the type of sale (e.g., Standard, REO, Short Sale, Probate, Auction, NOD) at the time of listing. **R**

- Auction
- Standard

**Possession** – A list defining when possession will occur (i.e., COE, COE+1, etc.). **R**

- Close of Escrow
- Close Plus 1 Day

- Close Plus 2 Days
- Close Plus 3 Days
- Close Plus 3 to 5 Days
- Close Plus 30 Days
- Negotiable
- Rental Agreement: Possession is stipulated in the rental agreement. **R**
- Seller Rent Back: Possession is determined by the details of the seller rent-back agreement. In most cases, the seller will remain resident. **R**
- Subject To Tenant Rights
- Other
- See Remarks: See the public and private remarks for more information on possession.

## **Showings**

**Showing Contact Phone** – A telephone number that should be called to arrange showing the property. **R**

**Showing Instructions** – Remarks that detail the seller's instructions for showing the subject property. Showing instructions may include contact information, showing times, notice required or other information. These remarks are privileged and are not for public viewing. **R**

**Occupant Type** – Describes the type of occupant (i.e., Owner, Tenant, Vacant). **R**

- Occupied: The property has a permanent occupant.
- Tenant: The property is occupied by a tenant.
- Vacant: The property has no occupant.

**Showing Requirements** – A pick list of types of notice required to see the home (i.e., Appointment Required, Courtesy Call Only, Go Direct, etc.). **R**

- CBS Code: Call before showing code for a lockbox.
- Call Listing Agent
- Call Listing Office
- Call Manager
- Call Owner
- Call Tenant
- Key In Office: The key to access the property for showing must be retrieved from the listing or manager's office. **R**
- Leave Message and Show: Notify the showing contact that you will be showing the property. Same as "Go and Show" in ShowingTime.
- Listing Agent Must Accompany
- No Sign: The property has no "for sale" sign. **R**
- Restricted Hours

- Show Anytime: Show without notice or scheduling an appointment.
- Showing Service: Schedule an appointment via a showing service (Showingtime, specific broker tool, etc.).

**Showing Considerations** – A pick list of conditions that may require caution or further consideration, such as bringing someone with you, when showing the property (i.e., Electricity Not On, Inconsistent Cell Service, No Exterior Lighting). **R**

- Electricity Not On
- Inconsistent Cell Service
- Limited Visibility From Road
- Minimal Exterior Lighting
- Minimal Interior Lighting
- No Exterior Lighting
- No Heat
- No Interior Lighting
- Pet(s) on Premises
- Remote Location

## **Association/Community**

**Association Fee Includes** – The services included with the association fee (e.g., landscaping, trash, water). **R**

- Central Cooling
- Central Heating
- Insurance
- Maintenance Grounds: Maintenance of the grounds includes lawns and common areas but not exterior structures. **R**
- Sewer
- Snow Removal
- Trash
- Water
- Other

**Association Amenities** – The amenities provided by the homeowner association, mobile park or complex (e.g., pool, clubhouse). **R**

- Clubhouse
- Coin Laundry
- Playground

- Pool
- Recreation Facilities
- Recreation Room
- Security
- Tennis Court(s)
- None
- Other

**Community Features** – A list of features available to the homeowner that are within the neighborhood.

- Park
- Pickleball
- Pool
- Tennis Court(s)

## **Interior**

**All interior values entered for a Residential Income listing should be representative of one unit rather than the entire building.**

**Bedrooms Total** – The total number of bedrooms in the dwelling. **R**

**Bathrooms Full** – A room containing all four of the four elements constituting a bath: toilet, sink, bathtub, shower head (in tub or stall). **R**

**Bathrooms Half** – A room containing two of the four elements constituting a bath: toilet, sink, bathtub, shower head (in a tub or stall). A half bath will typically contain a sink and toilet. **R**

**Living Area** – The liveable square footage in a unit.

**Living Area Source** – The source of the square footage values entered into the MLS.

- Appraiser
- Listing Agent Measured
- Plans
- Public Records

**Laundry Features** – A pick list of features and locations where the laundry is located in the property being sold. **R**

- Common Area

- Electric Dryer Hookup
- Gas Dryer Hookup
- Lower Level
- Main Level
- Upper Level
- Washer Hookup
- None

## **Parking Information**

**Parking Total** – The total number of parking spaces included in the sale. **R**

**Parking Features** – A list of features or description of the parking included in the sale/lease. **R**

- Covered
- Enclosed
- Gravel
- Off Site
- On Site
- Open
- Paved
- None
- Other

## **Building**

**Number Of Buildings** – The total number of separate buildings included in the income property. **R**

**Number Of Units In Community** – The total number of units in the building, complex or community. This is not the number of units being sold, but rather the size of the community in which the dwelling being sold is located. **R**

**Number Of Units Total** – Total number of units included in the income property, occupied or unoccupied. **R**

**Number Of Units Vacant** – The number of units currently vacant. **R**

**Year Built** – The year that an occupancy permit is first granted for the house or other local measure of initial habitability of the build. **R**

**Stories Total** – The total number of floors in the building. In the case of multi-dwelling structures, this is the entire structure and not the individual dwelling being sold. **R**

**Property Condition** – A list describing the condition of the property and any structures included in the sale. **R** For ImagineMLS, this includes a list of construction statuses.

- New Construction: Any state of active construction, from site preparation (e.g., dirt turned, footers poured) to nearing completion but not yet occupied.

**Accessibility Features YN** – Indicates whether or not the home has accessibility features that are included in the sale/lease of the property.

**Security Features** – A list describing the security features included in the sale/lease. **R**

- Fire Sprinkler System
- Security System Leased
- Security System Owned

**Structure Type** – The type of structure that the property completely or partially encompasses. For example, houses or cabins are the overall structure and typically sold or leased as a whole. Multifamily and docks may be sold in whole but are often sold or leased by unit/slip. This field is the type of structure as opposed to style, which is under the Architectural Style field. **R**

- Duplex
- Manufactured House
- Multi Family: A structure or complex with five or more units that are individual dwellings. **R**
- Quadruplex
- Triplex
- Other

**Age of Roof** – The age of the roof for the structures being sold.

**Roof** – A list describing the roof style type. **R** A full list of roofing definitions can be found [here](#).

- Composition
- Dimensional Style
- Flat
- Flat Tile
- Membrane
- Metal
- Rubber
- Shingle

- Slate
- Tar/Gravel
- Tile
- Wood
- Other

**Other Equipment** – A list of other equipment that will be included in the sale of the property. **R**

- Dehumidifier
- Home Theater
- Intercom
- Irrigation Equipment
- Satellite Dish

**Additional Building Fields**

- Building Expansion Potential YN
- Furniture, Fixtures & Equipment YN
- # of Dock Doors
- # of Drive-in Doors
- # of Floors Serviced
- # of Men's Restrooms
- # of Women's Restrooms
- Seating Capacity
- Common Area SqFt
- Laundry SqFt
- Model SqFt
- Office SqFt
- Storage SqFt

**Lot**

**Lot Size Acres** – The total acres of the lot. **R**

**Lot Size Square Feet** – The total square footage of the lot. **R**

**Lot Size Dimensions** – The dimensions of the lot minimally represented as length and width (i.e. 250 x 180) or a measurement of all sides of the polygon representing the property lines of the property (i.e., 30 x 50 x 120 x 60 x 22). **R**

**Lot Expansion Potential YN** – Is there the potential to extend the current lot?

**Road Frontage Feet** – How much of the property borders or faces the road.

## **Utilities**

**Cooling YN** – Indicates whether or not the property has some form of cooling or air conditioning. **R**

**Cooling** – A list describing the cooling or air conditioning features of the property. **R**

- Attic Fan
- Ceiling Fan(s)
- Central Air
- Ductless: The cooling system does not have ducted or a wall/window-type unit. A mini-split is a common type of ductless system where an outdoor condenser is connected to an indoor fan unit that feeds the room in which it's located, rather than being ducted throughout the structure. **R**
- Electric
- Exhaust Fan
- Gas
- Geothermal: The cooling system runs on a geothermal source. **R**
- Heat Pump
- Multi Units
- Wall Units(s)
- Window Unit(s)
- Zoned: The cooling system has more than one zone. **R**
- None
- Other

**Heating YN** – Indicates whether or not the property has heating. **R**

**Heating** – A list describing the heating features of the property. **R** A full list of heating options and definitions can be found [here](#).

- Baseboard
- Ceiling
- Coal
- Dual Fuel
- Ductless
- Electric
- Floor Furnace
- Forced Air
- Geothermal
- Gravity

- Heat Pump
- Hot Water
- Humidity Control
- Natural Gas
- Oil
- Propane
- Propane Tank Leased
- Propane Tank Owned
- Radiant
- Solar
- Space Heater
- Steam
- Wood
- Wood Stove
- Zoned
- Other

**Utilities** – A list of the utilities for the property being sold/leased. **R**

- Cable Available
- Cable Connected
- Cable Not Available
- Electricity Available
- Electricity Connected
- Electricity Not Available
- Natural Gas Available
- Natural Gas Connected
- Natural Gas Not Available
- Phone Available
- Phone Connected
- Phone Not Available
- Propane
- Propane Not Available
- Sewer Available
- Sewer Connected
- Sewer Not Available
- Water Available
- Water Connected
- Water Not Available
- Underground Utilities
- None
- Other

**Electricity Phase** – Phase is the alternating current (AC) connections between an existing wire and a neutral wire. Single-phase power is often used for residential and three-phase for commercial purposes.

**Electricity Location** – The location of the electricity panel or connections to the structure.

**Inground Tank YN** – An indicator of if the property has an underground tank for storing substances.

## **Remarks**

**Public Remarks** – Text remarks that may be displayed to the public. In an MLS, it is the field where information is entered for the public. This information is intended to be visible online. This is typically information that describes the selling points of the building and/or land for sale. Local conditions and rules will determine what such content can contain. Generally, any information pertaining to entry to the property, the seller and/or tenant, or listing member contact information is excluded. **R** Any reference to an individual or company is not allowed, the only exception being auctions.

**Private Remarks** – Remarks that may contain security or proprietary information and should be restricted from public view. **R**

**Directions** – Driving directions to the property. **R** **GPS, Use Maps, or other similar terms are not allowed. This should describe how to get to the property from main streets or highways.**

**Office Remarks** – A Remarks field that is only visible to members of the same offices as the listing agent. **R**

# Farm Input Sheet

## Listing Information

**Property Type** – Farm (cannot change after selected in previous screen).

**Comp Sale YN** – Indicates whether or not this sale was entered for comparative purposes. R

**Property Sub Type** – Two options for Farm

- Farm: A place where agricultural and similar activities take place, especially the growing of crops. R
- Ranch: A place where agricultural and similar activities take place, especially the raising of livestock. R

**Listing Member** – The MLS participant or subscriber who has entered into a listing agreement with the seller and is responsible for entering and maintaining the property listing in the MLS.

**Co-listing Member** – An additional MLS participant or subscriber who shares responsibility with the Listing Member for representing the seller and managing the property listing in the MLS.

## Google Address Search

**Start typing** the address for the property you are listing.

This is a Google-based address search and will start showing addresses based on your search entry and location.

When you see your desired address appear in the dropdown results, click to select it.

Selecting the address in this search bar will automatically fill the address fields below. Be sure to validate the address fields as well.

Otherwise, use the address-related fields below to enter the listing's address.

## Address

**Street Number** – The house/building number assigned by the local taxing or planning authority or U.S. Postal Service. **Lot specifiers go in this field.**

**Street Direction Prefix** – The direction of the street included in the address. i.e. N, E, S, W.

**Street Name** – The street name assigned by the local taxing or planning authority or U.S Postal Service. No punctuation. The Street Suffix (Street, Road, Way, etc.) does NOT go in this field.

**Street Suffix** – The part of a street or road name that describes what type of street it is. i.e. street, avenue, lane, drive, circle, court, etc.

**Unit Number** – The unit or apartment number, if applicable.

**Street Suffix Modifier** – A word or phrase in an address that modifies the Street Name. For example, in "*West End Avenue Extension*", the modifier is "*Extension*".

