

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.

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/Province – 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**

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**

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**

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
- Dustless: 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
- Dustless
- 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.

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