



How to enter Boat Docks in to the Database

Before you enter the dock, **it must have a separate parcel/tax ID assigned**. If it does not the dock is not considered real property and cannot be listed in the Regional MLS database.

Once you have verified the dock has a parcel/tax ID, you would **enter it in the Land category** (LND). Proceed with entering all the required fields. When you get to **Sub Type enter Other (O)**. Enter the next 5 fields as follows:

Price/Acre = 0
Price/Sq Ft = 0
Lot Size = width and depth of dock
Acreage = 0
Waterfront = Y

Continue to enter the required fields. If the parcel contains more than one dock enter the quantity in the # of parcels field. The next eight (8) required fields should be entered as follows:

Style = K Boat Dock
Location = applicable code
Lot Description = < ¼ acre
Develop Status = Recorded Plat
Improvements = S None
Utilities = applicable codes
Utilities Onsite = applicable codes
Waterfront Description = applicable codes

Enter the remaining required fields with the appropriate codes. While Boat Services is not required for Land, the applicable codes should be entered when entering a boat dock.

If you have any questions, please contact the Help Desk at 561-514-6438.