**County** – The county where the property exists.

**City** – The name of the city the listing is located in.

**State** – The name of the state that the listing is located in.

**Zip Code** – The postal code portion of a street or mailing address. **R** Use the Zip Code assigned by the U.S. Postal Service.

**Zip + 4** – The postal code +4 portion of a street or mailing address. **R**

**MLS Area Major** – The major marketing area name, as defined by the MLS. **R** ImagineMLS has four unique areas for Fayette County and five unique areas for Pulaski county.

## **Property Location**

**Click Map This Location** then confirm the pin's location, move it as necessary, and select Use This Location. You may be prompted to use an alternate address that maps more easily.

## **Tax & Legal**

**Subdivision Name** – A neighborhood, community, complex or builder tract. **R**

**Parcel Number** – A number used to uniquely identify a parcel or lot. This number is typically issued by the county or county assessor. The AP number format varies from county to county. **R**

**Tax Rate** – The percentage of which the property is worth that must be paid in taxes (typically per hundred dollars or per thousand dollars).

**Zoning** – A division of the city or county into areas of different permissible land uses. **R**

**Zoning Description** – A list of descriptions of the zoning of the property. The zoning codes are often nondescriptive and variant. This provides a more descriptive form of the zoning for the property (e.g., Agricultural, Residential, Rezone Possible). Specific zone codes must be added to the Zoning field. **R**

**Owner Name** – Name of the owner of the property being sold. **R**

**Owner Phone** – Phone number that the owner can be reached at. Should be in a ten digit format separated by hyphens (###-###-####).

**High School District** – The name of the school district the property is zoned in.

**Elementary School** – The name of the elementary school the property is zoned in.

**Middle Or Junior School** – The name of the middle school the property is zoned in.

**High School** – The name of the high school the property is zoned in.

**Disclosures** – Legal or pertinent information that should be disclosed to potential buyer's agents. **R**

- Inground Tank(s)
- Landfill/Dump
- Restrictions
- Sinkhole
- Other

## **Contract**

**Office Exclusive YN** – Is this listing currently an Office Exclusive? From the [National Association of REALTORS](#), an Office Exclusive listing “*Is an exempt listing where the seller has directed that their property not be disseminated through the MLS and not be publicly marketed. The office exclusive listing shall be filed with the MLS but not disseminated to other MLS Participants and Subscribers.*” **Note that Office Exclusive listings will only show on the MLS to users from your office and will not be distributed out to third-party sites.**

**Status** – The status of the listing as it reflects the state of the contract between the listing agent and seller or an agreement with a buyer. **R**

- **Active** - A completed exclusive listing agreement has been received, and the property is now open for viewing.
- **Coming Soon** - A completed exclusive listing agreement has been received, but the seller(s) have provided written instructions stating that the property cannot be shown at the moment. This time period can be up to 14 days in ImagineMLS.

**Listing Contract Date** – The effective date of the agreement between the seller and the seller's broker. This is the date entered by the agent reflecting when the change occurred contractually, not a timestamp of when the change was made in the MLS. **R**

**Expiration Date** – The date when the listing agreement will expire. This is the date entered by the agent reflecting when the change contractually occurred or will occur, not a timestamp of when the change was made in the MLS. **R**

**List Price** – The current price of the property as determined by the seller and the seller's broker. For auctions, this is the minimum or reserve price. **R**

**Listing Agreement** – The nature of the agreement between the seller and the listing agent (e.g., Exclusive Agency, Open Listing). **R**

- Exclusive Agency: A contract giving one brokerage firm, for a specified time, the right to sell/lease the property and also allowing the owner, acting alone, to sell/lease the property without paying commission. **R**
- Exclusive Right To Sell: A contract giving the broker the right to collect commission if the property is sold by anyone, including the owner, during the term of the agreement. **R**

## **Showings**

**Showing Contact Phone** – A telephone number that should be called to arrange showing the property. **R**

**Showing Instructions** – Remarks that detail the seller's instructions for showing the subject property. Showing instructions may include contact information, showing times, notice required or other information. These remarks are privileged and are not for public viewing. **R**

**Occupant Type** – Describes the type of occupant (i.e., Owner, Tenant, Vacant). **R**

- Occupied: The property has a permanent occupant.
- Tenant: The property is occupied by a tenant.
- Vacant: The property has no occupant.

**Showing Requirements** – A pick list of types of notice required to see the home (i.e., Appointment Required, Courtesy Call Only, Go Direct, etc.). **R**

- CBS Code: Call before showing code for a lockbox.
- Call Listing Agent
- Call Listing Office

- Call Manager
- Call Owner
- Call Tenant
- Key In Office: The key to access the property for showing must be retrieved from the listing or manager's office. **R**
- Leave Message and Show: Notify the showing contact that you will be showing the property. Same as "Go and Show" in ShowingTime.
- Listing Agent Must Accompany
- No Sign: The property has no "for sale" sign. **R**
- Restricted Hours
- Show Anytime: Show without notice or scheduling an appointment.
- Showing Service: Schedule an appointment via a showing service (Showingtime, specific broker tool, etc.).

**Showing Considerations** – A pick list of conditions that may require caution or further consideration, such as bringing someone with you, when showing the property (i.e., Electricity Not On, Inconsistent Cell Service, No Exterior Lighting). **R**

- Electricity Not On
- Inconsistent Cell Service
- Limited Visibility From Road
- Minimal Exterior Lighting
- Minimal Interior Lighting
- No Exterior Lighting
- No Heat
- No Interior Lighting
- Pet(s) on Premises
- Remote Location

## **Building**

**Farm With House YN** – An indicator of if there is a residence on the property and whether or not it is selling with the farm.

**Year Built** – The year that an occupancy permit is first granted for the house or other local measure of initial habitability of the build. **R**

**Levels** – The number of levels in the property being sold (e.g., One, Two, Three or More, Multi/Split). A discreet horizontal plane of interior living space (excluding basements). **R**

- One
- One and One Half
- Two
- Three or More
- Multi/Split: A split-level home (also called a tri-level home) is a style of house in which the floor levels are staggered so that the "main" level of the house (e.g., the level that usually contains the front entry) is partway between the upper and lower floors. **R**

**Housing** – Who occupies or is housed in the property.

- Guest
- Main
- Manager(s)
- Tenant(s)
- Other

**Garage YN** – A flag that indicates whether or not the listing has a garage. **R**

**Security Features** – A list describing the security features included in the sale/lease. **R**

- Fire Sprinkler System
- Security System Leased
- Security System Owned

**Architectural Style** – A list describing the style of the structure (e.g., Victorian, Ranch, Craftsman). **R** A full list of Architectural Style definitions can be found [here](#).

- Barndominium
- Cabin
- Cape Cod
- Colonial
- Contemporary
- Craftsman
- Mid-Century Modern
- Raised Ranch
- Ranch
- Shotgun
- Split Level

**Structure Type** – The type of structure that the property completely or partially encompasses. For example, houses or cabins are the overall structure and typically sold or leased as a whole. Multifamily and docks may be sold in whole but are often sold or leased by unit/slip. This field is the type of structure as opposed to style, which is under the Architectural Style field. **R**

- House
- Manufactured House
- Multi Family: A structure or complex with five or more units that are individual dwellings.  
R
- Other

**Basement YN** – Indicates whether or not the property has a basement. R

**Interior - Bedrooms Total** – The total number of bedrooms in the dwelling. R

**Interior - Bathrooms Full** – A room containing all four of the four elements constituting a bath: toilet, sink, bathtub, shower head (in tub or stall). R

**Interior - Bathrooms Half** – A room containing two of the four elements constituting a bath: toilet, sink, bathtub, shower head (in a tub or stall). A half bath will typically contain a sink and toilet. R

**Interior - Above Grade Finished Area** – The finished area within the structure that is at or above the surface of the ground. R

**Interior - Below Grade Finished Area** – The finished area within the structure that is below ground. R

**Interior - Above Grade Unfinished Area** - The unfinished area within the structure that is at or above the surface of the ground. R

**Interior - Below Grade Unfinished Area** - The unfinished area within the structure that is below ground. R

**Interior - Non-Compliant Total SqFt** – Square footage that does not qualify for inclusion in the Gross Living Area (GLA) under ANSI measurement standards due to factors such as ceiling height, access, location, grade level, etc. Often used for spaces like converted garages or other non-traditional living areas.

**Interior - Living Area Units** – A pick list of the unit of measurement for the area (e.g., Square Feet, Square Meters). R

- Square Feet

**Interior - Living Area Source** – The source of the square footage values entered into the MLS.

- Appraiser
- Listing Agent Measured
- Plans

- Public Records

**Interior - Fireplace YN** – Does the property include a fireplace. **R**

**Interior - Interior Features** – A list of features or a description of the interior of the property included in the sale/lease. **R**

- Breakfast Bar: A surface designed for eating, which is typically smaller than a dining table and attached to another kitchen surface. **R**
- Ceiling Fan(s)
- Central Vacuum
- Eat-in Kitchen: A kitchen that has been designed to accommodate dining. **R** The dining space is within the kitchen.
- Elevator
- Entrance Foyer: The area just inside the front door that connects the exterior to the interior of the building.
- In-Law Floorplan: The structure has an area within that has the characteristics of an independent apartment, typically with a living area, kitchen, bedroom and bathroom. An in-law floor plan is not necessarily an Accessory Dwelling Unit (ADU). **R**
- Primary Downstairs (previously called 'Primary First Floor')
- Soaking Tub: A bathtub that is typically deeper and may be shorter than traditional tubs. **R**
- Walk-In Closet(s)
- Wet Bar: Commonly a built-in fixture for the storage, preparation, serving and/or consumption of drinks that has a faucet and sink. **R**
- Other

**Interior - Flooring** – A list of the type(s) of flooring found within the property. **R**

- Carpet
- Ceramic Tile
- Concrete
- Hardwood
- Laminate: A synthetic, multi-layered floor that mimics the look of wood or stone. Generally not as durable as vinyl flooring.
- Luxury Vinyl: The property includes luxury vinyl flooring, which is a waterproof and durable flooring that mimics the look of hardwood or stone. **R**
- Marble
- Parquet: A decorative floor made of small, precisely cut wooden pieces arranged in geometric patterns like herringbone, chevron, and basket weave.
- Slate
- Tile
- Vinyl: A resilient flooring material made primarily from PVC in sheets or planks. Standard vinyl is generally thinner and less rigid than luxury vinyl.

- Wood
- Other

**Interior - Rooms** – There are no rooms required for Farm listings.

**For any Rooms entered, Length and Width fields must be a whole number in feet.** If you have a measurement that is not a full foot, you need to calculate the inches in feet. A chart for this is included below.

Inches	Decimal Equivalent
1	.08
2	.17
3	.25
4	.33
5	.42
6	.5
7	.58
8	.67
9	.75
10	.83
11	.9

An example to reference is 14'5". This measurement as a whole number in feet is 14.42.

**Room Names for ImagineMLS are below.**

- Primary Bedroom
- Living Room
- Kitchen
- Bathroom 1
- Bathroom 2
- Bathroom 3
- Bathroom 4
- Bathroom 5
- Bedroom 1
- Bedroom 2
- Bedroom 3
- Bedroom 4
- Bedroom 5

- Bonus Room
- Den
- Dining Room
- Family Room
- Foyer
- Great Room
- Office
- Primary Bathroom: Typically the largest of the bathrooms and attached to the primary bedroom.
- Recreation Room
- Utility Room
- Other

## **Possession**

**Possession Main House** – A list defining when possession of the main residence/house will occur.

- Close of Escrow
- Close Plus 1 Day
- Close Plus 2 Days
- Close Plus 3 Days
- Close Plus 3 to 5 Days
- Close Plus 30 Days
- Negotiable
- Rental Agreement: Possession is stipulated in the rental agreement. **R**
- Seller Rent Back: Possession is determined by the details of the seller rent-back agreement. In most cases, the seller will remain resident. **R**
- Subject To Tenant Rights
- Other
- See Remarks: See the public and private remarks for more information on possession.

