NORTHWESTERN WI MLS LISTING ADD/EDIT PROCEDURES & POLICIES

TABLE OF CONTENTS

STATUS DEFINITIONS - *MLS Rules & Regs Section 1.4, 1.5, 1.8 & 2.5* pertain to listing statuses; change of *any* status, withdrawals, expirations/extensions/renewals, and reporting sales to the MLS. Current MLS statuses and their definitions are:

ACTIVE (A) - property is listed with no offers, special provisions, including bump clause, and is available for showing

> ***Note 1.*** "Available for showing" means that the property is available for scheduling showings in ShowingTime and otherwise, and cannot be blocked from scheduling showings. A seller may reject a particular showing due to their own schedule, but the property must be generally available for scheduling showings while in Active status. If the property is not available to show, then a different status must be selected.

ACTIVE OFFER – property is listed and has accepted offer* - *broker determines if listing should continue to appear on IDX sites by answering Y/N in IDX field*
ACTIVE BUMP (AB) – property has accepted offer with a Bump Clause*
Temporary Off Market (TOM) Property is listed but cannot be shown by anyone; property will not syndicate. Participants (Brokers)/Subscribers (Agents) MUST contact board office to request a Temporary Off Market Status; Status shall not exceed 30 days; Temporary Off Market status cannot be added within the first 5 days of obtaining all necessary signatures. If property needs to be off market longer than 30 days, the listing must be withdrawn.
*Note 1. Temporary Off Market status must be requested using the Temporary off Market Status Request form.
PENDING (P)– property has accepted offer and seller has directed broker to stop marketing
WITHDRAWN (W) – property no longer available or submitted in more than one property class
SOLD (S)– property has closed
EXPIRED (X)– term of listing contract has ended; status automatically expires in MLS at end of listing term
EXPIRED OFFER – property has expired with accepted offer. Listing office must manually enter **"Expired With Offer"** in listing Remarks and/or Agent Remarks.
   *By default all active statuses appear in search results for Active listings unless manually omitted from search criteria

_____

ADDING A NEW LISTING – The MLS provides Listing Input Forms and can be found HERE for all property classes: 1) **Residential**, 2) **Vacant Land**, 3) **Commercial/Industrial**, 4) **Multi-Family**, 5) **Farm,** 6) **Lease/Rent**. *Participant (broker) member agree to abide by **MLS Rules & Regs Section 1** that require "non-broker owned Residential, Vacant Land and Multi-Family (2-4 units) listings to be submitted to the MLS within 3 business days, after receipt of contract with all necessary signatures, excluding weekends and federal holidays."*

Most data fields are searchable. **To ensure accurate and complete search results, enter all information applicable to the property using the guidelines outlined in this document.** Each property class includes primary listing data, property features, showing information, directions, public and agent (private) remarks.

MLS NUMBERS are assigned automatically when listing data is completed and Submitted

  A. **PHOTO** –
> **1.** All listings require at least one photo to be uploaded when the listing is filed with the Multiple Listing Service.
> > **a.** For residential single family and multi-family units (2-family, 3-family, 4-family), the main/primary photo must be an actual photo of the home's Exterior Elevation (not a clipart or facsimile image). (See MLS Policies & Definitions for further definition of acceptable images.)
> > **b.** Satellite or GIS images are permitted in the MLS, however satellite or GIS images are not permitted as the primary photo for residential property types.
> > **c.** For vacant land a satellite or GIS image may be the main/primary photo, however a photo of the actual property must also be submitted to the MLS to comply with N(1).
> > **d.** Facsimiles and/or floor plans are *only* allowed for properties yet to be built.
> **2.** Submission of any photo to the MLS constitutes broker's representation that broker has the authority to grant to the MLS a license to use the photo(s) as permitted under these rules and bylaws, including, but not limited to, publishing the photo in the MLS compilations and elsewhere the MLS

data is authorized (such as statistical reports, IDX, and syndication). **No other use** is authorized by the participant. In the event of any litigation relating to the reproduction of the photo by the MLS, the broker agrees to indemnify and hold harmless the MLS.

3. Sellers may expressly direct that photos of their property not appear in the MLS. Such written direction must be signed by the seller and be available to the MLS.
.

STATUS - <u>All listings</u> entered in Matrix have an <u>Active</u> *only* status. Any listing with a status other than Active must be entered first as an Active listing; a Status Change must then be made under the Edit option.

<u>SOLD: CLOSING A LISTING</u> - When a property sells and title transfers from the seller to the buyer the status of the listing is changed to Sold (Closed) in the MLS. When the status changes to Sold (Closed), the following data fields must be completed:

CLOSING PRICE – selling price (amount recorded *on the transfer deed*)
CLOSING DATE - date of closing
SELLING AGENT USER ID - auto-completes when Agent Name is selected
SELLING AGENT NAME - auto completes when Listing Agent User ID is entered. *Do **NOT** use HOUSE AGENT.*
SELLING OFFICE CODE - auto completes when Listing Agent User ID is entered
SELLING OFFICE NAME - auto completes when Listing Agent User ID is entered
HOW SOLD – select appropriate response (*conventional, cash, etc*) from picklist
SELLER CONCESSIONS Y/N – if seller concessions, answer Yes, if not answer No
Seller Concessions – enter brief explanation of concessions (ie: $2000 closing costs, etc)

<u>NON-MLS SELLING AGENT</u> – in the Last Name field in Agent Lookup, type **<u>Non*</u>** for Non-MLS, Other Companies

<u>FSBO SALES</u> –A For-Sale-By-Owner property that is sold by an NWWMLS participant or subscriber may be entered into the MLS for comparable purposes. Complete data information and adherence to NWWMLS policy must be observed, listing information must be inputted within 15 business days of sale of the property. Agent MUST contact the NWWMLS office within 24 hours of listing input; MLS staff will then update the status to SOLD and the listing agent to NON-MLS. Failure to comply with these listing procedures will result in withdrawal of the listing

<u>SINGLE PARTY LISTINGS</u> – listings taken by a broker that are not offered for co-broke may only be entered into the MLS after the property closes.

<u>LEASE/RENT DIRECTORY</u> - Lease/Rent Directory allows brokers/agents to enter/find Residential and/or commercial properties available for lease or rent for clients and/or customers. ***All compensation is negotiated outside of MLS***.

***<u>For Rent</u>* Example:**
   a) Seller A has relocated, home not yet sold. Seller A willing to rent out home on short-term basis. Broker A enters Seller A's home in Lease/Rent Directory.
   b) Broker B's client is moving to the area, seeking home to rent short-term. Broker B searches Lease/Rent Directory, finds Seller A's home.
   c) Broker B contacts Broker A, <u>compensation is negotiated *outside MLS*</u>. Parties enter successful rental agreement. Broker A ***closes*** property in Lease/Rent Directory.

***<u>For Lease</u>* Example:**
   a) Broker A's client has retail space for lease. Broker A enters client's retail space into Lease/Rent Directory.
   b) Broker B's client is looking for retail space to lease. Broker B searches Lease/Rent Directory, finds Broker A's property.
   c) Broker B contacts Broker A, <u>compensation is negotiated *outside MLS*</u>. Parties enter successful lease agreement. Broker A ***closes*** property in Lease/Rent Directory.

NOTE: These properties may also be available for Sale. If so, they may be entered in Residential and Commercial classes, respectively.

ATTACHMENTS may be uploaded for Lease/Rent properties. *MLS recommends* a Compensation Form (either MLS form or own design) be uploaded for each Lease/Rent property entered into Directory.

SHOWINGTIME includes properties in the Lease/Rent Directory

CMAs may include properties in the Lease/Rent Directory**MARKETWATCH**, **HOTSHEETS, MY LISTINGS** include Lease/Rent properties

LIST PRICE entered **MUST** be the *monthly* **rent or lease** being charged (ie: enter 800 if Rent is $800 per month; enter 2500 if Lease is $2500 per month)

LISTING ADD/EDIT is similar to all other property classes. Specific data fields are available for Residential and Commercial sub-types.

MLS NUMBERS are generated for Lease/Rent properties

PHOTOS may be uploaded for properties in the Lease/Rent Directory. A maximum of 25 per property is allowed.

CONTACTS/EMAIL NOTIFICATION function as in all other property classes (Residential, Multi-Family, etc)

SEARCHES may be conducted for Lease/Rent properties under Lease/Rent Search and Cross Property Search

STATUSES include Active *only*, Withdrawn, Expired and Sold (Closed) only; Lease/Rent properties will auto-expire as all other property classes.

RESIDENTIAL Class
All fields in <u>CAPITALS</u> are required

<u>GENERAL Tab</u>

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount <u>only</u>* (150000, etc) *no other characters ($,commas, periods)*
LIST DATE – list date of contract
EXPIRATION DATE – expiration date of contract
SUB AGENT COMM – percentage or flat dollar fee to be paid *sub agent. Enter <u>numbers only</u>, no other characters ($, %)*
BUYERS AGENT COMM – percentage or flat dollar fee to be paid *buyer agent. Enter <u>numbers only</u>, no other characters ($, %)*
VARIABLE Y/N – is there a variable commission (*less commission if listing broker is selling broker, higher commission if co-broker*)? Answer Yes or No
EXCEPTIONS Y/N – are there exceptions (*protected buyers*) to the listing? Answer Yes or No
AUCTION Y/N – is the property being offered for sale at auction? Answer Yes or No
REO Y/N - is the property bank owned (*title has transferred from seller to bank*)? Answer Yes or No
SHORT SALE - is the property a short sale? Answer Yes or No

INCOME PRODUCING Y/N – does property have rental history making it attractive to investors? Answer Yes or No

LIMITED SERVICE Y/N – is this a limited service listing? Answer Yes or No

ELECTRONIC CONSENT Y/N – does seller agree to all three of the following conditions, 1) the use of electronic documents, 2) email delivery <u>and</u> 3) electronic signatures? Answer Yes or No

LISTING CONTRACT TYPE – select **Exclusive Right to Sell** or **Exclusive Agency**

OWNER – owner's name **MUST be entered**. If property is bank owned, owner's name may be entered as CORPORATE, BANK or BANK OWNED. *This is the ONLY exception to owner name requirement.*

STREET NUMBER – house or fire number of property

Street Directional – if street address contains a direction (North First St), select appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from picklist

Street Type – select appropriate street type (avenue, court, road, street, etc) from picklist.

