

SPOKANE ASSOCIATION OF REALTORS®

## MLS/Paragon Reference Manual



**BRING THIS MANUAL WITH YOU  
TO ALL PARAGON CLASSES**

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## GENERAL INFORMATION

### MLS ONLINE SYSTEM

This manual is provided to assist you in utilizing the MLS Online system. Currently the SAR is using Paragon™ provided and maintained by BKFS, a company that has Paragon™ installations throughout the United States and Canada.

Paragon™ is available 7 days a week 365 days a year. Occasional system maintenance is scheduled for the least amount of interruption, with as much advance notice as possible and usually in late evening.

Paragon MLS is a web based solution accessible on many devices. The full list of supported browsers and devices, as well as minimum requirements, can be found in Paragon Help.

### REALTOR® WEBSITES

[www.spokanerealtor.com](http://www.spokanerealtor.com)  
[www.warealtor.org](http://www.warealtor.org)  
[www.realtor.org](http://www.realtor.org)  
[www.homesnap.com](http://www.homesnap.com)  
[sar.paragonrels.com](http://sar.paragonrels.com)

SAR Spokane Association of REALTORS®  
WAR Washington REALTOR® Association  
NAR National Association of REALTORS®  
BPP Homesnap (Broker Public Portal)  
MLS Paragon (*NOTE no www.*)

### GETTING PARAGON HELP OR TECHNICAL SUPPORT

**1<sup>st</sup> stop - SAR Phone Technical Support** 509-326-9222, 8:30 AM to 4:30 PM, Monday – Friday

**Next stop** - In Paragon™ look for the “Help” on the far right of the navigation bar



Paragon offers many options for learning Paragon from Webinars to Videos to Quick Start Guides. Browse these resources for training materials broken down by topics.

BKFS Help Hotline

**1-877-MLS HELP (877-657-4357)**

**Help Hotline hours Pacific time**

4:00 am - 6:00 pm, Monday – Friday

7:00 am – 1:00 pm, Saturday

9:00 am – 1:00 pm, Sunday

Grid Map Location URL: <https://www.spokanerealtor.com/maps/>

From Paragon home page, click “Maps”



# LOGGING ON TO THE SAR WEBSITE & PARAGON™

## Getting Started

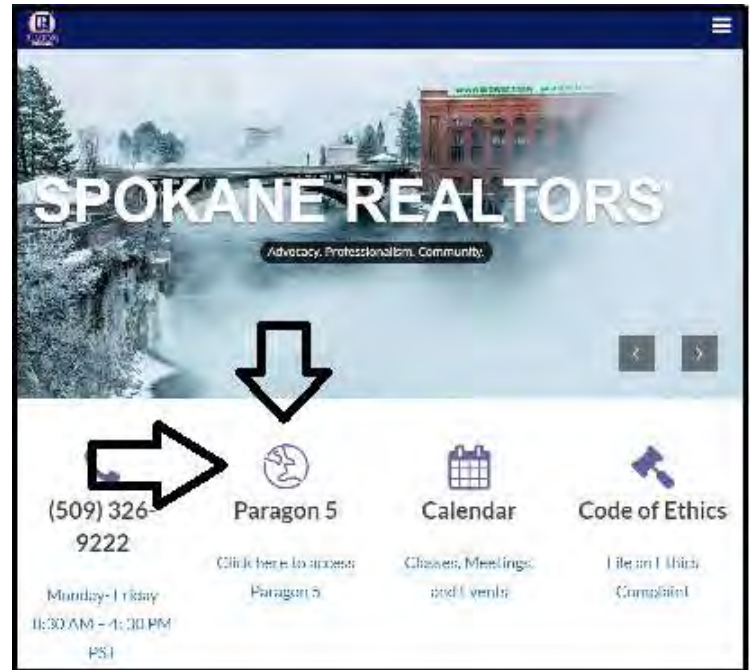
Open your web browser and type in the Address: [www.spokanerealtor.com](http://www.spokanerealtor.com).

### New members:

The Association website contains a number of resources for our members.

Most new members will want to begin by logging in to our MLS system, Paragon. The Quick Links menu includes Paragon 5, which will take you to the MLS login.

Please take time to explore the other resources available here, as well as from your State and National Association sites.



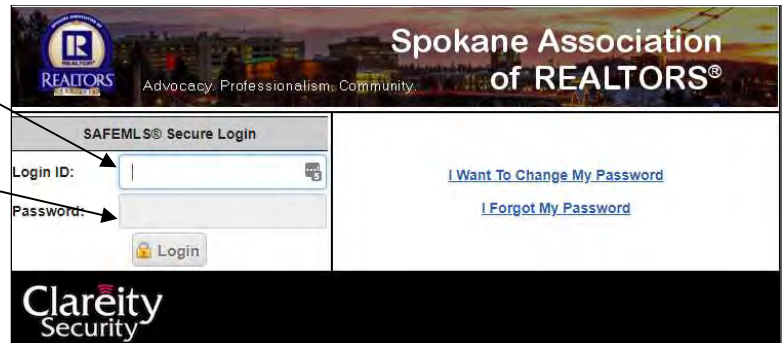
### Paragon™ Login:

Enter your assigned 5 digit MLS ID#

\_\_\_\_\_ (i.e. 12345)

Enter your temporary password.

