



GLOSSARY OF FIELDS

Greater Fairfield County CMLS
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This glossary has been compiled to help you interpret the various fields on the Listing Input sheets. If necessary, consult with your broker or your office for guidance. Property Types included in this guide include:

- ❖ Single Family - SF
- ❖ Residential Rental - RN
- ❖ Condominium/Co-op - CN
- ❖ Multi-Family - MF
- ❖ Land - LA
- ❖ Business For Sale - BU
- ❖ Commercial/Industrial - CI
- ❖ Commercial/Industrial Lease - CL

Rq indicates a required field.

When inputting a new listing from the tax record, some information will automatically fill in.

On a Single Family listing, the following fields will auto-fill - Property ID Number, Street #, Street Name, Street Type, Zip, Zip+4, County, Town, Latitude, Longitude, Style*, Number of Rooms, Number of Bedrooms, Full Baths, Half Baths, Fireplaces, Basement, Square Feet Above Grade, Square Feet Below Grade, Garage, Park/Garage, Exterior, Year Built, Roof, Acres, Zoning, Tax Amount, Assessment, Mil Rate, Tax Year and Owner Name.

On a Single Family listing, the following required fields **do not** get filled in automatically - List Type, Alternate List Type, List Date, List Price, Expire Date, Buyer's Agent Comp., Buyer's Agent Comp Term, Neighborhood, Elementary School, High School, Listing Agent MLS ID, Style†, New Construction, Year Built Source, Foundation, Attic, Acres Source, Direct Waterfront, Waterfront Description, Appliances, Heating, Cooling, Warranty, Association, Showing Instructions, Lockbox Description, Lockbox Location, Possession/Occupancy, Directions, Sign, Internet Display, InternetAddress Disp, Public Remarks.

On a Residential Rental Listing, the following fields will auto-fill - Property ID Number, Street #, Street Name, Street Type, Zip, Zip+4, County, Town, Latitude, Longitude, Style*, Number of Rooms, Number of Bedrooms, Full Baths, Half Baths, Fireplaces, Basement, Square Feet Above Grade, Square Feet Below Grade, Garage, Park/Garage, Exterior, Year Built, Acres, Zoning and Owner Name.

On a Residential Rental listing, the following required fields **do not** get filled in automatically - Sub Type, List Type, Alternate List Type, List Date, List Price, Expire Date, Buyer's Agent Comp., Buyer's Agent Comp Term, Neighborhood, Elementary School, High School, Listing Agent MLS ID, Pets Allowed, Year Built Source, End Unit, Direct Waterfront, Waterfront Description, Appliances, Heating, Cooling, Tenant Pays, Rent Type, Security Deposit, Rental Terms, Repair Clause, References, Showing Instructions, Lockbox Description, Lockbox Location, Possession/Occupancy, Directions, Sign, Internet Display, InternetAddress Disp, Public Remarks.

On a Condo/Co-op listing, the following fields will auto-fill - Property ID Number, Street #, Street Name, Street Type, Zip, Zip+4, County, Town, Latitude, Longitude, Style*, Number of Rooms, Number of Bedrooms, Full Baths, Half Baths, Fireplaces, Basement, Square Feet Above Grade, Square Feet Below Grade, Garage, Park/Garage, Exterior, Year Built, Zoning, Units in Complex and Owner Name.

On a Condo/Co-op listing, the following required fields **do not** get filled in automatically - Sub Type, List Type, Alternate List Type, List Date, List Price, Expire Date, Buyer's Agent Comp., Buyer's Agent Comp Term, Complex Name, Neighborhood, Elementary School, High School, Listing Agent MLS ID, Style†, Pets Allowed, New Construction, Year Built Source, End Unit, Attic, Acres Source, Direct Waterfront, Waterfront Description, Appliances, Heating, Cooling,

* If the building style in the tax record is **the exact same** as one of the CMLS' styles.

† If the building style in the tax record is **not the exact same** as one of the CMLS' styles.

Construction, Warranty, Condo/Co-op Association, Common Charges, Showing Instructions, Lockbox Description, Lockbox Location, Possession/Occupancy, Directions, Sign, Internet Display, InternetAddress Disp, Public Remarks

On a Multi-Family listing, the following fields will auto-fill - Property ID Number, Street #, Street Name, Street Type, Zip, Zip+4, County, Town, Latitude, Longitude, Style*, Square Feet Above Grade, Square Feet Below Grade, Garage, Park/Garage, Exterior, Year Built, Acres, Zoning, Tax Amount, Assessment, Mil Rate, Tax Year, Number of Units and Owner Name.

On a Multi-Family listing, the following required fields **do not** get filled in automatically - Sub Type, List Type, Alternate List Type, List Date, List Price, Expire Date, Buyer's Agent Comp., Buyer's Agent Comp Term, Neighborhood, Elementary School, High School, Listing Agent MLS ID, New Construction, Year Built Source, Foundation, Acres Source, Direct Waterfront, Waterfront Description, Heating, Cooling, Showing Instructions, Lockbox Description, Lockbox Location, Possession/Occupancy, Directions, Sign, Internet Display, InternetAddress Disp, Public Remarks.

