

Multiple Listing Service Policies and Procedures

Reelfoot Regional Association of REALTORS®, Inc.

Adopted January 25, 2023

Information must be as complete as possible. Required fields have been so designated. Some required fields will cause total rejection by the system and is so noted. Some required fields will allow for the entering of the listing into the system, but the Participant will be notified that required information is missing. The Participant will be subject to penalty as per the Rules and Regulations of the Service, Section 1.2, for not providing required information in a timely manner. (Note - These policies and procedures for data entry are in data entry order. There are required fields throughout.)

REQUIRED INFORMATION

R represents REQUIRED fields

P represents Partial Save fields

Incomplete entries will result in an error message. Data cannot be saved and/or uploaded when errors occur during Input and Maintenance. Information for a ZERO (0) or NULL entry must be included in Remarks field.

For each "Remarks" selection, a notation is required in Remarks field. Failure to provide notation will result in notification from t in accordance to Section 1.2 of MLS Rules and Regulations.

RESIDENTIAL Listings

STANDARD

3) **MLS #** **R** - Auto assigned

4) **Class** **R** - Assigned at input screen

6) **Type** **P** **R** - Select from Drop Down list.

- ACR Single Family - > 5 Ac.
- CT Condo/Townhouse
- MAN Manufactured
- SF Single Family

7) **Area** **P** **R** - Select from Drop Down list.

001 Union City

002 Troy

003 South Fulton

004 Rural Obion County

005 Hrnbeak, Reelft Lake

006 Tiptonville, Ridgley

007 Fulton

008 Hickman

009 Martin

010 Dresden

011 Greenfield

012 Gleason

013 Sharon

014 Dukedom

015 Palmersville

016 Rural Weakley County

017 All Other Areas

018 All Other KY Areas

019 Obion

020 Kenton

Value Range Pricing **R** - Select from Drop Down List Default is No

8) **Price** **R** - Must reflect current listing price. Changes to this field require seller signature on MLS Change Form.

9) **Address** **R** - Type Street Number. If Applicable, select direction from Drop Down list. Finally. Type Street Name. Select Street Type from Drop Down List. (**accuracy is important for mapping purposes**)

10) **Address 2** - Only used for alternative street address. Do NOT duplicate Address Field here.

11) **City** **R** - Type correct city name (**accuracy is important for mapping purposes**)

12) **State** **R** - Select from Drop Down list. (**accuracy is important for mapping purposes**) Default is TN.

13) **Zip** **R** - Type correct Zip code. (**accuracy is important for mapping purposes**)

14) **Status** **R** - Select from Drop Down List.

- ACT Active
- ACP Active Pending (used to actively marketing property prior to closed sale)
- AFRR Active First Right of Refusal
- SLD Sold
- PED Pending (used with **Written instruction from Seller** to discontinue marketing property through closed sale)
- EXP Expired - (auto-expiration allows for a 5 day Grace Period to update listing status)
- WDN Withdrawn
- CS Coming Soon (Must upload **Seller Authorization for Coming Soon** document to Associated Docs)

15) **Agent Hit Count**

16) **Client Hit Count**

17) **Sale/Rent** **P** **R** - Select from Drop Down list.

- DEFAULT - For Sale
- i. For Rent is also in the drop down

KEYWORDS

18) **# of Bedrooms** **R** - Input number

19) **# of Baths** **R** - Input number

20) **Half Baths** **R** - Input number

21) **Garage/Carport Capacity** **R** - Input number

- 22) **Total Rooms R** - Select Number from Drop Down list. See Appendix D, Total Number of Rooms Defined
- 23) **Master Bedroom R** - Select Number from Drop Down list.
- 24) **# of Stories R** - Select Number from Drop Down list.
- 25) **City Limits R** - Select Yes/No from Drop Down list. .

GENERAL

- 26) **IDX Include** - Select One.

NOTE: In accordance with MLS Rules and Regulations, Listings will not export to IDX, if MLS Participant is on file as Opt-Out.

- **Yes;**
 - **No; (Written instruction from Seller on file)**
 - **Yes - without Address (Written instruction from Seller on file)**
- 27) **VOW Include** - Select Y/N
 - 28) **VOW Address** - Select Y/N
 - 29) **VOW Comment** - Select Y/N
 - 30) **VOW AVM** - Select Y/N
 - 31) **County R** - Select from Drop Down list
 - Ballard;Benton;Carlisle;Carroll;Dyer;Fulton;Gibson;Graves;Henry;Hickman;Lake;Marshall;Obion;Other;Unknown;Weakley

An entry either in Apx Number of Acres, or Lot Size Front AND Depth is REQUIRED and subject to penalties.

Zero entries must include a notation in the Remarks field, or be subject to penalties. In the event that acreage or lot size is **to be determined by survey** or **unknown**, a notation is REQUIRED in the Remarks field.

- 32) **Apx. Number of Acres R** - Type the number of acres. Use decimals, no fractions.
- 33) **Lot Size Front R** - Type Front Dimension
- 34) **Lot Size Depth R** - Type Depth Dimension
- 35) **Lot Size Side 3** - For Irregular Lot sizes, Type Side 3 Dimension
- 36) **Lot Size Side 4** - For Irregular Lot sizes, Type Side 4 Dimension
- 37) **Agent R** - Select from Drop Down list, firm auto-populates.
- 38) **Listing Office 1 R** - The firm auto-populates after Agent selected
- 39) **Listing Agent 2** - If applicable, Click on the listing agent from the drop down box. Do NOT Duplicate Agent field.
- 40) **Listing Office 2** - The firm auto-populates after Agent selected in field 38
- 41) **Comp #** - If firm assigns company listing number, type here.
- 42) **Coop Fee R** - The listing broker must specify compensation as the sales price or as a specific dollar amount. It cannot be assumed that any set compensation is a standard or norm established by the Association of REALTORS®. If you are not offering sub agency add the letter B and/or F after the amount. (Ex. 3B or \$250.BF). There is no need for a % key. **DO NOT** use fractions if the fee is not a whole number. Use decimals. No letter after the amount will indicate you will co-op regardless of the agency of the selling broker.
- 43) **Exclusions R** - Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.
- 44) **REO (Y/N) R** - Select Y/N from Drop Down list.
- 45) **Owner R** - Use Surname ONLY. Owner Name may be withheld only if a letter from the owner is on file or indicated in the Agreement to Market Property or Listing Agreement.
- 46) **Owner/Agent (Y/N) R** - Select from Drop Down list.
- 47) **Occupant R (Owner/Tenant/Vacant)** - Select from Drop Down list.
- 48) **Listing Date R P** - Select Month, Day and Year.
- 49) **Expiration Date R P** - Select Month, Day and Year.
- 50) **Subdivision** -- Select from Drop Down list See Appendix A
- 51) **School District** - Select from Drop Down list See Appendix B
- 52) **Map R** - Type map number.
- 53) **Group** - Type group.
- 54) **Parcel R** - Type parcel number.
- 55) **Sign (Y/N)** - Select from Drop Down list
- 56) **Year Built R** - Type year built (ex. 1932, 1989, 2006) Do NOT enter 32, 89, 06
- 57) **Irregular (Y/N/Unk)** - Select from Drop Down list

Residential Area/Room Details.

