

The Listing Terminology Guide has been provided to assist the FLEXmls user with the definitions that subscribers use when broker loading listings into the program. This guide can also be useful when searching for properties. The term Participant refers to the Broker and Participant refers to the agent who pays dues for MLS services. Note a \* indicates a required field in flexmls.

## *Property Description Definitions*

**\*Street #:** Indicates the number of the property as part of its address.

**Street Dir (directional):** Indicates the direction as part of the property address. Ex: 1 N Main St, N = north

**\*Street Name:** Indicates the name of the street as part of the property address. Note this field should not include the number, directional or street suffix.

**Street Suffix:** Indicates the suffix of the street name as part of the property address. Ex: Circle, Blvd, St etc.

**Street Post Dir (directional):** Same as Street Dir however directional appears after the street name. Ex. 1 Main St N

**Unit #:** Indicates the unit number of the property as part of its address. Note this field should not contain any characters or additional words such as "apt, unit or #."

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

Note: Maps can be found on flexmls.com under Daily Functions tab/flexmls maps then select the Overlays.

**\*Geo Area:** Larger Geographical area containing two or more Area numbers.

**\*Parcel ID - Parcel Control Number:** 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.

**\*List Price or Rental Price:** The full gross listing price of the subject property or monthly rental amount for rentals as per the listing agreement.

- Rental price should match one of the six rental amount values (furnished or unfurnished: Annual, seasonal, or offseason).

**Range Price:** means that rather than a single listing price, the seller has specified a range of prices in which the seller will entertain offers. Note the List Price must contain the high amount of the range and the Range Price must contain the low amount.

**\*Listing Member:** The Listing Agent is the primary person responsible for Data accuracy of the listing. Listing Broker has ultimate responsibility to ensure data accuracy.

**Co-Listing Member:** Co-listing agent must be an active subscriber of BMLS.

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

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

**\*Bedroom:** A 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 Bath:** 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, Un-known.

**\*SqFt – Total (Total Building Square Footage):** Overall square footage including living Area Square Footage and outdoor attachments i.e. garage, carport, patio or atrium space.

**\*SqFt - Living (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.

**SqFt – Guest House (Guest House Square Footage):** Guest House SqFt Living space, measured by exterior walls not inclusive of exterior attachments i.e. garage, carport, patio or atrium space.. Note this amount should not be included in the Living square footage of the main property if this field is entered.

**\*Garage Spaces:** 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 Spaces:** Total number of vehicles that can be parked in open sided shelter which is the exclusive use of the owner of 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.

**\*Subdivision:** 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.

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

**Lot SqFt:** Total lot dimension entered in 2 forms (# of Acres or # of Sq Ft)

**Lot Dimensions:** Indicates the length and width of the lot

**Front Exp:** Direction in which the front portion of the house is facing:

N (North), E (East), S (South), W (West), SE (Southeast), SW (Southwest), NE (Northeast), NW (Northwest)

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

- Residential
- Commercial
- Industrial
- Agricultural
- Other

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

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

**\*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.

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

**Waterfrontage:** Total linear feet of water frontage.

**Waterfront Description:** 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.

- Note Intracoastal indicates when a property sits directly on the Intracoastal Waterway. Properties that are located on an interior canal are not considered intracoastal.

**View:** 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)

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

- **Y (Yes):** The property has a private pool.
- **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.

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

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

**\*Pets Allowed:** Specifies applicable pet restrictions.

- **Y (Yes):** Pets are allowed
- **N (No):** Pets are prohibited
- **R (Restricted):** Pet restrictions apply - Select # or weight limits in Details tab.

**\*HOPA:** Housing for Older Persons Act. Communities with 55+ or 65+ restrictions. For more information:

[http://fchr.state.fl.us/resources/55\\_housing](http://fchr.state.fl.us/resources/55_housing)

- **Yes- Unverified:** HOPA community not verified to be Bona Fide with the state
- **Yes- Verified:** HOPA community verified to be Bona Fide with the state
- **No Hopa:** Not a 55+ or 62+ community

**\*Total Floors/Stories:** 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.

**Ttl 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.

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

**Lease Times p/Year (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 Mfg'd Hm Decal (Mobile Home Decal) :** Registration display number as issued by the Florida Dept of Highway Safety and Motor Vehicles

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

**Mobile Mfg'd 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.

**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.

**\*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 MLS upon request within two business days.

**Any Broker Advertise:** (Found under Miscellaneous) is the broker's expressed permission to allow other agents to advertise their listing. This does not however allow for any manipulation of the listing data and the advertising agent cannot portray the listing as their own or belonging to their office.