**Possession Auxiliary Dwelling** – A list defining when possession of the auxiliary residence will occur.

- Close of Escrow
- Close Plus 1 Day
- Close Plus 2 Days
- Close Plus 3 Days
- Close Plus 3 to 5 Days
- Close Plus 30 Days
- Negotiable

- Rental Agreement: Possession is stipulated in the rental agreement. R
- Seller Rent Back: Possession is determined by the details of the seller rent-back agreement. In most cases, the seller will remain resident. R
- Subject To Tenant Rights
- Other
- See Remarks: See the public and private remarks for more information on possession.

**Possession Farm Land** – A list defining when possession of the farm land will occur.

- Close of Escrow
- Close Plus 1 Day
- Close Plus 2 Days
- Close Plus 3 Days
- Close Plus 3 to 5 Days
- Close Plus 30 Days
- Negotiable
- Rental Agreement: Possession is stipulated in the rental agreement. R
- Seller Rent Back: Possession is determined by the details of the seller rent-back agreement. In most cases, the seller will remain resident. R
- Subject To Tenant Rights
- Other
- See Remarks: See the public and private remarks for more information on possession.

## **Lot**

**Lot Size Acres** – The total acres of the lot. R

**Lot Size Square Feet** – The total square footage of the lot. R

**Lot Size Dimensions** – The dimensions of the lot minimally represented as length and width (i.e. 250 x 180) or a measurement of all sides of the polygon representing the property lines of the property (i.e., 30 x 50 x 120 x 60 x 22). R

**Lot Size Source** – The source of the measurements. R

- Appraiser
- Assessor
- Public Records

**Current Use** – A list of the type(s) of current use of the property. The current use of the property is an important factor in understanding the overall condition of the land and determining appropriateness for intended use. R

- Agricultural
- Cattle
- Commercial
- Development
- Horses
- Hunting
- Pasture
- Recreational
- Residential
- Single Family
- Subdivision
- Unimproved
- Vacant
- Other

**Possible Use** – A list of the type(s) of possible or best uses of the property. Probable use gives a good indication of what the best use or potential use of the property could be (i.e. Primary, Vacation, Investment, Rental, Retirement). **R**

- Agricultural
- Cattle
- Commercial
- Horses
- Industrial
- Pasture
- Recreational
- Residential
- Other

**Road Frontage Feet** – How much of the property borders or faces the road.

**Conservation Easement YN** – A conservation easement is a voluntary, legal agreement that permanently limits uses of the land in order to protect its conservation values. **R**

**Number Of Horse Barns** – The number of barns designed for the shelter and feeding of horses.

**Number Of Tobacco Barns** – Long buildings with side walls that have vents and may have stalls for livestock shelter during inclement weather.

**Number Of Paddocks** – A small fenced outdoor enclosure for horses.

**Number Of Stalls** – Individual enclosure in a barn typically for a single animal or horse.

**Number Of Fields** – The number of separated fields on the property.

**View YN** – The property has a view. **R**

**View** – A view as seen from the listed property. **R**

- Farm
- Lake
- Mountain(s)
- Neighborhood
- Rural
- Trees/Woods
- Water
- Other

**Farm Improvements** – Any current and updated machinery on the farm.

- Auto Walkers: Autonomous agricultural vehicles.
- Auto Waterers
- Dairy Barn(s)
- Equipment Building(s)
- Feed Barn(s)
- Office
- Outdoor Ring
- Run-In Shed(s): Three-sided open-front shelter for animals.
- Silo(s)
- Stock Barn(s)
- Tobacco Barns(s)
- Training Track: Fenced lanes that encourage movement and mimic natural habitats for animals.

**Private Pool Features** – A list of features about or a description of a pool included in the sale/lease. **R**

- Above Ground
- In Ground
- Pool/Spa Combo

**Horse Amenities** – A list of horse amenities on the lot or in the community. **R** A full list of definitions for horse amenities can be found [here](#).

- Arena
- Barn

- Boarding Facilities
- Hay Storage
- Horse Walker
- Paddocks
- Pasture
- Riding Trail
- Round Pen
- Shaving Bin
- Stable(s)
- Tack Room
- Trailer Storage
- Wash Rack
- None
- Other
- See Remarks

**Fencing** – A list of types of fencing found at the property being sold. **R**

- Chain Link
- Invisible: An underground or wireless pet-containment fencing system that uses electronic signals rather than physical materials to create a boundary.
- Partial
- Plank
- Privacy: A solid or mostly solid fence designed to limit visibility into the property, typically made of wood, vinyl, or composite panels.
- Stone
- V-Mesh: Strong and flexible shaped fence with V-shaped openings that prevent animal injuries.
- Wire
- Wood
- None
- Other

**Other Structures** – A list of structures other than the main dwelling (e.g., Guest House, Barn, Shed). **R**

- Barn(s)
- Covered Arena
- Grain Storage
- Guest House
- Indoor Arena
- Shed(s)
- Stable(s)
- Workshop

- Other

**Lot Features** – A list of features or a description of the lot included in the sale/lease. **R**

- Bottomland: Low-lying land often near moving water.
- Cleared
- Floodplain
- Gentle Sloping
- Hilly
- Irregular Lot: Does not adhere to a normal square or rectangular shape.
- Level
- Rolling Slope
- Waterfront
- Wooded: The lot is wooded or backs up to a wooded area.
- Other

## **Utilities**

**Cooling YN** – Indicates whether or not the property has some form of cooling or air conditioning. **R**

**Cooling** – A list describing the cooling or air conditioning features of the property. **R**

- Attic Fan
- Ceiling Fan(s)
- Central Air
- Ductless: The cooling system does not have ducted or a wall/window-type unit. A mini-split is a common type of ductless system where an outdoor condenser is connected to an indoor fan unit that feeds the room in which it's located, rather than being ducted throughout the structure. **R**
- Electric
- Exhaust Fan
- Gas
- Geothermal: The cooling system runs on a geothermal source. **R**
- Heat Pump
- Multi Units
- Wall Units(s)
- Window Unit(s)
- Zoned: The cooling system has more than one zone. **R**
- None
- Other

**Heating YN** – Indicates whether or not the property has heating. **R**

**Heating** – A list describing the heating features of the property. **R** A full list of heating options and definitions can be found [here](#).

- Baseboard
- Ceiling
- Coal
- Dual Fuel
- Ductless
- Electric
- Floor Furnace
- Forced Air
- Geothermal
- Gravity
- Heat Pump
- Hot Water
- Humidity Control
- Natural Gas
- Oil
- Propane
- Propane Tank Leased
- Propane Tank Owned
- Radiant
- Solar
- Space Heater
- Steam
- Wood
- Wood Stove
- Zoned
- Other

**Water Source** – A list of the source(s) of water for the property. **R**

- Cistern
- Creek(s)
- Lake(s)
- Pond(s)
- Private
- Public
- Spring
- Well

**Sewer** – A list describing the sewer or septic features of a property. **R**

- Lagoon System: A type of on-site wastewater treatment where sewage is treated in a large, shallow pond or lagoon, allowing natural biological processes to break down waste.
- Private Sewer
- Public Sewer
- Septic Tank: An on-site system that collects and partially treats wastewater underground, typically followed by a drain field for final treatment and absorption.
- Wetlands System: Wastewater flows into a constructed or natural wetland area, which contains water-tolerant plants, soil, and microorganisms.
- None
- Other

**Utilities** – A list of the utilities for the property being sold/leased. **R**

- Cable Available
- Cable Connected
- Cable Not Available
- Electricity Available
- Electricity Connected
- Electricity Not Available
- Natural Gas Available
- Natural Gas Connected
- Natural Gas Not Available
- Phone Available
- Phone Connected
- Phone Not Available
- Propane
- Propane Not Available
- Sewer Available
- Sewer Connected
- Sewer Not Available
- Water Available
- Water Connected
- Water Not Available
- Underground Utilities
- None
- Other

## **Remarks**

**Public Remarks** – Text remarks that may be displayed to the public. In an MLS, it is the field where information is entered for the public. This information is intended to be visible online. This

is typically information that describes the selling points of the building and/or land for sale. Local conditions and rules will determine what such content can contain. Generally, any information pertaining to entry to the property, the seller and/or tenant, or listing member contact information is excluded. **R** Any reference to an individual or company is not allowed, the only exception being auctions.

**Private Remarks** – Remarks that may contain security or proprietary information and should be restricted from public view. **R**

**Directions** – Driving directions to the property. **R** **GPS, Use Maps, or other similar terms are not allowed. This should describe how to get to the property from main streets or highways.**

**Office Remarks** – A Remarks field that is only visible to members of the same offices as the listing agent. **R**

# Land Input Sheet

## Listing Information

**Property Type** – Land (cannot change after selected in previous screen).

**Comp Sale YN** – Indicates whether or not this sale was entered for comparative purposes. **R**

**Property Sub Type** – Three options for Land

- Agriculture: The property is for farming and agricultural activities. **R**
- Farm: A place where agricultural and similar activities take place, especially the growing of crops. **R**
- Unimproved Land: Commercial land that has not been built upon or improved. **R**

**Listing Member** – The MLS participant or subscriber who has entered into a listing agreement with the seller and is responsible for entering and maintaining the property listing in the MLS.

**Co-listing Member** – An additional MLS participant or subscriber who shares responsibility with the Listing Member for representing the seller and managing the property listing in the MLS.

## Google Address Search

**Start typing** the address for the property you are listing.

This is a Google-based address search and will start showing addresses based on your search entry and location.

When you see your desired address appear in the dropdown results, click to select it.

Selecting the address in this search bar will automatically fill the address fields below. Be sure to validate the address fields as well.

Otherwise, use the address-related fields below to enter the listing's address.

## Address

**Street Number** – The house/building number assigned by the local taxing or planning authority or U.S. Postal Service. **Lot specifiers go in this field.**

**Street Direction Prefix** – The direction of the street included in the address. i.e. N, E, S, W.

**Street Name** – The street name assigned by the local taxing or planning authority or U.S Postal Service. No punctuation. The Street Suffix (Street, Road, Way, etc.) does NOT go in this field.

**Street Suffix** – The part of a street or road name that describes what type of street it is. i.e. street, avenue, lane, drive, circle, court, etc.

**Unit Number** – The unit or apartment number, if applicable.

**Street Suffix Modifier** – A word or phrase in an address that modifies the Street Name. For example, in "*West End Avenue Extension*", the modifier is "*Extension*".

**County** – The county where the property exists.

**City** – The name of the city the listing is located in.

**State** – The name of the state that the listing is located in.

**Zip Code** – The postal code portion of a street or mailing address. **R** Use the Zip Code assigned by the U.S. Postal Service.

**Zip + 4** – The postal code +4 portion of a street or mailing address. **R**

**MLS Area Major** – The major marketing area name, as defined by the MLS. **R** ImagineMLS has four unique areas for Fayette County and five unique areas for Pulaski county.

## **Property Location**

**Click Map This Location** then confirm the pin's location, move it as necessary, and select Use This Location. You may be prompted to use an alternate address that maps more easily.

## **Tax & Legal**

**Subdivision Name** – A neighborhood, community, complex or builder tract. **R**

**Parcel Number** – A number used to uniquely identify a parcel or lot. This number is typically issued by the county or county assessor. The AP number format varies from county to county. **R**

**Additional Parcels YN** – Indicates whether or not more than one parcel or lot is included in the sale. **R**

**Zoning** – A division of the city or county into areas of different permissible land uses. **R**

**Zoning Description** – A list of descriptions of the zoning of the property. The zoning codes are often nondescriptive and variant. This provides a more descriptive form of the zoning for the property (e.g., Agricultural, Residential, Rezone Possible). Specific zone codes must be added to the Zoning field. **R**

**Owner Name** – Name of the owner of the property being sold. **R**

**Owner Phone** – Phone number that the owner can be reached at. Should be in a ten digit format separated by hyphens (###-###-####).

**Deed Restrictions YN** – An indicator of if there are deed restrictions included in the purchase of the property. Deed restrictions are rules that govern how a property or land may be used, typically established and enforced by a homeowners association (HOA).

**Easements YN** – An indicator of if there are easements included in the purchase of the property. An easement is a legal right that allows someone to use a portion of another person's property, even though they do not own it.