On a Land listing, the following fields will auto-fill - Property ID Number, Street #, Street Name, Street Type, Zip, Zip+4, County, Town, Latitude, Longitude, Acres, Zoning, Tax Amount, Assessment, Mil Rate, Tax Year and Owner Name

On a Land listing, the following required fields **do not** get filled in automatically - Sub Type, List Type, Alternate List Type, List Date, List Price, Expire Date, Buyer's Agent Comp., Buyer's Agent Comp Term, Neighborhood, Elementary School, High School, Listing Agent MLS ID, Documents, Lots Desc, Frontage Feet, Number of Lots, Acres Source, Direct Waterfront, Waterfront Description, Utilities, Association, Showing Instructions, Septic Approval, Septic Plan Available, Directions, Sign, Internet Display, InternetAddress Disp, Public Remarks.

On a Business For Sale listing, the following fields will auto-fill - Property ID Number, Street #, Street Name, Street Type, Zip, Zip+4, County, Town, Latitude, Longitude, Year Built, Roof, Zoning, Tax Amount, Assessment, Mil Rate, Tax Year and Owner Name.

On a Business For Sale listing, the following required fields **do not** get filled in automatically - List Type, Alternate List Type, List Date, List Price, Expire Date, Buyer's Agent Comp., Buyer's Agent Comp Term, Neighborhood, Listing Agent MLS ID, Documents, Cooling, Heating, Park/Garage, Showing Instructions, Septic Approval, Septic Plan Available, Directions, Sign, Internet Display, InternetAddress Disp, Public Remarks.

On a Commercial/Industrial listing, the following fields will auto-fill - Property ID Number, Street #, Street Name, Street Type, Zip, Zip+4, County, Town, Latitude, Longitude, Park/Garage, Year Built, Acres, Zoning, Tax Amount, Assessment, Mil Rate, Tax Year, Number of Units, Lot Square Feet and Owner Name.

On a Commercial/Industrial listing, the following required fields **do not** get filled in automatically - Sub Type, List Type, Alternate List Type, List Date, List Price, Expire Date, Buyer's Agent Comp., Buyer's Agent Comp Term, Neighborhood, Listing Agent MLS ID, Documents, Cooling, Heating, Park/Garage, Total Square Feet, Square Feet Source, Showing Instructions, Directions, Sign, Internet Display, InternetAddress Disp, Public Remarks.

On a Commercial/Industrial Lease listing, the following fields will auto-fill - Property ID Number, Street #, Street Name, Street Type, Zip, Zip+4, County, Town, Latitude, Longitude, Park/Garage, Year Built, Acres, Zoning, Number of Units, Lot Square Feet and Owner Name.

On a Commercial/Industrial listing Lease, the following required fields **do not** get filled in automatically - Sub Type, List Type, Alternate List Type, List Date, List Price, Expire Date, Buyer's Agent Comp., Buyer's Agent Comp Term, Neighborhood, Listing Agent MLS ID, Documents, Cooling, Heating, Park/Garage, Total Square Feet, Square Feet Source, Showing Instructions, Directions, Sign, Internet Display, InternetAddress Disp, Public Remarks.

* If the building style in the tax record is **the exact same** as one of the CMLS' styles.

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Active/Incoming	Status	All	New listings default to Incoming. Incoming listings do not appear on any reports or searches. Incoming listings do not go through the same data verification process that Active listings do. When it is time to make the Incoming listing Active, be sure to change the List Date to the current date.	
Adult Community	General	SF,RN,CN	Adult Community is used to describe communities that are meant for owners or tenants that are 55 years of age or older.	
Alternate List Type	General	All	Full Service means that the broker is responsible for providing the seller with all normal brokerage services, including: marketing, MLS input and maintenance, negotiations, etc. Limited Service means that the broker will provide some services and not others. For example, the agent may list the property on the MLS and handle negotiations, however marketing may be the responsibility of the owner. Entry Only means the broker is only obligated to enter and maintain the listing on the MLS. All other aspects are the responsibility of the owner.	Rq
Business Name	General	BU	The name of the business. May be left blank.	
Buyer's Agent Comp Term	General	All	Used to define the numbers entered in Buyer's Agent Comp. There are different choices depending on what Property Type is being entered.	Rq
Buyer's Agent Comp.	General	All	The amount of the buyer's agent's compensation. Entered as a whole number with decimals. Enter per month amounts as 50 for half a month's rent, etc.	Rq
Compensation Codes	General	All	Check any codes that apply to this listing. Select S for a possible short sale. (S not available for RN or CL)	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Complex Name	General	RN,BU,CI,CL	The name of the complex in which the property is located. Check the spelling and do not abbreviate.	
Complex Name	General	CN	The name of the complex in which the property is located. Check the spelling and do not abbreviate.	Rq
County	General	All	Choosing a county will populate the list of towns.	Rq
Elementary School	General	SF,RN,CN, MF,LA	Choose from the list of schools that is specific to the town chosen.	Rq
Expire Date	General	All	Enter the expiration date of the listing contract. This date is not visible to anyone except the listing agent and the listing agent's team and broker.	Rq
High School	General	SF,RN,CN, MF,LA	Choose from the list of schools that is specific to the town chosen.	Rq
Intermediate School	General	SF,RN,CN, MF,LA	Choose from the list of schools that is specific to the town chosen.	
Latitude	General	All	Latitude is automatically generated from the listing address but can be entered manually.	Rq
List Date	General	All	Enter the date the listing contract was signed. The List Date can be up to 30 days prior to the current date.	Rq
List Price	General	All	Enter the list price as a whole number with a maximum of 2 decimal places. Do not use commas or a dollar sign. RN and CL listings must have a list price of at least 1.00 dollar and no more than 9999999999.00 dollars. All other listings must have a minimum list price of 100.00 dollars.	Rq
List Type	General	All	Enter the type of listing contract entered into. Check with your broker if unsure which type to use.	Rq
Longitude	General	All	Longitude is automatically generated from the listing address but can be entered manually.	Rq
Middle School	General	All	Choose from the list of schools that is specific to the town chosen.	
Model Name	General	CN,CI,CL	Enter the model name, if any.	
Neighborhood	General	All	Choose the neighborhood from the list specific to the town chosen. Use N/A if no other choice is appropriate.	Rq

