

# BAREIS MLS

## Listing Input Fields Definitions - Multi Unit 5+

### Fields with asterisks (\*) are required fields

<b>Address</b>	The address of the property. It is important to enter the correct information before submitting the listing, because any change to address fields must be done by BAREIS.
<b>*Street #</b>	The listing's street number. (Example, <u>1</u> Main Street)
<b>*Modifier</b>	The street number modifier (Example: <b>A</b> , <b>1/2</b> , etc.)
<b>Direction</b>	(Example: North, East, etc.)
<b>*Street Name</b>	(Example: Main)
<b>*Suffix</b>	(Example: Avenue, Road, etc.)
<b>Post Direction</b>	If the street direction follows the street name (example: Mulberry Road <b><u>West</u></b> )
<b>Unit#</b>	Used to identify an individual dwelling in a complex (example: 153 Stony Circle, <b><u>#200</u></b> )
<b>*City</b>	The city where the property is located, as designated by the U.S. Postal Service or the County planning department. You can click the "Select" link to choose from a list of cities based on the County you previously selected.
<b>*Zip Code</b>	Use the first field to enter the first five digits and use the second field to enter the remaining four digits (if you have the ZIP+4).
<b>*Address on Internet</b>	The portion of the address is displayed to the public. (Example: Full, Partial)
<b>*Agent ID</b>	The listing agent's Agent ID. If you don't know the ID, click the icon to choose from a list of agents based on the office ID you entered.
<b>*APN</b>	The Assessor's Parcel Number (Book, Page, Lot Number) assigned by the County Assessor used for property identification. NOTE: The fields are automatically formatted to accept the numbers in the proper format for the county selected.
<b>*Approx Sq Ft</b>	The structure's approximate size in square feet. If unknown, choose "Against Co. Policy" in the Sq Ft Source field to leave this field blank.
<b>*Area</b>	The geographical area as defined by BAREIS in which the property is physically located.
<b>*City Transfer Tax</b>	A no/yes field to indicate if a city transfer tax will be assessed.
<b>Cty Transfer Tax Rat</b>	The city transfer tax rate, if applicable.
<b>Co-Office ID</b>	If there are two offices listing the property, enter the second office's ID in the Co-Office ID field.
<b>Co-Agent ID</b>	If there are two agents listing the property, enter the second agent's ID in the Co-Agent ID field. If you do not know the agent's ID, click the "Select Co-Agent" link to select from a list of agents based on the office ID you entered.
<b>*Commission</b>	The commission/compensation being paid to the selling office expressed in either a dollar amount or percentage (For example: \$3,000 or 2.5%)

<b>*Comp to S.O.</b>	Compensation to Selling Office
<b>*Dual Variable Commission</b>	A yes/no field. A dual or variable rate commission arrangement is one in which, for example (a) the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance and a different commission if the sale results through the efforts of a cooperating broker, or (b) a different commission if the sale results through the efforts of the seller.
<b>Comments</b>	A text field for commission remarks.
<b>*Comm Units Rent Rang</b>	The range of rent currently being charged expressed in a dollar amount.
<b>*Common Int Dev</b>	A no/yes/unknown field to indicate if the listing is located in a development or with private ownership but having common areas.
<b>Conf/Show Instr</b>	Confidential comments and showing instructions that you want other agents to see. You may want to include information such as dogs on the property, work in-progress, motivated seller, etc. NOTE: Conf/Show Instr do not display on client-viewable or public-viewable screens and reports.
<b>*Cross Street</b>	The nearest intersecting street.
<b>*Directions to Property</b>	Detailed driving directions on how to find the property.
<b>Elementary School</b>	The name of the elementary school where the listing is located. (Example: Rainbow Elementary.)
<b>Est. Annual Expenses &amp; Income</b>	Estimated expenses and income expressed in a dollar amount per year.
<b>Expense Source</b>	The source of the expense information. (Owner, Accountant, Tax Return, Property Management)
<b>*Est. Misc. Expenses</b>	Miscellaneous expenses.
<b>*Est. Insurance Exp.</b>	Insurance
<b>*Est. Management</b>	Management fees.
<b>*Est. Utilities Exp.</b>	Utilities
<b>*Est. Taxes</b>	Taxes
<b>*Est. Maintenance Exp</b>	Maintenance expenses
<b>*Gross Scheduled Inc</b>	The total income before any expenses are deducted.
<b>Cap Rate</b>	The capitalization rate expressed in a percentage.
<b>*Actual/Projected</b>	A field to indicate if expenses are projected or actual.
<b>*Lease Deposit</b>	The deposit required, if for Lease-Rent
<b>Fixer</b>	A yes/no field to indicate if the listing is in need of repairs or upgrades.
<b>High School</b>	The name of the high school where the listing is located. (Example: Walt Whitman High.)

