



LISTING INPUT GLOSSARY

RMLS Rules and Regulations

Listings submitted to RMLS shall follow the specific data requirements of the Listing Input Form and shall be complete in every detail. Any listing submitted into the RMLS Database is subject to the Rules upon signature of the seller. **All Participants are required to submit documentation such as the listing agreement, and any modifications to the listing agreement, within two (2) business days if requested by a staff member of RMLS.** The Regional MLS Rules and Regulations can be downloaded at

http://www.rmlsfl.com/pdf/Rules_Regs.pdf

*** identifies this as a required field for residential listings**

Status: Indicates the availability or contract change of subject property:

Note that only one active (NPH, NEW, ACT, PCH, BOM, CTG, TMP, or PND) listing for each property may be entered into the data base at the same time. Only properties which are offered both for sale and for rent may be in the MLS at the same time without prior approval of the MLS. *See Rules and Regulations 4.5*

- 1. NPH (No Photo):** Default status upon initial entry of listings until a photograph is uploaded to listing. RMLS Rules are that you have 5 business days from entry to upload a front exterior photo of the subject to the listing before any notices are sent.
- 2. NEW:** Status from the time a photo is uploaded into the listing until it converts to Active on the 10th day. *Note: Upon completion of the 10th day of the "NEW" entry, the system status will automatically convert to "ACT".*
- 3. ACT (Active):** Indicates that the subject property is available for purchase.
- 4. PCH (Price Change):** Indicates an increase or decrease in the list price.
Note: Upon completion of the 10th day of the "PCH" entry, the system status will automatically convert to "ACT".
- 5. BOM (Back on Market):** Indicates that the subject property that has been unavailable is now available.
Note: Upon completion of the 10th Day of the "BOM" entry, the system status will automatically convert to "ACT".
- 6. CTG (Contingent) :** Indicates that the subject property is available for showings and will accept backup offers. This Status identifies that the subject is under contract through agreement between buyer and seller but the contract is contingent on some additional action (Sale of another property, Third Party approval, Inspections, financing approval, etc)
Note: Upon midnight of the expiration day the system will automatically convert "CTG" listings to "EXP"
- 7. TMP (Temporarily Off Market):** Indicates that the subject property is temporarily unavailable but that the Listing agreement is still enforced. Listings may only stay in this status for a maximum of 90 days. Brokers should retain written approval/agreement from seller to this action.
Note: Upon midnight of the expiration day the system will automatically convert "TMP" listings to "EXP"

- 8. PND (Pending):** Indicates that the subject property is under terms of contract and all contingencies if any have been met and listing is awaiting closing.
- 9. EXP (Expired):** Indicates the listing agreement between the owner and Participant (Listing Broker) has ended.
- 10. WTH (Withdrawn):** Indicates that the listing agreement between the owner and Participant (Listing Broker) has been terminated prior to the expiration date. **Owner agrees to abide by financial obligations as termed in the listing agreement.** Broker should retain written approval/agreement from seller to this action.
Note: Upon midnight of the expiration day the system will automatically convert "WTH" listings to "EXP"
- 11. CAN (Cancelled):** Indicates that the listing agreement between the owner and Participant (Listing Broker) has been terminated prior to the listing agreement expiration date. Participant (Listing Broker) agrees to release owner of any financial obligations. Broker should retain written approval/agreement from seller to this action.
- 12. SLD (Sold):** Indicates the terms of the list agreement have been completely executed and the subject property has been successfully brought to close
- 13. RNTD (Rented):** Indicates that the subject property is under a Lease Agreement. Listing should be closed quoting Rental Price on a Rental amount per month basis.
- 14. DUP (Duplicate):** Indicates that this listing is a duplicate which entered the database through the data exchange. Listing which originated in the Regional MLS is given preference and the listing originating in another MLS system is marked Duplicate.

***Area Number:** 4 digit search code used to narrow down the geographic area of the subject property.

Note: Maps can be downloaded at <http://www.rmlsfl.com/downloads/maps.php>

Geo Area: Larger Geographical area containing two or more Area numbers. This is filled in automatically once the area number is chosen.

Note: Maps can be downloaded at <http://www.rmlsfl.com/downloads/maps.php>

***Listing Price:** The full gross listing price of the subject property or monthly rental amount for rentals as per listing agreement. Rental list price should match one of the six rental amount values (furnished or unfurnished: annual, seasonal, or offseason).