Unit # - if property has a Unit number, enter it; if not, leave field blank

Subdivision – if the property is located in a Subdivision, enter the *name* of the subdivision *only*

CITY – *mailing address* of city *where the property is located*

Twp – name of township **only**. Do NOT include township, twsp, twp, etc in this field. There's a separate field for section/township/range information.

COUNTY – select county *property is located in* from picklist

STATE – select state property is located in from picklist

ZIP CODE – enter zip code of property's mailing address

TAX YEAR – enter year most current tax information is available

TAXES – enter amount of taxes for current tax year. *If property is being divided* and tax amount is unknown, enter 0 and note in Agent Remarks that tax amount is TBD (*to be determined*)

TAX ID – enter tax ID number of property. *If property is being divided* and tax ID is to be determined, enter original tax ID number, noting in Agent Remarks that new Tax IDs are pending. This allows for accurate DOM and CDOM calculation. For multiple tax IDs, see below

Additional Tax IDs – for parcels with multiple tax IDs, enter any additional tax IDs in this field

AREA – select correct MLS area (Hayward Schl District, EC-Southside, etc)

> *Note 1: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area*
> *Note 2: See Appendix II for definition*

SCHOOL DISTRICT – Area field **MUST be completed prior** to completing this field. Picklist is dependent on area chosen in **Area** field (*If Area is 59-Douglas County, school district choices are Maple, Solon Springs, South Shore, Superior or Webster*)

RESIDENTIAL PROPERTY TYPE – select appropriate type from picklist (Single Family, Condo, etc)

Style – select appropriate style from picklist (1 story, multi-level, chalet, manufactured, etc)

APX YR BUILT – if year built is unknown, enter **1500** *(rationale: no structure in area is that old)*

MANUFACTURED – is it a manufactured home? Answer Yes or No. *Manufactured homes **must be disclosed*** in the MLS and are *defined as* one that has a steel frame underneath OR contains a HUD plate on interior/exterior of building

CONDO – is it a condo? Answer Yes or No. Condos ***must be disclosed*** in the MLS.

Age Restricted Y/N – Answer Yes if residents much meet age requirement for residency

Restrictive Covenants Y/N– are there restrictive covenants? Answer Yes or No*

> **Any other supporting documents related to the property (CSMs, floor plans, aerial maps, etc) may uploaded as a listing supplement*

Lake Association Y/N – Is there a lake Association? Answer Yes or No

Association Y/N – is there an association? Answer Yes or No

Assoc Fee – if there is an association fee, enter fee amount

Fee Cycle – how often is the association fee due? Select <u>M</u> (Monthly), <u>Q</u> (Quarterly) or <u>A</u> (Annual)

Home Dimensions – enter **exterior** measurements. If home is rectangular or square enter dimensions in the first two fields only (24x40, etc), *leave remaining fields blank*. If home is *not* rectangular or square (L-shaped or an addition has been added), additional measurements are added in second measurement field (24x40 + 12x14, etc)

GARAGE TYPE – enter garage type (attached, detached, etc) from picklist

GARAGE CAPACITY – enter number of stalls (1,2,3, etc) from picklist

Lot Size – enter size of lot. If lot is rectangular or square enter dimensions in first two fields (100x160) only, *leave remaining fields blank*. If lot is *not* rectangular or square (L-shaped, etc), additional measurements are added in second measurement field (100x160 + 60x80, etc)

ACREAGE – enter amount of acres *(hint: sq ft divided by 43.560 = acreage)*

Common Y/N – is there a common area? Answer Yes or No

WATERFRONT Y/N – is this waterfront property? Answer Yes or No
> Note: ***must have water frontage or direct access*** *(including easement rights) to water to answer Y (Yes). If field is marked Y, all waterfront related fields that follow are required.*

Seasons – select 3-season or 4-season from picklist

Wtr Frt Ft – enter number of feet in the frontage

Lake Size – enter lake size in acres

Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)
> ***Note:*** *Lake information can be located at* http://dnr.wi.gov/lakes/maps/

Lake/River Name – enter **name** ONLY of the body of water ONLY. Do NOT include such words as LAKE, RIVER, CREEK, POND, etc in this field. Two or more names to be separated by forward slash (/) (ie: Abe/Big) with no spaces

Waterfront Type – select type (lake, pond, creek, river, etc) from picklist

Water View- If there is only a view of the water, select from picklist (Lake View, River View, Waterfront View)

Slope- If there is a slope to the waterfront, select from picklist (Gradual, Level, Steep)

Road Between Waterfront- Is there is a road that goes between the water front- Y/N

WATERFRONT ELEVATION STEPS- What is the waterfront elevation level (Low 0-15, Medium 16-35, High 36+)

Waterfront Access Y/N – is there access to waterfront

Waterfront Access Type – Covenant/Shared, Exclusive Easement, Owned Frontage

CONDITION REPORT Y/N– condition reports for all properties (*except when not required by law*) **shall** be uploaded as listing supplement

Access Features Report Y/N – has Access Features Report been completed? Answer Yes or No*
> **Any other supporting documents related to the property (CSMs, floor plans, aerial maps, etc) may by faxed and/or uploaded with the Condition Report*

APX FIN ABOVE GRADE – include finished, heated space only
> ***Note: See Appendix III & IV for explanation/clarification***

APX FIN BELOW GRADE - include finished, heated space only
> ***Note: See Appendix III & IV for explanation/clarification***

APX UNFIN ABOVE GRADE – include unfinished and/or unheated space only
> ***Note: See Appendix III & IV for explanation/clarification***
> ***Note: See Appendix III & IV for explanation/clarification***

APX UNFIN BELOW GRADE - include unfinished and/or unheated space only
> **NOTE:** APX FIN (total) SQFT and APX UNFIN (total) SQFT are *automatically calculated from the numbers entered above* and appear only on displays, not in add/edit screens.

Seller Financing Y/N – Answer Yes or No

Seller Fin Remarks – enter brief comment

VOW Y/N – if seller *directs the listing broker* not to advertise the listing *anywhere on the Internet*, including the listing broker's website, answer No; if the seller wants their listing to appear on internet sites, answer Yes

VOW AVM Y/N – If seller does not want their property compared to other properties on a VOW AVM (automated valuation marketing) answer No; if the seller has no objections, answer Yes

VOW Blog Y/N – if seller *does not* want other consumers to comment on their property on a VOW blog, answer No; if seller has no objections, answer Yes

Internet Address Display Y/N – if seller wants their property address displayed on internet sites, answer Yes; if not, answer No

Realtor.com Y/N – should listing appear on http://realtor.com? Answer Yes or No

Syndication – MLS sends listing data to other websites at the direction of the listing broker; select sites listing data should go to from the picklist

IDX Y/N – should listing appear on other broker web sites as part of IDX? Answer Yes or No

IDX Public Comments Y/N – will seller allow consumers to post comments on their property on a broker IDX site, if broker allows public comment answer Yes or No. Note: *Default answer is No.*

Virtual Y/N – is there a virtual tour available of the property? Answer Yes or No

Virtual Tour URL – if Yes, enter web address (http://_____) of the virtual tour only. *Virtual tours must be unbranded (no contact information, no agent photos, etc)*. **YouTube** virtual/video tubes are prohibited from being published through the MLS. *Channel creation and/or surrounding ads violate the no-self-promotion rule of the MLS.*

ROOM INFORMATION Tab

BEDROOMS – enter number of bedrooms from picklist
>*Note: **See Appendix III & IV for explanation/clarification***

FULL BATHS – enter number of full baths (*sink, stool, and **either** tub or shower*) from picklist
PARTIAL BATHS - enter number of partial baths (*sink and stool **only***) from picklist
*Note: **See Appendix III & IV for explanation/clarification***
Add rooms selecting the description of the room from the picklist; room size; level; and flooring as needed.
>**Level – enter L for Lower Level, M for Main Level, U for Upper Level**
>**Est Size –** enter dimensions of the room (12x14, etc)
>**Flr** – enter flooring type from picklist available

FEATURES Tab

Features in mustard yellow are required and must be completed before the system will successfully Save the listing and assign an MLS number (*do not exceed the maximum number of choices for each coded feature listed*)
>BASEMENT, COOLING, Driveway, ELECTRIC, Excluded, EXTERIOR, Fireplace, FOUNDATION, FUEL SOURCE, HEATING, Included, New Construction, Occupancy, Outbuildings, Patio/Deck, SEWER, SHOWING INSTRUCTIONS, WATER, Water Heater, Waterfront (*required on Waterfront properties*), Zoning.