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Planned Unit Development	General	SF	Used to indicate that a property is located in a PUD.	
Post Direction	General	All	Used for entering directional indicators that come after the street type, e.g. Post Rd East	
Pre Direction	General	All	Used for entering directional indicators that come before the street name, e.g. West Broad St	
Property ID No.	General	SF,CN,MF, LA,CI,CL	The ID number will most likely be prefilled but it can be edited during input. If there is no ID number, use nine 9s, 999999999, as the default. The Property ID number is a unique number attached to our tax records and is not the same as the number on the field card.	Rq
Property ID No.	General	RN,BU	The ID number will most likely be prefilled but it can be edited during input. If there is no ID number, use nine 9s, 999999999, as the default. The Property ID number is a unique number attached to our tax records and is not the same as the number on the field card.	
Renewal Compensation	General	RN,CL	The amount, in dollars or a percentage, paid to the buyer's agent if the lease or rental is renewed.	
REO Property	General	SF,CN,MF, LA,CI,CL	REO indicates a property owned by a lender, a bank or government agency.	
Street # -	General	All	The numeric portion of the street number.	
Street # Ext	General	SF	The non-numeric portion of the street number, e.g. A, Back, Rear, etc.	
Street Name	General	All	The street name, not including and directional indicators or the street type.	Rq
Street Type	General	All	The street type, chosen from a list.	
Sub Type	General	RN,CN,MF, LA,CI,CL	Used to break down a property type into component sub-types.	Rq
Subdivision	General	SF,MF,LA	The subdivision in which the property is located, if any.	
Town	General	All	The list of towns is customized based on which county is chosen. Choosing a town generates a customized list of neighborhoods.	Rq

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Zip +4	General	All	The specific 4 digit postal code for the property's address.	
Zip Code	General	All	The postal code for this property's area.	Rq
Co-Listing Agent MLS ID	Agent Information	All	Enter the Co-Listing Agent's MLS ID. Clicking Refresh will fill in the Agent's office information.	
Listing Agent MLS ID	Agent Information	All	Enter the Listing Agent's MLS ID. Clicking Refresh will fill in the Agent's office information.	Rq
Acres	Features	SF,MF,LN	Total acreage of the property's lot. Entered with up to 2 decimal places.	Rq
Acres	Features	RN,CI	Total acreage of the property's lot. Entered with up to 2 decimal places.	
Acres Source	Features	SF,MF,LN	Select from a list the source of the acreage information.	Rq
Acres Source	Features	RN,CL	Select from a list the source of the acreage information.	
Attic	Features	SF,CN,MF	Select Yes or No to indicate whether or not this property has an attic.	Rq
Attic Features	Features	SF,CN,MF	Select the attic's features from a list. A maximum of 3 choices is allowed.	
Basement	Features	SF,CN,MF	Select the basement's features from a list. A maximum of 6 choices is allowed. None is an option.	Rq
Basement	Features	RN	Select the basement's features from a list. A maximum of 6 choices is allowed. None is an option.	
CM Ext Feats	Features	BU,CI,CL	Select from a list of Commercial Exterior Features. A maximum of 20 choices is allowed.	
CM Features	Features	BU,CI,CL	Select from a list of Commercial Interior Features. A maximum of 16 choices is allowed.	
Color	Features	SF,CN, RN,MF	The exterior color or colors of the building.	
Construction	Features	BU,CI,CL	Select from a list of materials used in the construction of the building. A maximum of 3 choices is allowed.	
Cooling	Features	BU,CI,CL	Select from a list of cooling methods. A maximum of 4 is allowed. None is an option.	Rq