***Month Identifiers for Rental Listings:** There are 12 required monthly identifiers on the rental listing profile sheet which are used to communicate if a property is available or not for that month. Furthermore, you are able to identify at what rental amount the owner intends to get for each month. The options are **A**-Annual, **S**-Seasonal, **O**-Off Season, **R**-Rented, and **N**-Not Available

***County Name :** County in which the subject property is located.

***TAX ID (Realist) :** Parcel Control Number as determined by the local Property Appraisers office. Tax ID # should correspond with the address of this listing. Tax ID # should be entered without any dashes.

Note: Links to Realist Property Records sites in the RMLS jurisdiction and surrounding counties can be accessed at http://www.rmlsfl.com/business_tools.php

***Parcel ID:** See Tax ID (Realist)

***Address (5 Separate Required Fields):**

1. Street Number: Number of the subject property's physical address.

2. Street Directional : Direction of the subject property's physical address. (N, S, E, W, Etc.)

3. Street Name: Name of the subject property's physical address.

4. Street Suffix: Suffix of the subject property's physical address. Ex: St, Av.

5. Unit Number: Unit Number of the subject property's physical address. (Required for Condominiums)

***City:** Name of the city in which the subject property is located.

***Zip Code:** Postal zip code for the subject property

Zip Plus 4: Additional digits that determine a more precise location

State: Default State of FL

Note: Listings outside of the state of Florida should be verified for entry eligibility with the RMLS Compliance Department.

***List Agent ID:** 8 digit User ID aka RMLS ID. *Note: The List Agent ID defaults to User ID.* List Agent is the primary person responsible for data accuracy of the listing. List Broker has ultimate responsibility to ensure data accuracy.

List Agent Name: First and Last Name of the List Agent which automatically populates from the List Agent ID.

Note: This field is only modifiable if specific input privileges have been granted. For additional information on privilege options, please contact the Professional Services Department.

List Agent E-mail: Default e-mail address associated with the email which is in your personal settings of MLXchange. This is the email that any notice regarding data accuracy will be sent.

List Agent Phone: Default phone number attached to the List Agent ID subscriber record.

Note: All the phone number and e-mail fields may be manually changed per listing

List Agent Home Phone/2nd Phone: Default phone number attached to the List Agent ID subscriber record.

List Agent Phone Type: Designation of Phone Number (Home, Cell etc)

***List Office ID:** Default office ID associated with the List Agent ID. List Office identifies the broker who is responsible for the data accuracy of the listing.

List Office Name: Default office name associated with the List Office ID

List Office Phone: Default phone number associated with the office record

List Agent Phone Ext: Applicable phone extension for the office ID phone number

List Office Fax: Default fax number associated with the office record.

List Agent 2 ID (aka Co-List Agent): 8 digit User ID aka RMLS ID of co-list agent. Co-list agent must be an active subscriber of Regional MLS.

List Agent 2 Name: First and last name of the co-list agent; which will automatically populate from the List Agent 2 ID

List Office 2 ID: Default office ID associated with the List Agent 2 ID. Co-list office must be an active Participant of Regional MLS.

List Office 2 Phone: Default phone number associated with the office record.

List Office 2 Name: Default office name associated with the office record

***List Date:** Effective Date of the listing agreement

Note: Listings must be entered into the system within two business days.

***Expire Date:** Termination date of the listing agreement; upon midnight of the indicated expiration date the system will automatically reflect the status of EXP (expired). Listings in the pending, sold or rented status will **not** revert to expired.

***Owner Name:** Name of the present owner(s). The owners name must be entered as it appears in the public records. You may use the term "Withheld" or "Owner of Record" with written permission of the owner. This document must be presented to RMLS upon request with in 2 business days.

Owner Phone: Phone number for the owner(s)

***Commissions:** Compensation paid to the Co-broke office associated with the sale of the subject property:

Note: RMLS requires that an entry of a specific dollar amount greater than "0", a percentage rate greater than "0", or a combination thereof must be in one of the commission fields to be eligible for entry in the MLS database.

See Compliance Guidelines Section 2 (e).

- 1. Comm/Non Rep (Commission/Non-Representation):** Applicable commission to be paid to the non-representing agent.
- 2. Comm/Buyer Agent (Commission/Buyer Agent):** Applicable commission to be paid to the Buyer's Agent.
- 3. Comm/TransBrk (Commission/Transaction Broker):** Applicable commission to be paid to the Transaction Broker.