Your temporary password will be emailed to you. If you have not received it by the morning after joining, please contact our office. The first time you login, you will go through an enrollment process and be able to change your password.



### MLS Dashboard:

The MLS Dashboard connects you to our MLS system, **Paragon**, as well as several other member sites. You will need to sign up to make use of several of these (RPR, TransactionDesk), but once you have the dashboard allows you access without separate user names and passwords.

The SAR Member Resources section connects you to your Association membership for Education, Payments, and Members Only content.

To begin working in Paragon, just select it from the Dashboard. A new tab will open getting you started!



# MLS BASICS

## LISTING REQUIREMENTS

All mandatory listings must be submitted to the Association **by the end of the next business day** after all necessary signatures are received and advertising has begun. Listings and pending or sold status changes, submitted or entered after the deadline may be subject to a late penalty.

Properties in Spokane, Stevens, Whitman, Lincoln or Pend Oreille Counties that are mandatory:

- Single family homes & Condos
- Manufactured homes on real property
- Vacant lots and Acreage
- Two, three and four unit residential buildings

## SAR HOLIDAYS

**These holidays are observed by the MLS and may cause deadlines to be moved one working day ahead. Only working days figure in the MLS's next day reporting requirement.**

Martin Luther King Day	4 <sup>th</sup> of July	Labor Day
Memorial Day	Christmas	Thanksgiving and Friday after
New Years		

## DEADLINES FOR SUBMISSION TO MLS

New listings, status & misc. changes	End of next Business day	
Report of Sold Closed for monthly Volume	First Business day of following month	<b>10:00 a.m.</b>

## EXEMPT or OFFICE EXCLUSIVE LISTINGS (that do not go in the MLS)

When a property owner refuses to permit a Property Data Sheet to be submitted to the Association to put the listing on the MLS (in Paragon), an Exempt Listing form must be submitted to the MLS **signed by the Listing Broker, Participant (if different from listing broker) and the seller** stating the address, **by the end of the next business day**. See MLS Rules & Regulations, Section 1.4, Exempt Listings. NOTE: Volume credit is not given on exempt listings.

## COMPENSATION REMINDER

Members of the Spokane Association of REALTORS® are reminded that all compensation for the professional services of a real estate broker is negotiable between the Broker and his or her client.

There are no recommended compensation rates, fee schedules or tables available, endorsed, published or recognized by any local or state association or the National Association of REALTORS®. The nature and amount of compensation should be agreed to in writing between the Broker and the client at the time the Broker's services are retained.

*The compensation paid by a listing Broker to a cooperating Broker in respect to any listing, is established by the listing Broker and is not fixed, controlled, recommended or maintained by any person other than the listing Broker and his or her client.*

# ZIPCODE MAP

The first 5 digits of the Zipcode are mandatory on all Property Types.

## ZIPCODES FROM THE INTERNET

To find zipcodes in the United States go to:

