

CWMLS INPUT FIELD DESCRIPTIONS

MLS #:	Assigned by computer after listing is entered
TYPE	Drop down menu ó pick option that applies
AREA	Pick the applicable jurisdiction
PRICE	Enter only numeric amount without cents. DO NOT USE DOLLAR OR CENT SIGNS
ADDRESS	Drop down menu ó if the street needed is not available on the drop down call CWMLS to add
CITY	Mailing address of subject property
ZIP CODE	Zip code of subject property ó check with post office if unsure
STATUS	Drop down menu ó pick option that applies
SALE/RENT	Drop down menu - pick option that applies - category not on data sheet- Paragon entry only
STYLE	Drop down menu - pick option that applies
GARAGE CAP:	How many cars is the garage built for
BASEMENT	Yes/No
AGE	If seller is unsure about the age check with municipal records
SEWER/WATER	Drop down menu - pick option that applies
AB GR FINISHED SQ. FT	Above ground finished square feet. Includes total of all heated, finished living area with levels above earth line
TOTAL FINISHED SQ. FT	Total finished square feet. Total of all levels of living area
WATERFRONT IDX	Yes/No Internet Data Exchange - Yes if you are going to include your listing on your website category not on data sheet - Paragon entry only
# OF ACRES	Check with municipality to verify this amount if needed
WATERFRONT FEET	Check with municipality to verify this amount if needed
LAKE NAME	Enter lake name from list of choices - call CWMLS if lake name is not listed
LIST AGENT/OFFICE	Self explanatory
CO-AGENT/OFFICE	2nd listing agent/company if applicable
COMM: BA	Cooperating compensation for Buyer agent (percentage or dollar amount)
COMM: SA	Cooperating compensation for Selling agent (percentage or dollar amount)
COMM: EXA	Yes/No - Exclusive Agency Contract (Owner also has the right to sell)
COMM: EXC	Yes/No - Exception to contract
COMM: VARIABLE	Yes/No - Variable compensation amounts in contract depending on who procures buyer
LIMITED SERVICE	Yes/No - If listed by a limited service broker
SELLERS INFO	Contact info for seller if listed by a limited service broker
COUNTY	Self explanatory
PENDING	Yes/No - Is there an offer on the property
MUNICIPALITY	Township, village, city NOT NECESSARILY THE MAILING ADDRESS!! Check tax records!
LISTING DATE	Self explanatory
EXPIRATION DATE	Self explanatory
OWNER NAME	Self explanatory
OCCUPIED BY	Vacant, owner, renter, etc..
AGE	Age of the house NOT the year it was built

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LOT SIZE	Lot dimentions NOT number of acres
DIRECTIONS	Driving directions to the subject property
CONFIDENTIAL INF	Yes/ No - Information seller wants held confident
FORECLOSURE	Yes/ No - Is subject property in foreclosure
SHORT SALE	Yes/No - Seller is short on payoff to lender - usually not known at listing date, enter no - amend at closing if it was a short sale
HEAT COST	Self explanatory
BELOW GRADE FINISHED SQ. FT	Total includes all heated finished living area/levels below the earth line (If any portion of the level is below the earth line then entire level is considered BELOW GRADE even if mostly exposed)
ABOVE GRADE FINISHED SQ. FT	Includes main level total in this calculation of two story or tri-level
TOTAL FINISHED SQ. FT.	Total of all finished areas
MAIN	Total of finished square feet on the main floor
TAX #	Self explanatory - obtain from tax records
TAX AMOUNT	Self explanatory - obtain from tax records
TAX YEAR	Self explanatory - obtain from tax records to match the date of TAX AMOUNT
POSS	Possible Occupancy - Time frame for possession
CT	Yes/No - Contingencies
TITLE EVIDENCE	Does seller have title insurance or an abstract
SEPTIC TYPE	Does seller have conventional, mound, holding tank, etc
VRM	Value Range Marketing - Seller will entertain offers in the price range indicated
ROOM SIZES	Self explanatory
# BEDROOMS	Self explanatory
#FULL BATHS	Self explanatory
BATH LEVELS	L - Lower, M - Main, U - Upper
COVENANTS	Yes/No
FINANCING REMARK	Self explanatory
REMARKS	Self explanatory