Please use these fields to enter Room/Area: Dimensions, Descriptions and if the location Upstairs (Y/N).

- | | | |
|--------------------------------------|-----------------------------------|------------------------------------|
| 58) Basement Width/Length | 71) Bedroom 3 Description | 84) Deck Up |
| 59) Basement Description | 72) Bedroom 3 Up | 85) Den/Office Width/Length |
| 60) Basement Up | 73) Bedroom 4 Width/Length | 86) Den/Office Description |
| 61) Mstr Bdrm Width/Length | 74) Bedroom 4 Description | 87) Den/Office Up |
| 62) Mstr Bdrm Ste Description | 75) Bedroom 4 Up | 88) Dining Rm Width/Length |
| 63) Master Bedrm Suite Up | 76) Bedroom 5 Width/Length | 89) Dining Rm Description |
| 64) Bedroom 1 Width/Length | 77) Bedroom 5 Description | 90) Dining Rm Up |
| 65) Bedroom 1 Description | 78) Bedroom 5 Up | 91) Family Rm Width/Length |
| 66) Bedroom 1 Up | 79) Bonus Rm Width/Length | 92) Family Rm Description |
| 67) Bedroom 2 Width/Length | 80) Bonus Rm Description | 93) Family Rm Up |
| 68) Bedroom 2 Description | 81) Bonus Rm Up | 94) Foyer Width/Length |
| 69) Bedroom 2 Up | 82) Deck Width/Length | 95) Foyer Description |
| 70) Bedroom 3 Width/Length | 83) Deck Description | 96) Foyer Up |

- | | | |
|--------------------------------|--------------------------------|------------------------------|
| 97) Great Rm Width/Length | 109) Living/Din. Width/Length | 121) Utility Rm Width/Length |
| 98) Great Rm Description | 110) Living/Dining Description | 122) Utility Rm Description |
| 99) Great Rm Up | 111) Living/Dining Up | 123) Utility Rm Up |
| 100) Kitchen Width/Length | 112) Patio/Porch Width/Length | 124) Extra Rm 1 Width/Length |
| 101) Kitchen Description | 113) Patio/Porch Description | 125) Extra Rm 1 Description |
| 102) Kitchen Up | 114) Patio/Porch Up | 126) Extra Rm 1 Up |
| 103) Kitchen/Din. Width/Length | 115) Rec Rm Width/Length | 127) Extra Rm 2 Width/Length |
| 104) Kitchen/Din. Description | 116) Rec Rm Description | 128) Extra Rm 2 Description |
| 105) Kitchen/Dining Up | 117) Rec Rm Up | 129) Extra Rm 2 Up |
| 106) Living Rm Width/Length | 118) Sun Rm Width/Length | 130) Extra Rm 3 Width/Length |
| 107) Living Rm Description | 119) Sun Rm Description | 131) Extra Rm 3 Description |
| 108) Living Rm Up | 120) Sun Rm Up | 132) Extra Rm 3 Up |

- 133) **House Notes** - Use for additional **house** information.
- 134) **Other Personal Property** Use for other personal property **NOT** included in FEATURES categories.
- 135) **Items Excluded** - Use for items not included in the sale of the property
- 136) **HVAC Age** - Heat, Ventilation, Air. Type the age. Use the **actual age**, NOT the year installed.
- 137) **Total SQFT - REQUESTED field.** Enter whole numbers only.
- 138) **Roof Cover Age** - Type the age. Use the **actual age**, NOT the year installed.
- 139) **Heated Approx. SQFT R** - Type whole numbers only.
- 140) **Source Select from Drop Down list**
- Agent • Appraiser • Owner • See Remarks • Tax Record
- 142) **Termite Contract (Y/N/U)** - Select from Drop Down list
- 143) **Lockbox (Y/N)** - Select from Drop Down list
- 144) **Zoning** - Type applicable zoning information.
- 145) **Other Parcel Improvements** - Type real property improvements NOT included in FEATURES categories.
- 146) **Directions R** - Driving Directions from listing firm location REQUIRED.
- 147) **Virtual Tour** - Type URL of virtual tour.

FEATURES

Features R

- REQUIRED Features Include:
 - i. Foundation
 - ii. Water
 - iii. Sewer
 - iv. Type of Heat
 - v. Type of Air
 - vi. Garage Type/Outbuilding

FULL FEATURE LIST CAN BE FOUND ON APPENDIX A.

FINANCIAL

- 158) **Tax City** - Type Amount.
- 159) **Tax County** - Type Amount.
- 160) **Financing Terms** - Select from Drop Down list.

REMARKS

- 161) **Remarks - 512 characters.** Intended for the display of property descriptions only on materials for public distribution and on the Internet. References to the following information are prohibited: commissions, showing contacts, agent or broker names, phone and fax numbers, all web site or email addresses, financing information, virtual tours, alarm codes, lockbox codes or other security measures.
- 162) **Agent Remarks - 255 characters.** Intended to disseminate agent to agent information only. Agent remarks are intended to convey special showing instructions, contacts or phone numbers or special contract information. References to the following information are allowed: special compensation information, excluded prospects, virtual tours, broker or agent web sites and email addresses are allowed. Security system information are permitted with Seller's permission. Foreclosure or Auction listings may reference a third party web site (such as HUD, VA) where contracts must be registered.