**Conservation Easement YN** – Does the property have a conservation easement? A conservation easement is an interest in real property established by agreement between a landowner and land trust or unit of government.

## **Contract**

**Office Exclusive YN** – Is this listing currently an Office Exclusive? From the [National Association of REALTORS](#), an Office Exclusive listing *"Is an exempt listing where the seller has directed that their property not be disseminated through the MLS and not be publicly marketed. The office exclusive listing shall be filed with the MLS but not disseminated to other MLS Participants and Subscribers."* Note that Office Exclusive listings will only show on the MLS to users from your office and will not be distributed out to third-party sites.

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**Listing Agreement** – The nature of the agreement between the seller and the listing agent (e.g., Exclusive Agency, Open Listing). **R**

- Exclusive Agency: A contract giving one brokerage firm, for a specified time, the right to sell/lease the property and also allowing the owner, acting alone, to sell/lease the property without paying commission. **R**
- Exclusive Right to Lease: A contract giving the broker the right to collect commission if the property is leased by anyone, including the owner, during the term of the agreement. **R**
- Exclusive Right To Sell: A contract giving the broker the right to collect commission if the property is sold by anyone, including the owner, during the term of the agreement. **R**

**Listing Terms** – Terms of the listing such as Lien Release, Subject to Court Approval or Owner Will Carry. Also may include options that describe the financing terms that are acceptable to the seller (i.e., Cash, Assumable, FHA, etc.). **R**

- 1031 Exchange: The seller may be interested in a 1031 exchange as part of the sale. **R**
- Cash: The seller would like a cash sale. **R**
- Conventional: The seller may accept a buyer using conventional financing to purchase the home. **R**
- Lease Option: The seller may be interested in selling as a lease option to the buyer. **R**

**Special Listing Conditions** – A list of options that describe the type of sale (e.g., Standard, REO, Short Sale, Probate, Auction, NOD) at the time of listing. **R**

- Auction
- Standard

**Disclosures** – Legal or pertinent information that should be disclosed to potential buyer's agents. **R**

- Inground Tank(s)
- Landfill/Dump
- Restrictions
- Sinkhole
- Other

## **Showings**

**Showing Contact Phone** – A telephone number that should be called to arrange showing the property. **R**

**Showing Instructions** – Remarks that detail the seller's instructions for showing the subject property. Showing instructions may include contact information, showing times, notice required or other information. These remarks are privileged and are not for public viewing. **R**

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- CBS Code: Call before showing code for a lockbox.
- Call Listing Agent
- Call Listing Office
- Call Manager
- Call Owner
- Call Tenant
- Key In Office: The key to access the property for showing must be retrieved from the listing or manager's office. **R**
- Leave Message and Show: Notify the showing contact that you will be showing the property. Same as "Go and Show" in ShowingTime.
- Listing Agent Must Accompany
- No Sign: The property has no "for sale" sign. **R**
- Restricted Hours
- Show Anytime: Show without notice or scheduling an appointment.
- Showing Service: Schedule an appointment via a showing service (Showingtime, specific broker tool, etc.).

**Showing Considerations** – A pick list of conditions that may require caution or further consideration, such as bringing someone with you, when showing the property (i.e., Electricity Not On, Inconsistent Cell Service, No Exterior Lighting). **R**

- Electricity Not On
- Inconsistent Cell Service
- Limited Visibility From Road
- Minimal Exterior Lighting
- Minimal Interior Lighting
- No Exterior Lighting
- No Heat
- No Interior Lighting
- Pet(s) on Premises

- Remote Location

## **Lot**

**Number of Lots** – The total number of lots on the property or included in the sale. Land properties are often sold with multiple lots. It is important to be able to describe how many lots are in the property, and not all lots have separate parcel IDs. **R**

**Lot Size Acres** – The total acres of the lot. **R**

**Lot Size Square Feet** – The total square footage of the lot. **R**

**Lot Size Dimensions** – The dimensions of the lot minimally represented as length and width (i.e. 250 x 180) or a measurement of all sides of the polygon representing the property lines of the property (i.e., 30 x 50 x 120 x 60 x 22). **R**

**Road Frontage Feet** – How much of the property borders or faces the road.

**Elevation** – The elevation of the property in relation to sea level. **R** For ImagineMLS, enter the highest point of elevation in this field as a whole number.

**Elevation Low** – The lowest elevation on the lot.

**Elevation Units** – A pick list of the unit of measurement used in the Elevation field (i.e., Feet, Meters). **R**

- Feet

**Current Use** – A list of the type(s) of current use of the property. The current use of the property is an important factor in understanding the overall condition of the land and determining appropriateness for intended use. **R**

- Agricultural
- Cattle
- Commercial
- Development
- Horses
- Hunting
- Pasture
- Recreational
- Residential
- Single Family

- Subdivision
- Unimproved
- Vacant
- Other

**Possible Use** – A list of the type(s) of possible or best uses of the property. Probable use gives a good indication of what the best use or potential use of the property could be (i.e. Primary, Vacation, Investment, Rental, Retirement). **R**

- Agricultural
- Cattle
- Commercial
- Horses
- Industrial
- Pasture
- Professional
- Recreational
- Residential
- Resort
- Other

**Improvements YN** – Indicates whether any physical improvements exist on the land, such as grading, utilities, fencing, driveways, or other site enhancements.

**Floodplain YN** – Indicates whether any portion of the property is located within a designated floodplain.

**Turn Lane YN** – Indicates whether a dedicated turn lane providing access to the property is available from an adjoining roadway.

**Paved Street Available YN** – Indicates whether the property has access to a paved public or private street.

**Railroad Available YN** – Indicates whether railroad service is available in the immediate area or accessible to the property.

**Railroad Spur Available YN** – Indicates whether a railroad spur directly serves or can directly connect to the property.

**Sidewalk Available YN** – Indicates whether sidewalks are available along the street frontage of the property.

**Expansion Potential SqFt** – The estimated additional square footage of development that may be possible on the property, subject to zoning, approvals, and other restrictions.

**Lot Features** – A list of features or a description of the lot included in the sale/lease. R

- Bottomland: Low-lying land often near moving water.
- Cleared
- Floodplain
- Gentle Sloping
- Hilly
- Irregular Lot: Does not adhere to a normal square or rectangular shape.
- Level
- Rolling Slope
- Waterfront
- Wooded: The lot is wooded or backs up to a wooded area.

## **Financial Info**

**A detailed list of income and expenses for maintaining the property. This information is not required.**

- Accounting, Legal & Collections Expense
- Advertising License & Permit Expense
- Cable TV Expense
- Cash Flow Before Tax
- Credit and Vacancy Losses
- Electric Expense
- Elevator Services Expense
- Fuel Expense
- Gross Income
- Gross Operating Income
- Gross Scheduled Income
- Insurance Expense
- Janitorial Services Expense
- Land Lease Amount
- Lawn Services Expense
- Less Operating Expenses
- Maintenance Expense
- Manager Expense
- Net Operating Income
- Operating Expense
- Other Contract Labor
- Other Expense
- Other Expense Description
- Other Expense (B)

- Other Expense (B) Description
- Other Income
- Other Services Expense
- Payroll Expense
- Personal Property Taxes
- Professional Management Expense
- Real Estate Taxes
- Replacement Reserve
- Supplies Expense
- Taxes
- Taxes, Work Comp
- Telephone Expense
- Total Actual Rent
- Total Annual Debt Service
- Trash Expense
- Utilities Expense
- Vacancy Allowance Rate
- Water Services Expense
- Water Sewer Expense

## **Utilities**

**Utilities** – A list of the utilities for the property being sold/leased. **R**

- Cable Available
- Cable Connected
- Cable Not Available
- Electricity Available
- Electricity Connected
- Electricity Not Available
- Natural Gas Available
- Natural Gas Connected
- Natural Gas Not Available
- Phone Available
- Phone Connected
- Phone Not Available
- Propane
- Propane Not Available
- Sewer Available
- Sewer Connected
- Sewer Not Available
- Water Available

- Water Connected
- Water Not Available
- Underground Utilities
- None
- Other

**Electricity Phase** – Phase is the alternating current (AC) connections between an existing wire and a neutral wire. Single-phase power is often used for residential and three-phase for commercial purposes.

- Single Phase
- Three Phase

**Electricity Voltage** – The voltage level of electrical service available at the property or in close proximity to the property.

**Electricity Location** – The location of the electricity panel or connections to the structure.

**Gas Pipe Size** – The size or capacity of the natural gas line available at the property or adjacent to the property.

**Gas Location** – The location of the natural gas service in relation to the property (such as on-site, at the street, or nearby).

**Septic Available YN** – Indicates whether a septic system is available, permitted, or approved for use on the property.

**Sewer Pipe Size** – The size or capacity of the public sewer line available at the property or adjacent to the property.

**Sewer Location** – The location of the sewer service in relation to the property (such as on-site, at the street, or nearby).

**Water Pipe Size** – The size or capacity of the water line available at the property or adjacent to the property.

**Water Location** – The location of the water service in relation to the property (such as on-site, at the street, or nearby).

**Underground Tank YN** – An indicator of if the property has an underground tank for storing substances.

## **Remarks**

**Public Remarks** – Text remarks that may be displayed to the public. In an MLS, it is the field where information is entered for the public. This information is intended to be visible online. This is typically information that describes the selling points of the building and/or land for sale. Local conditions and rules will determine what such content can contain. Generally, any information pertaining to entry to the property, the seller and/or tenant, or listing member contact information is excluded. **R** Any reference to an individual or company is not allowed, the only exception being auctions.

**Private Remarks** – Remarks that may contain security or proprietary information and should be restricted from public view. **R**

**Directions** – Driving directions to the property. **R** **GPS, Use Maps, or other similar terms are not allowed. This should describe how to get to the property from main streets or highways.**

**Office Remarks** – A Remarks field that is only visible to members of the same offices as the listing agent. **R**

# Commercial Sale Input Sheet

## Listing Information

**Property Type** – Commercial Sale (cannot change after selected in previous screen).

**Comp Sale YN** – Indicates whether or not this sale was entered for comparative purposes. **R**

**Property Sub Type** – Eight options for Commercial Sale

- Business
- Hotel/Motel
- Industrial
- Mixed Use
- Mobile Home Park
- Office
- Retail
- Warehouse

**Listing Member** – The MLS participant or subscriber who has entered into a listing agreement with the seller and is responsible for entering and maintaining the property listing in the MLS.

**Co-listing Member** – An additional MLS participant or subscriber who shares responsibility with the Listing Member for representing the seller and managing the property listing in the MLS.

## Google Address Search

**Start typing** the address for the property you are listing.

This is a Google-based address search and will start showing addresses based on your search entry and location.

When you see your desired address appear in the dropdown results, click to select it.

Selecting the address in this search bar will automatically fill the address fields below. Be sure to validate the address fields as well.

Otherwise, use the address-related fields below to enter the listing's address.

## Address

**Street Number** – The house/building number assigned by the local taxing or planning authority or U.S. Postal Service. **Lot specifiers go in this field.**

**Street Direction Prefix** – The direction of the street included in the address. i.e. N, E, S, W.

**Street Name** – The street name assigned by the local taxing or planning authority or U.S Postal Service. No punctuation. The Street Suffix (Street, Road, Way, etc.) does NOT go in this field.

**Street Suffix** – The part of a street or road name that describes what type of street it is. i.e. street, avenue, lane, drive, circle, court, etc.

**Unit Number** – The unit or apartment number, if applicable.

**Street Suffix Modifier** – A word or phrase in an address that modifies the Street Name. For example, in "*West End Avenue Extension*", the modifier is "*Extension*".

**County** – The county where the property exists.

**City** – The name of the city the listing is located in.

**State** – The name of the state that the listing is located in.

**Zip Code** – The postal code portion of a street or mailing address. **R** Use the Zip Code assigned by the U.S. Postal Service.

**Zip + 4** – The postal code +4 portion of a street or mailing address. **R**

**MLS Area Major** – The major marketing area name, as defined by the MLS. **R** ImagineMLS has four unique areas for Fayette County and five unique areas for Pulaski county.