Bonus: Compensation paid in addition to the specified commission

***Listing Type:** Terms of agreement between the Participant (Listing Broker) and Seller:

- 1. ER (Exclusive Right to Sell):** Participant (Listing Broker) is granted the exclusive right to earn a commission by representing the owner and bringing a buyer either through another brokerage or directly. The owner pays both the listing and selling broker fees. The owner is prohibited from selling the subject property him/herself without paying a commission to the listing broker.
- 2. EB (Exclusive Brokerage aka Exclusive Agency):** Allows the owner to sell the subject property. Owner is unrepresented and therefore is responsible for paying the commission to only the buyers representative
- 3. ER EX (Exclusive Right to Sell with Exceptions):** Participant (Listing Broker) is granted the exclusive right to earn a commission by representing the owner and bringing a buyer either through another brokerage or directly. The owner pays both the listing and buyers representative commissions. The owner is prohibited from selling the subject property him/herself without paying a commission to the listing broker unless an exception is indicated in the listing agreement. The term "Exception" normally refers to the list broker allowing an individual who has expressed interest in the property "X" number of days to produce a contract directly with the owner without the owner owing a commission to the list broker.
- 4. EB EX (Exclusive Brokerage aka Exclusive Agency with Exceptions):** Allows the owner to sell the subject property. Owner is unrepresented and therefore is responsible for paying the commission to only the buyer's representative. Exceptions are indicated in the listing agreement. The term "Exception" normally refers to the list broker allowing an individual who has expressed interest in the property a specified number of days to produce a contract directly with the owner without the owner owing a commission to the list broker.

5. ER LS (Exclusive Right to Sell with Limited Service): Participant (Listing Broker) is granted the exclusive right to earn a commission by representing the owner and bringing a buyer either through another brokerage or directly. The owner pays both the listing and selling broker fees. The owner is prohibited from selling the subject property his/herself without paying a commission to the listing broker. The limitations of service are defined in the listing agreement.

6. EB LS (Exclusive Brokerage aka Exclusive Agency with Limited Service): Allows the owner to sell the subject property. Owner is unrepresented and therefore is responsible for paying the commission to only the buyer's representative. Limitations of Service are defined in the listing agreement.

***Listor Agency:** Obligations under which the owner/buyer will be represented:

- 1. SNGAGT (Single Agency):** Is a broker/associate who represents a buyer or seller but not both in the same transaction. Single Agency includes the following obligations to the client
 - a. Dealing Honestly and Fairly:** (The broker/associate should not have any interests that are contrary to those of the client)
 - b. Loyalty:** The broker/associate must be aware and avoid all occurrences that would breach the trust and loyalty of the client.
 - c. Confidentiality:** A broker/associate cannot reveal to a third party private or personal info that may lessen the client's bargaining position.
 - d. Obedience:** The broker/associate must act in good faith and abide by all the client's lawful instructions and or requests. If a principal should unlawfully instruct a buyer or seller, the broker/associate should inform the client about the unlawfulness of his/her request. If the client does not change the instruction it is advised to withdraw from his/her relationship.
 - e. Full Disclosure:** the broker/associate must keep the client informed (at all times) of anything that could possibly affect the transaction or value of the property.
 - f. Accounting for all Funds:** The broker/associate must be able to explain and track all funds accepted on behalf of their client.
 - g. Skill Care and Diligence in the Transaction:** the broker/associate should be able to supply the client with answers or the resources to answer any issues that may arise during a transaction.
 - h. Presenting all Offers and Counteroffers:** Offers/counteroffers must be presented in a timely manner (timely manner as defined by Real Estate is usually immediately unless otherwise directed by the client).
- 2. NONREP (Non Representation):** Neither Buyer nor Seller are represented by a brokerage until they engage in an authorized brokerage i.e., transaction brokerage or single agency relationship. The duties of a no brokerage relationship include
 - a. Dealing honestly and fairly
 - b. Disclosing all known facts that materially affect the value of the property not readily observable to the buyer.
 - c. Accounting for all funds entrusted to the licensee.

3. TRANBK (Transaction Broker) : Is a broker/associate who provides limited representation to a buyer, seller or both. In a transaction brokerage relationship the buyer or seller is the “customer”. Duties of a transaction broker are:

- a. Dealing honestly and fairly
- b. Accounting for all funds
- c. Using skill, care and diligence
- d. Disclosing all known facts that materially affect the value of residential property that are not readily observable by the buyer
- e. Presenting all offers/Counteroffers in a timely manner
- f. Limited Confidentiality, unless waived in writing by a third party.
- g. Anything else that is mutually agreed to by all parties involved in the transaction.