<b>Jr/Middle School</b>	The name of the junior/middle school where the listing is located. (Example: Sierra Middle School).
<b>*Lease Price</b>	The dollar amount charged per month, if the listing is for Lease-Rent.
<b>*Listing Period</b>	The beginning and ending dates of the listing agreement.
	<p><b>*Listing Date</b>                      The date all necessary signatures have been obtained on the listings or the effective date of the contract, whichever is greater.</p> <p><b>*Expiration Date</b>                      The date the listing agreement ends.</p>
<b>*Listing Price</b>	The dollar amount the seller is asking a buyer to pay to purchase the property. Enter the Listing Price for the property using the first entry field. Exclude the last three digits of the listing price. For example: enter 350 for a listing price of \$350,000).
<b>*Listing Type</b>	The type of written listing agreement between the seller and the listing agent. An <b><u>Exclusive Right to Sell</u></b> listing entitles the listing broker to a commission if the property is sold by anyone during the term of the agreement. An <b><u>Exclusive Agency</u></b> gives a sole agent the right to sell a property for a specified time, but the owner has the right to sell the property himself without paying a commission. An <b><u>Open</u></b> listing is an authorization gives the listing agent a non-exclusive right to secure a purchaser. An open listing can be given to any number of brokers who can work simultaneously to sell the owner's property. The first broker to secure a buyer ready, willing and able to meet the terms of the listing, or secures the acceptance by the seller of a satisfactory offer, earns the commission. A <b><u>Probate</u></b> listing is where the amount of commission is fixed by the court and commissions are payable only from the proceeds of sale. A broker is not entitled to a commission unless the court approves the sale.
<b>Lot Size</b>	The approximate size of the property's lot, displayed in a measuring unit of square feet or acreage.
<b>Lot Size Source</b>	The source of the lot size. (Tax Records, Owner, Not Verified, etc.)
<b>*Map Book</b>	The Thomas Guide street guide and directory used to determine the property's map page. (Napa & Sonoma, Marin, Solano, Mendocino, Other, Sacramento, Alameda, Contra Costa, San Mateo, San Francisco)
	<p><b>Map Page</b>                                      The page number from the map book. Click the "Look up Map Pages" link to display a list of map pages and their coordinate ranges. For example, 465-A1 would have a map page of "465."</p> <p><b>Top &amp; Side Map Coordinates</b>                                      The reference coordinates from the map book. Click the "Look up Map Coordinates" to display a list of possible coordinates based on the map page you previously entered. (Example, for 465-A1, "A" is the top, and "1" is the side)</p>
<b>*New Construction Resale</b>	A field to specify if the listing is new construction or resale.
<b># of Buildings</b>	The number of buildings including in the listing.
	<i>NOTE: The following 4 fields apply to Studios, 1 bedrooms, 2 bedrooms, 3 bedrooms, 4 bedrooms, and Furnished Units.</i>
<b># of Studios</b>	The total number of studios included in the listing.
<b># Studios Occupied</b>	The number of studios currently occupied.