## **Property Location**

**Click Map This Location** then confirm the pin's location, move it as necessary, and select Use This Location. You may be prompted to use an alternate address that maps more easily.

## **Tax & Legal**

**Subdivision Name** – A neighborhood, community, complex or builder tract. **R**

**Parcel Number** – A number used to uniquely identify a parcel or lot. This number is typically issued by the county or county assessor. The AP number format varies from county to county. **R**

**Tax Rate** – The percentage of which the property is worth that must be paid in taxes (typically per hundred dollars or per thousand dollars).

**Zoning** – A division of the city or county into areas of different permissible land uses. **R**

**Zoning Description** – A list of descriptions of the zoning of the property. The zoning codes are often nondescriptive and variant. This provides a more descriptive form of the zoning for the property (e.g., Agricultural, Residential, Rezone Possible). Specific zone codes must be added to the Zoning field. **R**

## **Financial Info**

**Sale Includes** – A list of items that comes with the sale or lease of the property.

- Building(s)
- Business
- Easements
- Equipment
- Fixtures
- Furniture
- Inventory
- Land
- Leases
- Licenses
- Options
- Other

**A detailed list of income and expenses for maintaining the property. This information is not required.**

- Accounting, Legal & Collections Expense
- Advertising License & Permit Expense
- Cable TV Expense
- Cash Flow Before Tax
- Credit and Vacancy Losses
- Electric Expense
- Elevator Services Expense
- Fuel Expense
- Gross Income
- Gross Operating Income
- Gross Scheduled Income
- Insurance Expense
- Janitorial Services Expense

- Land Lease Amount
- Lawn Services Expense
- Less Operating Expenses
- Maintenance Expense
- Manager Expense
- Net Operating Income
- Operating Expense
- Other Contract Labor
- Other Expense
- Other Expense Description
- Other Expense (B)
- Other Expense (B) Description
- Other Income
- Other Services Expense
- Payroll Expense
- Personal Property Taxes
- Professional Management Expense
- Real Estate Taxes
- Replacement Reserve
- Supplies Expense
- Taxes
- Taxes, Work Comp
- Telephone Expense
- Total Actual Rent
- Total Annual Debt Service
- Trash Expense
- Utilities Expense
- Vacancy Allowance Rate
- Water Services Expense
- Water Sewer Expense

**Tenant Pays** – A list of services or items that the tenant is responsible to pay. **R**

- Common Area Maintenance
- Electricity
- Exterior Maintenance
- Gas
- Insurance
- Interior Maintenance
- Sewer
- Taxes
- Trash Collection
- Water
- None
- Other

## **Contract**

**Office Exclusive YN** – Is this listing currently an Office Exclusive? From the [National Association of REALTORS](#), an Office Exclusive listing “*Is an exempt listing where the seller has directed that their property not be disseminated through the MLS and not be publicly marketed. The office exclusive listing shall be filed with the MLS but not disseminated to other MLS Participants and Subscribers.*” **Note that Office Exclusive listings will only show on the MLS to users from your office and will not be distributed out to third-party sites.**

**Status** – The status of the listing as it reflects the state of the contract between the listing agent and seller or an agreement with a buyer. **R**

- **Active** - A completed exclusive listing agreement has been received, and the property is now open for viewing.
- **Coming Soon** - A completed exclusive listing agreement has been received, but the seller(s) have provided written instructions stating that the property cannot be shown at the moment. This time period can be up to 14 days in ImagineMLS.

**Listing Contract Date** – The effective date of the agreement between the seller and the seller's broker. This is the date entered by the agent reflecting when the change occurred contractually, not a timestamp of when the change was made in the MLS. **R**

**Expiration Date** – The date when the listing agreement will expire. This is the date entered by the agent reflecting when the change contractually occurred or will occur, not a timestamp of when the change was made in the MLS. **R**

**List Price** – The current price of the property as determined by the seller and the seller's broker. For auctions, this is the minimum or reserve price. **R**

**Listing Agreement** – The nature of the agreement between the seller and the listing agent (e.g., Exclusive Agency, Open Listing). **R**

- **Exclusive Agency:** A contract giving one brokerage firm, for a specified time, the right to sell/lease the property and also allowing the owner, acting alone, to sell/lease the property without paying commission. **R**
- **Exclusive Right To Sell:** A contract giving the broker the right to collect commission if the property is sold by anyone, including the owner, during the term of the agreement. **R**

**Listing Terms** – Terms of the listing such as Lien Release, Subject to Court Approval or Owner Will Carry. Also may include options that describe the financing terms that are acceptable to the seller (i.e., Cash, Assumable, FHA, etc.). **R**

- **1031 Exchange:** The seller may be interested in a 1031 exchange as part of the sale. **R**
- **Cash:** The seller would like a cash sale. **R**

- Conventional: The seller may accept a buyer using conventional financing to purchase the home. **R**
- Lease Option: The seller may be interested in selling as a lease option to the buyer. **R**

**Special Listing Conditions** – A list of options that describe the type of sale (e.g., Standard, REO, Short Sale, Probate, Auction, NOD) at the time of listing. **R**

- Auction
- Standard

**Possession** – A list defining when possession will occur (i.e., COE, COE+1, etc.). **R**

- Close of Escrow
- Close Plus 1 Day
- Close Plus 2 Days
- Close Plus 3 Days
- Close Plus 3 to 5 Days
- Close Plus 30 Days
- Negotiable
- Rental Agreement: Possession is stipulated in the rental agreement. **R**
- Seller Rent Back: Possession is determined by the details of the seller rent-back agreement. In most cases, the seller will remain resident. **R**
- Subject To Tenant Rights
- Other
- See Remarks: See the public and private remarks for more information on possession.

**Existing Lease Type** – Information about the status of the existing lease on the property (i.e., Net, NNN, NN, Gross, Absolute Net, Escalation Clause, Ground Lease). **R**

- Gross: A lease agreement where the owner (lessor) pays all property changes normal to ownership. The opposite to net leases where the tenant (lessee) may pay taxes, insurance, maintenance and even for damages that were not caused by the tenant. **R**
- NN: A lease agreement where the tenant pays real estate taxes and building insurance. **R**
- NNN: A lease agreement where the tenant pays real estate taxes, building insurance and maintenance. **R**
- None
- Other

## **Showings**

**Showing Contact Phone** – A telephone number that should be called to arrange showing the property. **R**

**Showing Instructions** – Remarks that detail the seller's instructions for showing the subject property. Showing instructions may include contact information, showing times, notice required or other information. These remarks are privileged and are not for public viewing. **R**

**Occupant Type** – Describes the type of occupant (i.e., Owner, Tenant, Vacant). **R**

- Occupied: The property has a permanent occupant.
- Tenant: The property is occupied by a tenant.
- Vacant: The property has no occupant.

**Showing Requirements** – A pick list of types of notice required to see the home (i.e., Appointment Required, Courtesy Call Only, Go Direct, etc.). **R**

- CBS Code: Call before showing code for a lockbox.
- Call Listing Agent
- Call Listing Office
- Call Manager
- Call Owner
- Call Tenant
- Key In Office: The key to access the property for showing must be retrieved from the listing or manager's office. **R**
- Leave Message and Show: Notify the showing contact that you will be showing the property. Same as "Go and Show" in ShowingTime.
- Listing Agent Must Accompany
- No Sign: The property has no "for sale" sign. **R**
- Restricted Hours
- Show Anytime: Show without notice or scheduling an appointment.
- Showing Service: Schedule an appointment via a showing service (Showingtime, specific broker tool, etc.).

**Showing Considerations** – A pick list of conditions that may require caution or further consideration, such as bringing someone with you, when showing the property (i.e., Electricity Not On, Inconsistent Cell Service, No Exterior Lighting). **R**

- Electricity Not On
- Inconsistent Cell Service
- Limited Visibility From Road
- Minimal Exterior Lighting
- Minimal Interior Lighting
- No Exterior Lighting
- No Heat
- No Interior Lighting
- Pet(s) on Premises

- Remote Location

## **Interior**

**Building Area Total** – The total area of the structure, including both finished and unfinished areas. **R**

**Building Area Source** – The source of the measurements. This is a pick list of options showing the source of the measurement (e.g., Agent, Assessor, Estimate). **R**

- Appraiser
- Assessor
- Builder
- Estimated
- Other
- Owner
- Plans
- Public Records
- See Remarks

**Building Area Units** – A pick list of the unit of measurement for the area (e.g., Square Feet, Square Meters). **R**

- Square Feet

**Living Area** – The total livable area within the structure. **R**

**Living Area Units** – A pick list of the unit of measurement for the area (e.g., Square Feet, Square Meters). **R**

- Square Feet

**Living Area Source** – The source of the square footage values entered into the MLS.

- Appraiser
- Listing Agent Measured
- Plans
- Public Records

## **Parking Information**

**Parking Total** – The total number of parking spaces included in the sale. **R**

**Parking Features** – A list of features or description of the parking included in the sale/lease. R

- Covered
- Enclosed
- Gravel
- Off Site
- On Site
- Open
- Paved
- None
- Other

## **Building**

**Number Of Buildings** – The total number of separate buildings included in the income property. R

**Leaseable Area** – The area that may be leased within the commercial property. R

**Year Built** – The year that an occupancy permit is first granted for the house or other local measure of initial habitability of the build. R

**Stories Total** – The total number of floors in the building. In the case of multi-dwelling structures, this is the entire structure and not the individual dwelling being sold. R

**Accessibility Features YN** – Indicates whether or not the home has accessibility features that are included in the sale/lease of the property.

### **Additional Building Fields**

- Building Expansion Potential YN
- Furniture, Fixtures & Equipment YN
- Common Area SqFt
- Retail SqFt
- Usable SqFt
- Warehouse SqFt
- # of Dock Doors
- # of Drive-in Doors
- # of Floors Serviced
- # of Men's Restrooms
- # of Women's Restrooms
- Seating Capacity
- Maximum Ceiling Height

**Ceiling** – A list of the types of ceiling in the building including in the sale/lease of the property.

- Dropped: A secondary ceiling hung below the main structure.
- Drywall
- Open
- Tile
- Other

**Property Condition** – A list describing the condition of the property and any structures included in the sale. **R** For ImagineMLS, this includes a list of construction statuses.

- New Construction: Any state of active construction, from site preparation (e.g., dirt turned, footers poured) to nearing completion but not yet occupied.

**Building Features** – A list of features about the building including in the sale/lease of the property.

- Concrete Floor
- Electric Drive-In Door(s)
- Elevator(s)
- Freight Elevator(s)
- Fully Carpeted
- Kitchen Facilities
- Laundry Facilities
- Other Flooring Type
- Partially Carpeted
- Reinforced Floor
- Tile/Brick Floor
- Vinyl Flooring
- Wood Flooring

**Security Features** – A list describing the security features included in the sale/lease. **R**

- Fire Sprinkler System
- Security System Leased
- Security System Owned

**Construction Materials** – A list of the materials that were used in the construction of the property. **R** A full list of definitions for construction materials can be found [here](#).

- Aluminum Siding
- Block
- Brick
- Concrete

- Glass
- Steel Frame
- Stone
- Stucco
- Vinyl Siding
- Wood Siding
- Other

**Roof** – A list describing the roof style type. **R** A full list of roofing definitions can be found [here](#).

- Composition
- Dimensional Style
- Flat
- Flat Tile
- Membrane
- Metal
- Rubber
- Shingle
- Slate
- Tar/Gravel
- Tile
- Wood
- Other

**Basement YN** – Indicates whether or not the property has a basement. **R**

**Basement** – A list of information and features about the basement. **R** A full list of basement feature definitions can be found [here](#).

- Bath/Stubbed
- Concrete
- Crawl Space
- Exterior Entry
- Finished
- Full
- Interior Entry
- Partial
- Partially Finished
- Sump Pump
- Unfinished
- Walk-Out Access
- Walk-Up Access

**Water Heater** – A list of the water heater type(s) included with the sale/lease of the property.

- Electric
- Gas
- Geothermal: A geothermal heating system, also known as a ground source heat pump, transfers heat from below ground into the structure. R
- Propane
- Solar: The hot water heater has either a passive or active solar component. R
- Tankless: Provides hot water on demand by heating water as it flows through the unit.

