

## Residential Data Input Form Instructions

The following are the required fields for Residential listings

**STATUS** – Choose the status of the listing, new listings should be entered as “New”.

Statuses are as follows:

- Active: Active, New, Back On Market, Contingent Finance, Contingent Sale, Contingent Multiple, and Contingent Other
- Sold: Sold, Unpublished Sold, and Zero Sold Price
- Pending
- Expired
- Withdrawn: Temporarily Off Market and Cancelled
- Rented

### **Note- New Rule!**

*If a listing changes to an offmarket status (ie. expired or cancelled) and is re-listed in 30 days or less, it shall come back as BACK ON MARKET, not NEW, unless the listing changes companies. Violation of this policy will result in fines of \$100 - 1<sup>st</sup> Offense, \$250 - 2<sup>nd</sup> Offense and \$500 - 3<sup>rd</sup> offense.*

### **Note- New Rule!**

*SECTION 1.6 Update - CONTINGENCIES APPLICABLE TO LISTINGS: Any contingency or conditions of any term in the listing shall be specified and noticed to the Participants within three (3) business days. **Listings may only be marked “contingent” when it is documented that all parties agree that the property will continue to be marketed and other offers will be accepted.** Listings marked “contingent” in the MLS system must include the terms of the contingency along with the time frame for removal of the contingency in the Agent Remarks section of the MLS. All other listings with signed offers to purchase shall be marked “pending.” Failure to submit a contingency or conditions of any term in the listing may result in a fine per transaction, in an amount as determined from time to time by the IMLS Board of Directors.*

**TYPE** – This field allows you to select one option from a list of residential property types. Please choose the property type that most closely matches your listing’s physical characteristics based on the definitions provided. Listings cannot be listed in more than one property type.

Single Family – A stick built home with no common (or shared) exterior walls on a single parcel of less than one acre.

Single Family with Acreage – A stick built home with no common (or shared) exterior walls on one or more parcels of land totaling one acre or more.

Condo – A single dwelling with or without shared (attached) walls where no individual lot ownership exists. Unit number rather than lot and block define legal descriptions.

Townhouse – A single dwelling with or without shared (attached) walls that is part of a community that shares common area, but ownership of lot is included in the property.

Mobile/Manufactured Home on Rented Lot – A mobile or manufactured home that is located on a rented lot.

Mobile/Manufactured Home on Owned Lot – A mobile or manufactured home located on an owned lot that is included.

Recreational Land with Home – A home on land that could be determined to be recreational

**AREA** – This field allows you to select one option from a list of available AREAS in our MLS. The listing will be in one (1) area only. Area Maps for all counties served by IMLS are available on the MLS website [www.intermountainmls.com](http://www.intermountainmls.com) and maps for Ada and Canyon County can also be purchased at the MLS office. Also, use the Area Maps link on the Paragon Homepage for reference. The following are the current areas defined by IMLS. Listings outside the areas defined by IMLS should be placed in the Out of Area category.

Area Code	Area Name
1925	Adams Co - Other
2060	All Others
1525	Blaine/Custer County
0400	Boise Bench
2055	Buhl-Castleford
1825	Cambridge
1290	Canyon County Other
1900	Council/Fruitvale
0900	Eagle
1450	East Boise County
2050	Eden-Hazelton
1550	Emmett/Gem County
2045	Filer-Holl-Rog
1725	Fruitland
0700	Garden City
1425	Garden Valley
2040	Gdg-Wen-Bls
1294	Greenleaf
2035	Hagerman
1400	Horseshoe Bend
1950	Idaho County
1910	Indian Valley/Mesa
2030	Jerome
2025	Kim-Hansen-Murt
1100	Kuna
2010	Lemhi County
1265	Melba
1285	Middleton
1875	Midvale
1500	Mtn Home/Elmore
1920	New Meadows
1775	New Plymouth
0100	North Boise
1510	North Elmore/Camas County
0200	Northeast Boise
1020	Northeast Meridian
1250	Northeast Nampa (87)
0800	Northwest Boise
1275	Northwest Caldwell
1030	Northwest Meridian
1270	Northwest Nampa(51)
1650	Nyssa/Malheur Other
1600	Ontario
2000	Out of Area
1700	Owyhee
1292	Parma
1750	Payette
2020	Shoshone-Richfield
0500	South Boise
1260	South Nampa (86)
0300	Southeast Boise
1000	Southeast Meridian
0550	Southwest Boise/Meridian
1280	Southwest Caldwell
1010	Southwest Meridian
0950	Star
2015	Twin Falls
1625	Vale
1800	Valley County
1850	Weiser
0600	West Boise
0650	West Boise/Garden City
1293	Wilder

**SUBDIVISION** – Choose the appropriate subdivision code from the drop down table. If the subdivision code for you listing is not listed **please call the MLS to have it added**. Once the code has been added you will be able to input the proper subdivision code for your listing. Please do not use the “not applicable” code unless the listing truly is not in a subdivision. Many of our members use subdivision as part of their search criteria and listings that are in the wrong subdivision code will be excluded from their search results.