<b>*Studio Rent Range</b>	The range of rent currently being charged expressed in a dollar amount.
<b>*Studio Ann Occupancy</b>	The occupancy rate per year expressed as a percentage.
<b>*#Furnished Units</b>	The number of furnished units included in the listing.
<b>*# Commercial Units</b>	The number of commercial units included in the listing.
<b>Owner Name</b>	The name of the current property owner.
<b>Owner Phone</b>	The phone number of the property owner.
<b>*Office ID</b>	The listing office's Office ID.
<b>*On Market Date</b>	The date the listing should be available and on the market. Enter today's date or a previous date to make the listing active immediately. NOTE: If you enter a future date, the listing will only be visible to the Listing Agent Broker, and will be "unapproved" (suppressed from the market), until that date.
<b>Parking Per Unit</b>	Fields to indicate the number and type of parking spaces for each unit. <b># of Garage(s)</b> <b># of Guest Space(s)</b> <b># of Carport(s)</b> <b># of Open/Uncovered</b> <b># of RV/Boat</b> <b># Underground</b>
<b>*Pass to Internet</b>	A yes/no field to indicate whether the listing is displayed to the public. Selecting Yes will make the listing accessible in the public MLS, in IDX, and in third-party exports.
<b>Pending Litigation</b>	A no/yes field to indicate if there is litigation pending on the property or subdivision.
<b>*Photos Provided By</b>	The person who will provide the listing's picture(s). (Photographer, Agent, None)
<b>Photographer Instr</b>	Instructions you want to give the photographer. For example, you might want to specify how and when the property should be photographed. This information prints on the photographer's report.
<b>*Probate Sale</b>	A no/yes field to indicate if the property is being handled by an administrator of an estate in probate.
<b>Property Mgmt Co</b>	The name of the property management company.
<b>Property Mgmt Phone</b>	The phone number of the property management company.
<b>*Property Type</b>	The property type choices are Residential, Mobile/Floating Homes, Multi-Unit 2-4, Multi-Unit 5+, Lots & Land, Commercial. It is important to select the correct property type here, as what you select determines the entry fields displayed in the second Enter Listing page. Please refer to "BAREIS Property Classifications" for a detailed description of each type.
<b>Public/Internet Remarks</b>	Remarks that describe important features of the property. This is the advertising text you want to appear on client-viewable, public-viewable and agent-viewable screens and reports. NOTE: There is a \$300 fine for entering any confidential or contact information here (lockbox code, phone number, email, etc.).