***Var Dual Rate YN (Variable or Dual Rate Yes/No):** This form of compensation is one in which the seller agrees to pay a specified commission if the property is sold or leased by the listing broker without assistance and a different commission if the sale or lease results through the efforts of a cooperating broker.

See MLS RULES AND REGULATIONS, Section 5.3, Dual or Variable Compensation Agreements for additional obligations

***Sub Type:** Description of subject property based on construction and physical design, regardless of legal description.

1. S (Single Family Detached): Free standing residential dwelling that does not have common walls.

2. C (Condo or Coop Condominium or Cooperative):

a. Condominium: A group of housing units that share common walls, ceilings and floors. Typically, each individual owns the unit space and areas of common use. The land is typically owned in common by all unit owners.

b. Coop (aka Cooperative): A group of housing units that share common walls, ceilings and floors. Ownership is not conveyed. In a co-op purchase the buyer becomes a shareholder in a corporation that owns the building. The buyer carries a leasehold interest in the subject unit.

3. T (Townhouse/Row): A row of multi-story homes sharing common walls. Can be attached to other houses with one or both sides sharing common walls, depending on whether the unit is in a center or end position. Townhouses can be grouped together as small units, such as duplexes or triplexes, or they can be a part of a multi-townhouse complex. Ownership includes any areas of common use.

4. V (Villa): Single story residences that have at least one wall attached to a neighboring unit.

5. M (Mobile Home): A dwelling manufactured in a factory and designed to be transported and is semi permanently attached to the land. Mobile homes must be attached to real property and taxed as real property to be listed in the MLS system.

Land Sub Types: – The land Sub Type should correspond with the zoning for the vacant parcel. These options include **A**-Agricultural, **C**-Commercial, **I**-Industrial, **M**-Multi Family, **S**-Single Family, **and O**-Other. Further clarification is made using the Style drop down selection.

***Governing Body:** An entity created through an agreement to manage and maintain the development of homes in development and or subdivision:

- 1. Coop (aka Cooperative):** is usually an apartment building or mobile home park that is owned by a corporation. The shareholders or members of the corporation are entitled to lease one of the apartments / mobile home sites. The proprietary lease is entered between the member and the corporation.
- 2. Condo (Condominium):** This form of ownership can take almost any architectural form. The Declaration of Condominium sets forth the boundaries of a number of units and of the common elements of the association. Typically, a unit consists of the air space bounded by the surfaces of the walls, floor, and ceiling. The property other than the units is the common elements, which typically includes the actual real estate, the buildings themselves, all structural components, the grounds, and exterior areas. In addition to owning the air space that consists of a unit, each unit owner also owns a percentage of the common elements (as tenants in common with all other unit owners) according to the percentages set forth in the declaration.
- 3. HOA (Home Owners Association):** Each member owns his or her own Lot in the same way as a single family homeowner. However, the surrounding common areas are owned by the Association for the benefit of the homeowners. Many of these associations are multi-family housing buildings, such as townhouses, and the association performs exterior maintenance on the buildings. However, a homeowners' association can be a neighborhood association of single-family homes or of a mixed community
- 4. None:** Indicates a lack of presence of any governing body

***HOA (Home Owners Association):**

- 1. V (Voluntary):** Fees not required
- 2. M (Mandatory):** Fees are required
- 3. N (None):** Governing body does not exist fees are not applicable
- 4. Y (Yes):** Association is present

***HOA Amount (Homeowners Association Amount):** Total payable amount to a governing body.

HOA Fee Per (Homeowners Association fee per): Schedule in which the association fees are billed:

- 1. N (None):** Association fees are not applicable
- 2. Mon (Monthly):** Association fees are paid monthly
- 3. Qtr (Quarterly):** Association fees are paid quarterly
- 4. SMYR (Semi-Yearly):** Association fees are paid semi-annual

Application Fee: Total cost for association application

Membership Equity: Exact dollar amount to participate in a developments membership privileges.

Bedrooms: Room attached to the main structure of a dwelling that includes a door that can be closed and a closet. **(NOTE that the Master bedroom dimensions are considered required fields.)**

Full Baths: Room containing a bathtub/shower or both, sink and a toilet

Half Baths: Room containing a sink and toilet (Entering 1 = 1 half bath)

Total Baths: Automatically populates based on the Full Bath and Half Bath entry.

Year Built: Year of **initial** construction of subject property. This should correspond with Year Built in property records.