## **Business Info**

**Business Name** – The name of the business being sold. R

**Owner Phone** – Phone number that the owner can be reached at. Should be in a ten digit format separated by hyphens (###-###-####).

**Owner Name** – Name of the owner of the property being sold. R

**Business Type** – The type of business being sold (e.g., Retail, Wholesale, Grocery, Food & Bev). R

- Commercial
- Distribution
- Food & Beverage
- Hotel/Motel
- Industrial
- Manufacturing
- Mixed
- Mobile/Trailer Park
- Professional Service
- Professional/Office
- Recreation
- Restaurant
- Retail
- Warehouse
- Wholesale
- Other

## **Lot**

**Lot Size Dimensions** – The dimensions of the lot minimally represented as length and width (i.e. 250 x 180) or a measurement of all sides of the polygon representing the property lines of the property (i.e., 30 x 50 x 120 x 60 x 22). R

**Lot Size Acres** – The total acres of the lot. R

**Lot Size Square Feet** – The total square footage of the lot. R

**Road Frontage Feet** – How much of the property borders or faces the road.

**Lot Expansion Potential YN** – Is there the potential to extend the current lot?

**Railroad Siding YN** – An indicator of if the property has access to a low-speed track distinct from the main line.

**Docks** – A list of features describing the docks that come with the sale/lease of the property.

- 1-3 Docks
- 4-10 Docks
- Over 10 Docks
- Automatic
- Manual
- Railroad Dock(s)
- None
- Other

## **Utilities**

**Cooling YN** – Indicates whether or not the property has some form of cooling or air conditioning. R

**Cooling** – A list describing the cooling or air conditioning features of the property. R

- Attic Fan
- Ceiling Fan(s)
- Central Air
- Ductless: The cooling system does not have ducted or a wall/window-type unit. A mini-split is a common type of ductless system where an outdoor condenser is connected to an indoor fan unit that feeds the room in which it's located, rather than being ducted throughout the structure. R
- Electric
- Exhaust Fan
- Gas

- Geothermal: The cooling system runs on a geothermal source. R
- Heat Pump
- Multi Units
- Wall Units(s)
- Window Unit(s)
- Zoned: The cooling system has more than one zone. R
- None
- Other

**Heating YN** – Indicates whether or not the property has heating. R

**Heating** – A list describing the heating features of the property. R A full list of heating options and definitions can be found [here](#).

- Baseboard
- Ceiling
- Coal
- Dual Fuel
- Ductless
- Electric
- Floor Furnace
- Forced Air
- Geothermal
- Gravity
- Heat Pump
- Hot Water
- Humidity Control
- Natural Gas
- Oil
- Propane
- Propane Tank Leased
- Propane Tank Owned
- Radiant
- Solar
- Space Heater
- Steam
- Wood
- Wood Stove
- Zoned
- Other

**Inground Tank YN** – An indicator of if the property has an underground tank for storing substances.

**Sewer** – A list describing the sewer or septic features of a property. **R**

- Lagoon System: A type of on-site wastewater treatment where sewage is treated in a large, shallow pond or lagoon, allowing natural biological processes to break down waste.
- Private Sewer
- Public Sewer
- Septic Tank: An on-site system that collects and partially treats wastewater underground, typically followed by a drain field for final treatment and absorption.
- Wetlands System: Wastewater flows into a constructed or natural wetland area, which contains water-tolerant plants, soil, and microorganisms.
- None
- Other

**Utilities** – A list of the utilities for the property being sold/leased. **R**

- Cable Available
- Cable Connected
- Cable Not Available
- Electricity Available
- Electricity Connected
- Electricity Not Available
- Natural Gas Available
- Natural Gas Connected
- Natural Gas Not Available
- Phone Available
- Phone Connected
- Phone Not Available
- Propane
- Propane Not Available
- Sewer Available
- Sewer Connected
- Sewer Not Available
- Water Available
- Water Connected
- Water Not Available
- Underground Utilities
- None
- Other

**Electric** – A list of electric-service related features of the property (e.g., 110 Volt, 3 Phase, 220 Volt, RV Hookup). **R**

- 100 Amp Service

- 200+ Amp Service
- 3 Phase

**Electricity Phase** – Phase is the alternating current (AC) connections between an existing wire and a neutral wire. Single-phase power is often used for residential and three-phase for commercial purposes.

**Electricity Location** – The location of the electricity panel or connections to the structure.

## **Remarks**

**Public Remarks** – Text remarks that may be displayed to the public. In an MLS, it is the field where information is entered for the public. This information is intended to be visible online. This is typically information that describes the selling points of the building and/or land for sale. Local conditions and rules will determine what such content can contain. Generally, any information pertaining to entry to the property, the seller and/or tenant, or listing member contact information is excluded. **R** Any reference to an individual or company is not allowed, the only exception being auctions.

**Private Remarks** – Remarks that may contain security or proprietary information and should be restricted from public view. **R**

**Directions** – Driving directions to the property. **R** **GPS, Use Maps, or other similar terms are not allowed. This should describe how to get to the property from main streets or highways.**

**Office Remarks** – A Remarks field that is only visible to members of the same offices as the listing agent. **R**

# Commercial Lease Input Sheet

## Listing Information

**Property Type** – Commercial Lease (cannot change after selected in previous screen).

**Comp Sale YN** – Indicates whether or not this sale was entered for comparative purposes. **R**

**Property Sub Type** – Eight options for Commercial Lease

- Business
- Hotel/Motel
- Industrial
- Mixed Use
- Mobile Home Park
- Office
- Retail
- Warehouse

**Listing Member** – The MLS participant or subscriber who has entered into a listing agreement with the seller and is responsible for entering and maintaining the property listing in the MLS.

**Co-listing Member** – An additional MLS participant or subscriber who shares responsibility with the Listing Member for representing the seller and managing the property listing in the MLS.

## Google Address Search

**Start typing** the address for the property you are listing.

This is a Google-based address search and will start showing addresses based on your search entry and location.

When you see your desired address appear in the dropdown results, click to select it.

Selecting the address in this search bar will automatically fill the address fields below. Be sure to validate the address fields as well.

Otherwise, use the address-related fields below to enter the listing's address.

## Address

**Street Number** – The house/building number assigned by the local taxing or planning authority or U.S. Postal Service. **Lot specifiers go in this field.**

**Street Direction Prefix** – The direction of the street included in the address. i.e. N, E, S, W.

**Street Name** – The street name assigned by the local taxing or planning authority or U.S. Postal Service. No punctuation. The Street Suffix (Street, Road, Way, etc.) does NOT go in this field.

**Street Suffix** – The part of a street or road name that describes what type of street it is. i.e. street, avenue, lane, drive, circle, court, etc.

**Unit Number** – The unit or apartment number, if applicable.

**Street Suffix Modifier** – A word or phrase in an address that modifies the Street Name. For example, in "*West End Avenue Extension*", the modifier is "*Extension*".

**County** – The county where the property exists.

**City** – The name of the city the listing is located in.

**State** – The name of the state that the listing is located in.

**Zip Code** – The postal code portion of a street or mailing address. **R** Use the Zip Code assigned by the U.S. Postal Service.

**Zip + 4** – The postal code +4 portion of a street or mailing address. **R**

**MLS Area Major** – The major marketing area name, as defined by the MLS. **R** ImagineMLS has four unique areas for Fayette County and five unique areas for Pulaski county.

## **Property Location**

**Click Map This Location** then confirm the pin's location, move it as necessary, and select Use This Location. You may be prompted to use an alternate address that maps more easily.

## **Tax & Legal**

**Subdivision Name** – A neighborhood, community, complex or builder tract. **R**

**Parcel Number** – A number used to uniquely identify a parcel or lot. This number is typically issued by the county or county assessor. The AP number format varies from county to county. **R**

**Zoning** – A division of the city or county into areas of different permissible land uses. **R**

**Zoning Description** – A list of descriptions of the zoning of the property. The zoning codes are often nondescriptive and variant. This provides a more descriptive form of the zoning for the property (e.g., Agricultural, Residential, Rezone Possible). Specific zone codes must be added to the Zoning field. **R**

## **Financial Info**

**Total Actual Rent** – Total actual rent currently being collected from tenants of the income property. **R**

**Lease Includes** – A list of items that comes with the sale or lease of the property.

- Building(s)
- Business
- Easements
- Equipment
- Fixtures
- Furniture
- Inventory
- Land
- Leases
- Licenses
- Options
- Other

**Tenant Pays** – A list of services or items that the tenant is responsible to pay. **R**

- Common Area Maintenance
- Electricity
- Exterior Maintenance
- Gas
- Insurance
- Interior Maintenance
- Sewer
- Taxes
- Trash Collection
- Water
- None
- Other

## **Contract**

**Office Exclusive YN** – Is this listing currently an Office Exclusive? From the [National Association of REALTORS](#), an Office Exclusive listing “*Is an exempt listing where the seller has directed that their property not be disseminated through the MLS and not be publicly marketed. The office exclusive listing shall be filed with the MLS but not disseminated to other MLS Participants and Subscribers.*” Note that Office Exclusive listings will only show on the MLS to users from your office and will not be distributed out to third-party sites.

**Status** – The status of the listing as it reflects the state of the contract between the listing agent and seller or an agreement with a buyer. R

- **Active** - A completed exclusive listing agreement has been received, and the property is now open for viewing.
- **Coming Soon** - A completed exclusive listing agreement has been received, but the seller(s) have provided written instructions stating that the property cannot be shown at the moment. This time period can be up to 14 days in ImagineMLS.

**Listing Contract Date** – The effective date of the agreement between the seller and the seller's broker. This is the date entered by the agent reflecting when the change occurred contractually, not a timestamp of when the change was made in the MLS. R

**Expiration Date** – The date when the listing agreement will expire. This is the date entered by the agent reflecting when the change contractually occurred or will occur, not a timestamp of when the change was made in the MLS. R

**Lease Price** – The current price of the property as determined by the seller and the seller's broker. For auctions, this is the minimum or reserve price. R

**Listing Agreement** – The nature of the agreement between the seller and the listing agent (e.g., Exclusive Agency, Open Listing). R

- Exclusive Right to Lease: A contract giving the broker the right to collect commission if the property is leased by anyone, including the owner, during the term of the agreement. R

**Lease Term** – A pick list of lengths that represent the length of the lease (e.g., Weekly, Month to Month, 6-Month Lease, 12-Month Lease, 2-Year Lease). R

- Weekly
- Month to Month
- 6 Months
- 12 Months
- 24 Months
- 5 Year
- 10 Year

- Negotiable
- Renewal Option
- Short Term Lease
- None
- Other

**Possession** – A list defining when possession will occur (i.e., COE, COE+1, etc.). **R**

- Negotiable
- Rental Agreement: Possession is stipulated in the rental agreement. **R**
- Subject To Tenant Rights
- Other
- See Remarks: See the public and private remarks for more information on possession.

**Lease Amount Frequency** – Indicates the period of time the lease payment amount applies to.

- Annually
- Monthly
- Weekly

**Lease Assignable YN** – Indicates whether the tenant is permitted to assign the lease to another party.

**Lease Expiration** – The date on which the current lease term ends.

**Lease Renewal Option YN** – Indicates whether the lease includes an option for the tenant to renew or extend the lease term.

## **Showings**

**Showing Contact Phone** – A telephone number that should be called to arrange showing the property. **R**

**Showing Instructions** – Remarks that detail the seller's instructions for showing the subject property. Showing instructions may include contact information, showing times, notice required or other information. These remarks are privileged and are not for public viewing. **R**

**Occupant Type** – Describes the type of occupant (i.e., Owner, Tenant, Vacant). **R**

- Occupied: The property has a permanent occupant.
- Tenant: The property is occupied by a tenant.
- Vacant: The property has no occupant.

