BAREIS MLS®

LOTS AND LAND LISTING INPUT
FIELD DEFINITIONS

Fields with asterisks (*) are required fields.	

Address   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 staff.

***Street #**	The listing's street number. (Example, **1** Main Street)
***Modifier**	The street number modifier (Example: **A, 1/2,** etc.)
Direction	(Example: North, East, etc.)
***Street Name**	(Example: Main)
***Suffix**	(Example: Avenue, Road, etc.)
Post Direction	If the street direction follows the street name (example: Mulberry Road West)
Unit#	Used to identify an individual dwelling in a complex (example: 153 Stony Circle, **#200**)
***City**	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.
***Zip Code**	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).

***Address on Internet**   The portion of the address is displayed to the public. (Example: Full, Partial)

***Agent ID**   The listing agent's Agent ID. If you don't know the ID, click the 🔍 button to choose from a list of agents based on the office ID you entered.

***APN**   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.

***Area**   The geographical area as defined by BAREIS in which the property is physically located. Click here for BAREIS area maps.

***Building Pad**   A no/yes field to indicate if a building pad has been completed.

***City Transfer Tax**   A no/yes field to indicate if a city transfer tax will be assessed.

Cty Transfer Tax Rat   The city transfer tax rate, if applicable.

Co-Office ID	If there are two offices listing the property, enter the second office's ID in the Co- Office ID field.
Co-Agent ID	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.
*Commission	The commission/compensation being paid to the selling office expressed in either a dollar amount or percentage (For example: $3,000 or 2.5%).

	*Comp to S.O.	Compensation to Selling Office
	*Dual Variable Commission	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.
	Comments	A text field for commission remarks.

*Common Int Dev	A no/yes/unknown field to indicate if the listing is located in a development or with private ownership but having common areas.
Conf/Show Instr	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.
*Corners Marked	A no/yes field to indicate if the corners of the lot are marked.
*County	The name of the county in which the property is located as determined by state or postal boundaries. Select a County from the list of available counties. (Marin, Mendocino, Napa, Solano, Sonoma, Alameda, Contra Costa, Humboldt, Lake, Monterey, Sacramento, San Francisco, Santa Clara, Santa Cruz, Yolo, Other Calif. Counties, Out of California)
Cross Street	The nearest intersecting street.
Demolition Report	A yes/no field to indicate if a demolition report is available.
Developer/Bldr Lot#	The lot number.
*Directions to Property	Detailed driving directions on how to find the property.
Elementary School	The name of the elementary school where the listing is located. (Example: Rainbow Elementary.)
High School	The name of the high school where the listing is located. (Example: Walt Whitman High.)
*HOA	A no/yes field to indicate if the listing's subdivision has a Homeowners Association, a nonprofit association of homeowners organized pursuant to a declaration of restrictions or protective covenants for a subdivision, PUD, or condominium.

HOA Amount	The amount paid to the Homeowners Association.
HOA Paid	How often the HOA payments are made. (Monthly, Quarterly, Semi-Monthly, Yearly)
Jr/Middle School	The name of the junior/middle school where the listing is located. (Example: Sierra Middle School).
*Lease	A no/yes field to indicate if there is currently a lease on the property.
*Lease Amount	The dollar amount of the rent being paid under the existing lease. **NOTE:** This field could apply to a property being offered for sale or for lease/rent.
*Lease Expires	The date the lease ends.
*Lease Term	The length or term of lease.
*Lease Price	The dollar amount charged per month, if the listing is for Lease-Rent.
*Listing Period	The beginning and ending dates of the listing agreement.

	*Listing Date	The date all necessary signatures have been obtained on the listings or the effective date of the contract, whichever is greater.
	*Expiration Date	The date the listing agreement ends.

*Listing Price	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).
*Listing Type	The type of written listing agreement between the seller and the listing agent. An **Exclusive Right** to Sell listing entitles the listing broker to a commission if the property is sold by anyone during the term of the agreement. A **Seller Reserved** listing 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 **Open** 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 **Probate** 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.
Lot Size	The approximate size of the property's lot displayed in a measuring unit of square feet or acreage.
Lot Size Source	The source of the lot size. (Tax Records, Owner, Not Verified, etc.)

*Map Book	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)	
	Map Page	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."
	Top & Side Map Coordinates	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)

Mineral Rights A no/yes field to indicate if mineral rights are included.

*New Construction/ Resale A field to specify if the listing is new construction or resale.

*Occupant Type The current occupant of the listing. (Owner, Tenant, Vacant)

Owner Name The name of the current property owner.

Owner Phone The phone number of the property owner.

*Office ID The listing office's Office ID.

*On Market Date 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.

*Pass to Internet 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.

Pending Litigation A no/yes field to indicate if there is litigation pending on the property or subdivision.

*Photos Provided By The person who will provide the listing's picture(s). (Photographer, Agent, None)

Photographer Instr 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.