SOLD

SOLD Section Fields display when Status is PENDING or SOLD

- 164) **How Sold R** - Select from Drop Down list
- Other • Conventional • FHA • VA • Cash • Contract for Deed • Other
- 165) **Contract Date R** - Select date from calendar
- 166) **Proposed Closing Date (pending) Closing Date (sold) R** - Select date from calendar
- 167) **Sold Price R** - Type Selling Price
- 169) **Selling Agent 1 R** - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate.
- 170) **Selling Office 1 R** - will auto-populate once Selling Agent 1 is selected.
- 171) **Selling Agent 2** - Select agent name from Drop Down list. Selling will auto-populate. Do NOT Duplicate Selling Agent 1
- 172) **Selling Office 2** - will auto-populate once Selling Agent 2 selected.

173) **Buyer^R** - Type surname ONLY

174) **Seller Concessions^R** - Type any concessions paid by seller. This information is important for comparable purposes

ADDENDUM

163) **Addendum** - Use Addenda field to enter a listing addendum. Up to 512 characters may be entered. Note: You may *omit* the Addenda field in Custom and Large Photo views (and thus printouts) under the **Viewing Options**

Lots and Land Listings

STANDARD

1) **MLS #^R** - Auto assigned

2) **Class^R** - Assigned at input screen

3) **Type^{P R}** - Select from Drop Down list.

- BLOT Building Lots
- COM Commercial
- FARM Farm Land
- OTH Other
- TIM Timber

4) **Area^{P R}** - Select from Drop Down list.

| | | |
|--------------------------|----------------|--------------------------|
| 001 Union City | 008 Hickman | 015 Palmersville |
| 002 Troy | 009 Martin | 016 Rural Weakley County |
| 003 South Fulton | 010 Dresden | 017 All Other Areas |
| 004 Rural Obion County | 011 Greenfield | 018 All Other KY Areas |
| 005 Hrnbeak, Reelft Lake | 012 Gleason | 019 Obion |
| 006 Tiptonville, Ridgley | 013 Sharon | 020 Kenton |
| 007 Fulton | 014 Dukedom | |

Value Range Pricing^R - Select from Drop Down List Default is No

5) **Price^R** - Must reflect current listing price. Changes to this field require seller signature on MLS Change Form.

6) **Address^R** - Type Street Number. If Applicable, select direction from Drop Down list. Finally. Type Street Name. Select Street Type from Drop Down List. (**accuracy is important for mapping purposes**)

7) **Address 2-** Only used for alternative street address. Do NOT duplicate Address Field here.

8) **City^R** - Type correct city name (**accuracy is important for mapping purposes**)

9) **State^R** - Select from Drop Down list. (**accuracy is important for mapping purposes**) Default is TN.

10) **Zip^R** - Type correct Zip code. (**accuracy is important for mapping purposes**)

11) **Status^R** - Select from Drop Down List.

- ACT Active
- ACP Active Pending (used to actively marketing property prior to closed sale)
- AFRR Active First Right of Refusal
- SLD Sold
- PED Pending (used with **Written instruction from Seller** to discontinue marketing property through closed sale)
- EXP Expired - (auto-expiration allows for a 5 day Grace Period to update listing status)
- WDN Withdrawn
- CS Coming Soon (Must upload **Seller Authorization for Coming Soon** document to Associated Docs)

12) **Agent Hit Count**

13) **Client Hit Count**

14) **Sale/Rent^{P R}** - Select from Drop Down list.

- DEFAULT - For Sale
- For Rent is also in the drop down

KEYWORDS

15) **Buildings^R** - Select from Drop Down list

16) **Well House^R** - Select from Drop Down list

17) **Manufactured Restricted^R** - Select from Drop Down list

GENERAL

18) **IDX Include** - Select One.

NOTE: In accordance with MLS Rules and Regulations, Listings will not export to IDX, if MLS Participant is on file as Opt-Out.

- Yes;
- No; (**Written instruction from Seller on file**)
- Yes - without Address (**Written instruction from Seller on file**)

19) **VOW Include** - Select Y/N

20) **VOW Address** - Select Y/N

21) **VOW Comment** - Select Y/N

22) **VOW AVM** - Select Y/N

- 23) **County R** - Select from Drop Down list
- Ballard;Benton;Carlisle;Carroll;Dyer;Fulton;Gibson;Graves;Henry;Hickman;Lake;Marshall;Obion;Other;Unknown;Weakley

An entry either in Apx Number of Acres, or Lot Size Front AND Depth is REQUIRED and subject to penalties.

Zero entries must include a notation in the Remarks field, or be subject to penalties. In the event that acreage or lot size is **to be determined by survey** or **unknown**, a notation is REQUIRED in the Remarks field.

- 24) **Apx. Number of Acres R** - Type Approximate number of acres
- 26) **Lot Size Front R**- Type Front dimension
- 27) **Lot Size Depth R** - Type Depth dimension
- 28) **Lot Size Side 3** - For irregular lot sizes, Type Side 3 dimension
- 29) **Lot Size Side 4** - For irregular lot sizes, Type Side 4 dimension
- 30) **Agent R** - Select from Drop Down list, firm auto-populates.
- 31) **Listing Office 1 R** - The firm auto-populates after Agent selected
- 32) **Listing Agent 2** - If applicable, Click on the listing agent from the drop down box. Do NOT Duplicate Agent field.
- 33) **Listing Office 2** - The firm auto-populates after Agent selected
- 34) **Comp #** - If firm assigns listing number, type here.
- 35) **Coop Fee R** - The listing broker must specify compensation as the sales price or as a specific dollar amount. It cannot be assumed that any set compensation is a standard or norm established by the Association of REALTORS®. If you are not offering sub agency add the letter B and/or F after the amount. (Ex. 3B or \$250.BF). There is no need for a % key. **DO NOT** use fractions if the fee is not a whole number. Use decimals. No letter after the amount will indicate you will co-op regardless of the agency of the selling broker.
- 36) **Exclusions R**- Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.
- 37) **REO R** - Select Y/N from Drop Down list.
- 38) **Owner R** - Use Surname ONLY. Owner Name may be withheld only if a letter from the owner is on file or indicated in the Agreement to Market Property or Listing Agreement.
- 39) **Owner/Agent (Y/N) R** - Select from Drop Down list.
- 40) **Occupant R - (Owner/Tenant/Vacant)** - Select from Drop Down list.
- 41) **Listing Date R** - Select Month, Day and Year.
- 42) **Expiration Date R** - Select Month, Day and Year.
- 43) **Subdivision**- Select from Drop Down list See Appendix A
- 44) **School District** - Select from Drop Down list See Appendix B
- 45) **Map R** Type map number.
- 46) **Group** Type group.
- 47) **Parcel R**- Type parcel number.
- 48) **Sign (Y/N)** - Select from Drop Down list

Type Descriptions. 25 Characters each.

