Multiple Listing Service Policies and Procedures

Reelfoot Regional Association of REALTORS®, Inc.
Adopted January 21, 2026

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 the MLS in accordance with 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	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

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.. (<u>accuracy is important for mapping purposes</u>)

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

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

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

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

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 <u>Written instruction from Seller</u> 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 <u>Seller Authorization for Coming Soon</u> 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** ⓡ - Select Number from Drop Down list. See Appendix D, Total Number of Rooms Defined
23) **Master Bedroom** ⓡ - Select Number from Drop Down list.
24) **# of Stories** ⓡ - Select Number from Drop Down list.
25) **City Limits** ⓡ - 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** ⓡ - 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** ⓡ- Type the number of acres. Use decimals, no fractions.
33) **Lot Size Front** ⓡ- Type Front Dimension
34) **Lot Size Depth** ⓡ - 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** ⓡ - Select from Drop Down list, firm auto-populates.
38) **Listing Office 1** ⓡ - 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) **Exclusions** ⓡ- Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.
43) **REO** (Y/N) ⓡ– Select Y/N from Drop Down list.
44) **Owner** ⓡ - 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.
45) **Owner/Agent (Y/N)** ⓡ - Select from Drop Down list.
46) **Occupant** ⓡ **(Owner/Tenant/Vacant)** - Select from Drop Down list.
47) **Listing Date** ⓡ ⓟ - Select Month, Day and Year.
48) **Expiration Date** ⓡⓟ - Select Month, Day and Year.
49) **Subdivision** – – Select from Drop Down list See Appendix A
50) **School District** – Select from Drop Down list See Appendix B
51) **Map** ⓡ - Type map number.
52) **Group -** Type group.
53) **Parcel** ⓡ - Type parcel number.
54) **Sign (Y/N)** – Select from Drop Down list
55) **Year Built** ⓡ - Type year built (ex. 1932, 1989, 2006) Do NOT enter 32, 89, 06
56) **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**	76) **Bedroom 5 Width/Length**	94) **Foyer Width/Length**
59) **Basement Description**	77) **Bedroom 5 Description**	95) **Foyer Description**
60) **Basement Up**	78) **Bedroom 5 Up**	96) **Foyer Up**
61) **Mstr Bdrm Width/Length**	79) **Bonus Rm Width/Length**	97) **Great Rm Width/Length**
62) **Mstr Bdrm Ste Description**	80) **Bonus Rm Description**	98) **Great Rm Description**
63) **Master Bedrm Suite Up**	81) **Bonus Rm Up**	99) **Great Rm Up**
64) **Bedroom 1 Width/Length**	82) **Deck Width/Length**	100) **Kitchen Width/Length**
65) **Bedroom 1 Description**	83) **Deck Description**	101) **Kitchen Description**
66) **Bedroom 1 Up**	84) **Deck Up**	102) **Kitchen Up**
67) **Bedroom 2 Width/Length**	85) **Den/Office Width/Length**	103) **Kitchen/Din. Width/Length**
68) **Bedroom 2 Description**	86) **Den/Office Description**	104) **Kitchen/Din. Description**
69) **Bedroom 2 Up**	87) **Den/Office Up**	105) **Kitchen/Dining Up**
70) **Bedroom 3 Width/Length**	88) **Dining Rm Width/Length**	106) **Living Rm Width/Length**
71) **Bedroom 3 Description**	89) **Dining Rm Description**	107) **Living Rm Description**
72) **Bedroom 3 Up**	90) **Dining Rm Up**	108) **Living Rm Up**
73) **Bedroom 4 Width/Length**	91) **Family Rm Width/Length**	109) **Living/Din. Width/Length**
74) **Bedroom 4 Description**	92) **Family Rm Description**	110) **Living/Dining Description**
75) **Bedroom 4 Up**	93) **Family Rm Up**	111) **Living/Dining Up**

112) Patio/Porch Width/Length	119) Sun Rm Description	126) Extra Rm 1 Up
113) Patio/Porch Description	120) Sun Rm Up	127) Extra Rm 2 Width/Length
114) Patio/Porch Up	121) Utility Rm Width/Length	128) Extra Rm 2 Description
115) Rec Rm Width/Length	122) Utility Rm Description	129) Extra Rm 2 Up
116) Rec Rm Description	123) Utility Rm Up	130) Extra Rm 3 Width/Length
117) Rec Rm Up	124) Extra Rm 1 Width/Length	131) Extra Rm 3 Description
118) Sun Rm Width/Length	125) Extra Rm 1 Description	132) Extra Rm 3 Up

133) **House Notes -** Use for additional <u>house</u> 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** Ⓡ - 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** Ⓡ - Driving Directions from listing firm location REQUIRED.
147) **Virtual Tour** - Type URL of virtual tour.