Year Built Desc (description): This field is used to further clarify the Year Built entry. Options include; New, UC-under construction, RSL- resale, Unk-unkown.

***Liv Area SqFt (Living Area Square Footage):** Heated / Air conditioned Living space, measured by exterior walls not inclusive of exterior attachments i.e. garage, carport, patio or atrium space.

***Total Bldg SF Incl (Total Building Square Footage with Inclusions):** Overall square footage including living Area Square Footage and outdoor attachments i.e. garage, carport, patio or atrium space.

Internet Display:

***Internet Display Y/N:** Gives authority to RMLS to display listing on the Internet to IDX approved sites. This **DOES NOT** provide approval for other subscribers / participants to advertise this listing with out your permission

***Address Display Y/N:** Display listing address on the Internet to IDX approved sites.

***Value Display Y/N:** Seller authorizes an automated estimate of the market value of the listing (or hyperlink to such estimate) to be display in immediate conjunction with the listing of this property on IDX approved sites.

***Comments Display Y/N:** Seller authorizes third parties to write comments or reviews about the listing of the property (or display a hyperlink to such comments or reviews) in immediate conjunction with the listing of this property on IDX approved sites.

Ceiling Fans: Total number of fans affixed to the ceiling

***Garage #:** Total number of vehicles that can be parked in an enclosed shelter which is the exclusive use of the owner of the listed property.

***Carport #:** Total number of vehicles that can be parked in open sided shelter which is the exclusive use of the owner of the listed property.

Parking Space #: Total number of assigned parking spaces to be transferred with the listed property.

***Directions:** Driving directions to the subject property. Driving directions to the subject property should start at the nearest main thoroughfare or intersection. MapQuest, Google map or find it yourself are not acceptable forms of directions. Please refer to 2.j of the Compliance Guidelines

***Subdivision Name:** Name of the subdivision located within a development. Only the legal name or common names of the subdivision are allowed in this field. Names of enclaves within larger developments would be included in this field.

Development Name: Development name. The legal or common name of the Master planned community or development. (IE Abacoa, Traditions, PGA National)

Model Name: Name of model home issued by the developer. NO other information may be placed in this field. If the subject property does not have a specific model name this field should be left blank.

Short Sales:

***Short Sale :** The sale of real estate in which the proceeds from the sale fall short of the balance owed on a loan secured by the subject property.

1. Y (Yes): Subject property is a "Short Sale" property.

2. N (No): Subject property is not a "Short Sale" property.

***Short Sale Addendum:** Florida Realtors® (FR) Agreement that indicates acknowledgement of specific terms related directly to a short sale transaction.

- 1. Y (Yes):** Short Sale Addendum has been signed.
- 2. N (No):** Short Sale Addendum has not been signed.

Multiple Offers Accepted: Notification that multiple offers will be accepted by the Seller on the short sale property

Hardship Package: Typically includes, Letter of Authorization, Preliminary Net Sheet, Hardship Letter, Copies of Bank Statements, CMA, and List Agreement or Purchase and Sale Agreement

- 1. Completed:** Hardship Package has been completed
- 2. Incom (Incomplete):** Hardship Package has not been completed
- 3. Submitted (Submitted):** Hardship Package has been submitted

***Legal 1:** Legal Description of subject property as set forth by the local appraiser's office.

Note: Links to Property Appraiser's sites in the RMLS jurisdiction and surrounding counties can be accessed at http://www.rmlsfl.com/business_tools.php

Legal 2: See Legal 1

***Zoning:** Land use allocation for specific structures and or use of structures:

Note: Links to surrounding county Property Appraiser sites can be accessed at http://www.rmlsfl.com/business_tools.php

- 1. Res (Residential)**
- 2. Com (Commercial)**
- 3. Ind (Industrial)**
- 4. Agr (Agricultural)**
- 5. Other**

***Tax Year:** Year of current assessed tax. This field **should be reviewed every March** for listings that overlap tax postings.

Note: Links to Property Appraiser's sites in the RMLS jurisdiction and surrounding counties can be accessed at http://www.rmlsfl.com/business_tools.php

***Tax Amount:** Total tax amount. This field **should be reviewed every March** for listings that overlap tax postings.

Note: Links to Property Appraiser's sites in the RMLS jurisdiction and surrounding counties can be accessed at http://www.rmlsfl.com/business_tools.php

***Special Assessment:** A tax or fee levied against a property or properties to pay for all or part of improvement that will benefit the property assessed.