- | | |
|---------------------------|----------------------------|
| 49) Barn Description | 52) Well House Description |
| 50) Shop Description | 53) Grain Bin Description |
| 51) Pole Barn Description | |

- 54) **General Description** - 100 Characters.
- 55) **Irregular (Y/N/Unk)** - Select from Drop Down list
- 56) **Survey (Y/N/Unk)** - Select from Drop Down list
- 57) **Restrictions - 25 Characters**
- 58) **Best Use - 25 Characters**
- 59) **Govt. Program (Y/N/Unk)** - Select from Drop Down list
- 60) **House Notes** - Use for additional **house** information.
- 61) **Other Personal Property** - Use for other personal property **NOT** included in FEATURES categories.
- 62) **Items Excluded** - Use for items not included in the sale of the property 100 characters
If applicable, type Approx. # of Acres. 25 Characters each.
- 63) **Apx. # Acres Pasture** 25 Characters
- 64) **Apx. # Acr. Crop/Rotation** 25 Characters
- 65) **Apx. # Acres Open** 25 Characters
- 66) **Apx. # Acres Wooded** 25 Characters
- 67) **Apx. # Acres Non Prod.** 25 Characters
- 68) **Building Site** - Y/N Drop Down List
- 69) **Zoning** - Type applicable zoning information here.
- 70) **Other Parcel Improvements** - Type real property improvements NOT included in FEATURES categories. 100 characters
- 71) **Directions R** - Driving Directions from listing firm location REQUIRED.
- 72) **Virtual Tour** - Type URL of virtual tour

FEATURES

Features R

- REQUIRED Feature include:
 - Sewer
 - Water

FULL FEATURE LIST CAN BE FOUND APPENDIX C.

FINANCIAL

- 83) **Tax City** - Type Amount.
- 84) **Tax County** - Type Amount.
- 85) **Financing Terms** - Select from Drop Down list.

REMARKS

- 86) **Remarks - 512 characters.** Intended for the display of property descriptions only on materials for public distribution and on the Internet. References to the following information are prohibited: commissions, showing contacts, agent or broker names, phone and fax numbers, all web site or email addresses, financing information, virtual tours, alarm codes, lockbox codes or other security measures.
- 87) **Agent Remarks - 255 characters.** Intended to disseminate agent to agent information only. Agent remarks are intended to convey special showing instructions, contacts or phone numbers or special contract information. References to the following information are allowed: special compensation information, excluded prospects, virtual tours, broker or agent web sites and email addresses are allowed. Security system information are permitted with Seller's permission. Foreclosure or Auction listings may reference a third party web site (such as HUD, VA) where contracts must be registered.

SOLD

SOLD Section Fields display when Status is PENDING or SOLD

- 89) **How Sold** **R** - Select from Drop Down list
 - Other • Conventional • FHA • VA • Cash • Contract for Deed • Other
- 90) **Contract Date** **R** - Select date from calendar
- 91) **Proposed Closing Date** (pending) **Closing Date** (sold) **R** - Select date from calendar
- 92) **Sold Price** **R** - Type Selling Price
- 93) **Selling Agent 1** **R** - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate.
- 94) **Selling Office 1** **R** - will auto-populate once Selling Agent 1 is selected.
- 95) **Selling Agent 2** - Select agent name from Drop Down list. Selling will auto-populate. Do NOT Duplicate Selling Agent 1
- 96) **Selling Office 2** - will auto-populate once Selling Agent 2 selected.
- 97) **Buyer****R**- Type surname ONLY
- 98) **Seller Concessions****R** - Type any concessions paid by seller. This information is important for comparable purposes

ADDENDUM

- 88) **Addendum** - 512 Characters. Use Addenda field to enter a listing addendum. Up to 500 characters may be entered.
Note: You may *omit* the Addenda field in Custom and Large Photo views (and thus printouts) under the Viewing Options

Commercial/Industrial Listings

STANDARD

- 2) **MLS #** **R** - Auto assigned
- 5) **Class** **R**- Assigned at input screen
- 6) **Type** **P R** - Select from Drop Down list.

| | | | |
|------|-------------------|------|-----------------|
| APT | Apartment Complex | OTH | Other |
| CHUR | Church | REST | Restaurant |
| HIND | Heavy Industrial | RET | Retail |
| LINH | Light Industrial | SHOP | Shopping Center |
| MED | Medical | WHSE | Warehouse |
| OFF | Office Building | | |

- 7) **Area** **P R**- Select from Drop Down list.

| | | |
|--------------------------|----------------|--------------------------|
| 001 Union City | 008 Hickman | 015 Palmersville |
| 002 Troy | 009 Martin | 016 Rural Weakley County |
| 003 South Fulton | 010 Dresden | 017 All Other Areas |
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- 8) **Price****R** - Must reflect current listing price. Changes to this field require seller signature on MLS Change Form.
- 9) **Address** **R** - Type Street Number. If Applicable, select direction from Drop Down list. Finally. Type Street Name. Select Street Type from Drop Down List. (accuracy is important for mapping purposes)
- 10) **Address 2** - Only used for alternative street address. Do NOT duplicate Address Field here.
- 11) **City** **R**- Type correct city name (**accuracy is important for mapping purposes**)
- 12) **State** **R** - Select from Drop Down list. (**accuracy is important for mapping purposes**) Default is TN.
- 13) **Zip** **R**- Type correct Zip code. (**accuracy is important for mapping purposes**)
- 14) Select from Drop Down List.