**ADDRESS** – Address is a split field that includes three separate fields. Place the house number in the first field, the direction (N, S, E, W, etc.) in the second field and the Street Name in the third field. All street names that contain numbers (such as 1st Street or 52nd Ave.) should use the numerical values for searching consistency. Please enter the address accurately.

**CITY** – Choose the city that corresponds to the address.

**STATE** – Choose the proper state from the available drop down menu.

**COUNTY**– Choose the correct county from the drop down menu.

**ZIP CODE** – Enter the appropriate 5 digit zip code.

**MAPPING** – Pops up a small window that allows you to change or assign the map location of the listing. If no map selected for the listing then the listing will not be available for mapping searches.

**FOR SALE/RENT** – Select the appropriate selection from the drop-down options.

**ASKING PRICE** – Enter the list price for the property in whole dollar amounts without punctuation.

**GARAGE** – Enter the value in the field. Value must be based on actual garage capacity. Extra deep garages in many cases do not qualify as full extra car spaces.

**LAND SIZE** – Select one range value from the available list. Lot size should be based on information available from public records. Number of acres must match the land size selection.

**AGE** – Select one range value from the available list. Age should be based on year built, not year of remodel or addition. To Be Built and Under Construction should be updated to New once construction is complete.

**LEVEL** – Select one value from the available list.

**DIRECTIONS** – 100 characters free text type to provide property directions. For best results begin from a main intersection and use N, S, E, and W to indicate travel directions most accurately.

**# OF ACRES** – Enter the total number of acres in digits up to 2 decimal places (ex. 1.52). This information should be derived from public records whenever possible. Number of acres must match the land size selection. **This is required on all listings.**

**NEW CONSTRUCTION COMPLETE DATE** – If listing is new construction please enter the estimated date for completion. This should be updated on a regular basis to reflect changes in construction timeline.

**YEAR BUILT** – Enter the year the home was originally built. This information should be derived from public records whenever possible.

**LOT SIZE LENGTH/WIDTH** – Enter the length and the width of the lot in linear feet. Lots with an irregular shape should measure the frontage width and the shortest length for depth. This is required.

**IRRIGATION DISTRICT** – Indicate if an Irrigation District is assigned to the listing and the name of the irrigation district. If “Y” is selected for irrigation district then the name of the irrigation district is required.

**BUILDER** – Indicate the name of the builder who constructed the property if it is available.

**SCHOOL INFORMATION** – School District is a drop-down field as are Elementary, Jr. High and Sr. All residential properties are assigned school boundaries. If your seller does not know the school boundaries, you can use the following contact information to locate the appropriate schools:

Boise School District – 338-3400

Meridian School District – 888-7910

Kuna School District – 922-1000

Nampa School District – 465-2700

Vallivue School District – 454-0445

Caldwell School District – 455-3300

Twin Falls School District – 733-6900

Idaho State Department of Education - 332-6800

Please do not use the “OUT OF AREA” code *unless the listing truly is not in a school boundary within our provided table*. Many of our members use SCHOOLS as part of their search criteria and listings that are in the wrong SCHOOL code will be excluded from their search results. If a new school needs to be added to the MLS system, please contact MLS technical support staff.

**FINISHED SQUARE FOOTAGE** - Indicate the total approximate finished square feet followed by the amount of finished square feet above grade and the amount of finished square feet below grade. Above grade finished added to below grade finished should equal the total finished square feet. "Below-Grade" is space on any level which has living area, is accessible by interior stairs, and has earth adjacent to any exterior wall on that level. If earth is adjacent to any portion of a wall, the entire level is considered "Below-Grade".

**UNFINISHED SQUARE FOOTAGE** - Indicate the total approximate unfinished square feet followed by the amount of unfinished square feet above grade and the amount of finished square feet below grade. Above grade unfinished added to below grade unfinished should equal the total unfinished square feet. "Below-Grade" is space on any level which has living area, is accessible by interior stairs, and has **earth adjacent** to any exterior wall on that level. If earth is adjacent to any portion of a wall, the entire level is considered "Below-Grade".