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Direct Waterfront	Features	SF,CN, RN,MF,LN	Select Yes or No to indicate whether or not this property is directly on the water.	Rq
Divisible	Features	LN	Select Yes or No to indicate whether or not the property can be subdivided into smaller lots.	
Documents	Features	LN	Select from a list of available documents for this property. A maximum of 15 choices is allowed. None is an option.	Rq
Documents	Features	BU,CI,CL	Select from a list of available documents for this property. A maximum of 13 choices is allowed. None is an option.	Rq
Electricity	Features	CI,CL	Select from a list of electrical options for this property. A maximum of 10 choices is allowed.	
End Unit	Features	RN,CN	Select Yes or No to indicate whether or not this property is an End Unit.	Rq
Equip Incl	Features	BU	Select Yes or No to indicate whether or not this business' equipment is included in the sale.	
Exterior	Features	SF,RN,CN,MF	Select from a list the exterior of the building. A maximum of 3 choices is allowed.	Rq
Flooring	Features	BU,CI,CL	Select from a list the flooring types at this property. A maximum of 9 choices is allowed.	
Foundation	Features	SF,MF	Select from a list the foundation material for this property. A maximum of 2 choices is allowed. None is an option.	Rq
Foundation	Features	BU,CI,CL	Select from a list the foundation material for this property. A maximum of 2 choices is allowed. None is an option.	
Frontage Feet	Features	LN	Enter the number of feet of this lot's frontage. Do not include any decimals or punctuation.	Rq
Full Baths	Features	SF,RN,CN	Enter the number of full baths at this property.	Rq
Garage (Number of Cars)	Features	SF,CN,MF	Enter the number of available parking spaces at this property.	Rq
Garage (Number of Cars)	Features	RN	Enter the number of available parking spaces at this property.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Half Baths	Features	SF,RN,CN	Enter the number of half baths at this property.	Rq
Heating	Features	BU,CI,CL	Select from a list of heating methods. A maximum of 4 is allowed. None is an option	Rq
Improvements	Features	LN	Select from a list of improvements that have been added to this lot. A maximum of 6 choices is allowed. None is an option.	
Laundry Location	Features	SF,CN	Enter the location of the laundry facilities at this property.	
Levels in Unit	Features	RN,CN	Enter the number of levels in this unit.	
Location	Features	LN,BU,CI,CL	Select from a list of location descriptions for this property. A maximum of 11 choices is allowed.	
Lots Desc	Features	LN	Select from a list of descriptions of the lot for this property. A maximum of 6 choices is allowed.	Rq
Lots Desc	Features	BU,CI	Select from a list of descriptions of the lot for this property. A maximum of 6 choices is allowed.	
Misc Regulations	Features	LN	Select from a list of Miscellaneous Regulations that apply to this property. A maximum of 3 choices is allowed.	
Miscellaneous	Features	MF	Select from a list of Miscellaneous features that apply to this property. A maximum of 6 choices is allowed.	
New Construction	Features	SF,CN,MF	Select from a list the appropriate description for the construction status of this property. No is an option.	Rq
No. of Fireplaces	Features	SF,RN,CN	Enter the number of fireplaces at this property.	Rq
No. of Fireplaces	Features	MF	Enter the number of fireplaces at this property.	
Number of Bedrooms	Features	SF,RN,CN	Enter the number of bedrooms at this property.	Rq
Number of Lots	Features	LN	Enter the number of lots at this location.	Rq
Number of Rooms	Features	SF,RN,CN	Enter the total number of rooms at this property.	Rq
Number of Units	Features	RN	Enter the total number of units at this location.	
Number of Units	Features	MF	Enter the total number of units at this location.	Rq