DIRECTIONS/REMARKS/LEGAL Tab

DIRECTIONS – *enter starting point* (From Hayward", "From intersection of 1st St & Main St", etc) then directions to property (Hwy B, left on Main, right on 1st) ***MLS Rules require directions***
Agent Remarks – ***not intended for Public Use***. Use to describe showing procedures (*don't let cat out, lockbox located on side garage door, etc*)
Secure Showing Instructions – enter any confidential regarding showing of the property; content in this field is displayed only in ShowingTime
Public Remarks – Comments ***will appear*** on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have been noted previous fields. Use Remarks to enhance property (perennial gardens, outdoor lighting, private entrance, etc) not re-state number of bedrooms, baths, acreage, etc
Legal Description – enter legal description of the property

Listings in Other MLSs Y/N – if this property appears in neighboring MLSs (Northstar, etc) answer Y (Yes). If not, answer N (No).
Other MLS Listing #s – if property is listed in another MLS, enter the listing number(s) separated by commas, if more than one

AGENT INFORMATION Tab

LIST AGENT – auto-completes when List Agent Name is selected
LIST AGENT NAME – auto completes when List Agent is entered. *Do **NOT** use HOUSE AGENT.* (*MLS Rules & Regs Section 1.2 **require** listing agent's name*)
LIST OFFICE ID – auto completes when List Agent is entered
LIST OFFICE NAME – auto completes when List Agent is entered
CO-LIST AGENT – Must be a member of NWWMLS
CO-SELL AGENT- Must be a member of NWWMLS

VACANT LAND Class
All fields in CAPITALS are required

GENERAL Tab

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount* (150000, etc) *no dollar ($) signs, commas or periods*
LIST DATE – list date of contract
EXPIRATION DATE – expiration date of contract
SUB AGENT COMM – percentage or flat dollar fee to be paid *sub agent. Enter **numbers only**, no $ or % signs.*
BUYERS AGENT COMM – percentage or flat dollar fee to be paid *buyer agent. Enter **numbers only**, no $ or % signs.*
VARIABLE Y/N – is there a variable commission (*less commission if listing broker is selling broker, higher commission if co-broker*)? Answer Yes or No
EXCEPTIONS Y/N – are there exceptions (*protected buyers*) to the listing? Answer Yes or No
AUCTION Y/N – is the property being offered for sale at auction? Answer Yes or No
REO Y/N - is the property bank owned (*title has transferred from seller to bank*)? Answer Yes or No
SHORT SALE - is the property a short sale? Answer Yes or No
Use Value Assessment – has land been assessed under the Use Value system? Answer Yes or No
LIMITED SERVICE Y/N – is this a limited service listing? Answer Yes or No
ELECTRONIC CONSENT Y/N – does seller agree to all three of the following conditions, 1) the use of electronic documents, 2) email delivery <u>and</u> 3) electronic signatures? Answer Yes or No.
LISTING CONTRACT TYPE – select **Exclusive Right to Sell** or **Exclusive Agency**
OWNER – owner's name **MUST be entered**. If property is bank owned, the owner's name may be entered as CORPORATE, BANK or BANK OWNED. *This is the ONLY exception.*

STREET NUMBER – house or fire number of property
Street Directional – if street address contains a direction (North First St), select appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from picklist
Street Type – select appropriate street type (avenue, court, road, street, etc) from picklist.
Subdivision – if the property is located in a Subdivision, enter the *name* of the subdivision *only*
CITY – *mailing address* of the city where the property is located
Twp – name of township **only**. Do NOT include township, twsp, twp, etc in this field. There's a separate field for section/township/range information.
COUNTY – select county *property is located in* from the picklist
STATE – select state in *property is located in* from picklist
ZIP CODE – enter zip code of property's mailing address
TAX ID – enter tax ID number of property. *If property is being divided* and tax ID is to be determined, enter original tax ID number, noting in Agent Remarks that new Tax IDs are pending. This allows for accurate DOM and CDOM calculation. For multiple tax IDs, see below
Additional Tax IDs – for parcels with multiple tax IDs, enter any additional tax IDs in this field
TAXES – enter amount of taxes for current tax year. If property is being divided and tax amount is unknown, enter 0 in this field and note in Agent Remarks that tax amount is TBD (*to be determined*)
TAX YEAR – enter year most current tax information is available
AREA – select correct MLS area (Hayward Schl District, EC-Southside, etc)
> *Note 1: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area*
> *Note 2: See Appendix II for definition*

SCHOOL DISTRICT – Area field **MUST be completed prior** to completing this field. Picklist is dependent on area chosen in Area field (*If Area is 59-Douglas County, school district choices are Maple, Solon Springs, South Shore, Superior or Webster*)

LAND PROPERTY TYPE – select appropriate type from picklist (residential lot, commercial lot, etc)
Lot Size – enter size of lot. If lot is rectangular or square enter dimensions only in the first two fields (100x160, etc) *and leave remaining fields blank*. If lot is *not* rectangular or square (L-shaped, etc), additional measurements can be added in the second measurement field, (100x160 + 60x80, etc)
ACREAGE – enter amount of acres *(hint: divide lot size sq ft by 43.560 for acreage)*
Sec/Twp/Rng – enter in the following format: S___/T___/R___ (S13/T24/R8, etc)

Conservation Reserve Program Y/N – Is the property in the **CRP**? Answer Yes or No
Managed Forest Program Y/N – Is the property in the **MFP**? Answer Yes or No
Seasons – select 3-season or 4-season from picklist
Restrictive Covenants Y/N– are there restrictive covenants? Answer Yes or No*
>   *Any other supporting documents related to the property (CSMs, floor plans, aerial maps, etc) may
>   uploaded as a listing supplement
Plat Y/N – is property platted? Answer Yes or No
Road Access Y/N – is there road access to property? Answer Yes or No
Non-conforming Y/N – is lot non-conforming? Answer Yes or No
WATERFRONT Y/N – is this waterfront property. Answer Yes or No
>   **Note: *must have water frontage or direct access** (including easement rights) to water to
>   answer Y (Yes) . If field is marked Y, all waterfront related fields that follow are required.*
Common Y/N – is there a common area? Answer Yes or No
Wtr Frt Ft – enter number of feet in the frontage
Lake Size – enter lake size in acres
Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)
>   *Note: Lake information can be located at <u>http://dnr.wi.gov/lakes/maps/</u>*
Lake/River Name – enter **name** <u>ONLY</u> of the body of water ONLY. Do NOT include such words as LAKE,
RIVER, CREEK, POND, etc in this field. Two or more names to be separated by forward slash (/) (ie: Abe/Big)
with no spaces
Lake Association- Is the property in a lake association? Answer Yes or No
Waterfront Type – select type (lake, pond, creek, river, etc) from the picklist
Water View- If there is only a view of the water, select from picklist (Lake View, River View, Waterfront View)
Slope- If there is a slope to the waterfront, select from picklist (Gradual, Level, Steep)
Road Between Waterfront- Is there is a road that goes between the water front- Y/N
WATERFRONT ELEVATION STEPS- What is the waterfront elevation level (Low 0-15, Medium 16-35,
High 36+)
Waterfront Access Y/N – is there access to waterfront
Waterfront Access Type – Covenant/Shared, Exclusive Easement, Owned Frontage
CONDITION REPORT Y/N– condition reports for all properties (*except when not required by law*) **shall** be
uploaded as listing supplement
Seller Financing Y/N – Answer Yes or No
Seller Fin Remarks – enter brief comment
VOW Y/N – if seller *directs the listing broker* not to advertise the listing *anywhere on the Internet*, including
the listing broker's website, answer No; if seller wants their listing to appear on internet sites, answer Yes
VOW AVM Y/N – If seller does not want their property compared to other properties on a VOW AVM
(automated valuation marketing) answer No; if the seller has no objections, answer Yes
VOW Blog Y/N – if seller *does not* want other consumers to comment on their property on a VOW blog,
answer No; if seller has no objections, answer Yes
Internet Address Display Y/N – if seller wants their property address displayed on internet sites, answer
Yes; if not, answer No
Realtor.com Y/N – should listing appear on <u>http://realtor.com</u>? Answer Yes or No
Syndication – MLS sends listing data to other websites at the direction of the listing broker; select sites listing
data should go to from the picklist
IDX Y/N – should listing appear on other broker web sites as part of IDX? Answer Yes or No
IDX Public Comments Y/N – will seller allow consumers to post comments on their property on a broker
IDX site, if broker allows public comment answer Yes or No. Note: *Default answer is No.*

Virtual Y/N – is there a virtual tour available of the property? Answer Yes or No
Virtual Tour URL – if Yes, enter web address (http://_____) of the virtual tour only. *Virtual tours must be
unbranded (no contact information, no agent photos, etc).* **YouTube** virtual/video tubes are prohibited from
being published through the MLS. *Channel creation and/or surrounding ads violate the no-self-promotion rule
of the MLS.*

FEATURES Tab
**Features in mustard yellow are required and must be completed before the system will
successfully Save the listing and assign an MLS number** (*do not exceed the maximum number of
choices for each coded feature listed*)

Fencing, Occupancy, SEWER, SHOWING INSTRUCTIONS, Soil Type, TERRAIN, UTILITIES, WATER, Waterfront (*required on Waterfront properties*), Zoning

DIRECTIONS/REMARKS/LEGAL Tab

DIRECTIONS – *enter starting point* (From Hayward", "From intersection of 1st St & Main St", etc) then directions to property (Hwy B, left on Main, right on 1st) *MLS Rules require directions*
Agent Remarks – *not intended for Public Use*. Use to describe showing procedures (*don't let cat out, lockbox located on side garage door, etc*)
Secure Showing Instructions – enter any confidential regarding showing of the property; content in this field is displayed only in ShowingTime
Public Remarks – Comments **will appear** on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have been noted previous fields. Use Remarks to enhance property (perennial gardens, outdoor lighting, private entrance, etc) not re-state number of bedrooms, baths, acreage, etc
Legal Description – enter legal description of the property
Listings in Other MLSs Y/N – if this property appears in neighboring MLSs (Northstar, etc) answer Y (Yes). If not, answer N (No).
Other MLS Listing #s – if property is listed in another MLS, enter the listing number(s) separated by commas, if more than one

AGENT INFORMATION Tab

LIST AGENT – auto-completes when List Agent Name is selected
LIST AGENT NAME – auto completes when List Agent is entered. *Do **NOT** use HOUSE AGENT.* (*MLS Rules & Regs Section 1.2 **require** listing agent's name*)
LIST OFFICE ID – auto completes when List Agent is entered
LIST OFFICE NAME – auto completes when List Agent is entered
CO-LIST AGENT – Must be a member of NWWMLS
CO-SELL AGENT- Must be a member of NWWMLS