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- **No; (Written instruction from Seller on file)**
- **Yes - without Address (Written instruction from Seller on file)**

19) **VOW Include** - Select Y/N

20) **VOW Address** - Select Y/N

21) **VOW Comment** - Select Y/N

22) **VOW AVM** - Select Y/N

23) **County** **R** - Select from Drop Down list

- Ballard;Benton;Carlisle;Carroll;Dyer;Fulton;Gibson;Graves;Henry;Hickman;Lake;Marshall;Obion;Other;Unknown;Weakley

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24) **Apx. Number of Acres** **R** - Type Approximate number of acres

26) **Lot Size Front** **R** - Type Front dimension

27) **Lot Size Depth** **R** - Type Depth dimension

28) **Lot Size Side 3** - For irregular lot sizes, Type Side 3 dimension

29) **Lot Size Side 4** - For irregular lot sizes, Type Side 4 dimension

30) **Agent** **R** - Select from Drop Down list, firm auto-populates.

31) **Listing Office 1** **R** - The firm auto-populates after Agent selected

32) **Listing Agent 2** - If applicable, Click on the listing agent from the drop down box. Do NOT Duplicate Agent field.

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40) **Occupant** **R** - (**Owner/Tenant/Vacant**) - Select from Drop Down list.

41) **Listing Date** **P** **R** - Select Month, Day and Year.

42) **Expiration Date** **P** **R** - Select Month, Day and Year.

43) **School District** - Select from Drop Down list See Appendix B

44) **Map** **R** - Type map number.

45) **Group** - Type group.

46) **Parcel** **R** - Type parcel number.

47) **Sign (Y/N)** - Select from Drop Down list

48) **Year Built** **R** - Type year built (ex. 1932, 1989, 2006) Do NOT enter 32, 89, 06

49) **Irregular (Y/N)** - Select from Drop Down list

50) **Irrigation (Y/N/Unk)** Select from Drop Down list

51) **Units** - Type number of units

52) **Rooms per Unit** - Type rooms per unit.

53) **Other Personal Property** - Use for other personal property **NOT** included in FEATURES categories.

54) **Items Excluded** - Use for items not included in the sale of the property 100 characters

55) **Terms - Type Terms**

56) **Total Square Footage** - REQUESTED field. Enter whole numbers only

- 57) **Source** ^R - Select from Drop Down list
 - **Agent** • **Appraiser** • **Owner** • **See Remarks** • **Tax Record**
- 58) **Roof Cover Age** - Type the age. Use the **actual age**, NOT the year installed.
- 59) **Zoning**- Type applicable zoning information.
- 60) **Termite Contract (Y/N)** - Select from Drop Down list
- 61) **Lockbox (Y/N)** ^R - Select from Drop Down list
- 62) **Parcel Improvements** - Type real property improvements NOT included in FEATURES categories. 100 characters
- 63) **Directions** ^R- Driving Directions from listing firm location REQUIRED. 255 characters
- 64) **Virtual Tour** - Type URL of virtual tour.

FEATURES

FEATURES

- a. Sewer
- b. Water
- c. Type of Heat
- d. Type of Air

FULL FEATURE LIST CAN BE FOUND APPENDIX C.

FINANCIAL

- 75) **Avg. Annual Gross Income** - Type AGI
- 76) **Avg. Annual Gross Exp** - Type AGE
- 77) **Financing Terms** - Select from Drop Down list.
- 78) **City Tax** - Type tax amount
- 79) **County Tax** - Type tax amount
- 80) **Remarks - 512 characters.** Intended for the display of property descriptions only on materials for public distribution and on the Internet. References to the following information are prohibited: commissions, showing contacts, agent or broker names, phone and fax numbers, all web site or email addresses, financing information, virtual tours, alarm codes, lockbox codes or other security measures.
- 81) **Agent Remarks - 255 characters.** Intended to disseminate agent to agent information only. Agent remarks are intended to convey special showing instructions, contacts or phone numbers or special contract information. References to the following information are allowed: special compensation information, excluded prospects, virtual tours, broker or agent web sites and email addresses are allowed. Security system information are permitted with Seller's permission. Foreclosure or Auction listings may reference a third party web site (such as HUD, VA) where contracts must be registered.

SOLD

SOLD Section Fields display when Status is PENDING or SOLD

- 83) **How Sold** ^R - Select from Drop Down list
 - Other • Conventional • FHA • VA • Cash • Contract for Deed • Othe
- 84) **Contract Date** ^R - Select date from calendar
- 85) **Proposed Closing Date** ^R (pending) **Closing Date** (sold) ^R - Select date from calendar
- 86) **Sold Price** ^R - Type Selling Price
- 87) **Selling Agent 1** ^R - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate
- 88) **Selling Office 1** ^R - will auto-populate once Selling Agent 1 is selected.
- 89) **Selling Agent 2** - Select agent name from Drop Down list. Selling will auto-populate. Do NOT Duplicate Selling Agent 1
- 90) **Selling Office 2** - will auto-populate once Selling Agent 2 selected.
- 91) **Buyer** ^R
- 92) **Seller Concessions** ^R - Type any concessions paid by seller. This information is important for comparable purposes

ADDENDUM

- 82) **Addendum**- Use Addenda field to enter a listing addendum. Up to 500 characters may be entered.
 Note: You may *omit* the Addenda field in Custom and Large Photo views (and thus printouts) under the **Viewing Options**

Multi-Family Listings

STANDARD

- 3) **MLS #** ^R - Auto assigned
- 4) **Class** ^R- Assigned at input screen
- 6) **Type** ^{P R} - Select from Drop Down list.
 APT: Apartments DUP: Duplex FOUR: Fourplex OTH: Other TRI: Triplex
- 7) **Area** ^{P R} - Select from Drop Down list.

| | | |
|--------------------------|----------------|--------------------------|
| 001 Union City | 008 Hickman | 015 Palmersville |
| 002 Troy | 009 Martin | 016 Rural Weakley County |
| 003 South Fulton | 010 Dresden | 017 All Other Areas |
| 004 Rural Obion County | 011 Greenfield | 018 All Other KY Areas |
| 005 Hrnbeak, Reelft Lake | 012 Gleason | 019 Kenton |
| 006 Tiptonville, Ridgley | 013 Sharon | 020 Obion |
| 007 Fulton | 014 Dukedom | |

Value Range Pricing ^R - Select from Drop Down List Default is No

- 8) **Price** ^R - Must reflect current listing price. Changes to this field require seller signature on MLS Change Form.