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Owner Pays	Features	CL	Select from a list any fees the owner of this property will pay. A maximum of 10 choices is allowed. None is an option.	
Park/Garage	Features	SF,RN,CN,MF, BU,CI,CL	Select from a list any available parking options at this location. A maximum of 3 choices is allowed. None is an option.	Rq
Pets Allowed	Features	RN,CN	Select Yes or No to indicate whether or not pets are allowed at this property.	Rq
Road Frontage	Features	LN,BU,CI,CL	Select from a list of descriptions of this property's Road Frontage. A maximum of 10 choices is allowed.	
Roof	Features	SF,MF,BU,CI,CL	Select from a list of Roof types for this property. A maximum of 2 choices is allowed.	Rq
Separate Utilities	Features	MF	Select from a list of utilities that are billed separately to each unit.	
Sewer	Features	All	Select from a list of descriptions of the sewage services available for this property. A maximum of 2 choices is allowed.	
Square Feet Above Grade	Features	SF,RN,CN,MF	Automatically filled from the tax record but can be changed during input. Entered as a whole number with no decimals.	Rq
Square Feet Below Grade	Features	SF,RN,CN,MF	Automatically filled from the tax record but can be changed during input. Entered as a whole number with no decimals.	
Style	Features	SF,CN	Select from a list of building styles. A maximum of two choices is allowed.	Rq
Style	Features	RN	Select from a list of building styles. A maximum of two choices is allowed.	
Tenant Pays	Features	BU	If the business being sold is located in a leased building, select from a list of utilities the tenant is responsible for paying.	
Total # of Stories	Features	RN	Enter the total number of stories in this building.	
Total Units in Complex	Features	CN	Enter the total number of units in the condo complex. This number must be greater than 1.	Rq
Unit Level Number	Features	RN,CN	Enter the level on which this unit is located.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Utilities	Features	LN	Select from a list of utilities installed or available at this property. A maximum of 10 choices is allowed. None/unknown is an option.	Rq
Utilities	Features	BU,CI,CL	Select from a list of utilities installed or available at this property. A maximum of 10 choices is allowed. None/unknown is an option.	
Water	Features	All	Select from a list of descriptions of the water services available for this property. Only 1 choice is allowed.	
Waterfront Desc	Features	SF,RN,CN, MF,LA	Select from a list of descriptions of the waterfront conditions for this property. A maximum of 4 choices is allowed. N/A is an option.	Rq
Year Built	Features	SF,RN,CN,MF	Enter the year this building was constructed.	Rq
Year Built Source	Features	SF,RN,CN,MF	Select from a list the source of the Year Built information.	Rq
Zoning	Features	SF,RN,CN, MF,LA	Enter the zoning designation for this location, as per the town records.	Rq
Acres	Description	BU	Total acreage of the property's lot. Entered with up to 2 decimal places.	
Addtl Space Available	Description	BU	Select Yes or No to indicate whether or not there is additional space available in addition to what is being offered for sale.	
AirRadon Mitigation	Description	SF,RN,CN,MF	Select Yes, No or Unknown to indicate whether or not any measures have been take to mitigate airborne radon.	
Appliances	Description	SF,RN,CN	Select from a list of Appliances that will stay with the property when the deal closes.	Rq
Area Amenities	Description	SF,RN	Select from a list any Amenities in the area of this property. A maximum of 8 choices is allowed.	
Assoc Amenities	Description	CN	Select from a list any Amenities offered by the condo association for this location. A maximum of 8 choices is allowed.	
Av. Lease/Sq. Ft.	Description	BU,CL	The cost per square foot of the lease on this property.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Build Out Allowance	Description	CL	Enter the amount of any money allowed by the landlord for necessary changes by the tenant. Enter as a whole number with no decimal points.	
Business Age	Description	BU	Enter the number of years this business has been in existence.	
Business Included	Description	CL,CI	Select Yes or No to indicate whether or not the business at this location is included in the sale or lease of the property.	
Business Square Feet	Description	BU	Enter the square footage of the business as a whole number with no decimal points.	
Ceiling Height	Description	BU	Enter the height of the ceilings at this business.	
Color	Description	BU,CI,CL	The exterior color or colors of the building.	
Conforming	Description	BU	Select Yes, No or Unknown to indicate whether or not the business conforms to local zoning regulations.	
Construction	Description	SF,MF	Select from a list of materials used in the construction of the building. A maximum of 3 choices is allowed.	
Construction	Description	CN	Select from a list of materials used in the construction of the building. A maximum of 3 choices is allowed.	Rq
Cooling	Description	SF,RN,CN,MF	Select from a list of cooling methods. A maximum of 4 is allowed. None is an option.	Rq
Current Use	Description	BU,CI,CL	Enter the current use to which this property is being put.	
Divisible	Description	CI,CL	Select Yes or No to indicate whether or not the property can be subdivided.	
Energy	Description	SF,RN,CN,MF	Select from a list any measures that have been taken to save energy. A maximum of 5 choices is allowed.	
Equipment Value	Description	BU	The monetary value of any equipment included in the sale of this business. Enter this amount as a whole number with no decimals.	
Equipment Value Actual/ Estimated	Description	BU	Select Actual or Estimated to indicate whether the value of the included equipment is the actual value or estimated.	
Exclusions	Description	SF,RN,CN,MF	Enter any items that are excluded from the final sale or rental.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Expandable	Description	CI,CL	Select Yes or No to indicate whether or not this property can be expanded.	
Exterior Feat	Description	SF,RN,CN,MF	Select from a list of exterior features for this property. A maximum of 6 choices is allowed. None is an option.	
For Lease	Description	CI	Select Yes or No to indicate whether or not this commercial property is also available for lease.	
For Sale	Description	CL	Select Yes or No to indicate whether or not this commercial property is also available for sale.	
Foundation Dimension	Description	CI,CL	Enter the dimensions of this property's foundation.	
Frontage Feet	Description	BU,CI,CL	Enter the number of feet of this lot's frontage. Do not include any decimals or punctuation.	
Handicap Features	Description	SF,RN,CN,MF	Select from a list any features added to the property to support physically challenged occupants.	
Heating	Description	SF,RN,CN,MF	Select from a list of heating methods. A maximum of 4 is allowed. None is an option	Rq
Industrial Square Feet	Description	CI,CL	Enter the number of square feet devoted to industrial uses. Do not include any decimals or punctuation.	
Interior Feat	Description	SF,RN,CN	Select from a list of interior features for this property. A maximum of 6 choices is allowed. None is an option.	
Inventory Included	Description	BU	Select Yes or No to indicate whether or not the business' inventory is included in the sale.	
Inventory Value	Description	BU	The monetary value of any inventory included in the sale of this business. Enter this amount as a whole number with no decimals.	