_____

COMMERCIAL/INDUSTRIAL Class
All fields in CAPITALS are required

GENERAL Tab

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount* (150000, etc) *no dollar ($) signs, commas or periods*
LIST DATE – list date of contract
EXPIRATION DATE – expiration date of contract
SUB AGENT COMM – percentage or flat dollar fee to be paid *sub agent. Enter **numbers only**, no $ or % signs.*
BUYERS AGENT COMM – percentage or flat dollar fee to be paid *buyer agent. Enter **numbers only**, no $ or % signs.*
VARIABLE Y/N – is there a variable commission (*less commission if listing broker is selling broker, higher commission if co-broke*)? Answer Yes or No
EXCEPTIONS Y/N – are there exceptions (*protected buyers*) to the listing? Answer Yes or No
AUCTION Y/N – is the property being offered for sale at auction? Answer Yes or No
REO Y/N - is the property bank owned (*title has transferred from seller to bank*)? Answer Yes or No
SHORT SALE - is the property a short sale? Answer Yes or No
LIMITED SERVICE Y/N – is this a limited service listing. Answer Yes or No.
ELECTRONIC CONSENT Y/N – does seller agree to all three of the following conditions, 1) the use of electronic documents, 2) email delivery and 3) electronic signatures? Answer Yes or No.
LISTING CONTRACT TYPE – select Exclusive Right to Sell or Exclusive Agency
OWNER – owner's name **MUST be entered**. If the property is bank owned, the owner's name may be entered as CORPORATE, BANK or BANK OWNED. *This is the ONLY exception.*
STREET NUMBER – house or fire number of property
Street Directional – if street address contains a direction (North First St), select appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from picklist
Street Type – select appropriate street type (avenue, court, road, street, etc) from picklist.

Unit # - if property has a Unit number, enter it; if not, leave field blank

Subdivision – if the property is located in a Subdivision, enter the *name* of the subdivision *only*

CITY – *mailing address* of city where property is located

Twp – name of township **only**. Do NOT include township, twsp, twp, etc in this field. There's a separate field for section/township/range information.

COUNTY – select county *property is located in* from picklist

STATE – select state *property is located in* from picklist

ZIP CODE – enter zip code of property's mailing address

TAX ID – enter tax id number of property. *If property is being divided* and tax id is to be determined, enter original tax ID number, noting in Agent Remarks that new Tax IDs are pending. This allows for accurate DOM and CDOM calculation. For multiple tax IDs, see below

Additional Tax IDs – for parcels with multiple tax IDs, enter any additional tax IDs in this field

TAXES – enter amount of taxes for current tax year. If property is being divided and tax amount is unknown, enter 0 in this field and note in Agent Remarks that tax amount is TBD (*to be determined*)

TAX YEAR – enter year most current tax information is available

AREA – select correct MLS area (Hayward Schl District, EC-Southside, etc)
> *Note 1: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area*
> ***Note 2: See Appendix II for definition***

SCHOOL DISTRICT – Area field **MUST be completed prior** to completing this field. Picklists is dependent on area chosen in Area field (*If Area is 59-Douglas County, school district choices are Maple, Solon Springs, South Shore, Superior or Webster*)

COMMERCIAL PROPERTY TYPE – select appropriate type from picklist (RE Only, Bus Only, etc)

ACREAGE – enter amount of acres *(hint: divide lot size sq ft by 43.560 for acreage)*

Lot Size – enter size of lot. If lot is rectangular or square enter dimensions only in the first two fields, (100x160, etc) *and leave remaining fields blank*. If lot is *not* rectangular or square (L-shaped, etc), additional measurements can be added in the second measurement field, (100x160 + 60x80, etc)

Building Dimensions - enter **exterior** measurements of building. If building is rectangular or square enter dimensions only in the first two fields (24x40, etc) *and leave remaining fields blank*. If building is *not* rectangular or square (i.e.: L-shaped or an addition has been added), additional measurements can be added in the second measurement field (24x40 + 12x14, etc)

Other Buildings – list any other buildings included (storage shed, etc)

Parking Area – enter dimensions or capacity (60x60 or 120 stalls, etc)

Sidewall height – enter height of building's sidewalls

Sprinkler Y/N – is there a sprinkler system? Answer Yes or No.

Service Amps – enter amperage (220, etc) of electric service available

3-Phase Power - make appropriate selection (at building, etc) from picklist

APX FIN ABOVE GRADE – include finished, heated space only
> ***Note: See Appendix III & IV for explanation/clarification***

APX FIN BELOW GRADE - include finished, heated space only
> **NOTE:** APX FIN (total) SQFT and APX UNFIN (total) SQFT are *automatically calculated from the numbers entered above* and appear only on displays, not in add/edit screens.

APX Year Built- if year built is unknown, enter **1500** (*rationale: no structure in area is that old*)

Common Y/N – is there a common area? Answer Yes or No.

WATERFRONT Y/N – is this waterfront property? Answer Yes or No
> **Note: *must have water frontage or direct access** (including easement rights) to water to answer Y (Yes). If field is marked Y, all waterfront related fields that follow are required.*

Seasons – select 3-season or 4-season from picklist

Wtr Frt Ft – enter number of feet in the frontage

Lake Size – enter lake size in acres

Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)
> *Note: Lake information can be located at http://dnr.wi.gov/lakes/maps/*

Lake/River Name – enter **name** <u>ONLY</u> of the body of water ONLY. Do NOT include such words as LAKE, RIVER, CREEK, POND, etc in this field. Two or more names to be separated by forward slash (/) (ie: Abe/Big) with no spaces

Waterfront Type – select type (lake, pond, creek, river, etc) from picklist

Restrictive Covenants Y/N– are there restrictive covenants? Answer Yes or No*

Any other supporting documents related to the property (CSMs, floor plans, aerial maps, etc) may uploaded as a listing supplement

Waterfront Access Y/N – is there access to waterfront

Waterfront Access Type – Covenant/Shared, Exclusive Easement, Owned Frontage

CONDITION REPORT Y/N– condition reports for all properties (*except when not required by law*) **shall** be uploaded as listing supplement

Current Occupant – name or business type (Anderson Floral, office supply company, etc)

Terms – enter terms of current occupancy (month to month, etc) from menu choices

Seller Financing – Answer Yes or No

Seller Fin Remarks – enter brief comment

VOW Y/N – if seller *directs the listing broker* not to advertise the listing *anywhere on the Internet*, including the listing broker's website, answer No; if seller wants their listing to appear on internet sites, answer Yes

VOW AVM Y/N – If seller does not want their property compared to other properties on a VOW AVM (automated valuation marketing) answer No; if seller has no objections, answer Yes

VOW Blog Y/N – if seller *does not* want other consumers to comment on their property on a VOW blog, answer No; if seller has no objections, answer Yes

Internet Address Display Y/N – if seller wants their property address displayed on internet sites, answer Yes; if not, answer No

Realtor.com Y/N – should listing appear on http://realtor.com? Answer Yes or No

Syndication – MLS sends listing data to other websites at the direction of the listing broker; select sites listing data should go to from the picklist

IDX Y/N – should listing appear on other broker web sites as part of IDX? Answer Yes or No

IDX Public Comments Y/N – will seller allow consumers to post comments on their property on a broker IDX site, if broker allows public comment answer Yes or No. Note: *Default answer is No.*

Virtual Y/N – is there a virtual tour available of the property? Answer Yes or No

Virtual Tour URL – if Yes, enter web address (http://_____) of the virtual tour only. *Virtual tours must be unbranded (no contact information, no agent photos, etc).* **YouTube** virtual/video tubes are prohibited from being published through the MLS. *Channel creation and/or surrounding ads violate the no-self-promotion rule of the MLS.*

DOORS Tab

For each door, enter a number (1,2,3, etc); enter length and width or door; is there a Loading Dock at that door? Answer Yes or No. Add additional doors as required for the property

FEATURES Tab

Features in mustard yellow are required and must be completed before the system will successfully Save the listing and assign an MLS number (*do not exceed the maximum number of choices for each coded feature listed*)

BASEMENT, COMMERCIAL SUB-TYPE, COOLING, EXTERIOR CONSTRUCTION, Exterior Features, Foundation, Fuel Source, HEATING, Interior Features, OCCUPANCY, Roads, SHOWING INSTRUCTIONS, Zoning.

DIRECTIONS/REMARKS/LEGAL Tab

DIRECTIONS – *enter starting point* (From Hayward", "From intersection of 1st St & Main St", etc) then directions to property (Hwy B, left on Main, right on 1st) *MLS Rules require directions*

Agent Remarks – *not intended for Public Use*. Use to describe showing procedures (*don't let cat out, lockbox located on side garage door, etc*)

Secure Showing Instructions – enter any confidential regarding showing of the property; content in this field is displayed only in ShowingTime

Public Remarks – Comments *will appear* on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have been noted previous fields. Use Remarks to enhance property (perennial gardens, outdoor lighting, private entrance, etc) not re-state number of bedrooms, baths, acreage, etc

Legal Description – enter legal description of the property

Listings in Other MLSs Y/N – if this property appears in neighboring MLSs (Northstar, etc) answer Y (Yes). If not, answer N (No).