- 9) **Address R**- Type Street Number. If Applicable, select direction from Drop Down list. Finally. Type Street Name. Select Street Type from Drop Down List. (accuracy is important for mapping purposes)
- 10) **Address 2** - Only used for alternative street address. Do NOT duplicate Address Field here.
- 11) **City R**- Type correct city name (**accuracy is important for mapping purposes**)
- 12) **State R** - Select from Drop Down list. (**accuracy is important for mapping purposes**) Default is TN.
- 13) **Zip R**- Type correct Zip code. (**accuracy is important for mapping purposes**)
- 14) Select from Drop Down List.
 - ACT Active
 - ACP Active Pending (used to actively marketing property prior to closed sale)
 - AFRR Active First Right of Refusal
 - SLD Sold
 - PED Pending (used with **Written instruction from Seller** to discontinue marketing property through closed sale)
 - EXP Expired - (auto-expiration allows for a 5 day Grace Period to update listing status)
 - WDN Withdrawn
 - CS Coming Soon (Must upload **Seller Authorization for Coming Soon** document to Associated Docs)
- 15) **Agent Hit Count**
- 16) **Client Hit Count**
- 17) **Sale/Rent P R** - Select from Drop Down list.
 - DEFAULT - For Sale
 - i. For Rent is also in the drop down

KEYWORDS

99) Search By Map

- 18) **# Beds per Unit R** - Select from Drop Down list.
- 19) **# Baths per Unit R** - Select from Drop Down list.
- 22) **# of Units R** - Select from Drop Down list.
- 20) **# of Stories R** - Select from Drop Down list.
- 21) **City Limits R** - Select from Drop Down list.

GENERAL

- 23) **IDX Include** - Select One.

NOTE: In accordance with MLS Rules and Regulations, Listings will not export to IDX, if MLS Participant is on file as Opt-Out.

- Yes;
- No; (**Written instruction from Seller on file**)
- Yes - without Address (**Written instruction from Seller on file**)

- 24) **VOW Include** - Select Y/N

- 25) **VOW Address** - Select Y/N

- 26) **VOW Comment** - Select Y/N

- 27) **VOW AVM** - Select Y/N

- 28) **County R** - Select from Drop Down list

- Ballard;Benton;Carlisle;Carroll;Dyer;Fulton;Gibson;Graves;Henry;Hickman;Lake;Marshall;Obion;Other;Unknown;Weakley

An entry either in Apx Number of Acres, or Lot Size Front AND Depth is REQUIRED and subject to penalties.

Zero entries must include a notation in the Remarks field, or be subject to penalties. In the event that acreage or lot size is **to be determined by survey or unknown**, a notation is REQUIRED in the Remarks field.

- 29) **Apx. Number of Acres R**- Type Approximate number of acres

- 30) **Lot Size Front R** - Type Front dimension

- 31) **Lot Size Depth R** - Type Depth dimension

- 32) **Lot Size Side 3** - For irregular lot sizes, Type Side 3 dimension

- 33) **Lot Size Side 4** - For irregular lot sizes, Type Side 4 dimension

- 34) **Agent R** - Select from Drop Down list, firm auto-populates.

- 35) **Listing Office 1 R** - The firm auto-populates after Agent selected

- 36) **Listing Agent 2** - If applicable, Click on the listing agent from the drop down box. Do NOT Duplicate Agent field.

- 37) **Listing Office 2** - The firm auto-populates after Agent selected

- 38) **Comp #** - If firm assigns listing number, type here.

- 39) **Coop Fee R** - The listing broker must specify compensation as the sales price or as a specific dollar amount. It cannot be assumed that any set compensation is a standard or norm established by the Association of REALTORS®. If you are not offering sub agency add the letter B and/or F after the amount. (Ex. 3B or \$250.BF). There is no need for a % key. **DO NOT** use fractions if the fee is not a whole number. Use decimals. No letter after the amount will indicate you will co-op regardless of the agency of the selling broker.

- 40) **Exclusions R**- Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.

- 41) **REO R** - Select Y/N from Drop Down list.

- 42) **Owner R** - Use Surname ONLY. Owner Name may be withheld only if a letter from the owner is on file or indicated in the Agreement to Market Property or Listing Agreement.

- 43) **Owner/Agent (Y/N) R** - Select from Drop Down list.

- 44) **Occupant** **R** - (Owner/Tenant/Vacant) - Select from Drop Down list.
- 45) **Listing Date** **P R** - Select Month, Day and Year.
- 46) **Expiration Date** **P R** - Select Month, Day and Year.
- 47) **Subdivision** - Select from Drop Down list See Appendix A
- 48) **School District** - Select from Drop Down list See Appendix B
- 49) **Map** **R** - Type map number.
- 50) **Group** - Type group.
- 51) **Parcel** **R** - Type parcel number.
- 52) **Sign (Y/N)** - Select from Drop Down list
- 53) **Year Built** **R** - Type year built (ex. 1932, 1989, 2006) Do NOT enter 32, 89, 06
- 54) **# of Parking Spaces**
- 55) **Irregular (Y/N/Unk)** - Select from Drop Down list

Unit Details:

Use these fields to enter # Beds, SqFT, Mo Rent, Included Appliances for each unit.

- | | | |
|------------------------------|------------------------------|------------------------------|
| 56) Unit 1 # Beds | 66) Unit 3 Rent | 76) Unit 6 # Beds |
| 57) Unit 1 SQFT | 67) Unit 3 Appliances | 77) Unit 6 SQFT |
| 58) Unit 1 Rent | 68) Unit 4 # Beds | 78) Unit 6 Rent |
| 59) Unit 1 Appliances | 69) Unit 4 SQFT | 79) Unit 6 Appliances |
| 60) Unit 2 # Beds | 70) Unit 4 Rent | 80) Unit 7 # Beds |
| 61) Unit 2 SQFT | 71) Unit 4 Appliances | 81) Unit 7 SQFT |
| 62) Unit 2 Rent | 72) Unit 5 # Beds | 82) Unit 7 Rent |
| 63) Unit 2 Appliances | 73) Unit 5 SQFT | 83) Unit 7 Appliances |
| 64) Unit 3 # Beds | 74) Unit 5 Rent | |
| 65) Unit 3 SQFT | 75) Unit 5 Appliances | |

- 84) **Other Personal Property** - Use for other personal property NOT included in FEATURES categories.
- 85) **Items Excluded** - Use for items not included in the sale of the property
- 86) **HVAC Age** - Heat, Ventilation, Air. Type the age. Use the **actual age**, NOT the year installed
- 87) **Total Square Footage - REQUESTED field.** Enter whole numbers only
- 88) **Roof Cover Age** - Type the age. Use the **actual age**, NOT the year installed.
- 89) **Heated Approx. SQFT** **R** - Type whole numbers only.
- 90) **Termite Contract (Y/N/U)** - Select from Drop Down list
- 91) **Lockbox**- Select from Drop Down list
- 92) **Zoning** - Type applicable zoning information.
- 93) **Other Parcel Improvements** - Type real property improvements NOT included in FEATURES categories.
- 94) **Directions** **R**- Driving Directions from listing firm location REQUIRED.
- 95) **Virtual Tours**- Type URL of virtual tour.

