

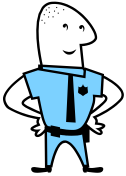




# Your Key to the Proper Use of the Property Description Field








All fields in the database are reserved for a specific purpose and specific information. Entering improper data into a field may result in your listing not showing up if a specific field is searched.

Be especially careful with the Property Description (Public / Internet Remarks) field, because they are transmitted to a number of public internet sites, IDX Broker sites, and all client reports.

## Examples of Common Property Description Violations

|   | <b>Reason:</b>   | <b>Example:</b>  |
|---|--|--|
|   | <p><b><u>Security Issues / Showing Instructions</u></b><br/>Not allowed because could jeopardize safety of sellers / tenants. Showing Instructions are meant for agents, not the general public.</p> | <p>Vacant<br/>Show cold, no need to preview<br/>No Show until BOH<br/>24 hr notice to tenants<br/>Owner relocated / relocating<br/>Seller moved out of state<br/>Gate code, lockbox or combo lockbox code<br/>Enter through footpath at 123 Main; park on street at 123 Main</p> |
|  | <p><b><u>Personal Information / Seller Information</u></b><br/>Not allowed to pass to the general public due to Confidentiality and / or security issues.</p>  | <p>Grandma &amp; Grandpa live here.<br/>Back on Market due to no fault of the seller<br/>Fast sale needed due to divorce.</p>  |
|  | <p><b><u>Short Sale Comments</u></b><br/>Not allowed because there is a field for this information. Also this is personal financial information.</p>   | <p>Short sale<br/>Foreclosure<br/>Needs lender approval at this price.<br/>Approved Price</p>  |
|  | <p><b><u>Possible HUD Violations</u></b></p>   | <p>Perfect for single person.<br/>Close to (denomination specific) church or school.</p>   |
|  | <p><b><u>Remarks Directed Toward Other Agents</u></b><br/>This information belongs in the Confidential / Showing Remarks.</p>  | <p>Show to your discriminating clients.<br/>Bring your picky buyers.<br/>Call agent for reports.<br/>Make sure your buyers see this home.</p>  |

| Reason:   |   | Examples:  |
|---|---|--|
|    | <p><b><u>Terms &amp; Conditions of the Sale</u></b><br/>           Not allowed, there are fields for the terms and conditions of sale. Details should go in the Confidential / Showing remarks.</p>   | <p>As is<br/>           Furnishings available separately</p>   |
|    | <p><b><u>Price / Financial Info or Financing Remarks</u></b><br/>           Not allowed because there are fields for this information. Also, incentives may not be Available to less-than-full-price offers, and some of this information may be RESPA or TILA non-complaint.</p> | <p>Reduced \$100,000 from original list price<br/>           Owner will carry on approval of credit.<br/>           Owner will carry \$50k @ 8% for 3 years.<br/>           \$10k credit for NRCC.<br/>           Seller will credit buyer with \$20,000 at close with full price purchase.<br/>           This three bedroom two bath home sold recently for much higher price.<br/>           Bank is willing to assist with some concessions.<br/>           Priced below appraisal.<br/>           Appraised at \$XXX on 11/09</p> |
|    | <p><b><u>Make Offer Statements</u></b><br/>           Not allowed because this is directed towards other agents and belongs in the Confidential / Showing Remarks.</p>  | <p>Qualified buyers... make an offer!<br/>           Sellers will look at all offers.<br/>           Don't be shy w/offers! JUST WRITE IT!<br/>           Offers due on 12/12/08.<br/>           Owner occupied offers only</p>  |
|  | <p><b><u>Website or Contact Information</u></b><br/>           There is a Virtual Media field for websites, And contact info should go in the Confidential / Showing Remarks.</p>   | <p>See online at: <a href="http://www.123mainst.com">http://www.123mainst.com</a><br/>           Call Listing Agent, Call LA/LO<br/>           Call agent for appointment.<br/>           Call for details</p>   |
|  | <p><b><u>Open House Information</u></b><br/>           Not allowed because there is a searchable Open House field on our public website.</p>  | <p>Open House.<br/>           Open Sunday 1 – 4.</p>   |

To view BAREIS MLS® Rules and Regulations in their entirety, please go to [www.bareis.com](http://www.bareis.com) > Rules

BAREIS' staff welcomes any questions you may have regarding the Rules and Regulations.  
 For alternate approved remarks, questions or comments, please call

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