<b>*Sale/Lease-Rent</b>	The type of transaction, either for sale or for lease.
<b>School District</b>	The name of the school district where the listing is located. For example: Santa Rosa.
<b>Signs</b>	A no/yes field to indicate if signs are on the property.
<b>Special Assessment</b>	A no/yes field to indicate if there is a special assessment.
<b>*Sq Ft Source</b>	The source of square footage information. (Appraiser, tax records, etc.)
<b>Subject to Crt Conf</b>	A no/yes field to specify if court confirmation/approval is required. NOTE: This is a required field if Probate Sale is 'yes.'
<b>Unit/Blk/Lot</b>	Fields used to enter information for up to 4 units.
<b>*Year Built</b>	The year the property was built. (Against Company Policy, Unknown)
<b>Zoning</b>	The code or designation assigned by the County Planning Department describing the legal uses of a property.
<b><u>FEATURES:</u></b>	All features are check-box fields, listed in alphabetical order, and contain the choices "Other," "None" or "Unknown."
<b>Accessibility Feat</b>	A Features field to indicate the features available for disabled access. (Accessible, Bath, Flashing Doorbell, Wheelchair Ramp, etc.)
<b>Basement</b>	A Features field to indicate if a basement is included. (Finished, Full, Partial, etc.)
<b>Comm/Rec</b>	A Features field to indicate the common and recreational areas available. (Club Room, Gym, Playground, Tennis Courts, etc.)
<b>Drainage</b>	A Features field to indicate the type of drainage. (Public Storage Drain, Sump Pump)
<b>Energy Conservation</b>	A Features field to indicate the types of energy conservation features. (Caulked/seal, Dual Pane Windows, Low-Flow Shower, etc.)
<b>*Exterior</b>	A Features field to indicate the type of exterior. (Brick, Concrete Block, Redwood Siding, etc.)
<b>Finance Terms</b>	A Features field to indicate the type of financing available. (1031 Exchange, CTNL, Loans Assumable, etc.)
<b>Floors</b>	A Features field to indicate the type of flooring throughout the property. (Concrete, granite, hardwood, marble, laminate, etc.)
<b>*Heat/Cool</b>	A Features field to indicate the type of heating and cooling systems. (1 Window Unit Incl., Ceiling Fan(s), Central Air, etc.)
<b>Height Limit</b>	A Features field to indicate the height limit for vehicles, if applicable. (16, 20, etc.)
<b>*Laundry/Appliance</b>	A Features field to indicate the features and location of the laundry appliances. (Dryer Included, Gas, Hookups only, etc.)
<b>*Lease Terms</b>	A Features field to indicate the length and/or terms of a lease. (1 Year, Month to Month, Sublease, etc.)
<b>Loading</b>	A Features Field to indicate the type of loading available (Dock High, Elevator-Freight, Truck Door, etc.)
<b>Location</b>	A Features field to indicate the geographical feature of the property. (Coast, Forest, Hillside, etc.)

<b>*Lot Description</b>	A Features field to indicate the description of the lot. (Agricultural, Level, etc.)
<b>*On Site Parking</b>	A Features Field to indicate the type of parking available on site. (Attached, Covered, Garage, Off Street, etc.)
<b>*Operating Exp. Inc</b>	A Features Field to indicate the expenses included in the operating expenses (Acctg, Electricity, Garbage, etc.) NOTE: applies to 5+ also.
<b>*Possession</b>	A Features field to indicate the when possession will be transferred the new owner. (Close escrow, negotiable, etc.)
<b>*Roof</b>	A Features field to indicate the type of roofing material. (Shingle, Tile, etc.)
<b>Safety/Security</b>	A Features field to indicate the security features included. (Security Alarm, Smoke Alarms, etc.)
<b>Separate Meters</b>	A Features Field to indicate if there are separate meters for each unit. (Common Area Meter, Electricity, Gas, Water, etc.)
<b>*Sewer/Septic</b>	A Features field to indicate the type of sewer or septic system. (Sewer Public, Standard Septic, etc.)
<b>Sale Conditions</b>	A Features field to indicate the conditions that apply to the sale. (In foreclosure, offer as is, etc.)
<b>*Showing</b>	A Features field to indicate the showing instructions. (Go Directly, Leave Card, Lockbox, etc.)
<b>Special Zones</b>	A Features field to indicate if the property is located in any special zoning. (Flood, Historical, Seismic, etc.)
<b>Tenant Pays</b>	A Features field to indicate the utilities paid by the tenant. (Cable TV, Electricity, Garbage, etc.)
<b>*Type</b>	A Features field to indicate the type and style of units. (2-story, Apartments, Duplex, etc.)
<b>Utilities</b>	A Features field to indicate the type and source of utilities available. (Cable TV, Electric, PG&E, etc.)
<b>View(s)</b>	A Features field to indicate the views available from the property. (Bay, Bridges, Canyon, City, Forest/Woods, etc.) NOTE: text can be entered to further describe the view. For example: San Francisco (Bay), Golden Gate (Bridge).
<b>*Water Source</b>	A Features field to indicate the source of water. (Irrigation District, Water Public, Well Private, etc.)
<b>Yard/Grounds</b>	A Features field to indicate the features of the yard and grounds. (Dog Run, Landscaped, Sprinklers, etc.)