Inventory Value Actual/ Estimated	Description	BU	Select Actual or Estimated to indicate whether the value of the included equipment is the actual value or estimated.	
Lease Description	Description	CI,CL	Enter a description of the lease, if any, on this property.	
Lease Terms/Years	Description	CL	Select from a list of lease terms any which apply to this property. A maximum of 14 choices is allowed.	
Lease Type	Description	CL	Enter the lease types available for this property.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Lease Years Left	Description	BU,CL	Enter the number of years left on the current lease on this property.	
Licenses	Description	BU	Enter information about licenses that this property either needs or has.	
Lot Desc	Description	SF,RN,CN,MF	Select from a list of descriptions of the lot for this property. A maximum of 6 choices is allowed.	
Lot Square Feet	Description	BU,CI,CL	Enter the total number of square feet for this property's lot. Do not include any decimals or punctuation.	
Max Floor Load	Description	BU,CI,CL	Enter the maximum load, if any, the property's floor is rated to handle. Enter as a whole number with no decimals.	
Mo. Lease Amount	Description	BU	Enter the monthly lease payment, if any, for this property.	
No. Employees	Description	BU	Enter the number of employees employed by this business.	
Number Elevators	Description	BU,CI,CL	Enter the number of Elevators at this property.	
Number Overhead Doors	Description	BU,CI,CL	Enter the number of Overhead Doors at this property.	
Number Restrooms	Description	BU,CI,CL	Enter the number of Restrooms at this property.	
Number Stories	Description	BU,CI,CL	Enter the number of Stories in this building.	
Number Tenants	Description	BU,CI,CL	Enter the number of current Tenants at this property.	
Number Units	Description	BU,CI,CL	Enter the number of Units at this property.	
Office Square Feet	Description	CI,CL	Enter the number of square feet devoted to office space. Do not include any decimals or punctuation.	
Oil Tank Location	Description	SF,CN,MF	Select from a list of possible locations for the oil tank at this property, if any. Not applicable is an option.	
Parking Spaces Covered	Description	BU,CI,CL	Enter the number of Covered Parking Spaces on this property.	
Parking Spaces Uncovered	Description	BU,CI,CL	Enter the number of Uncovered Parking Spaces on this property.	
Percent Leased	Description	BU,CI,CL	Enter the percentage of the property that is currently under lease. Enter as a whole number with a maximum of two decimals.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Pool Features	Description	SF,RN,CN,MF	Select from a list of Pool Features that apply to the pool at this property. A maximum of 7 choices is allowed.	
R.E. For Sale	Description	BU	Select Yes or No to indicate whether or not the land this business occupies is also for sale.	
R.E. Includes	Description	BU	Enter a description of exactly what is included if the land this business occupies is also for sale.	
Residential Sq. Ft	Description	CI,CL	Enter the number of square feet devoted to residential space. Do not include any decimals or punctuation.	
Retail Square Feet	Description	CI,CL	Enter the number of square feet devoted to retail space. Do not include any decimals or punctuation.	
Seating Capacity	Description	BU	Enter the seating capacity of this business as a whole number.	
Security Deposit	Description	CL	Enter information about any required security deposit.	
Space Leased	Description	BU	Select Yes or No to indicate whether the space occupied by this business is leased from a landlord.	
Square Feet Source	Description	BU	Select from a list the source of the square footage information.	
Square Feet Source	Description	CI,CL	Select from a list the source of the square footage information.	Rq
Sublettable	Description	CI,CL	Select Yes or No to indicate whether or not the landlord will allow the tenant to sublet portions of this property.	
Swimming Pool	Description	SF,RN,CN,MF	Select Yes or No to indicate whether or not this property has a pool.	
Terms	Description	BU,CI	Enter any terms upon which the sale or lease of this property is contingent.	
Total Square Feet	Description	BU	Enter the total number of square feet for this property. Do not include any decimals or punctuation.	
Total Square Feet	Description	CI,CL	Enter the total number of square feet for this property. Do not include any decimals or punctuation.	Rq
Traffic Count	Description	BU,CI,CL	Enter the estimated traffic count for this location. Enter as a whole number with no decimals.	
Warehouse Square Feet	Description	CI,CL	Enter the number of square feet devoted to warehouse space. Do not include any decimals or punctuation.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Warranty	Description	SF,MF	Select Yes or No to indicate whether or not a warranty is available for this property.	
Warranty	Description	CN	Select Yes or No to indicate whether or not a warranty is available for this property.	Rq
WaterRadon Mitigation	Description	SF,RN,CN,MF	Select Yes, No or Unknown to indicate whether or not any measures have been take to mitigate waterborne radon.	
Year Built	Description	BU	Enter the year this building was constructed.	
Year Built	Description	CI,CL	Enter the year this building was constructed.	Rq
Zoning	Description	BU	Enter the zoning designation for this location, as per the town records.	
Zoning	Description	CI,CL	Enter the zoning designation for this location, as per the town records.	Rq
Additional Rooms	Rooms and Baths	SF,RN,CN	Click on the names of any Additional Rooms at this property. A maximum of 12 choices is allowed.	
Room Features	Rooms and Baths	SF,RN,CN	Select from the list features specific to this room. Hold down the Ctrl key to click on multiple items. A maximum of 6 choices is allowed.	
Room Length	Rooms and Baths	SF,RN,CN	Enter the length of this room as a whole number with a maximum of 2 decimals.	
Room Level	Rooms and Baths	SF,RN,CN	Select Lower, Main or Upper level for this room, as appropriate.	
Room Type	Rooms and Baths	SF,RN,CN	Select from the list of Room Types the type that best describes this room.	
Room Width	Rooms and Baths	SF,RN,CN	Enter the width of this room as whole number with a maximum of 2 decimals.	
More	Rooms and Baths	SF,RN,CN	To add another room, click the More button. There is a maximum of 15 rooms allowed.	
# Beds	Units	MF	Total number of Beds in this unit.	
# Full Baths	Units	MF,CI	Total number of Full Baths in this unit	
# Half Baths	Units	MF	Total number of Half Baths in this unit.	
# Partial Baths	Units	CI	Total number of Partial Baths in this unit.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
# Units of this Type	Units	CI	Enter the total number of units of this type at this property.	
# Vacant	Units	CI	Enter the number of units that are currently vacant at this property.	
Appliances Incl	Units	MF, CI	Select from a list appliances that will be included in the sale of the unit. Hold down the Ctrl key to click on multiple items. A maximum of 12 choices is allowed.	
Lease Expiration	Units	MF	Enter the date the lease for this unit expires.	
Leased	Units	MF	Select Yes or No to indicate whether or not this unit is currently under lease.	
Monthly Rent	Units	MF	Enter the monthly rent for this unit. Enter the amount as a whole number with no decimals.	
Monthly Rent Avg	Units	CL	Enter the average monthly rent for this type of unit. Enter the amount as a whole number with no decimals.	