**Calculated Fields:** Both Baths and Square footage are calculated fields, paragon calculates the totals. (i.e. - Bathrooms UP (+) Bathrooms MAIN (+) Bathrooms DOWN = Total Baths and Approx. Finished Square Feet (+) Approx. Unfinished Square Feet = Total Approximate Square Feet). If data is left out of entered incorrectly it will impact the accuracy of your listing information. Please verify that all of your listings have the appropriate square footage being reported for finished and unfinished. In addition, please verify your values for bathrooms on each level. This will ensure accurate information in the new Paragon 3 system.

**ROOM LEVEL & SIZES** – Indicate the room size for every bedroom and living room to the closest linear foot and the level (main, up or down) for each room that is applicable to your listing. Bedroom and Kitchen sizes are required. If no master bedroom exists use measurements from the largest bedroom. Room level is required, size is not.

**Note-New Rule!**

*To avoid confusion on number of rooms in a listing, a room in a listing can now only be defined once. For example, a room cannot be counted as both a bedroom and an office in a listing placed in IMLS.*

**#BEDROOMS PER LEVEL** – Enter the number of bedrooms for the property. To qualify as a bedroom the room must include a closet and window(s) that meet current code requirements. You must include level and size information for every bedroom in order to save the listing.

**# BATHROOMS PER LEVEL** – Indicate the number of bathrooms on each level of the dwelling. Toilet and sink equals .5 (half) bath and Shower and or Tub equals 1 (full) bath. **There is no .75 (3/4) bath.**

**ASSOCIATION FEES** – Field is numeric to indicate a dollar amount for setup or transfer for Homeowner's Association membership.

**ASSOCIATION FREQUENCY** – Select the choice from the drop-down menu.

**ASSOCIATION SETUP/TRANSFER FEE** – Field is numeric to indicate a dollar amount for setup or transfer for Homeowner's Association membership.

**LOCAL IMPROVEMENT DISTRICT** - Yes/No field to indicate if the property is located within a local improvement district and subject to LID fees. In many cases Seller's will know this information, otherwise contact the local planning and zoning authority or tax assessor.

**HOMEOWNER EXEMPTION** - Yes/No field to indicate whether a Homeowner's Property Tax Exemption currently exists on the listed property.

**FLOOD INSURANCE REQ'D** – Yes/No field to indicate whether or not Flood Insurance is required on the listed property. The Seller should know this information but if they do not, flood maps and information are available at [www.fema.gov](http://www.fema.gov)

**TAXES** – Numeric field to indicate the annual dollar amount of property taxes on the listed property. This information is available from public records.

**TAX YEAR** – Numeric field to indicate the year for which the taxes are for.

**LEGAL DESCRIPTION** – Enter the legal description of the property. There is room for 255 characters including spaces. This information is available from public records.

**PARCEL NUMBER** – Enter the parcel number of the property. This required information is available in public records. Accurate parcel numbers are important as they allow users to cross reference to available public records information. Without the parcel number paragon cannot link the listing to the tax record. **This is required on all listings.**

**FINANCING REMARKS** – Enter up to 25 characters of free text information related to the financing options for the property. Examples may include details of owner carry or lease purchase information.

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**REO/Banked Owned, In Foreclosure (Possible Short Sale)** – Select Yes or No depending on property

**REMARKS** – Enter up to 512 characters of free text information related to the property. This field can be used to market unique features regarding your specific listing. Listing specific information is all that is allowed in the remarks section. No agent, office, or marketing information is allowed. Agents should use caution in ensuring that no potential fair housing violations or other offensive language are included. This field is often displayed on public websites.

**AGENT REMARKS** – Enter up to 512 characters of free text information related either to the property or the transaction. Focus of the information in this field should be on information provided to the agent or broker, not necessarily the public. Some examples might include

information about pets in the listing or specific information on the owners. Information on “bump clauses” for listings marked “contingent” should be included in this field as well. **No third party marketing allowed.**

**LIST AGENT** – Choose the appropriate listing agent from the drop down menu. Agents not active members in good standing with IMLS will not qualify to submit listings to MLS. (If YOU are an agent entering in a listing YOU will be the listing agent and YOU cannot change this field.)

**CO-AGENT** – Choose the appropriate co-listing agent from the drop down menu. Agents not active members in good standing with IMLS will not qualify to submit listings to MLS.

**SELLING AGENT TO PRESENT OFFERS DIRECTLY TO SELLERS** – Select Y for Yes and N for No based on list agents preference for how offers should be presented. IMLS rules require that offers be presented to the listing broker/agent unless specific written permission is given to present them directly to the seller. This field serves as written permission if marked Yes.