**Showing Requirements** – A pick list of types of notice required to see the home (i.e., Appointment Required, Courtesy Call Only, Go Direct, etc.). **R**

- CBS Code: Call before showing code for a lockbox.
- Call Listing Agent
- Call Listing Office
- Call Manager
- Call Owner
- Call Tenant
- Key In Office: The key to access the property for showing must be retrieved from the listing or manager's office. **R**
- Leave Message and Show: Notify the showing contact that you will be showing the property. Same as “Go and Show” in ShowingTime.
- Listing Agent Must Accompany
- No Sign: The property has no "for sale" sign. **R**
- Restricted Hours
- Show Anytime: Show without notice or scheduling an appointment.
- Showing Service: Schedule an appointment via a showing service (Showingtime, specific broker tool, etc.).

**Showing Considerations** – A pick list of conditions that may require caution or further consideration, such as bringing someone with you, when showing the property (i.e., Electricity Not On, Inconsistent Cell Service, No Exterior Lighting). **R**

- Electricity Not On
- Inconsistent Cell Service
- Limited Visibility From Road
- Minimal Exterior Lighting
- Minimal Interior Lighting
- No Exterior Lighting
- No Heat
- No Interior Lighting
- Pet(s) on Premises
- Remote Location

## **Interior**

**Building Area Total** – The total area of the structure, including both finished and unfinished areas. **R**

**Building Area Units** – A pick list of the unit of measurement for the area (e.g., Square Feet, Square Meters). **R**

- Square Feet

**Building Area Source** – The source of the measurements. This is a pick list of options showing the source of the measurement (e.g., Agent, Assessor, Estimate). R

- Appraiser
- Assessor
- Builder
- Estimated
- Other
- Owner
- Plans
- Public Records
- See Remarks

**Living Area** – The total livable area within the structure. R

**Living Area Units** – A pick list of the unit of measurement for the area (e.g., Square Feet, Square Meters). R

- Square Feet

**Living Area Source** – The source of the square footage values entered into the MLS.

- Appraiser
- Listing Agent Measured
- Plans
- Public Records

## **Parking Information**

**Parking Total** – The total number of parking spaces included in the sale. R

**Parking Features** – A list of features or description of the parking included in the sale/lease. R

- Covered
- Enclosed
- Gravel
- Off Site
- On Site
- Open
- Paved
- None
- Other

## **Building**

**Existing Lease Type** – Information about the status of the existing lease on the property (i.e., Net, NNN, NN, Gross, Absolute Net, Escalation Clause, Ground Lease). R

- Gross: A lease agreement where the owner (lessor) pays all property changes normal to ownership. The opposite to net leases where the tenant (lessee) may pay taxes, insurance, maintenance and even for damages that were not caused by the tenant. R
- NN: A lease agreement where the tenant pays real estate taxes and building insurance. R
- NNN: A lease agreement where the tenant pays real estate taxes, building insurance and maintenance. R
- None
- Other

**Number Of Buildings** – The total number of separate buildings included in the income property. R

**Leaseable Area** – The area that may be leased within the commercial property. R

**Year Built** – The year that an occupancy permit is first granted for the house or other local measure of initial habitability of the build. R

**Stories Total** – The total number of floors in the building. In the case of multi-dwelling structures, this is the entire structure and not the individual dwelling being sold. R

**Accessibility Features YN** – Indicates whether or not the home has accessibility features that are included in the sale/lease of the property.

### **Additional Building Fields**

- Furniture, Fixtures & Equipment YN
- Common Area SqFt
- Retail SqFt
- Usable SqFt
- Warehouse SqFt
- # of Dock Doors
- # of Drive-in Doors
- # of Floors Serviced
- # of Men's Restrooms
- # of Women's Restrooms
- Seating Capacity
- Maximum Ceiling Height

**Ceiling** – A list of the types of ceiling in the building including in the sale/lease of the property.

- Dropped: A secondary ceiling hung below the main structure.
- Drywall
- Open
- Tile
- Other

**Property Condition** – A list describing the condition of the property and any structures included in the sale. **R** For ImagineMLS, this includes a list of construction statuses.

- New Construction: Any state of active construction, from site preparation (e.g., dirt turned, footers poured) to nearing completion but not yet occupied.

**Building Features** – A list of features about the building including in the sale/lease of the property.

- Concrete Floor
- Electric Drive-In Door(s)
- Elevator(s)
- Freight Elevator(s)
- Fully Carpeted
- Kitchen Facilities
- Laundry Facilities
- Other Flooring Type
- Partially Carpeted
- Reinforced Floor
- Tile/Brick Floor
- Vinyl Flooring
- Wood Flooring

**Security Features** – A list describing the security features included in the sale/lease. **R**

- Fire Sprinkler System
- Security System Leased
- Security System Owned

**Basement YN** – Indicates whether or not the property has a basement. **R**

**Basement** – A list of information and features about the basement. **R** A full list of basement feature definitions can be found [here](#).

- Bath/Stubbed
- Concrete
- Crawl Space

- Exterior Entry
- Finished
- Full
- Interior Entry
- Partial
- Partially Finished
- Sump Pump
- Unfinished
- Walk-Out Access
- Walk-Up Access

**Water Heater** – A list of the water heater type(s) included with the sale/lease of the property.

- Electric
- Gas
- Geothermal: A geothermal heating system, also known as a ground source heat pump, transfers heat from below ground into the structure. **R**
- Propane
- Solar: The hot water heater has either a passive or active solar component. **R**
- Tankless: Provides hot water on demand by heating water as it flows through the unit.

## **Business Info**

**Business Name** – The name of the business being sold. **R**

**Business Type** – The type of business being sold (e.g., Retail, Wholesale, Grocery, Food & Bev). **R**

- Commercial
- Distribution
- Food & Beverage
- Hotel/Motel
- Industrial
- Manufacturing
- Mixed
- Mobile/Trailer Park
- Professional Service
- Professional/Office
- Recreation
- Restaurant
- Retail
- Warehouse
- Wholesale

- Other

## **Lot**

**Lot Size Dimensions** – The dimensions of the lot minimally represented as length and width (i.e. 250 x 180) or a measurement of all sides of the polygon representing the property lines of the property (i.e., 30 x 50 x 120 x 60 x 22). **R**

**Lot Size Acres** – The total acres of the lot. **R**

**Lot Size Square Feet** – The total square footage of the lot. **R**

**Road Frontage Feet** – How much of the property borders or faces the road.

**Railroad Siding YN** – An indicator of if the property has access to a low-speed track distinct from the main line.

**Docks** – A list of features describing the docks that come with the sale/lease of the property.

- 1-3 Docks
- 4-10 Docks
- Over 10 Docks
- Automatic
- Manual
- Railroad Dock(s)
- None
- Other

## **Utilities**

**Cooling YN** – Indicates whether or not the property has some form of cooling or air conditioning. **R**

**Cooling** – A list describing the cooling or air conditioning features of the property. **R**

- Attic Fan
- Ceiling Fan(s)
- Central Air
- Ductless: The cooling system does not have ducted or a wall/window-type unit. A mini-split is a common type of ductless system where an outdoor condenser is

connected to an indoor fan unit that feeds the room in which it's located, rather than being ducted throughout the structure. **R**

- Electric
- Exhaust Fan
- Gas
- Geothermal: The cooling system runs on a geothermal source. **R**
- Heat Pump
- Multi Units
- Wall Units(s)
- Window Unit(s)
- Zoned: The cooling system has more than one zone. **R**
- None
- Other

**Heating YN** – Indicates whether or not the property has heating. **R**

**Heating** – A list describing the heating features of the property. **R** A full list of heating options and definitions can be found [here](#).

- Baseboard
- Ceiling
- Coal
- Dual Fuel
- Ductless
- Electric
- Floor Furnace
- Forced Air
- Geothermal
- Gravity
- Heat Pump
- Hot Water
- Humidity Control
- Natural Gas
- Oil
- Propane
- Propane Tank Leased
- Propane Tank Owned
- Radiant
- Solar
- Space Heater
- Steam
- Wood
- Wood Stove
- Zoned

- Other

**Inground Tank YN** – An indicator of if the property has an underground tank for storing substances.

**Sewer** – A list describing the sewer or septic features of a property. **R**

- Lagoon System: A type of on-site wastewater treatment where sewage is treated in a large, shallow pond or lagoon, allowing natural biological processes to break down waste.
- Private Sewer
- Public Sewer
- Septic Tank: An on-site system that collects and partially treats wastewater underground, typically followed by a drain field for final treatment and absorption.
- Wetlands System: Wastewater flows into a constructed or natural wetland area, which contains water-tolerant plants, soil, and microorganisms.
- None
- Other

**Utilities** – A list of the utilities for the property being sold/leased. **R**

- Cable Available
- Cable Connected
- Cable Not Available
- Electricity Available
- Electricity Connected
- Electricity Not Available
- Natural Gas Available
- Natural Gas Connected
- Natural Gas Not Available
- Phone Available
- Phone Connected
- Phone Not Available
- Propane
- Propane Not Available
- Sewer Available
- Sewer Connected
- Sewer Not Available
- Water Available
- Water Connected
- Water Not Available
- Underground Utilities
- None
- Other

**Electric** – A list of electric-service related features of the property (e.g., 110 Volt, 3 Phase, 220 Volt, RV Hookup). R

- 100 Amp Service
- 200+ Amp Service
- 3 Phase

**Electricity Phase** – Phase is the alternating current (AC) connections between an existing wire and a neutral wire. Single-phase power is often used for residential and three-phase for commercial purposes.

**Electricity Location** – The location of the electricity panel or connections to the structure.

## **Remarks**

**Public Remarks** – Text remarks that may be displayed to the public. In an MLS, it is the field where information is entered for the public. This information is intended to be visible online. This is typically information that describes the selling points of the building and/or land for sale. Local conditions and rules will determine what such content can contain. Generally, any information pertaining to entry to the property, the seller and/or tenant, or listing member contact information is excluded. R Any reference to an individual or company is not allowed, the only exception being auctions.

**Private Remarks** – Remarks that may contain security or proprietary information and should be restricted from public view. R

**Directions** – Driving directions to the property. R **GPS, Use Maps, or other similar terms are not allowed. This should describe how to get to the property from main streets or highways.**

**Office Remarks** – A Remarks field that is only visible to members of the same offices as the listing agent. R

# Business Opportunity Input Sheet

## Listing Information

**Property Type** – Business Opportunity (cannot change after selected in previous screen).

**Comp Sale YN** – Indicates whether or not this sale was entered for comparative purposes. **R**

**Property Sub Type** – One option for Business Opportunity

- Business

**Listing Member** – The MLS participant or subscriber who has entered into a listing agreement with the seller and is responsible for entering and maintaining the property listing in the MLS.

**Co-listing Member** – An additional MLS participant or subscriber who shares responsibility with the Listing Member for representing the seller and managing the property listing in the MLS.

## Google Address Search

**Start typing** the address for the property you are listing.

This is a Google-based address search and will start showing addresses based on your search entry and location.

When you see your desired address appear in the dropdown results, click to select it.

Selecting the address in this search bar will automatically fill the address fields below. Be sure to validate the address fields as well.

Otherwise, use the address-related fields below to enter the listing's address.

## Address

**Street Number** – The house/building number assigned by the local taxing or planning authority or U.S. Postal Service. **Lot specifiers go in this field.**

**Street Direction Prefix** – The direction of the street included in the address. i.e. N, E, S, W.

**Street Name** – The street name assigned by the local taxing or planning authority or U.S Postal Service. No punctuation. The Street Suffix (Street, Road, Way, etc.) does NOT go in this field.

**Street Suffix** – The part of a street or road name that describes what type of street it is. i.e. street, avenue, lane, drive, circle, court, etc.

**Unit Number** – The unit or apartment number, if applicable.

**Street Suffix Modifier** – A word or phrase in an address that modifies the Street Name. For example, in "*West End Avenue Extension*", the modifier is "*Extension*".

**County** – The county where the property exists.

**City** – The name of the city the listing is located in.

**State** – The name of the state that the listing is located in.

**Zip Code** – The postal code portion of a street or mailing address. **R** Use the Zip Code assigned by the U.S. Postal Service.

**Zip + 4** – The postal code +4 portion of a street or mailing address. **R**

**MLS Area Major** – The major marketing area name, as defined by the MLS. **R** ImagineMLS has four unique areas for Fayette County and five unique areas for Pulaski county.