*Probate Sale A no/yes field to indicate if the property is being handled by an administrator of an estate in probate.

Property Mgmt Co The name of the property management company.

Property Mgmt Phone The phone number of the property management company.

*Property Subtype This field further describes the property type. (Single family, Condo/Coop/Other, or Farms/Ranches). Please refer to "BAREIS Property Classifications" for more information. It's a good idea to select the property subtype before proceeding as it may determine which amenities fields are available.

*Property Type	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.
Public/Internet Remarks	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 are potential fines for entering any confidential or contact information here (lockbox code, phone number, email, etc.).
*Sale/Lease-Rent	The type of transaction, either for sale or for lease.
School District	The name of the school district where the listing is located. For example: Santa Rosa.
Second Parcel Number	A field for entering a second AP number.
*Soils Report	A yes/no field to indicate if a soils report is available.
Special Assessment	A no/yes field to indicate if there is a special assessment.
Subject to Crt Conf	A no/yes field to specify if court confirmation/approval is required. **NOTE:** This is a required field if Probate Sale is "yes".
Subd/Tract/Park/Cent	A 37-character text field for the name of the subdivision, tract, park, or center for the property.
*Surveyed	A no/yes field to indicate if the lot has been surveyed.
Unit/Blk/Lot	Fields used to enter information for up to 4 units.
Well Depth	The depth of the well on the property.
Well GPM	The gallons of water per minute the well is capable of pumping.
Zoning	The code or designation assigned by the County Planning Department describing the legal uses of a property.

FEATURES
All features are check-box fields, listed in alphabetical order, and contain the choices "Other," "None" or "Unknown."

Cond./Restr.	A Features field for any conditions or restrictions. (Ag Preserve, Subject to Lease, Use Restrict, etc.)
Crops	A Features field to indicate the crops currently being grown on the property. (Flowers, Fruits, Vegetables, etc.)
*Current Use	A Features field to indicate the current use of the property. (Agricultural, Dairy, Vineyard, etc.)
Dev Status	A Features field to indicate the development status. (Bldg Plan Filed, No Subdiv, Staked, etc.)
Exchange For	A Features field to indicate if the property is exchangeable, and if so, for what type of property. (Improved Property, Income Property, Yes, etc.)

*Existing Structures   A Features field to indicate the buildings on the property. (Barn, Residence/Teardown, Shed, etc.)

*Fencing   A Features field to indicate the type of fencing, if applicable. (BarbedWire, Chain Link, Electric, etc.)

Finance Terms   A Features field to indicate the type of financing available. (1031 Exchange, CTNL, Loans Assumable, etc.)

Floors   A Features field to indicate the type of flooring throughout the property. (Concrete, granite, hardwood, marble, laminate, etc.)

HOA Fee Includes   A Features field to indicate the features, utilities and services included in the Homeowners Association charges.

Height Limit   A Features field to indicate the height limit for vehicles, if applicable. (16, 20, etc.)

Location   A Features field to indicate the geographical feature of the property. (Coast, Forest, Hillside, etc.)

*Lot Description   A Features field to indicate the description of the lot. (Agricultural, Level, etc.)

Miscellaneous   A Features field to indicate any miscellaneous features not described elsewhere. (Bay Windows, Deck(s), Formal Entry, etc.)

*# of Lots   A Features field to indicate the number of lots included in the listing. (1, 2, 5 or more, etc.)

Perc Test   A Features field to indicate the outcome of a perc test. (2 bedroom, Plans Approved, To Be Determined, etc.)

*Possession   A Features field to indicate the when possession will be transferred the new owner. (Close escrow, negotiable, etc.)

*Sewer/Septic   A Features field to indicate the type of sewer or septic system. (Sewer Public, Standard Septic, etc.)

Sale Conditions   A Features field to indicate the conditions that apply to the sale. (In foreclosure, offer as is, etc.)

*Showing   A Features field to indicate the showing instructions. (Go Directly, Leave Card, Lockbox, etc.)

Soil   A Features field to indicate the type of soil. (Clay, Marshy, Rocky, etc.)

Special Zones   A Features field to indicate if the property is located in any special zoning. (Flood, Historical, Seismic, etc.)

Street Conditions   A Features field to indicate the type and features of the street the property is located on. (County Road, Gravel, Private Road, etc.)

Surface Water   A Features field to indicate the source and type of water. (Irrig-Sprinkler, Pond, Seasonal Creek, etc.)

*Topography   A Features field to indicate the topography of the land. (Upslope, Regular, Rolling, etc.)

Utilities	A Features field to indicate the type and source of utilities available. (Cable TV, Electric, PG&E, etc.)
View(s)	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).
*Water Source	A Features field to indicate the source of water. (Irrigation District, Water Public, Well Private, etc.)
Yard/Grounds	A Features field to indicate the features of the yard and grounds. (Dog Run, Landscaped, Sprinklers, etc.)