FEATURES
Features Ⓡ
   • REQUIRED Features Include:

i. Foundation	iv. Type of Heat
ii. Water	v. Type of Air
iii. Sewer	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, 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: 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
<u>SOLD Section</u> Fields display when Status is PENDING or SOLD
164) **How Sold** Ⓡ - Select from Drop Down list
             ● Other ● Conventional   ● FHA   ● VA   ● Cash ● Contract for Deed   ● Other
165) **Contract Date** Ⓡ - Select date from calendar
166) **Proposed Closing Date** (pending) **Closing Date** (sold) Ⓡ - Select date from calendar
167) **Sold Price** Ⓡ - Type Selling Price
169) **Selling Agent 1** Ⓡ - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate.
170) **Selling Office 1** Ⓡ - 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** Ⓡ – Type surname ONLY
174) **Seller Concessions** Ⓡ - 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

1) **MLS #** 🆁 - Auto assigned
2) **Class** 🆁 - Assigned at input screen
3) **Type** 🅿 🆁 - Select from Drop Down list.
   - BLOT   Building Lots
   - COM   Commercial
   - FARM   Farm Land
   - OTH   Other
   - TIM   Timber
4) **Area** 🅿 🆁 - 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 🆁 – Select from Drop Down List Default is No
5) **Price** 🆁 - Must reflect current listing price. Changes to this field require seller signature on MLS Change Form.
6) **Address** 🆁 - 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** 🆁 - Type correct city name (**accuracy is important for mapping purposes)**
9) **State** 🆁 - Select from Drop Down list. (**accuracy is important for mapping purposes)** Default is TN.
10) **Zip** 🆁 - Type correct Zip code. (**accuracy is important for mapping purposes)**
11) **Status** 🆁 - 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** 🅿 🆁 - Select from Drop Down list.
   - a.   DEFAULT - For Sale
     - i.   For Rent is also in the drop down

15) **Buildings** 🆁 - Select from Drop Down list
16) **Well House** 🆁 - Select from Drop Down list
17) **Manufactured Restricted** 🆁 - Select from Drop Down list

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** 🆁 - 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** 🆁 – Type Approximate number of acres

4

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) **Exclusions** R - Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.
36) **REO** R **-** Select Y/N from Drop Down list.
37) **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.
38) **Owner/Agent (Y/N)** R - Select from Drop Down list.
39) **Occupant** R - **(Owner/Tenant/Vacant)** - Select from Drop Down list.
40) **Listing Date** R - Select Month, Day and Year.
41) **Expiration Date** R - Select Month, Day and Year.
42) **Subdivision-** Select from Drop Down list See Appendix A
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

Type Descriptions. 25 Characters each.
48) Barn Description
49) Shop Description
50) Pole Barn Description
51) Well House Description
52) Grain Bin Description

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

FEATURES
Features R
- REQUIRED Feature include:
   i. Sewer
   ii. 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: 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: 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
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
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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 (<u>accuracy is important for mapping purposes</u>)

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

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

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
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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

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

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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.
33) **Listing Office 2 -** The firm auto-populates after Agent selected
34) **Comp #** - If firm assigns listing number, type here.
35) **Exclusions** R – Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.
36) **REO** R - Select Y/N from Drop Down list.
37) **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.
38) **Owner/Agent (Y/N)** R - Select from Drop Down list.
39) **Occupant** R - **(Owner/Tenant/Vacant)** - Select from Drop Down list.
40) **Listing Date** P R - Select Month, Day and Year.
41) **Expiration Date** P R - Select Month, Day and Year.
42) **School District** – Select from Drop Down list See Appendix B
43) **Map** R - Type map number.
44) **Group** – Type group.
45) **Parcel** R – Type parcel number.
46) **Sign (Y/N)** – Select from Drop Down list
47) **Year Built** R – Type year built (ex. 1932, 1989, 2006) Do NOT enter 32, 89, 06
48) **Irregular (Y/N)** – Select from Drop Down list
49) **Irrigation (Y/N/Unk)** Select from Drop Down list
50) **Units -** Type number of units
51) **Rooms per Unit** – Type rooms per unit.
52) **Other Personal Property -** Use for other personal property **NOT** included in FEATURES categories.
53) **Items Excluded -** Use for items not included in the sale of the property 100 characters
54) **Terms** – Type Terms
55) **Total Square Footage - REQUESTED field.** Enter whole numbers only
56) **Source** R - Select from Drop Down list
   ● **Agent**   ● **Appraiser**   ● **Owner**   ● **See Remarks**   ● **Tax Record**
57) **Roof Cover Age -** Type the age. Use the **actual age**, NOT the year installed.
58) **Zoning** – Type applicable zoning information.
59) **Termite Contract (Y/N) -** Select from Drop Down list
60) **Lockbox (Y/N)** R - Select from Drop Down list
61) **Parcel Improvements -** Type real property improvements NOT included in FEATURES categories. 100 characters
62) **Directions** R – Driving Directions from listing firm location REQUIRED. 255 characters
63) **Virtual Tour -** Type URL of virtual tour.