FEATURES

FEATURES

- | | |
|------------------------|-----------------|
| a. Foundation/Basement | d. Type of Heat |
| b. Water | e. Type of Air |
| c. Sewer | |

FULL FEATURE LIST CAN BE FOUND APPENDIX C.

FINANCIAL

- 108) **Avg. Annual Gross Income**
- 109) **Avg. Annual Gross Exp.**
- 110) **Tax City**
- 111) **Tax County**
- 112) **Financing Terms**

REMARKS

- 113) **Remarks- 512 characters.** Intended for the display of property descriptions only on materials for public distribution and on the Internet. References to the following information are prohibited: commissions, showing contacts, agent or broker names, phone and fax numbers, all web site or email addresses, financing information, virtual tours, alarm codes, lockbox codes or other security measures.
- 114) **Agent Remarks - 255 characters.** Intended to disseminate agent to agent information only. Agent remarks are intended to convey special showing instructions, contacts or phone numbers or special contract information. References to the following information are allowed: special compensation information, excluded prospects, virtual tours, broker or agent web sites and email addresses are allowed. Security system information are permitted with Seller's permission. Foreclosure or Auction listings may reference a third party web site (such as HUD, VA) where contracts must be registered.

SOLD

SOLD Section Fields display when Status is PENDING or SOLD

- 116) **How Sold** **R** - Select from Drop Down list
 - Other • Conventional • FHA • VA • Cash • Contract for Deed • Othe
- 117) **Contract Date** **R** - Select date from calendar
- 118) **Proposed Closing Date** **R** (pending) **Closing Date** (sold) **R** - Select date from calendar

- 119) **Sold Price** **R** - Type Selling Price
- 121) **Selling Agent 1** **R** - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate
- 122) **Selling Office 1** **R** - will auto-populate once Selling Agent 1 is selected.
- 123) **Selling Agent 2** - Select agent name from Drop Down list. Selling will auto-populate. Do NOT Duplicate Selling Agent
1
- 124) **Selling Office 2** - will auto-populate once Selling Agent 2 selected.
- 125) **Buyer** **R**
- 126) **Seller Concessions****R** - Type any concessions paid by seller. This information is important for comparable purposes

ADDENDUM

- 115) **Addendum**- Use Addenda field to enter a listing addendum. Up to 500 characters may be entered.
Note: You may *omit* the Addenda field in Custom and Large Photo views (and thus printouts) under the **Viewing Options**

RELISTS:

List agent should report new expiration date prior to currently posted expiration date. Please use the following procedure in reporting a relist.

From MLS Rules and Regulations...

Section 1.10 Expiration of Listings: Listings filed with the Multiple Listing Service will automatically be removed from the compilation of current listings on the expiration date specified in the agreement unless prior to that date the MLS receives notice that the listing has been extended or renewed. (Amended 01/2007)

Duplicate Listing Submission:

Duplicate listings are not allowed in the MLS database.

From MLS Rules and Regulations...

Section 1.8 DUPLICATE LISTINGS: No listing shall be entered in the MLS database more than once, except when there is a varied price or class. (adopted November 15, 2012)

Photos:

Paragon supports up to 20 pictures. These pictures are to be of the subject property only.

From the Rules and Regulations of the Multiple Listing Service SECTION 4.4

Section 4.5 Photos: Photographs, virtual tours and/or renderings submitted by a Participant or Subscriber shall not be copied by other Participants or Subscribers for use in the MLS or other marketing.

Photos entered into the MLS system must not contain listing agent, broker or company names or logos, or phone numbers, nor may they have any legible company signs on the property. MLS staff is authorized to immediately remove any photo in violation of this policy and send notification to the listing agent & office or broker. (Renumbered 01/08, Amended 02/27/2013).

Virtual Tours: The Service allows for one virtual tour to be attached to any listing. (Amended 08/23/06, effective 09/18/06).

NOT IN MLS LISTINGS:

Rules & Regulations require that a document stating that the owner does not want property in MLS and showing owner's signature must be filed with MLS. When a Not in MLS listing sells, please enter the listing and closed information for use in comps.

Additions/Changes/Deletions to look-up fields may become necessary from time to time. Therefore, changes made to Appendices A and B do not require director approval.

Appendix A Subdivisions

| | | | | | |
|---------------|--------------|--------------|--------------|-----------------|-----------------|
| Austin H | Country C | Gene Ada | Libe | Quailrid | Terrell |
| Austin Sprir | Crawf | Glenwc | Linnwood E | Ralst | The Thicket |
| Bellea | Crowley Str | Green H | Lynnwood Val | Ridget | Three Point |
| Bellmea | D Anc | Greenbr | Maplehurst S | Rock Sprir | Timber Ridge |
| Bellme | Dani | Greenh | Mathney Grc | Rolling H | Town Country |
| Campgrou | Daybre | Heritage Pla | Meadowbrc | Rolling Meado | Tumbling |
| Cane Creek E | Deepwc | Hidden Oa | Milam Su | Rosewo | Twin Oaks |
| Carr Addit | Deerwood E | Highla | Mosswc | Ruthv | Valley Estates |
| Cedar Ric | Deerwood Su | Highland Su | Mt Pe | Sand | Valley View |
| Chand | E W Jarr | Hunt Subdivi | N | Scatswc | Weldon |
| Chapparral H | E.J. Winste | Hunter Rid | Oak Heigl | Scenic Hills | West Union |
| Chestnut Gla | East Vi | Hynds | Oakwc | Scenic Hills V | Westview |
| Circle Dr | Fairoz | Jew | Orch | Sherwood H | Whispering Hlls |
| Coll | Fieldcrest E | Kim | Otl | Sido | Windram |
| Colonial Ac | Forrest H | Lakevi | Pillowv | Staffords Str | Woodmont |
| Colonial Ac \ | Fox Meado | Lakeview E | Pisg | Stella Ri | Wyndram |
| Colonial Acr | Gardi | Landrn | Plantation E | Stoneridge | |
| Community Pr | Gardner Esta | Landrum Woc | Pleasant Val | Sweetbriar Cove | |
| Country Aue | Garrett Le | Lath | Public We | Sweetwater | |