Other MLS Listing #s – if property is listed in another MLS, enter the listing number(s) separated by commas, if more than one

AGENT INFORMATION Tab

LIST AGENT – auto-completes when List Agent Name is selected
LIST AGENT NAME – auto completes when List Agent is entered. *Do **NOT** use HOUSE AGENT.* (*MLS Rules & Regs Section 1.2 **require** listing agent's name*)
LIST OFFICE ID – auto completes when List Agent is entered
LIST OFFICE NAME – auto completes when List Agent is entered
CO-LIST AGENT – Must be a member of NWWMLS
CO-SELL AGENT- Must be a member of NWWMLS

MULTI-FAMILY Class
All fields in CAPITALS are required

GENERAL Tab

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount* (150000, etc) *no dollar ($) signs, commas or periods*
LIST DATE – list date of contract
EXPIRATION DATE – expiration date of contract
SUB AGENT COMM – percentage or flat dollar fee to be paid *sub agent. Enter **numbers only**, no $ or % signs.*
BUYERS AGENT COMM – percentage or flat dollar fee to be paid *buyer agent. Enter **numbers only**, no $ or % signs.*
VARIABLE Y/N – is there a variable commission (*less commission if listing broker is selling broker, higher commission if co-broke*)? Answer Yes or No
EXCEPTIONS Y/N – are there exceptions (*protected buyers*) to the listing? Answer Yes or No
AUCTION Y/N – is the property being offered for sale at auction? Answer Yes or No
REO Y/N - is the property bank owned (*title has transferred from seller to bank*)? Answer Yes or No
SHORT SALE - is the property a short sale? Answer Yes or No
LIMITED SERVICE Y/N – is this a limited service listing? Answer Yes or No
ELECTRONIC CONSENT Y/N – does seller agree to all three of the following conditions, 1) the use of electronic documents, 2) email delivery <u>and</u> 3) electronic signatures? Answer Yes or No.
LISTING CONTRACT TYPE – select **Exclusive Right to Sell** or **Exclusive Agency**
OWNER – owner's name **MUST be entered**. If the property is bank owned, the owner's name may be entered as CORPORATE, BANK or BANK OWNED. *This is the ONLY exception.*

STREET NUMBER – house or fire number of property
Street Directional – if street address contains a direction (North First St), select appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from picklist
Street Type – select appropriate street type (avenue, court, road, street, etc) from picklist. **Unit # -** if property has a Unit number, enter it; if not, leave field blank
Subdivision – if the property is located in a Subdivision, enter the *name* of the subdivision *only*
CITY – *mailing address* of city where *property is located*
Twp – name of township **only**. Do NOT include township, twsp, twp, etc in this field. There's a separate field for section/township/range information.
COUNTY – select county *property is located in* from picklist
STATE – select state *property is located in* from picklist
ZIP CODE – enter zip code of property's mailing address
TAX ID – enter tax id number of property. *If property is being divided* and tax id is to be determined, enter original tax ID number, noting in Agent Remarks that new Tax IDs are pending. This allows for accurate DOM and CDOM calculation. For multiple tax IDs, see below
Additional Tax IDs – for parcels with multiple tax IDs, enter any additional tax IDs in this field
TAXES – enter amount of taxes for current tax year. If property is being divided and tax amount is unknown, enter 0 in this field and note in Agent Remarks that tax amount is TBD (*to be determined*)
TAX YEAR – enter year most current tax information is available
AREA – select correct MLS area (Hayward Schl District, EC-Southside, etc)
  Note 1: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area
  Note 2: See Appendix II for definition

SCHOOL DISTRICT – Area field **MUST be completed prior** to completing this field. Picklist is dependent on area chosen in Area field (*If Area is 59-Douglas County, school district choices are Maple, Solon Springs, South Shore, Superior or Webster*)

MULTIFAMILY PROPERTY TYPE – select appropriate type from picklist (Duplex, Triplex, etc)
APX YR BUILT – if year built is unknown, enter **1500**
Age Restricted Y/N – Answer Yes if residents much meet age requirement for residency
Home Dimensions – enter **exterior** measurements of building. If building is rectangular or square enter dimensions only in the first two fields (24x40, etc) *and leave remaining fields blank*. If building is *not* rectangular or square (L-shaped, addition has been added, etc), additional measurements can be added in the second measurement field (24x40 + 12x14, etc)
Lot Size – enter size of lot. If lot is rectangular or square enter dimensions only in the first two fields (100x160, etc) *and leave remaining fields blank*. If lot is *not* rectangular or square (L-shaped, etc), additional measurements can be added in the second measurement field (100x160 + 60x80, etc)
Coin Laundry Y/N – is there a coin laundry on premises? Answer Yes or No
Owned/Leased – is coin laundry owned or leased? Select *Machines Owned* or *Machines Leased*
Common Y/N – is there a common area? Answer Yes or No
WATERFRONT Y/N – is this waterfront property? Answer Yes or No
> **Note: *must have water frontage or direct access** (including easement rights) to water to answer Y (Yes. If field is marked Y, all waterfront related fields that follow are required.*
Seasons – select 3-season or 4-season from picklist
Wtr Frt Ft – enter number of feet in frontage
Lake Size – enter lake size in acres
Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)
> *Note: Lake information can be located at* http://dnr.wi.gov/lakes/maps/
Lake/River Name – enter **name** ONLY of the body of water ONLY. Do NOT include such words as LAKE, RIVER, CREEK, POND, etc in this field. Two or more names to be separated by forward slash (/) (ie: Abe/Big) with no spaces
Lake Association- Y/N is the property part of a lake association? Answer Yes or No
Waterfront Type – select the type (lake, pond, creek, river, etc) from picklist
Water View- If there is only a view of the water, select from picklist (Lake View, River View, Waterfront View)
Slope- If there is a slope to the waterfront, select from picklist (Gradual, Level, Steep)
Road Between Waterfront- Is there is a road that goes between the water front- Y/N
WATERFRONT ELEVATION STEPS- What is the waterfront elevation level (Low 0-15, Medium 16-35, High 36+)
Waterfront Access Y/N – is there access to waterfront
Waterfront Access Type – Covenant/Shared, Exclusive Easement, Owned Frontage
CONDITION REPORT Y/N– condition reports for all properties (*except when not required by law*) **shall** be uploaded as listing supplement
Restrictive Covenants Y/N– are there restrictive covenants? Answer Yes or No*
> **Any other supporting documents related to the property (CSMs, floor plans, aerial maps, etc) may uploaded as a listing supplement*

APX FIN ABOVE GRADE – include finished, heated space only
> *Note: See Appendix III & IV for explanation/clarification*
APX FIN BELOW GRADE - include finished, heated space only.
> *Note: See Appendix III & IV for explanation/clarification*
APX UNFIN ABOVE GRADE – include unfinished and/or unheated space only
> *Note: See Appendix III & IV for explanation/clarification*
APX UNFIN BELOW GRADE - include unfinished and/or unheated space only
> *Note: See Appendix III & IV for explanation/clarification*
> **NOTE:** APX FIN (total) SQFT and APX UNFIN (total) SQFT are *automatically calculated from the numbers entered above* and appear only on displays, not in add/edit screens.

Seller Financing Y/N – Answer Yes or No
Seller Fin Remarks – enter brief comment
VOW Y/N – if seller *directs the listing broker* not to advertise the listing *anywhere on the Internet*, including the listing broker's website, answer No; if seller wants their listing to appear on internet sites, answer Yes

VOW AVM Y/N – If seller does not want their property compared to other properties on a VOW AVM (automated valuation marketing) answer No; if the seller has no objections, answer Yes

VOW Blog Y/N – if seller *does not* want other consumers to comment on their property on a VOW blog, answer No; if seller has no objections, answer Yes

Internet Address Display Y/N – if seller wants their property address displayed on internet sites, answer Yes; if not, answer No

Realtor.com Y/N – should listing appear on http://realtor.com? Answer Yes or No

Syndication – MLS sends listing data to other websites at the direction of the listing broker; select sites listing data should go to from the picklist

IDX Y/N – should listing appear on other broker web sites as part of IDX? Answer Yes or No

IDX Public Comments Y/N – will seller allow consumers to post comments on their property on a broker IDX site, if broker allows public comment answer Yes or No. Note: *Default answer is No.*

Virtual Y/N – is there a virtual tour available of the property? Answer Yes or No

Virtual Tour URL – if Yes, enter web address (http://_____) of the virtual tour only. *Virtual tours must be unbranded (no contact information, no agent photos, etc).* **YouTube** virtual/video tubes are prohibited from being published through the MLS. *Channel creation and/or surrounding ads violate the no-self-promotion rule of the MLS.*

<div align="center">

UNITS Tab

</div>

For each unit in the building, enter the following information *(see Unit# on previous page for information on entering properties with multiple units)***:**

> **Unit Number (1,2,3,4,etc)**
> **BR** – enter number of bedrooms in each unit
>> ***Note: See Appendix III & IV for explanation/clarification***
> **Full BA** – enter number of full baths in each unit
>> ***Note: See Appendix III & IV for explanation/clarification***
> **Half BA** – enter number of half (partial) baths in each unit
>> ***Note: See Appendix III & IV for explanation/clarification***
> **Rent** – enter amount of rent
> **Mthly/Yrly** – enter MTHLY if rent amount is per month; enter YRLY if rent amount is per year
> **Lease Contract End Date-** Date the lease contract ends.
> **Unit Appliances-** Check all that apply.
> **Owner Responsibility –** Check all that apply.
> **Tenant Responsibility-** Check all that apply.
> **# of Garage –** Number of garages for tenant use.
> **Apx SqFt** – enter approximate square footage of unit
> **Unit Remarks** – include any features specific to each unit (appliances, fireplace, room air, etc)
>> ***Note:*** *Complete as many unit fields as there are units. For properties with less than 8 units enter 0 in BR and Rent fields to complete listing data. For properties with more than 8 units, note in Agent Remarks that "details of additional units are available from listing broker".*

<div align="center">

FEATURES Tab

</div>

Features in mustard yellow are required and must be completed before the system will successfully Save the listing and assign an MLS number (*do not exceed the maximum number of choices for each coded feature listed*)

> BASEMENT, COOLING, Driveway, ELECTRIC, Excluded, EXTERIOR, Fireplace, FOUNDATION, FUEL SOURCE, HEATING, Included, New Construction, Occupancy, Outbuildings, Patio/Deck, SEWER, SHOWING INSTRUCTIONS, WATER, Water Heater, Zoning.

