

**BAREIS MLS®**  
**MULTI UNIT 2-4 LISTING INPUT FIELD**  
**DEFINITIONS**

**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 staff.
<b>*Street #</b>	The listing's street number. (for example, 1 Main Street)
<b>*Modifier</b>	The street number modifier (for example: A, 1/2, etc.).
<b>Direction</b>	(for example: North, East, etc.).
<b>*Street Name</b>	(for example: Main).
<b>*Suffix</b>	(for example: Avenue, Road, etc.).
<b>Post Direction</b>	If the street direction follows the street name (for example: Mulberry Road West).
<b>Unit #</b>	Used to identify an individual dwelling in a complex. (for example: 153 Stony Circle, <u>#200</u> )
<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. (For example: Full, Partial)
<b>*Agent ID</b>	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.
<b>*APN</b>	The Assessor's Parcel Number (Book, Page, Lot Number) assigned by the County Assessor used for property identification. <b>NOTE:</b> 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. Click <a href="#">here</a> for BAREIS area maps.
<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 Var Comm</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>*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. <b>NOTE:</b> Conf/Show Instr do not display on client- viewable or public-viewable screens and reports.	
<b>Contact Name</b>	A "Property Mgmt Co" field. The property management company's contact person.	
<b>Contact Phone</b>	A "Property Mgmt Co" field. The phone number of the property management company's contact person.	
<b>*County</b>	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)	
<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. For example: Santa Rosa.	
<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. Management</b>	Management fees.
	<b>*Est. Misc. Expenses</b>	Miscellaneous expenses.

<b>*Est. Maintenance Exp</b>	Maintenance expenses
<b>*Est. Taxes</b>	Taxes
<b>*Est. Utilities Exp.</b>	Utilities
<b>*Est. Insurance Exp.</b>	Insurance
<b>*Gross Scheduled Inc</b>	The total income before any expenses are deducted.
<b>Deposits</b>	The amount of deposits being held.
<b>*Projected or Actual</b>	A field to indicate if expenses are projected or actual.
<b>Cap Rate</b>	The capitalization rate expressed in a percentage.
<b>*Fireplace</b>	A no/yes field to indicate if the units contain fireplaces.
<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. For example: Santa Rosa.
<b>*Lease Price</b>	If the listing is for Lease-Rent, specify the dollar amount charged per month, if for Lease-Rent.
<b>*Listing Period</b>	The beginning and ending dates of the listing agreement.
<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.
<b>*Expiration Date</b>	The date the listing agreement ends.
<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>Exclusive Right</b> to Sell listing entitles the listing broker to a commission if the property is sold by anyone during the term of the agreement. A <b>Seller Reserved</b> 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 <b>Open</b> listing is an authorization gives the listing agent a non-exclusive right to secure a purchaser. An <b>Open</b> 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>Probate</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)
<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".
<b>Top and 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. For example, for 465-A1, "A" is the top, and "1" is the side)
<b>*New Construct/Resale</b>	A field to specify if the listing is new construction or resale.
<b># of Stories</b>	The number of stories or levels of the listing.
<b>*# of Buildings</b>	The number of buildings including in the listing.
<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. <b>NOTE:</b> If you enter a future date, the listing will only be visible to the Listing Agent Broker and will be " <b>unapproved</b> " (suppressed from the market), until that date.
<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>*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>Pool</b>	A yes/no field to indicate if a swimming pool is on the property.
<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 " <a href="#">BAREIS Property Classifications</a> " 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. <b>NOTE:</b> There are potential fines 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>Unit/Blk/Lot</b>	Unit/Block/Lot number assigned by the Assessor's office. <b>NOTE:</b> Pertains to The Sea Ranch/coastal areas only.
<b>Unit Information</b>	Fields used to enter information for up to 4 units.
<b>*Unit 1 Occupancy</b>	A field to indicate who is occupying the unit. (Owner, Tenant, Vacant)
<b>*Unit 1 Occ. Name</b>	The name of the unit's occupant.
<b>*Unit 1 Occ. Phone</b>	The phone number of the unit's occupant.
<b>*Unit 1 Rents for</b>	The dollar amount the unit currently rents for.
<b>Unit 1 Date Lease Ex</b>	The date the current lease expires.
<b>Unit 1 Lease Term</b>	The term of the lease. (Month to Month, Year lease, etc.)
<b>*Unit 1 Approx. SqFt</b>	The unit's approximate square footage.
<b>*Unit 1 SqFt Source</b>	The source from which the square footage was obtained.
<b>*Unit 1 Bedrooms</b>	The number of bedrooms in the unit.
<b>*Unit 1 Baths Full</b>	The number of full bathrooms in the unit.
<b>*Unit 1 Half Baths</b>	The number of half bathrooms in the unit.
<b>Unit 1 Access Feat</b>	The features available for disabled access. (Wheelchair Ramp, Flashing Doorbell, etc.)
<b>View</b>	A no/yes field to indicate if there is a view.
<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.

#### **FEATURES**

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

<b>Basement</b>	A Features field to indicate if a basement is included. (Finished, Full, Partial, etc.)
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<b>Comm/Rec</b>	A Features field to indicate the type and features of the bathrooms. (Fiberglass, Jack & Jill, Remodeled, 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>*Foundation/Construct</b>	A Features field to indicate the type of foundation. (Concrete Perimeter, Pillars/Post, Slab, etc.)
<b>Gar/Prk</b>	A Features field to indicate the number, type and location of garages and parking spaces. (1 Car, Garage, Attached, 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>*Lot Description</b>	A Features field to indicate the description of the lot. (Agricultural, Level, 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>Pub Transportation</b>	A Features field to indicate the proximity of public transportation. (1 block, 1-2 Miles, etc.)
<b>Restrictions</b>	A Features field to indicate the restrictions that apply to the Homeowners Association. (Board Approval, No Pets, Retirement)
<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>Sale Conditions</b>	A Features field to indicate the conditions that apply to the sale. (In foreclosure, offer as is, 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>*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>*Style</b>	A Features field to indicate the architectural style. (A-frame to Yurt)
<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>*Unit 1 Includes</b>	A Features Field to indicate what is included in each unit (220 wiring, Air Conditioning, 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.) <b>NOTE:</b> 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.)