Lot Size: Total lot dimension entered in 3 forms (# of Acres, # of Sq Ft, and Width x Length Dimensions)

***Waterfront Y/N:** Direct waterfront property. Yes (Y) identifies that the subject has direct deeded access to water.

Water frontage in feet: Total linear feet of water frontage.

Waterfront Description drop down: Describe the waterfront based on physical location of the subject property. Access to water down the street is not the same as a location directly on a body of water.

View description drop down: Describes the view from the subject property or unit. Example: If the subject building is located on an oceanfront site but you cannot view the ocean from the subject unit then the view description should not be marked as ocean.

Dock #: Pre-assigned dock number. If subject does not have pre-assigned dock # but includes a guaranteed dock space then this should be identified using the drop down: Boat Services and choose either Private Dock (exclusive to unit) or Common Dock (first come)

***Front Exposure:** Direction in which the front portion of the house is faced:

1. N (North)
2. E (East)
3. S (South)
4. W (West)
5. SE (Southeast)
6. SW (Southwest)
7. NE (Northeast)
8. NW (Northwest)

Guest House SqFt (Guest House Square Footage): Living space, measured by exterior walls not inclusive of exterior attachments i.e. garage, carport, patio or atrium space.

***Pool Y/N:** Indicates existence of a private pool for exclusive use to the owners of the subject property or unit.

1. Y (Yes): The property has a private pool.
2. N (No): The property does not have a private pool. This includes community pools within subdivisions that have restricted use to owners within the community.

Building # : Building number of subject unit; commonly associated with the condo, townhouse/row subtype.

Unit Floor Number: Unit or floor number of subject property; commonly associated with the condo, townhouse/ row subtype.

***Pets Allowed:** Specifies applicable pet restrictions. This field should correspond with the entry for the Restriction dropdown.

1. Y (Yes): Pets are allowed
2. N (No): Pets are prohibited -
3. R (Restricted): Pet restrictions apply - Select # or weight limits using Restriction drop down.

***Total Floors:** Total number of floors within the subject property

Total Units in Bldg (Total Units in Building) : Total number of units in the building, including subject property; commonly used in conjunction with the condo subtype.

Total Units in Complex: Total number of units in the complex, condo, subdivision, or development including; the subject property.

Land Lease: Length of time termed in the land lease; commonly associated with the sale of the mobile home subtype.

Recreational Lease: Length of time termed in the recreational lease; commonly associated with the sale of the mobile home subtype.

Minimum Days Lease : Minimum number of allowable days to lease the subject property deemed by the governing body aka HOA.

Lease Times per YR (Lease Times per Year): Number of allowable times that the subject property may be leased within a year deemed by the governing body aka HOA.

Mobile Home: Corresponds to sub type when (M) mobile Home is chosen. Only Mobile homes being sold with real property and taxed as real property to be listed in the MLS system.

Mobile Hm Decal (Mobile Home Decal) : Registration display number as issued by the Florida Dept of Highway Safety and Motor Vehicles

Mobile Hm Serial # (Mobile Home Serial Number): Indicates the manufacturer and state in which the mobile home was manufactured.

Mobile Hm Brand Name (Mobile Home Brand Name): Name of the manufacturing company

DOM: (Days on the Market) Total number of days between List date and closing date on the specific listing. If the property goes off the market and back on, the time is not subtracted from the count. Ex: Listing with List date of 11/21/06 to 2/17/08 = 454 DOM

CDOM: (Cumulative Days on the Market) Cumulative Number of days between List date and Closing date for all listings with matching Tax Id numbers and Category (RES, Rental). CDOM starts over once the property has been off the market for longer than 45 days. Formula = List date through closing date (Expiration Date), minus any off-market time.

EX: Same listing as above: List date of 11/21/06 to 2/17/08 was off market from 10/12/07 to 1/6/08 -83 days = 370 CDOM

Public Remarks: Remarks that are viewable by members of the public, as well as all users of the RMLS system; entries are limited to 225 characters. Public fields do not allow any contact or showing information. Additional remarks containing a maximum of 1,275 characters can be added with an addendum.

Addenda Remarks: An extension of the public remarks field which is viewable by members of the public, as well as all users of the RMLS System, entries are limited to 1275 characters. Since this is also a public field, no contact or showing information may be included.

Broker Remarks: Remarks that are viewable by all users of the RMLS system; entries are limited to 225 Characters. This is where contact information, showing instructions, contract instructions or bonus information may be placed.

Internal Broker Remarks: Remarks viewable only by authorized users affiliated with the List Office ID; entries are limited to 75 characters.