<div align="center">

DIRECTIONS/REMARKS/LEGAL tab

</div>

DIRECTIONS – *enter starting point* (From Hayward", "From intersection of 1ˢᵗ St & Main St", etc) then directions to property (Hwy B, left on Main, right on 1st) ***MLS Rules require directions***

Agent Remarks – ***not intended for Public Use***. Use to describe showing procedures (*don't let cat out, lockbox located on side garage door, etc*)

Secure Showing Instructions – enter any confidential regarding showing of the property; content in this field is displayed only in ShowingTime

Public Remarks – Comments ***will appear*** on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have been noted previous fields. Use Remarks to enhance

property (perennial gardens, outdoor lighting, private entrance, etc) not re-state number of bedrooms, baths, acreage, etc
Legal Description – enter legal description of the property
Listings in Other MLSs Y/N – if this property appears in neighboring MLSs (Northstar, etc) answer Y (Yes). If not, answer N (No).
Other MLS Listing #s – if property is listed in another MLS, enter the listing number(s) separated by commas, if more than one

Financial Information Tab
Annual Electric Expense $ - Dollar amount for annual electric expense.
Annual Fuel Expense $ - Dollar amount for annual fuel expense.
Annual Insurance Expense $ - Dollar amount for annual insurance expense.
Annual Maintenance Expense $ - Dollar amount for annual maintenance expense.
Annual Trash Expense $ - Dollar amount for annual trash expense.
Annual Water/Sewer Expense $ - Dollar amount for annual water/sewer expense.

AGENT INFORMATION Tab
LIST AGENT – auto-completes when List Agent Name is selected
LIST AGENT NAME – auto completes when List Agent is entered. *Do **NOT** use HOUSE AGENT. (MLS Rules & Regs Section 1.2 **require** listing agent's name)*
LIST OFFICE ID – auto completes when List Agent is entered
LIST OFFICE NAME – auto completes when List Agent is entered
CO-LIST AGENT – Must be a member of NWWMLS
CO-SELL AGENT- Must be a member of NWWMLS

FARM Class
All fields in CAPITALS are required

GENERAL Tab

LIST PRICE – enter full gross listing price stated in the listing contract in *full dollar amount* (150000, etc) *no dollar ($) signs, commas or periods*
LIST DATE – list date of contract
EXPIRATION DATE – expiration date of contract
SUB AGENT COMM – percentage or flat dollar fee to be paid *sub agent. Enter **numbers only**, no $ or % signs.*
BUYERS AGENT COMM – percentage or flat dollar fee to be paid *buyer agent. Enter **numbers only**, no $ or % signs.*
VARIABLE Y/N – is there a variable commission (*less commission if listing broker is selling broker, higher commission if co-broke*)? Answer Yes or No
EXCEPTIONS Y/N – are there exceptions (*protected buyers*) to the listing? Answer Yes or No
AUCTION Y/N – is the property being offered for sale at auction? Answer Yes or No
REO Y/N - is the property bank owned (*title has transferred from seller to bank*)? Answer Yes or No
SHORT SALE - is the property a short sale? Answer Yes or No
Use Value Assessment – (tax break for owners of agricultural land) Has land been assessed under the use value system. Answer Yes or No
LIMITED SERVICE Y/N – is this a limited service listing? Answer Yes or No
ELECTRONIC CONSENT Y/N – does seller agree to all three of the following conditions, 1) the use of electronic documents, 2) email delivery <u>and</u> 3) electronic signatures? Answer Yes or No.
LISTING CONTRACT TYPE – select **Exclusive Right to Sell** or **Exclusive Agency**
OWNER – owner's name **MUST be entered**. If the property is bank owned, the owner's name may be entered as CORPORATE, BANK or BANK OWNED. *This is the ONLY exception.*

STREET NUMBER – house or fire number of property
Street Directional – if street address contains a direction (North First St), select appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from picklist
Street Type – select appropriate street type (avenue, court, road, street, etc) from picklist.
Unit # - if property has a Unit number, enter it; if not, leave field blank
Subdivision – if the property is located in a Subdivision, enter the *name* of the subdivision *only*

CITY – *mailing address* of city where *property is located*

Twp – name of township **only**. Do NOT include township, twsp, twp, etc in this field. There's a separate field for section/township/range information.

COUNTY – select county *property is located in* from picklist

STATE – select state *property is located in* from picklist

ZIP CODE – enter zip code of property's mailing address

TAX ID – enter tax id number of property. *If property is being divided* and tax id is to be determined, enter original tax ID number, noting in Agent Remarks that new Tax IDs are pending. This allows for accurate DOM and CDOM calculation. For multiple tax IDs, see below

Additional Tax IDs – for parcels with multiple tax IDs, enter any additional tax IDs in this field

TAXES – enter amount of taxes for current tax year. If property is being divided and tax amount is unknown, enter 0 in this field and note in Agent Remarks that tax amount is TBD (*to be determined*)

TAX YEAR – enter year most current tax information is available

AREA – select correct MLS area (Hayward Schl District, EC-Southside, etc)
> *Note 1: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area*
> *Note 2: See Appendix II for definition*

SCHOOL DISTRICT – Area field **MUST be completed prior** to completing this field. Picklist is dependent on area chosen in Area field (*If Area is 59-Douglas County, school district choices are Maple, Solon Springs, South Shore, Superior or Webster*)

FARM PROPERTY TYPE – select appropriate type from picklist (hobby, operating)

Sec/Twp/Rng – enter in the following format: S___/T___/R___ (S13/T24/R8, etc)

APX YR BUILT – if year built is unknown, enter **1500**

BEDROOMS – enter number of bedrooms from picklist
> *Note: See Appendix III & IV for explanation/clarification*

FULL BATHS – enter number of full baths (*sink, stool, and **either** tub or shower*) from picklist
> *Note: See Appendix III & IV for explanation/clarification*

PARTIAL BATHS - enter the number of partial baths (*sink and stool **only***) from the picklist
> *Note: See Appendix III & IV for explanation/clarification.*

GARAGE TYPE – enter garage type (attached, detached, etc) from picklist

GARAGE CAPACITY – enter number of stalls (1,2,3, etc) from picklist

Home Dimensions – enter **exterior** measurements of home. If home is rectangular or square enter dimensions only in the first two fields (24x40, etc) *and leave remaining fields blank*. If home is *not* rectangular or square (L-shaped, addition has been added, etc), additional measurements can be added in second measurement field (24x40 + 12x14, etc)

Lot Size – enter size of lot. If lot is rectangular or square enter dimensions only in the first two fields (100x160, etc) *and leave remaining fields blank*. If lot is *not* rectangular or square (L-shaped, etc), additional measurements can be added in the second measurement field (100x160 + 60x80, etc)

APX FIN ABOVE GRADE – include finished, heated space only
> *Note: See Appendix III & IV for explanation/clarification*

APX FIN BELOW GRADE - include finished, heated space only
> *Note: See Appendix III & IV for explanation/clarification*
> **NOTE:** APX FIN (total) SQFT and APX UNFIN (total) SQFT are *automatically calculated from the numbers entered above* and appear only on displays, not in add/edit screens.

ACREAGE – enter total number of acres (**Note:** decimal point is in place for amounts such as 40.3) *(hint: divide lot size sq ft by 43.560 for acreage)*

Tillable acreage – enter number of tillable acres

Pasture acreage – enter number of acres in pasture

Wood acreage – enter number of wooded acres
> **Note: Total acreage** is auto-calculated and appears on displays, not on add/edit screens

Farm Equipment/Fixtures – enter any farm equipment/fixtures (hay elevator, arena, etc) that are included in listing contract

Common Y/N – is there a common area? Answer Yes or No

WATERFRONT Y/N – is this waterfront property. Answer Yes or No
> **Note: *must have water frontage or direct access** (including easement rights) to water to answer Y (Yes). If field is marked Y, all waterfront related fields that follow are required.*

Seasons – select 3-season or 4-season from picklist

Wtr Frt Ft – enter number of feet in frontage

Lake Size – enter lake size in acres
Lake Depth – enter maximum depth of lake, for rivers enter 0 (zero)
>   *Note: Lake information can be located at http://dnr.wi.gov/lakes/maps/*

Lake/River Name – enter **name** <u>ONLY</u> of the body of water ONLY. Do NOT include such words as LAKE, RIVER, CREEK, POND, etc in this field. Two or more names to be separated by forward slash (/) (ie: Abe/Big) with no spaces
Lake Association Y/N- Is the property part of a lake association? Answer Yes or No
Waterfront Type – select type (lake, pond, creek, river, etc) from picklist
Own Frntg Y/N – does seller own the frontage? Answer Yes or No
Water View- If there is only a view of the water, select from picklist (Lake View, River View, Waterfront View)
Slope- If there is a slope to the waterfront, select from picklist (Gradual, Level, Steep)
Road Between Waterfront- Is there is a road that goes between the water front- Y/N
WATERFRONT ELEVATION STEPS- What is the waterfront elevation level (Low 0-15, Medium 16-35, High 36+)
Waterfront Access Y/N – is there access to waterfront
Waterfront Access Type – Covenant/Shared, Exclusive Easement, Owned Frontage
CONDITION REPORT Y/N– condition reports for all properties (*except when not required by law*) **shall** be uploaded as listing supplement
Restrictive Covenants Y/N– are there restrictive covenants? Answer Yes or No*
>   **Any other supporting documents related to the property (CSMs, floor plans, aerial maps, etc) may uploaded as a listing supplement*

Leased Y/N – is any acreage leased? Answer Yes or No
Gov Prgms – list any government subsidy programs that may apply
Lease Desc – briefly describe leases, if any