FEATURES
FEATURES

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

FULL FEATURE LIST CAN BE FOUND APPENDIX C.

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: 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. I**ntended 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: 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** 🆁 - Select from Drop Down list
   - Other   ● Conventional   ● FHA   ● VA   ● Cash   ● Contract for Deed   ● Othe
84) **Contract Date** 🆁 - Select date from calendar
85) **Proposed Closing Date**🆁 (pending) **Closing Date** (sold) 🆁 - Select date from calendar
86) **Sold Price** 🆁 - Type Selling Price
87) **Selling Agent 1** 🆁 - Select Selling agent from Drop Down list. Selling Office 1 will auto-populate
88) **Selling Office 1** 🆁 - 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**🆁
92) **Seller Concessions**🆁 – 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 #** 🆁 - Auto assigned

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

6) **Type** 🅿 🆁 - Select from Drop Down list.
   APT: Apartments   DUP: Duplex   FOUR: Fourplex   OTH: Other   TRI: Triplex

7) **Area** 🅿 🆁 - 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 🆁 – Select from Drop Down List Default is No

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

9) **Address** 🆁 - 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** 🆁 - Type correct city name (**accuracy is important for mapping purposes)**

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

13) **Zip** 🆁 - 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** 🅿 🆁 - 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** 🆁 - Select from Drop Down list.
19) **# Baths per Unit** 🆁 - Select from Drop Down list.
22) **# of Units** 🆁 - Select from Drop Down list.
20) **# of Stories** 🆁 - Select from Drop Down list.
21) **City Limits** 🆁 - 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** 🆁 - 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** 🆁 – Type Approximate number of acres
30) **Lot Size Front** 🆁 – Type Front dimension
31) **Lot Size Depth** 🆁 - 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** 🆁 - Select from Drop Down list, firm auto-populates.
35) **Listing Office 1** 🆁 - 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) **Exclusions** 🆁 – Select Y/N from Drop Down list. Excluded Prospects, or Agents. See MLS Rules & Regulations, Section 1.
40) **REO** 🆁 - Select Y/N from Drop Down list.
41) **Owner** 🆁 - 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.
42) **Owner/Agent (Y/N)** 🆁 - Select from Drop Down list.
43) **Occupant** 🆁 - **(Owner/Tenant/Vacant)** - Select from Drop Down list.
44) **Listing Date** 🅿 🆁 - Select Month, Day and Year.
45) **Expiration Date** 🅿 🆁 - Select Month, Day and Year.
46) **Subdivision -** Select from Drop Down list See Appendix A
47) **School District** – Select from Drop Down list See Appendix B
48) **Map** 🆁 - Type map number.
49) **Group** - Type group.
50) **Parcel** 🆁 - Type parcel number.
51) **Sign (Y/N)** – Select from Drop Down list
52) **Year Built** 🆁 – Type year built (ex. 1932, 1989, 2006) Do NOT enter 32, 89, 06
53) **# of Parking Spaces**
54) **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**	63) **Unit 2 Appliances**	70) **Unit 4 Rent**
57) **Unit 1 SQFT**	64) **Unit 3 # Beds**	71) **Unit 4 Appliances**
58) **Unit 1 Rent**	65) **Unit 3 SQFT**	72) **Unit 5 # Beds**
59) **Unit 1 Appliances**	66) **Unit 3 Rent**	73) **Unit 5 SQFT**
60) **Unit 2 # Beds**	67) **Unit 3 Appliances**	74) **Unit 5 Rent**
61) **Unit 2 SQFT**	68) **Unit 4 # Beds**	75) **Unit 5 Appliances**
62) **Unit 2 Rent**	69) **Unit 4 SQFT**	76) **Unit 6 # Beds**

77)	Unit 6 SQFT	80)	Unit 7 # Beds	83)	Unit 7 Appliances
78)	Unit 6 Rent	81)	Unit 7 SQFT		
79)	Unit 6 Appliances	82)	Unit 7 Rent		