## **Property Location**

**Click Map This Location** then confirm the pin's location, move it as necessary, and select Use This Location. You may be prompted to use an alternate address that maps more easily.

## **Tax & Legal**

**Subdivision Name** – A neighborhood, community, complex or builder tract. **R**

**Parcel Number** – A number used to uniquely identify a parcel or lot. This number is typically issued by the county or county assessor. The AP number format varies from county to county. **R**

## **Financial Info**

**Sale Or Lease Includes** – A list of items that comes with the sale or lease of the property.

- Building(s)

- Business
- Easements
- Equipment
- Fixtures
- Furniture
- Inventory
- Land
- Leases
- Licenses
- Options
- Other

**A detailed list of income and expenses for maintaining the property. This information is not required.**

- Accounting, Legal & Collections Expense
- Advertising License & Permit Expense
- Cable TV Expense
- Cash Flow Before Tax
- Credit and Vacancy Losses
- Electric Expense
- Elevator Services Expense
- Fuel Expense
- Gross Income
- Gross Operating Income
- Gross Scheduled Income
- Insurance Expense
- Janitorial Services Expense
- Land Lease Amount
- Lawn Services Expense
- Less Operating Expenses
- Maintenance Expense
- Manager Expense
- Net Operating Income
- Operating Expense
- Other Contract Labor
- Other Expense
- Other Expense Description
- Other Expense (B)
- Other Expense (B) Description
- Other Income
- Other Services Expense
- Payroll Expense
- Personal Property Taxes
- Professional Management Expense

- Real Estate Taxes
- Replacement Reserve
- Supplies Expense
- Taxes
- Taxes, Work Comp
- Telephone Expense
- Total Actual Rent
- Total Annual Debt Service
- Trash Expense
- Utilities Expense
- Vacancy Allowance Rate
- Water Services Expense
- Water Sewer Expense

## **Contract**

**Office Exclusive YN** – Is this listing currently an Office Exclusive? From the [National Association of REALTORS](#), an Office Exclusive listing “*Is an exempt listing where the seller has directed that their property not be disseminated through the MLS and not be publicly marketed. The office exclusive listing shall be filed with the MLS but not disseminated to other MLS Participants and Subscribers.*” **Note that Office Exclusive listings will only show on the MLS to users from your office and will not be distributed out to third-party sites.**

**Status** – The status of the listing as it reflects the state of the contract between the listing agent and seller or an agreement with a buyer. **R**

- **Active** - A completed exclusive listing agreement has been received, and the property is now open for viewing.
- **Coming Soon** - A completed exclusive listing agreement has been received, but the seller(s) have provided written instructions stating that the property cannot be shown at the moment. This time period can be up to 14 days in ImagineMLS.

**Listing Contract Date** – The effective date of the agreement between the seller and the seller's broker. This is the date entered by the agent reflecting when the change occurred contractually, not a timestamp of when the change was made in the MLS. **R**

**Expiration Date** – The date when the listing agreement will expire. This is the date entered by the agent reflecting when the change contractually occurred or will occur, not a timestamp of when the change was made in the MLS. **R**

**List Price** – The current price of the property as determined by the seller and the seller's broker. For auctions, this is the minimum or reserve price. **R**

**Listing Agreement** – The nature of the agreement between the seller and the listing agent (e.g., Exclusive Agency, Open Listing). R

- Exclusive Agency: A contract giving one brokerage firm, for a specified time, the right to sell/lease the property and also allowing the owner, acting alone, to sell/lease the property without paying commission. R
- Exclusive Right to Lease: A contract giving the broker the right to collect commission if the property is leased by anyone, including the owner, during the term of the agreement. R
- Exclusive Right To Sell: A contract giving the broker the right to collect commission if the property is sold by anyone, including the owner, during the term of the agreement. R

**Listing Terms** – Terms of the listing such as Lien Release, Subject to Court Approval or Owner Will Carry. Also may include options that describe the financing terms that are acceptable to the seller (i.e., Cash, Assumable, FHA, etc.). R

- 1031 Exchange: The seller may be interested in a 1031 exchange as part of the sale. R
- Cash: The seller would like a cash sale. R
- Conventional: The seller may accept a buyer using conventional financing to purchase the home. R
- Lease Option: The seller may be interested in selling as a lease option to the buyer. R

**Special Listing Conditions** – A list of options that describe the type of sale (e.g., Standard, REO, Short Sale, Probate, Auction, NOD) at the time of listing. R

- Auction
- Standard

## **Showings**

**Showing Contact Phone** – A telephone number that should be called to arrange showing the property. R

**Showing Instructions** – Remarks that detail the seller's instructions for showing the subject property. Showing instructions may include contact information, showing times, notice required or other information. These remarks are privileged and are not for public viewing. R

**Occupant Type** – Describes the type of occupant (i.e., Owner, Tenant, Vacant). R

- Occupied: The property has a permanent occupant.
- Tenant: The property is occupied by a tenant.

- Vacant: The property has no occupant.

**Showing Requirements** – A pick list of types of notice required to see the home (i.e., Appointment Required, Courtesy Call Only, Go Direct, etc.). **R**

- CBS Code: Call before showing code for a lockbox.
- Call Listing Agent
- Call Listing Office
- Call Manager
- Call Owner
- Call Tenant
- Key In Office: The key to access the property for showing must be retrieved from the listing or manager's office. **R**
- Leave Message and Show: Notify the showing contact that you will be showing the property. Same as “Go and Show” in ShowingTime.
- Listing Agent Must Accompany
- No Sign: The property has no "for sale" sign. **R**
- Restricted Hours
- Show Anytime: Show without notice or scheduling an appointment.
- Showing Service: Schedule an appointment via a showing service (Showingtime, specific broker tool, etc.).

**Showing Considerations** – A pick list of conditions that may require caution or further consideration, such as bringing someone with you, when showing the property (i.e., Electricity Not On, Inconsistent Cell Service, No Exterior Lighting). **R**

- Electricity Not On
- Inconsistent Cell Service
- Limited Visibility From Road
- Minimal Exterior Lighting
- Minimal Interior Lighting
- No Exterior Lighting
- No Heat
- No Interior Lighting
- Pet(s) on Premises
- Remote Location

## **Interior**

**Building Area Total** – The total area of the structure, including both finished and unfinished areas. **R**

**Building Area Source** – The source of the measurements. This is a pick list of options showing the source of the measurement (e.g., Agent, Assessor, Estimate). **R**

- Appraiser
- Assessor
- Builder
- Estimated
- Other
- Owner
- Plans
- Public Records
- See Remarks

**Building Area Units** – A pick list of the unit of measurement for the area (e.g., Square Feet, Square Meters). **R**

- Square Feet

**Living Area** – The total livable area within the structure. **R**

**Living Area Units** – A pick list of the unit of measurement for the area (e.g., Square Feet, Square Meters). **R**

- Square Feet

**Living Area Source** – The source of the square footage values entered into the MLS.

- Appraiser
- Listing Agent Measured
- Plans
- Public Records

## **Building**

**Leasable Area** – The total floor area within the building that is available to be leased to tenants.

**Year Built** – The year that an occupancy permit is first granted for the house or other local measure of initial habitability of the build. **R**

### **Additional Building Fields**

- Building Expansion Potential YN
- Furniture, Fixtures & Equipment YN
- Common Area SqFt
- Retail SqFt

- Usable SqFt
- Warehouse SqFt
- # of Dock Doors
- # of Drive-in Doors
- # of Floors Serviced
- # of Men's Restrooms
- # of Women's Restrooms
- Seating Capacity
- Maximum Ceiling Height

**Property Condition** – A list describing the condition of the property and any structures included in the sale. **R** For ImagineMLS, this includes a list of construction statuses.

- New Construction: Any state of active construction, from site preparation (e.g., dirt turned, footers poured) to nearing completion but not yet occupied.

## **Business Info**

**Business Name** – The name of the business being sold. **R**

**Owner Phone** – Phone number that the owner can be reached at. Should be in a ten digit format separated by hyphens (###-###-####).

**Owner Name** – Name of the owner of the property being sold. **R**

### **Additional Business Info Fields**

- Year In Business
- Balance Sheets YN
- Copy of Lease YN
- Customer Contracts YN
- Employment Contracts YN
- Fed Income Tax Schedule YN
- Franchise and Agreements YN
- Income Statement YN
- Inventory List YN
- Leased Real Estate YN
- License and Permits YN
- Owned Real Estate YN
- Sales Tax Report YN
- Sales Tax Report YN
- Suppliers YN

**Business Type** – The type of business being sold (e.g., Retail, Wholesale, Grocery, Food & Bev). R

- Commercial
- Distribution
- Food & Beverage
- Hotel/Motel
- Industrial
- Manufacturing
- Mixed
- Mobile/Trailer Park
- Professional Service
- Professional/Office
- Recreation
- Restaurant
- Retail
- Warehouse
- Wholesale
- Other

## **Lot**

**Lot Size Acres** – The total acres of the lot. R

**Lot Size Square Feet** – The total square footage of the lot. R

**Lot Expansion Potential YN** – Is there the potential to extend the current lot?

**Railroad Siding YN** – An indicator of if the property has access to a low-speed track distinct from the main line.

## **Utilities**

**Cooling YN** – Indicates whether or not the property has some form of cooling or air conditioning. R

**Cooling** – A list describing the cooling or air conditioning features of the property. R

- Attic Fan
- Ceiling Fan(s)

- Central Air
- Ductless: The cooling system does not have ducted or a wall/window-type unit. A mini-split is a common type of ductless system where an outdoor condenser is connected to an indoor fan unit that feeds the room in which it's located, rather than being ducted throughout the structure. **R**
- Electric
- Exhaust Fan
- Gas
- Geothermal: The cooling system runs on a geothermal source. **R**
- Heat Pump
- Multi Units
- Wall Units(s)
- Window Unit(s)
- Zoned: The cooling system has more than one zone. **R**
- None
- Other

**Heating YN** – Indicates whether or not the property has heating. **R**

**Heating** – A list describing the heating features of the property. **R** A full list of heating options and definitions can be found [here](#).

- Baseboard
- Ceiling
- Coal
- Dual Fuel
- Ductless
- Electric
- Floor Furnace
- Forced Air
- Geothermal
- Gravity
- Heat Pump
- Hot Water
- Humidity Control
- Natural Gas
- Oil
- Propane
- Propane Tank Leased
- Propane Tank Owned
- Radiant
- Solar
- Space Heater
- Steam

- Wood
- Wood Stove
- Zoned
- Other

**Inground Tank YN** – An indicator of if the property has an underground tank for storing substances.

**Utilities** – A list of the utilities for the property being sold/leased. **R**

- Cable Available
- Cable Connected
- Cable Not Available
- Electricity Available
- Electricity Connected
- Electricity Not Available
- Natural Gas Available
- Natural Gas Connected
- Natural Gas Not Available
- Phone Available
- Phone Connected
- Phone Not Available
- Propane
- Propane Not Available
- Sewer Available
- Sewer Connected
- Sewer Not Available
- Water Available
- Water Connected
- Water Not Available
- Underground Utilities
- None
- Other

**Electricity Phase** – Phase is the alternating current (AC) connections between an existing wire and a neutral wire. Single-phase power is often used for residential and three-phase for commercial purposes.

**Electricity Location** – The location of the electricity panel or connections to the structure.

## Remarks

**Public Remarks** – Text remarks that may be displayed to the public. In an MLS, it is the field where information is entered for the public. This information is intended to be visible online. This is typically information that describes the selling points of the building and/or land for sale. Local conditions and rules will determine what such content can contain. Generally, any information pertaining to entry to the property, the seller and/or tenant, or listing member contact information is excluded. R Any reference to an individual or company is not allowed, the only exception being auctions.

**Private Remarks** – Remarks that may contain security or proprietary information and should be restricted from public view. R

**Directions** – Driving directions to the property. R **GPS, Use Maps, or other similar terms are not allowed. This should describe how to get to the property from main streets or highways.**

**Office Remarks** – A Remarks field that is only visible to members of the same offices as the listing agent. R