Seller Financing Y/N – Answer Yes or No
Seller Fin Remarks – enter brief comment
VOW Y/N – if seller *directs the listing broker* not to advertise the listing *anywhere on the Internet*, including the listing broker's website, answer No; if seller wants their listing to appear on internet sites, answer Yes
VOW AVM Y/N – If seller does not want their property compared to other properties on a VOW AVM (automated valuation marketing) answer No; if the seller has no objections, answer Yes
VOW Blog Y/N – if seller *does not* want other consumers to comment on their property on a VOW blog, answer No; if seller has no objections, answer Yes
Internet Address Display Y/N – if seller wants their property address displayed on internet sites, answer Yes; if not, answer No
Realtor.com Y/N – should listing appear on http://realtor.com? Answer Yes or No
Syndication – MLS sends listing data to other websites at the direction of the listing broker; select sites listing data should go to from the picklist
IDX Y/N – should listing appear on other broker web sites as part of IDX? Answer Yes or No
IDX Public Comments Y/N – will seller allow consumers to post comments on their property on a broker IDX site, if broker allows public comment answer Yes or No. Note: *Default answer is No.*

Virtual Y/N – is there a virtual tour available of the property? Answer Yes or No
Virtual Tour URL – if Yes, enter web address (http://_____) of the virtual tour only. *Virtual tours must be unbranded (no contact information, no agent photos, etc).* **YouTube** virtual/video tubes are prohibited from being published through the MLS. *Channel creation and/or surrounding ads violate the no-self-promotion rule of the MLS.*

FEATURES Tab
Features in mustard yellow are required and must be completed before the system will successfully Save the listing and assign an MLS number (*do not exceed the maximum number of choices for each coded feature listed*)
Basement, COOLING, Driveway, ELECTRIC, Excluded, EXTERIOR, FARM SUB-TYPE, Fireplace, Foundation, FUEL SOURCE, HEATING, Included, New Construction, Occupancy, Outbuildings, Patio/Deck, SEWER, SHOWING INSTRUCTIONS, SOIL TYPE, TERRAIN, WATER, Water Heater, Zoning.

<div align="center">**DIRECTIONS/REMARKS/LEGAL Tab**</div>

DIRECTIONS – *enter starting point* (From Hayward", "From intersection of 1st St & Main St", etc) then directions to property (Hwy B, left on Main, right on 1st) *MLS Rules require directions*

Agent Remarks – *not intended for Public Use*. Use to describe showing procedures (*don't let cat out, lockbox located on side garage door, etc*)

Secure Showing Instructions – enter any confidential regarding showing of the property; content in this field is displayed only in ShowingTime

Public Remarks – Comments *will appear* on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have been noted previous fields. Use Remarks to enhance property (perennial gardens, outdoor lighting, private entrance, etc) not re-state number of bedrooms, baths, acreage, etc

Legal Description – enter legal description of the property

Listings in Other MLSs Y/N – if this property appears in neighboring MLSs (Northstar, etc) answer Y (Yes). If not, answer N (No).

Other MLS Listing #s – if property is listed in another MLS, enter the listing number(s) separated by commas, if more than one

<div align="center">**AGENT INFORMATION Tab**</div>

LIST AGENT – auto-completes when List Agent Name is selected

LIST AGENT NAME – auto completes when List Agent is entered. *Do **NOT** use HOUSE AGENT.* (*MLS Rules & Regs Section 1.2 **require** listing agent's name*)

LIST OFFICE ID – auto completes when List Agent is entered

LIST OFFICE NAME – auto completes when List Agent is entered

CO-LIST AGENT – Must be a member of NWWMLS

CO-SELL AGENT- Must be a member of NWWMLS

_____

<div align="center">***LEASE/RENT Directory***

All fields in CAPITALS are required</div>

<div align="center">**GENERAL Tab**</div>

LIST PRICE – enter the ***monthly*** rent or lease amount being charged in *full dollar amount* (150000, etc) *no dollar ($) signs, commas or periods*

LIST DATE – list date of contract

EXPIRATION DATE – expiration date of contract

LEASE Y/N – is property available for lease? Answer Yes or No

RENT Y/N – is property available for rent? Answer Yes or No

COMPENSATION Y/N – is compensation is being offered to a cooperating broker? Answer Yes or No

COMPENSATION SCHEDULE Y/N – have details of compensation, lease type/terms, etc been uploaded to the MLS? Answer Yes or No

ELECTRONIC CONSENT Y/N – does seller agree to all three of the following conditions, 1) the use of electronic documents, 2) email delivery <u>and</u> 3) electronic signatures? Answer Yes or No.

OWNER – owner's name **MUST be entered**. If property is bank owned, owner's name may be entered as CORPORATE. *This is the ONLY exception*

STREET NUMBER – house or fire number of property

Street Directional – if street address contains a direction (North First St), select appropriate direction (N = North, S = South, SE = Southeast, NW = Northwest, etc) from picklist

Street Type – select appropriate street type (avenue, court, road, street, etc) from picklist. **Unit # -** if property is a condo and has a Unit number, enter the number

Subdivision – if the property is located in a Subdivision, enter the *name* of the subdivision *only*

CITY – *mailing address* of city where property is located

Twp – name of township **only**. Do NOT include township, twsp, twp, etc in this field. There's a separate field for section/township/range information.

COUNTY – select county *property is located in* from picklist

STATE – select state property *is located in* from picklist

ZIP CODE – enter zip code of property's mailing address

AREA – select correct MLS area (Hayward Schl District, EC-Southside, etc)

Note 1: Many MLS areas are defined by school district. If property is located within a school district defined in the MLS, property must be entered in that area
Note 2: See Appendix II for definition

SCHOOL DISTRICT – Area field **MUST be completed prior** to completing this field. Picklist is dependent on area chosen in Area field (*If Area is 59-Douglas County, school district choices are Maple, Solon Springs, South Shore, Superior or Webster*)
SUB-TYPE – enter Commercial or Residential
STYLE – select appropriate style from menu choices (single family, 2-4 family, above 4 family, industrial, office, retail)
STUDENT HOUSING Y/N – is property a student housing facility? Answer Yes or No
Availability date – enter date the property will be available
APX YR BUILT – if year built is unknown, enter **1500**
APX FIN SQFT – *enter total finished square footage*
Acreage – enter amount of acres

Note: *Following fields available for RESIDENTIAL SUB-TYPE only:*

Security Deposit Required Y/N – is a security deposit required? Answer Yes or No
Security Deposit Amount – if a security deposit is required, enter the amount
Handicap Access Y/N – is the property handicap accessible? Answer Yes or No
Coin Laundry Y/N – is there a coin laundry on site? Answer Yes or No
SMOKERS – are smokers allowed? Answer Yes or No
INCOME LIMITED Y/N – is there an income limit for individuals who can occupy the property? Answer Yes or No
Terms – enter the terms of the rental from picklist (mnth to mnth, yearly, other)
Garage Capacity – enter number of stalls (1,2,3, etc) from picklist

Parking – select appropriate style from picklist (garage, off street, on street, other)
Pets - enter the number of pets allowed to reside on the property from picklist (no pets, cats only, cats only + fee, cats & small dogs only, cats & small dogs only + fee, negotiable, other)
   Note : "+fee" indicates pets are allowed but additional fees apply
Bedrooms – enter number of bedrooms from picklist *Note: See Appendix III & IV*
Full Baths – enter number of full baths from picklist (*sink, stool, and **either** tub or shower*)
Partial Baths - enter number of partial baths from picklist (*sink and stool **only***) *Note: See Appendix III & IV*

Note: *Following fields available for COMMERCIAL SUB-TYPE only:*

Lease Required Y/N – is a lease required? Answer Yes or No
Lease Term – enter lease term of the rental from picklist (other, owner occupied, tenant w/least, vacant, varied/multi-tenants)
Current Occupant – if property is occupied, enter name of occupant
Parking Area Capacity – enter dimensions or capacity (60x60 or 120 stalls, etc)
Sprinkler Y/N – is there a sprinkler system? Answer Yes or No.
Sidewall Height – enter height of building's sidewalls
# of Loading Docks – enter the number of loading docks
Service Amps – enter amperage (220, etc) of electric service available
3-Phase Power - select from menu choices (at building, etc)

Virtual Y/N – is there a virtual tour available of the property? Answer Yes or No
Virtual Tour URL – if Yes was entered in above field, enter web address (http://_____) of the virtual tour only. *Virtual tours must be unbranded (no contact information, no agent photos, etc).* **YouTube** virtual/video tubes are prohibited from being published through the MLS. *Channel creation and/or surrounding ads violate the no-self-promotion rule of the MLS.*

FEATURES tab
Features in mustard yellow are required and must be completed before the system will successfully Save the listing and assign an MLS number (*do not exceed the maximum number of choices for each coded feature listed*)

BASEMENT, COOLING, ELECTRIC, EXTERIOR, Exterior Features, FOUNDATION, FUEL SOURCE, HEATING, Interior Features, Rent Includes, Utilities Included, Maintenance Includes, OCCUPANCY, SEWER, WATER, Showing Instructions.

DIRECTIONS/REMARKS/LEGAL tab

DIRECTIONS – *enter starting point* (From Hayward", "From intersection of 1st St & Main St", etc) then directions to property (Hwy B, left on Main, right on 1st) *MLS Rules require directions*

Agent Remarks – *not intended for Public Use*. Use to describe showing procedures (*don't let cat out, lockbox located on side garage door, etc*)

Secure Showing Instructions – enter any confidential regarding showing of the property; content in this field is displayed only in ShowingTime

Public Remarks – Comments *will appear* on IDX and are intended for Public information. Do NOT repeat number of bedrooms, baths, acreage, etc. These details have been noted previous fields. Use Remarks to enhance property (perennial gardens, outdoor lighting, private entrance, etc) not re-state number of bedrooms, baths, acreage, etc

Legal Description – enter legal description of the property

Listings in Other MLSs Y/N – if this property appears in neighboring MLSs (Northstar, etc) answer Y (Yes). If not, answer N (No).