Appendix B School Districts

| | | | |
|-----------------|----------------|-----------------|----------------|
| Blk Oak/Central | Gibson County | Hillcrst/Centr | Ridgemont/Cent |
| Carroll County | Gleason | Lake County | Sharon |
| Dresden | Graves County | Lake Rd/Central | South Fulton |
| Dyer County | Greenfield | Martin | Union City |
| Fulton City | Henry County | Obion County | |
| Fulton County | Hickman County | Other | |

Appendix C Features by Class

| Class | Description | Required |
|-------------|-----------------------|----------|
| RESIDENTIAL | EXTERIOR | N |
| RESIDENTIAL | FIREPLACE | N |
| RESIDENTIAL | FLOOR COVERING | N |
| RESIDENTIAL | FOUNDATION/BASEMENT | Y |
| RESIDENTIAL | GARAGE TYPE/OUTBLDNGS | Y |
| RESIDENTIAL | INTERNET | N |
| RESIDENTIAL | LOT DESCRIPTIONS | N |
| RESIDENTIAL | LOT LOCATION | N |

| Class | Description | Required |
|----------|-------------|----------|
| COMM/IND | AVAIL SEWER | N |
| COMM/IND | AVAIL WATER | N |
| COMM/IND | BASEMENT | N |
| COMM/IND | DOC ON FILE | N |
| COMM/IND | EXTERIOR | N |
| COMM/IND | FLR COVER | N |
| COMM/IND | FOUNDATION | N |
| COMM/IND | INTERNET | N |

| | | |
|-------------|--------------------|---|
| RESIDENTIAL | MISCELLANEOUS | N |
| RESIDENTIAL | ROAD | N |
| RESIDENTIAL | ROOF | N |
| RESIDENTIAL | SEWER | Y |
| RESIDENTIAL | STYLE | N |
| RESIDENTIAL | TYPE OF AIR | Y |
| RESIDENTIAL | TYPE OF HEAT | Y |
| RESIDENTIAL | WATER | Y |
| RESIDENTIAL | WINDOWS | N |
| RESIDENTIAL | WINDOWS/TREATMENTS | N |

| | | |
|----------|--------------|---|
| COMM/IND | LOT LCTN | N |
| COMM/IND | MISC | N |
| COMM/IND | ROAD | N |
| COMM/IND | ROOF | N |
| COMM/IND | SEWER | Y |
| COMM/IND | TYPE OF AIR | Y |
| COMM/IND | TYPE OF HEAT | Y |
| COMM/IND | WATER | Y |
| COMM/IND | WINDOWS | N |

| Class | Description | Required |
|-----------|-------------------|----------|
| LOTS/LAND | AVAILABLE UTILITY | N |
| LOTS/LAND | CROP ALLOTMENT | N |
| LOTS/LAND | DOCUMENTS ON FILE | N |
| LOTS/LAND | INTERNET | N |
| LOTS/LAND | LEASES | N |

| | | |
|-----------|-----------------|---|
| LOTS/LAND | LOT DESCRIPTION | N |
| LOTS/LAND | LOT LOCATION | N |
| LOTS/LAND | ROAD | N |
| LOTS/LAND | SEWER | Y |
| LOTS/LAND | WATER | Y |

| Class | Description | Required |
|----------|---------------------|----------|
| MLTI-FAM | EXTERIOR | N |
| MLTI-FAM | FIREPLACE | N |
| MLTI-FAM | FLOOR COVERING | N |
| MLTI-FAM | FOUNDATION/BASEMENT | Y |
| MLTI-FAM | INTERNET | N |
| MLTI-FAM | LOT DESCRIPTIONS | N |
| MLTI-FAM | LOT LOCATION | N |
| MLTI-FAM | MISC INFORMATION | N |
| MLTI-FAM | MISCELLANEOUS | N |
| MLTI-FAM | OUTBUILDINGS | N |
| MLTI-FAM | POSSESSION | N |

| | | |
|--------------|--------------------|---|
| MLTI-FAM | ROAD | N |
| MLTI-FAM | ROOF | N |
| MLTI-FAM | SEWER | Y |
| MLTI-FAM | STYLE | N |
| MULTI-FAMILY | TYPE OF AIR | Y |
| MULTI-FAMILY | TYPE OF HEAT | Y |
| MULTI-FAMILY | TYPE TENANCY | N |
| MULTI-FAMILY | UTIL INC. RENT | N |
| MULTI-FAMILY | UTILITIES PAID BY | N |
| MULTI-FAMILY | WATER | Y |
| MULTI-FAMILY | WINDOWS | N |
| MULTI-FAMILY | WINDOWS/TREATMENTS | N |

To select the feature codes for the listing, follow these steps:

All Features

Open the pop-up window, Select chosen Features, then click **Save**.

Adding a Feature

In each Feature pop-up window, click the box of desired feature code, then click **Save**. You may **Check All** for each feature, then click **Save**.

Removing a Feature Code

In the Feature pop-up window, click the box with the check to remove, then click **Save**. You may **UnCheck All** for each feature, then click **Save**.

Appendix D Total Number of Rooms Defined

Total Number of Rooms

Include in the room count only those areas that are finished and can be used year round. They must have utilities (electric, heat, cooling, as appropriate) as well as floors and ceilings that are similar to or blend with the rest of the house. Generally speaking, the following are included in the room count:

- Kitchen
- Bedroom (see definition for Bedroom in this glossary for clarification)
- Living Room
- Dining Room
- Family Room
- Office
- Den
- Sun room that is heated and/or cooled

The Following are not considered rooms and **should not** be included in the room count:

- Bathrooms
- Loft
- Closets
- Storage Rooms
- Foyer
- Hallways
- Laundry Room
- Utility Room
- Three-season Rooms (no heating/cooling)