

MLS Data Entry Guidelines

It is important to provide complete and accurate information. Appraisers need details and features in order to be able to provide an accurate opinion of value. Missing, or incomplete entries may also result in the listing not being included in the search results. For example, if a person's search includes a subdivision name and the entry is "not applicable", the listing will not show up in the search results. Fill out entire MLS report, including type of financing, (not just "other") basement room count, and provide photo of inside and outside house and any outbuildings. Comments on recent improvements, including flooring types, type of counter tops, roof, windows, or other updating. If pre-sold, please still fill out the MLS report and provide photos and comments. Do not type remarks is all caps.

Follow American National Standards Institute (ANSI) for Gross Living Area. Gross Living Area includes finished and heated space above grade. Enclosed porches which are finished to the same quality of construction as the rest of the dwelling and are heated or have a separate HVAC unit, can be considered in the Gross Living Area.

Finished living space below grade in the basement should not be included in the gross living area, and should be separated out as basement area and finished basement area. Identify rec room, legal bedroom, bathrooms, and other rooms. Typically finished basements have at a minimum of finished drywall / panel walls and finished ceiling and some type of floor covering or stained / coated / finished concrete.

Bathrooms and bedrooms below grade should not be included in the room count above grade, and should be described in the basement room count section.

If there is a homeowners association, lake maintenance dues / fee, or if the property is accessed by an easement or a private road, please indicate that in the comments. If possible please list what the homeowners association dues cover. Same with condos and condo associations.