84) **Other Personal Property - U**se 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: 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. I**ntended 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: 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 Cl	Gene Ada	Libe	Quailrid	Terrell
Austin Sprir	Crawfc	Glenwo	Linnwood E	Ralst	The Thicket
Bellea	Crowley Sto	Green H	Lynnwood Vall	Ridgef	Three Point
Bellmea	D Anc	Greenbr	Maplehurst S	Rock Sprir	Timber Ridge
Bellme	Danr	Greenh	Mathney Grc	Rolling H	Town Country
Campgrou	Daybre	Heritage Pla	Meadowbrc	Rolling Meado	Tumbling
Cane Creek E	Deepwc	Hidden Oa	Milam Su	Rosewc	Twin Oaks
Carr Additi	Deerwood E	Highla	Mosswc	Ruthv	Valley Estates
Cedar Rid	Deerwood Su	Highland Su	Mt Pe	Sand	Valley View
Chand	E W Jam	Hunt Subdivi	N	Scatswc	Weldon
Chapparal H	E.J. Winste	Hunter Rid	Oak Heigl	Scenic Hills	West Union
Chestnut Gla	East Vic	Hyndsv	Oakwc	Scenic Hills V	Westview
Circle Dr	Fairoa	Jew	Orcha	Sherwood H	Whispering Hlls
Coll	Fieldcrest E	Kime	Otl	Sidon	Windram
Colonial Ac	Forrest H	Lakevi	Pillowv	Staffords Sto	Woodmont
Colonial Ac V	Fox Meado	Lakeview E	Pisg	Stella Ru	Wyndram
Colonial Acr	Gardr	Landrr	Plantation E	Stoneridge	
Community Pri	Gardner Estat	Landrum Woc	Pleasant Vall	Sweetbriar Cove	
Country Acre	Garrett La	Latha	Public We	Sweetwater	

Appendix B

School Districts

Blk Oak/Central	Gibson County	Hillcrst/Centrl	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	Class	Description	Required
RESIDENTIAL	EXTERIOR	N	RESIDENTIAL	MISCELLANEOUS	N
RESIDENTIAL	FIREPLACE	N	RESIDENTIAL	ROAD	N
RESIDENTIAL	FLOOR COVERING	N	RESIDENTIAL	ROOF	N
RESIDENTIAL	FOUNDATION/BASEMENT	Y	RESIDENTIAL	SEWER	Y
RESIDENTIAL	GARAGE TYPE/OUTBLDNGS	Y	RESIDENTIAL	STYLE	N
RESIDENTIAL	INTERNET	N	RESIDENTIAL	TYPE OF AIR	Y
RESIDENTIAL	LOT DESCRIPTIONS	N	RESIDENTIAL	TYPE OF HEAT	Y
RESIDENTIAL	LOT LOCATION	N	RESIDENTIAL	WATER	Y
			RESIDENTIAL	WINDOWS	N
			RESIDENTIAL	WINDOWS/TREATMENTS	N

Class	Description	Required	Class	Description	Required
COMM/IND	AVAIL SEWER	N	COMM/IND	MISC	N
COMM/IND	AVAIL WATER	N	COMM/IND	ROAD	N
COMM/IND	BASEMENT	N	COMM/IND	ROOF	N
COMM/IND	DOC ON FILE	N	COMML/IND	SEWER	Y
COMM/IND	EXTERIOR	N	COMM/IND	TYPE OF AIR	Y
COMM/IND	FLR COVER	N	COMM/IND	TYPE OF HEAT	Y
COMM/IND	FOUNDATION	N	COMM/IND	WATER	Y
COMM/IND	INTERNET	N	COMM/IND	WINDOWS	N
COMM/IND	LOT LCTN	N			

Class	Description	Required	Class	Description	Required
LOTS/LAND	AVAILABLE UTILITY	N	LOTS/LAND	LOT DESCRIPTION	N
LOTS/LAND	CROP ALLOTMENT	N	LOTS/LAND	LOT LOCATION	N
LOTS/LAND	DOCUMENTS ON FILE	N	LOTS/LAND	ROAD	N
LOTS/LAND	INTERNET	N	LOTS/LAND	SEWER	Y
LOTS/LAND	LEASES	N	LOTS/LAND	WATER	Y

Class	Description	Required	Class	Description	Required
MLTI-FAM	EXTERIOR	N	MLTI-FAM	ROAD	N
MLTI-FAM	FIREPLACE	N	MLTI-FAM	ROOF	N
MLTI-FAM	FLOOR COVERING	N	MLTI-FAM	SEWER	Y
MLTI-FAM	FOUNDATION/BASEMENT	Y	MLTI-FAM	STYLE	N
MLTI-FAM	INTERNET	N	MULTI-FAMILY	TYPE OF AIR	Y
MLTI-FAM	LOT DESCRIPTIONS	N	MULTI-FAMILY	TYPE OF HEAT	Y
MLTI-FAM	LOT LOCATION	N	MULTI-FAMILY	TYPE TENANCY	N
MLTI-FAM	MISC INFORMATION	N	MULTI-FAMILY	UTIL INC. RENT	N
MLTI-FAM	MISCELLANEOUS	N	MULTI-FAMILY	UTILITIES PAID BY	N
MLTI-FAM	OUTBUILDINGS	N	MULTI-FAMILY	WATER	Y
MLTI-FAM	POSSESSION	N	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)