Occupied	Units	MF	Select Yes or No to indicate whether or not this unit is currently occupied.	
Sq Ft Per Unit	Units	CL	Enter the average square footage for this type of unit.	
Total Rooms	Units	MF	Enter the total number of rooms for this unit.	
Unit Type	Units	CL	Select from the list the type of this group of units.	
More	Units	MF,CL	To add another unit, click the More button.	
Acceptable Finance	Additional Information	SF,CN,MF,LA,CI	Select from the list any forms of financing the owner has indicated are acceptable.	
Ann. Lease Expense	Additional Information	BU	Enter the expected annual lease expense, if this business operates in a leased property. Enter as a whole number with no decimals.	
Assessment	Additional Information	SF,CN,MF, LN,CL	The assessment amount will most likely be prefilled from the Property ID but it can be edited during input. Enter as a whole number with no decimals.	Rq
Assessment	Additional Information	BU	The assessment amount will most likely be prefilled from the Property ID but it can be edited during input. Enter as a whole number with no decimals.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Association	Additional Information	SF,LA	Select Yes or No to indicate whether or not membership in a homeowner's association is required.	Rq
Association Fee	Additional Information	SF,LA	Enter the amount of any association fees as a whole number with no decimals.	
Association Fee Includes	Additional Information	SF,CN,LA	Select from a list the services provided by the association in return for fees collected.	
Common Charges Fee	Additional Information	CN	Enter the monthly amount of any association fees as a whole number with no decimals	Rq
Condo/Co-op Association	Additional Information	CN	Select Yes or No to indicate whether or not membership in a condo or co-op association is required.	Rq
Current Use of Land	Additional Information	LA	Enter a brief description of the current use to which the land is being put.	
Directions	Additional Information	All	Enter cross streets or other directions to find this property.	Rq
Easements	Additional Information	LA	Enter any easements granted on this property.	
District Tax	Additional Information	SF	Enter the amount of any additional district taxes. Enter as a whole number with no decimals.	
Electric Expense	Additional Information	MU,BU,CI	Enter the expected expenses for electrical services for this unit or property. Enter as a whole number with no decimals.	
Executive Furnished	Additional Information	RN	Select Yes or No to indicate whether or not this rental property is considered to be Executive Furnished.	
For Sale	Additional Information	RN	Select Yes or No to indicate whether or not this rental property is also available for sale.	
Fuel Expense	Additional Information	MU,BU,CI	Enter the expected expenses for fuel for this unit or property. Enter as a whole number with no decimals.	
Gross Income	Additional Information	MU,BU,CI	Enter the expected gross income for this unit or property. Enter as a whole number with no decimals.	
Insurance Expense	Additional Information	MU,BU,CI	Enter the expected expenses for insurance for this unit or property. Enter as a whole number with no decimals.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Internet Display	Additional Information	All	Select Yes or No to indicate whether the owner of this property agrees to allow this listing to be displayed on other real estate websites.	Rq
Internet Address Display	Additional Information	All	Select Yes or No to indicate whether the owner of this property agrees to allow this listing's address to be displayed on other real estate websites.	Rq
Last ReAssessed	Additional Information	SF,CN,MF,LA, BU,CI	Enter the date of the last reassessment of this property.	
Lease Terms	Additional Information	RN	Select from a list of lease terms any which apply to this property. A maximum of 14 choices is allowed.	
Lockbox Description	Additional Information	SF,RN,CN,MF, BU,CI,CL	Select from a list the description of the lockbox on this property, if any. None is an option.	Rq
Lockbox Location	Additional Information	SF,RN,CN,MF, BU,CI,CL	Enter a brief description of where the lockbox can be found.	Rq
Maintenance Expense	Additional Information	MF,BU,CI	Enter the expected expenses for maintenance for this unit or property. Enter as a whole number with no decimals.	
Management Expense	Additional Information	MF,BU,CI	Enter the expected expenses for management services for this unit or property. Enter as a whole number with no decimals.	
Mil Rate	Additional Information	SF,CN,MF,LA, BU,CI	The mil rate will most likely be prefilled from the Property ID but it can be edited during input. The mil rate must be between 5.00 and 75.00 with a maximum of 3 decimals.	Rq
Net Income	Additional Information	MF,CI	Enter the expected income after all expenses are deducted. Enter the amount as a whole number with no decimals.	
Net Operating Income	Additional Information	BU	Enter the expected income after all expenses are deducted. Enter the amount as a whole number with no decimals.	
Occupied	Additional Information	SF,RN,CN,MF, BU,CI,CL	Select Yes or No to indicate whether or not the property is currently occupied.	
Operating Expense	Additional Information	MF,BU,CI	Enter the expected expenses related to operating services for this unit or property. Enter as a whole number with no decimals.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Other Expense	Additional Information	BU,CI	Enter the expected expenses not otherwise named for this property. Enter as a whole number with no decimals.	
Other Expense Name	Additional Information	BU,CI	Enter a description of the other expense.	
Other Income	Additional Information	BU	Enter the amount of any income not otherwise named for this property.	
Owner Name	Additional Information	All	Enter the name of the owner of this property. Withheld or a similar entry is allowed.	Rq
Owner Phone	Additional Information	All	Enter the phone number of the owner of this property.	
Payroll Expense	Additional Information	BU	Enter the expected expenses related to employee payroll. Enter as a whole number with no decimals.	
Phase In	Additional Information	SF,CN,MF,LA, BU,CI	Select Yes or No to Indicate whether or not this property is in the midst of an assessment phase-in process.	
Possession/ Occupancy	Additional Information	SF,RN,CN,MF, BU,CI,CL	Enter information as to when this property will be able to be occupied by the purchaser or renter.	Rq
Property Manager	Additional Information	All	Enter the name of the property manager, if any.	
Property Manager Email	Additional Information	All	Enter the property manager's email address.	
Property Manager Phone	Additional Information	All	Enter the property manager's phone number.	
References	Additional Information	RN	Select Yes or No to indicate whether or not references are required by the landlord.	Rq
Rent Type	Additional Information	RN	Select from a list of rental types the one that most closely describes the property.	Rq
Rental Terms	Additional Information	RN	Enter a description of the terms of this rental.	Rq
Repair Clause	Additional Information	RN	Select Yes or No to indicate whether or not the landlord offers a repair clause.	Rq
Second MLS #	Additional Information	All	Enter the MLS number of any related listing, e.g., the same property being offered as a different property type, land being offered separately from any buildings, etc.	
Security Deposit	Additional Information	RN	Enter information about any required security deposit.	Rq