**VARIABLE RATE COMMISSION** – Select Y for Yes and N for No. All listings submitted to MLS with variable rate commissions must be disclosed. This is when the seller agrees to pay a specified commission if the property is sold/leased by the listing broker without assistance and a different commission if the sale/lease results through the efforts of a cooperating broker; or one in which the seller/landlord agrees to pay a specified commission if the property is sold/leased by the listing broker either with or without the assistance of a cooperating broker and a different commission if the sale/lease results through the efforts of a seller/landlord) shall be disclosed by the listing broker by a key, code or symbol as required by the MLS. The listing broker, in response to inquiries from potential cooperating brokers, must disclose the differential.

**CO-OP BROKER COMPENSATION** - The compensation specified on listings published by the MLS shall be shown in one of the following forms:

1. By choosing a percentage of the gross selling price
2. By choosing a definite dollar amount.

The \$ or % sign is used to provide ultimate clarity on the actual compensation. It is required to designate either the “\$” or “%” symbols. Simply placing a numerical value and then not selecting a \$ or % could leave doubt regarding compensation amounts and give rise to potential conflict and the listing will not be accepted by paragon.

*Co-Op Broker Compensation (yes/no and the \$ amount or percentage).* This field is used to identify the compensation offered to another agent or broker that is representing a buyer in either a buyers or sellers agent capacity. If you wish to discriminate between buying and selling agent you must disclose it in the agent remarks (Buyers agent works with a client and Sellers agent works with a customer, see Agency Disclosure Brochure from IREC).

*\*\*\*Please note Selling Agent is not the Listing Agent. MLS Rules state specifically: The Board Multiple Listing Service shall not have a rule requiring the listing broker to disclose the amount of total negotiated commission in his or her listing contract, and the Board Multiple Listing Service*

*shall not publish the total negotiated commission on a listing which has been submitted to the MLS by a Participant.*

**LISTING SERVICE – Full Service** (Listing broker will provide all services in the transaction including negotiation and presentation of offer) **Limited Service** (Listing Broker is providing limited service in the transaction which may or may not include negotiation and presentation of offer) **MLS Entry Only** (Agent provides entry into the MLS only and does not typically provide negotiation or presentation of offers).

**OWNER or TENANT NAME/PHONE INFO** – Although not required fields, this information is helpful if you have indicated in showing instructions that they should contact the seller before using the lockbox.

**LISTING DATE** – The list date should indicate the date of final signatures by all parties. New listings must be submitted to the MLS within three business days to avoid a “lag time” fine.

**EXPIRATION DATE** – The expiration date is not available for viewing by agents other than the listing agent. It is used to auto expire the listing on the expiration date. There is no grace period for expired listings. It is important that agents get extensions prior to the expiration date. All listings include an expiration date; agents can only see their own expiration dates.

***Note- New Rule!***

*Manipulating Listing Data to Avoid Cumulative Days on Market (CDOM) or Property History.  
Violation Amount: \$100 - 1<sup>st</sup> Offense, \$250 - 2<sup>nd</sup> Offense, \$500 – 3<sup>rd</sup> Offense.*

**SHOWING INSTRUCTIONS** – Choose one value from the available list. Use Agent Remarks to indicate any special additions to showing instructions.

**OCCUPIED BY** – Select one value from the available list. Please do not refer to occupancy status in the remarks section.

**FEATURES:** Required: Exclusive Right to Sell/ Agency, SQFT Source, List Class & Construction.

**List Class: Exclusive Right to Sell/ Agency** – The Exclusive right to sell listing is the conventional form of listing submitted to the Multiple Listing Service in that the seller authorizes the listing broker to cooperate with and to compensate other brokers. The Exclusive Agency listing also authorizes the listing broker, as exclusive agent, to offer cooperation and compensation on blanket unilateral bases, but also reserves to the seller the general right to sell the property on an unlimited or restrictive basis.

**WATER-** Community service: A public water system that serves at least 15 service connections used by year round residents or regularly serves at least 25 year round residents (e.g., a municipality, subdivision, mobile home park, apartment complex, or nursing home).

The features section of our MLS allows users to select as many or as few features as they wish related to the information specific to the property. Users are encouraged to select **every feature that applies** to their listing as the features section is often used when searching to include or eliminate properties based on their features.

**SOLD INFORMATION: Unpublished Solds** – This will be a new subcategory of the Sold Status that will be a place for previously unpublished properties that are now sold and being placed into Paragon for comps. You are required to enter the correct listing and selling date for these properties. This helps give a more accurate picture of all sold properties and their market time.

**Zero Sold Price** – This is another subcategory of the Sold Status for those properties that are reported with a zero sold price. **Any agent that reports a zero sold price must submit the modified agreements or addendums showing this is a condition of closing, otherwise sold price is required by the IMLS rules and regulations.**