Other MLS Listing #s – if property is listed in another MLS, enter the listing number(s) separated by commas, if more than one

AGENT INFORMATION Tab

LIST AGENT – auto-completes when List Agent Name is selected

LIST AGENT NAME – auto completes when List Agent is entered. *Do **NOT** use HOUSE AGENT.* (*MLS Rules & Regs Section 1.2 **require** listing agent's name*)

LIST OFFICE ID – auto completes when List Agent is entered

LIST OFFICE NAME – auto completes when List Agent is entered

CO-LIST AGENT – Must be a member of NWWMLS

CO-SELL AGENT- Must be a member of NWWMLS

Revised 9/2016, 11/2017
APPENDIX I

Street Name Data Entry Standards

To create accurate property history and complete/successful search results, please follow the *Data Entry Standards* listed below:

Do NOT include periods or other punctuation/symbols* (commas, apostrophes, pound signs, etc***) in any street name***

Lot Numbers: enter Lot, then space, then lot number (i.e.: Lot 1)

No Lot Numbers: if there is no number in the address, or no lot number, enter **0** (zero) in the address Number field. Do **NOT** enter **x, xx, xxx**; do **NOT** enter the acreage amounts.

Street NAMES should be spelled out in their entirety.

County Road should be spelled out in its entirety.

Numbered streets (ie: First St) should be entered as only numbers: 1st, 2nd, 3rd, 4th, etc. In the event that a numbered street name includes fractions, please enter the number, followed by a space, then the fraction: 27 ¼

Streets with Directions (ie: 123 North Raven Ave). The house *number* 123 is entered in the Number field, the street *Direction* (North) is entered as N in the **Dir** field, Raven Ave is entered in the *Street* field.

Section/Township/Range: enter **S** for *section*, then the **section number**; enter **T** for township, then the **township number**, enter **R** for range, then the **range number**; separate *each* by a forward slash (/) as follows: **S12/T24/R13**)

Revised 9/2016
APPENDIX II

MLS AREAS
Numeric Order

Areas

Definition of properties located within: **(schl dist=SCHOOL DISTRICT)**

01   **EC Schl/Northside**
Eau Claire schl dist; E/NE of Eau Claire & Chippewa rivers

02   **EC Schl/Southside**
Eau Claire schl dist; S of Eau Claire & Chippewa rivers; N of I-94 *(N of I-94 description added 8/2010)*

03   **EC Schl/Westside**
Eau Claire schl dist; W/NW of Eau Claire & Chippewa rivers; Town of Union E/NE of I-94 *(Town of Union description added 6/2011)*

04   **Altoona Schl/City**
Altoona schl dist within Altoona city limits

05   **EC Schl/Out**
Eau Claire schl dist outside Eau Claire city limits

06   **Altoona Schl/Out**
Altoona schl dist outside Altoona city limits

07   **EC Cnty/All Others**
Eau Claire county in schl dist other than Eau Claire (Mondovi, etc)

08   **Chippewa Falls Schl/City**
Chippewa Falls schl dist within Chippewa Falls city limits

10   **Pep, Buff, Trem**
Pepin, Buffalo, and Trempeauleau counties

11   **Jk, Mn, Ver, La**
Jackson, Monroe, Vernon and LaCrosse counties

12   **Chippewa Falls Schl/Out**
Chippewa Falls Schl Dist outside Chippewa Falls city limits

13   **Chippewa Cnty**
Chippewa County in schl districts other than Chippewa Falls (Bloomer, etc)

15   **Menomonie Schl/City**
Menomonie Schl Dist within Menomonie city limits

16   **Menomonie Schl/Out of City**
Menomonie Schl Dist outside Menomonie city limits

19   **Elk Mound/Colfax**
Elk Mound/Colfax schl dist

20   **Dunn Cnty/All Others**
Dunn County schl districts other than Menomonie (Boyceville, etc)

21   **St Croix & Pierce**
St Croix and Pierce counties

28   **Flambeau Schl Dist**

Flambeau schl district

29   Taylor & Clark
Taylor and Clark counties

30   Chetek-Weyerhaeuser
Chetek-Weyerhaeuser schl dist

31   Cameron Schl Dist
Cameron schl dist

32   Barron Schl Dist
Barron schl dist

33   Rice Lake Schl/City
Rice Lake schl dist within Rice Lake city limits

34   Rice Lake Schl/Out
Rice Lake schl dist outside of Rice Lake city limits

35   Barron/All Others
Barron county (Prairie Farm, Clayton, etc)

APPENDIX II _cont_

36   Cumberland Schl Dist
Cumberland schl dist

37   Turtle Lake Schl Dist
Turtle Lake schl dist

38   Polk Cnty
Polk County other than Turtle Lake schl dist (Osceola, Unity, etc)

40   Spooner Schl/City
Spooner schl dist within Spooner city limits

43   Shell Lake Schl/City
Shell Lake schl dist within Shell Lake city limits

44   Shell Lake Schl/Out
Shell Lake schl dist outside of Shell Lake city limits

45   Spooner Schl/Out
Spooner schl dist outside Spooner city limits

46   Hayward Schl Dist
Hayward schl dist

47   Birchwood Schl
Birchwood schl dist

48   Park Falls Schl Dist
Park Falls schl dist

49   Phillips Schl Dist
Phillips schl dist

50   All Others Sawyer
Sawyer County other than Hayward schl dist (Winter, Glidden, etc)

51   Ladysmith Schl
Ladysmith schl dist

52   Phillips/Price
Phillips & Price counties other than Park Falls & Phillips schl dist (Prentice, etc)

53   Siren Schl Dist
Siren schl dist

54   Burnett Cnty/Out
Burnett County (Grantsburg, Webster, etc)

55   All Others Rusk
Rusk County (Bruce, Lake Holcombe, etc)

56   Drummond Schl Dist
Drummond schl dist

57   Ashland/Bayfield
Ashland and Bayfield counties

58   Northwood Schl
Northwood schl dist

59   Douglas Cnty

Douglas County (Solon Springs, etc)

60   All Other WI Prop
        Other WI properties (Appleton, Marshfield, etc)

61   All Other States
        States contiguous (bordering) to WI (Minnesota, Iowa, Illinois)Revised 9/2016
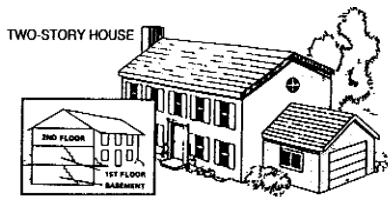

APPENDIX III

ABOVE/BELOW GRADE GUIDELINES

**100% of the floor level must be Above Grade for any of that level to be Above Grade**
NOTE: If property includes additional living space (garage apartment, guesthouse, cabin, etc) please note Above/Below Grade Square Footage in the listing Remarks.
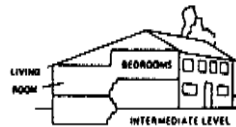

TWO STORY HOUSE:

The 1st floor AND the 2nd floor are **Above Grade** & finished rooms in the basement are **Below Grade**.
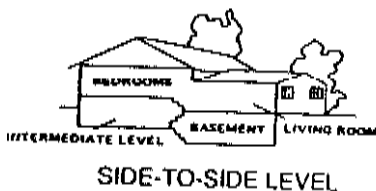

SPLIT ENTRY HOUSE:
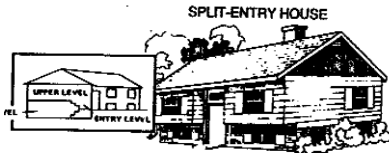
In a bi-level (or split entry) the upper level is **Above Grade** & the lower level is **Below Grade**.

SPLIT LEVEL HOUSE:

BACK-TO-FRONT SPLIT-LEVEL

In the example above, bedrooms, living room and intermediate levels are **Above Grade**. Intermediate level is *at or above ground level*. Basement level is located *below ground level* and therefore **Below Grade**.

SIDE-TO-SIDE LEVEL

In example above, bedrooms and living room are **Above Grade**. Intermediate and basement levels have rooms located *below ground level*, therefore intermediate and basement levels are **Below Grade.**

APPENDIX IV

NWW MLS Guidelines for Reporting
Square Footage, Bedrooms, Baths

1. Measurements should be taken from the exterior of the house.

2. Square footage should include heated, finished areas only.

3. Enclosed porches, breezeways, etc., should be included in the Apx Fin Above or Below Square Footage fields *only* if heated and finished similar to the remainder of the house. Unheated or unfinished areas should be reported in the Apx Unfin Above or Below Square Footage.

4. Square footage should only include the area where *ceiling height is a minimum of 5'* (1.5 story or A-frame houses, for instance). Any part of the upper level with a ceiling height of *less* than 5' should **NOT** be included in the square footage.

5. Lower levels of bi-level, split level or walkouts should **NOT** be included as Above Grade Square Footage - they should be listed in Below Grade Square Footage.

6. Finished Below Grade Square Footage should include only areas that are finished in a style similar to the rest of the property and is *below grade. If an area is below grade and not finished or heated*, it should be reported in the Unfinished Below Grade square footage field.

7. Finished lower level bedrooms which meet state building code, occupancy requirements, (*adequate windows, egress*) may be included in the total number of bedrooms and should be included in Below Grade Square Footage.

8. A walk-through bedroom (*a room off another bedroom with no other access*) can be included in square footage fields **but not counted as a bedroom**.

9. A **FULL** bath has a sink, toilet and **either** a shower or tub. Baths with **only** a stool and sink are considered **HALF** baths. Any room with *less than* a stool and sink (stool, shower or sink only) should *NOT* be counted as a part bath but may be mentioned in the Remarks.

1 and 2 story houses

Include only areas with 5' or more ceiling heights in AG square footage on 1.5 story or A-Frame houses.

26