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Septic Approval	Additional Information	LA	Select Yes or No to indicate whether or not septic approval has been granted.	Rq
Septic Plan Available	Additional Information	LA	Select Yes or No to indicate whether or not a septic plan is available.	Rq
Sewer Assessment	Additional Information	SF,RN,CN,MF	Enter any pertinent details about the sewer assessment.	
Sewer Fee	Additional Information	SF,RN,CN,MF	Enter the amount of any sewer fees. Enter as a whole number with no decimal points.	
Showing Instructions	Additional Information	All	Enter any instructions related to showing the property. Do not enter lockbox codes or contact phone numbers here.	Rq
Sign	Additional Information	All	Select Yes or No to indicate whether or not a For Sale sign is present at this property.	Rq
Smoking Allowed	Additional Information	RN	Select Yes or No to indicate whether or not the landlord allows smoking at this property.	
Tax Amount	Additional Information	SF,CN,MF,LA,CI	The tax amount will most likely be prefilled from the Property ID but it can be edited during input. Enter as a whole number with no decimals.	Rq
Tax Amount	Additional Information	BU	The tax amount will most likely be prefilled from the Property ID but it can be edited during input. Enter as a whole number with no decimals.	
Tax District	Additional Information	RN,CN,MF,LA, BU,CI	Enter the amount of any additional district taxes. Enter as a whole number with no decimals.	
Tax Year	Additional Information	SF,CN,MF,LA,CI	Select from a list the tax year corresponding to the entered tax amount.	Rq
Tax Year	Additional Information	BU	Select from a list the tax year corresponding to the entered tax amount.	
Tenant Name	Additional Information	All	Enter the name of the tenant or tenants of this property, if any.	
Tenant Pays	Additional Information	RN	Select from a list any items for which the tenant is financially responsible. A maximum of 19 choices is allowed.	Rq
Tenant Phone	Additional Information	All	Enter the phone number of the tenant of this property.	

Field Name	Tab	Property Types	Instruction/Definition/Rule	Rq
Water/Sewer Expense	Additional Information	MF,BU,CI	Enter the expected expenses related to water and sewer services for this unit or property. Enter as a whole number with no decimals.	
Addendum Remarks	Remarks	All	The Addendum Remarks field is used to enter more extensive remarks than will fit in the other Remarks fields.	
Agent Remarks	Remarks	All	The Agent Remarks field is used for remarks directed expressly towards other agents, not meant for the client's eyes.	
Public Remarks	Remarks	All	The Public Remarks field is the remarks field that displays on all reports and internet websites. No marketing information can be entered in this field, e.g., no website addresses, email addresses or phone numbers;	Rq