## *Status:*

---

**Status - Indicates the availability or contract change of subject property.**

**Act (Active)** - Indicates that the subject property is available for purchase.

*The following are changes within the active status:*

**New** - Status from the time a photo is uploaded into the listing until it converts to Active Status, (10 days).

**PCH (Price Change)** - Indicates an increase or decrease in the list price.

**BOM (Back on market)** - Indicates that the subject property that has been unavailable is now ava

**Active CTG (Active 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.).

**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.

**EXP (Expired)** - Indicates the listing agreement between the owner and Participant (Listing Broker) has ended.

**TMP (Temporary Off Market)** - Indicates that the subject property is temporarily unavailable but that the Listing agreement is still enforced. **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 "TMP" listings to "EXP".

**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 for this action.

**CLD (Closed)** - Indicates the terms of the list agreement have been completely executed and the subject property has been successfully brought to close.

**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.

## *Commissions:*

---

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

**Note:** MLS 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.

- **\*Comm/Non Rep (Commission/Non-Representation):** Applicable commission to be paid to the non-representing agent.
- **\*Comm/Buyer Agent (Commission/Buyer Agent):** Applicable commission to be paid to the Buyer’s Agent.
- **\*Comm/Trans Brk (Commission/Transaction Broker):** Applicable commission to be paid to the Transaction Broker.

**Bonus:** Compensation paid in addition to the specified commission.

**\*Var/Dual Rate (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.

## *Listing Types:*

---

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

**EX Rt (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.

**EX BRK (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

**EX Rt w/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.

**EX BRK w/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.

**EX Rt w/Limit Svc (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.

**EX BRK w/Limit Svc (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.

## *List Off Agency:*

---

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

**1. 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. 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. 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.

## *Property Type:*

---

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

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

**2. 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. Townhouse:** 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. Villa:** Single story residences that have at least one wall attached to a neighboring unit.

**5. Mobile/Manufactured:** 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 Types:*

---

**The land Sub Type should correspond with the zoning for the vacant parcel.** These options include Agricultural, Commercial, Dock, Equestrian, Industrial, and Residential.



## *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

- **V (Voluntary):** Fees not required
- **M (Mandatory):** Fees are required
- **N (None):** Governing body does not exist fees are not applicable

**\*HOA Fee/Month (Homeowners Association fee per):** Indicates the monthly amount of the HOA fees

**\*Application Fee:** Total cost for association application

**\*Membership Equity:** Indicates whether membership is required or not.

## *Remarks:*

---

**Public Remarks:** Remarks that are viewable by members of the public, as well as all users of the RMLS system; entries are limited to 800 characters. Public fields do not allow any contact or showing information. Additional remarks containing a maximum of 10,000 characters can be added in the Supplemental Remarks.

**Supplemental 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 is 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 500 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.

## *Seller Opt Out (Internet Display):*

---

*Note these 4 options are automatically NOT selected when entering a listing, however they can be added at any time in the Change Listing screen.*

- **Seller Directs Listing to be Excluded from Internet:** Selecting this option indicates the seller does NOT want the listing to display anywhere outside of flexmls. This will automatically check the other three options and remove the listing from all internet display including IDX websites, Realtor.com, Zillow.com etc.
- **Seller Directs Address to be Excluded from Internet:** Selecting this option indicates the seller does NOT want the address to display outside of flexmls. This will “hide” the property address from all IDX sites.
- **Seller Directs Listing to Not Be Used in AVMs on the Internet:** Selecting this option indicates the seller does NOT authorize any automated estimate of the market value of the listing (or hyperlink to such estimate) to be displayed in immediate conjunction with the listing of this property on IDX sites. This will automatically remove the listing from Zillow.com because they specifically require AVMs.
- **Seller Directs Listing to Not Allow Comments on Internet:** Selecting this option indicates the seller does NOT authorize any third parties to write comments or reviews about the listing of the property on IDX websites.

*Note these next 3 options are automatically selected when entering a listing, however can be unselected at any time.*

- **Show Address in VOWs:** Selecting this option indicates the address will display on a VOW (Virtual Office Website) Participant’s website.
- **Show Address on Realtor.com:** Selecting this option indicates the address will display on a VOW (Virtual Office Website) Participant’s website.
- **Show Address On IDX:** Selecting this option indicates the address will display on all IDX sites.

## *Short Sales and REOs:*

---

**\*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.

- **Y (Yes):** Subject property is a “Short Sale” property.
- **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.

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

**Multiple Ofrs Acptd:** 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.

- **Completed:** Hardship Package has been completed.
- **Incomplete:** Hardship Package has not been completed.
- **Submitted:** Hardship Package has been submitted.

**\*REO:** Stands for “Real Estate Owned” also known as foreclosure property which means when a home is repossessed by its mortgage lender (a bank, government agency or government mortgage insurer, like the FHA or VA).

- **Y (Yes):** Subject property is a “REO” property.
- **N (No):** Subject property is not an “REO” property.