<http://www.usps.com>

USPS.COM will give you the zipcode and the plus 4 numbers

**UNITED STATES POSTAL SERVICE**

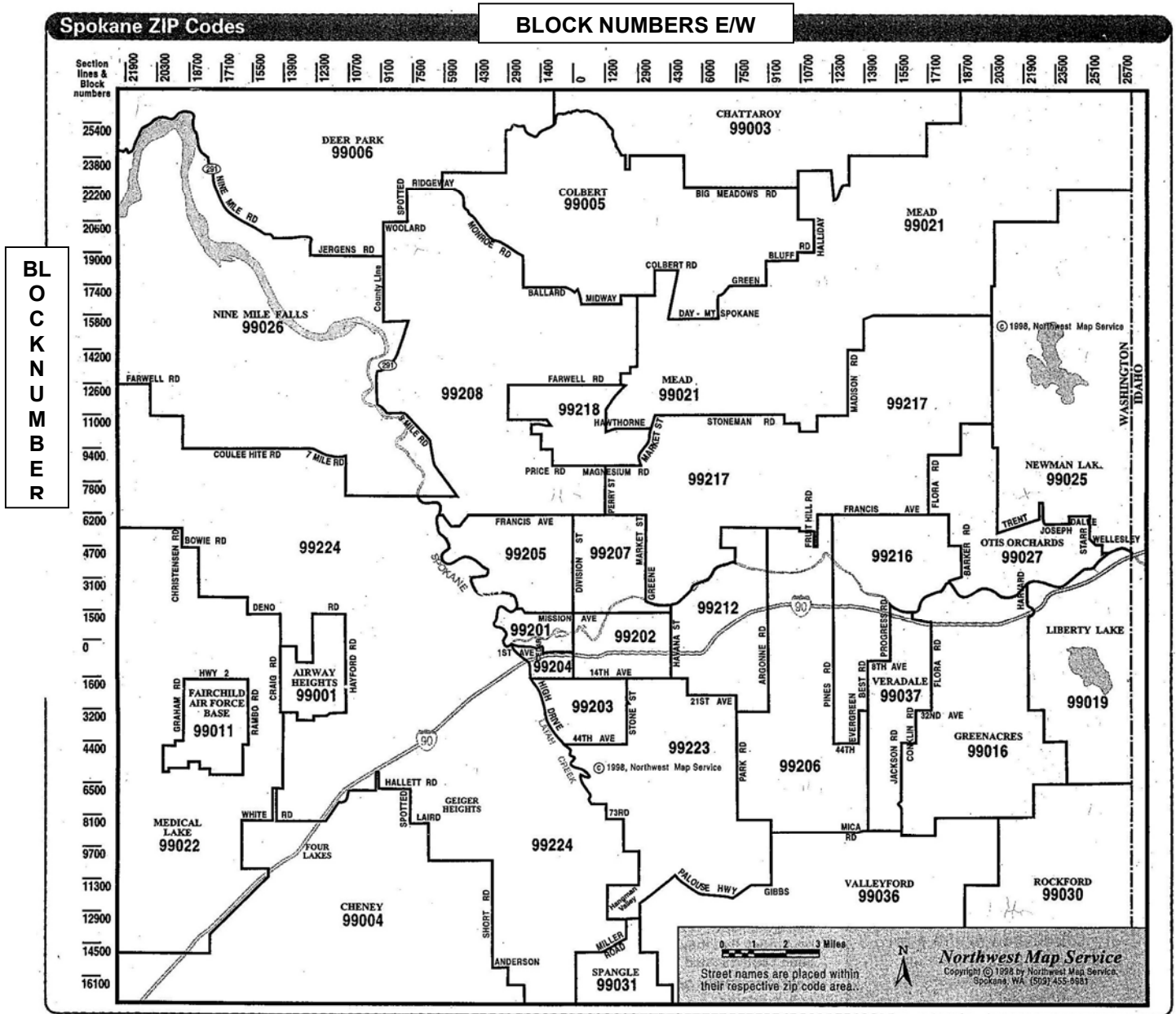
**Find a ZIP + 4® Code By Address Results**

You Gave Us  
7723 E GUNNING LANE  
SPOKANE WA

[Lookup Another ZIP Code™](#)

Full Address in Standard Format ?

7723 E GUNNING LN  
SPOKANE WA 99212-1627



## MAIN & SUB-AREAS (Or Primary, Major and Minor)

You may search any single Main, Sub-Area or Grid number or any combination of the three.

<b>Main Area</b> numbers (Primary)	10, 20, 30, 40, 50, 60, 70, 90
<b>Sub-Area</b> numbers (Major)	A110, A210 etc.
<b>Grid</b> numbers (Minor)	005,052,117 etc.

When searching you may enter any combination of Main, Sub-Area and/or Grid numbers.

i.e. **Area/Grid = 10, A341, 117**

<b>10</b>	<b>MAIN AREA – VALLEY</b>
A110	Valley urban S. of I-90 & Spokane River
A111	Valley SE rural
A112	Valley S of Spokane River Flora to Liberty Lake
A140	Valley urban N. of I-90 & Spokane River
A141	Valley Newman Lake vicinity
A142	Valley Otis Orchards
<b>20</b>	<b>MAIN AREA - SOUTH</b>
A211	SE suburban Browns Mtn.
A220	SW urban S. of I-90
A221	South rural Marshall/Moran
<b>30</b>	<b>MAIN AREA – NORTH</b>
A330	NW urban N. of I-90
A331	NW urban Five Mile vicinity
A332	North Suburban Spokane
A340	NE urban N. of I-90
A341	NE urban Mead vicinity
A342	NE urban "Y" area bet Hwy 2 & 395

<b>40</b>	<b>MAIN AREA – WEST</b>
A420	West Medical Lake/Cheney
A430	West Plains N. of Thorpe & I-90
<b>50</b>	<b>MAIN AREA – NORTH COUNTY RURAL</b>
A532	N. County W. of Hwy 2 /Deer Park
A542	N. County E. of Hwy 2/Mt. Spokane
<b>60</b>	<b>MAIN AREA – SOUTH COUNTY RURAL</b>
A612	S. County E. of Hwy. 195
A622	S. County W. of Hwy. 195
<b>70</b>	<b>MAIN AREA - DOWNTOWN</b>
A700	Downtown between I-90 & Spokane River
<b>90</b>	<b>MAIN AREA–OUTSIDE SPOKANE COUNTY</b>
A913	Idaho
A923	Whitman & counties S. of I-90
A933	Stevens/Lincoln & counties N. of I-90
A943	Pend Oreille County

## PROPERTY CLASSES

RESIDENTIAL (RS)	SUB-TYPE	DEFINITION
<b>Single family Residential</b>	A	Residential site built
	B	Condominium
	C	To Be Built
	D	Manufactured/Modular Home being sold with Land
	E	Manufactured/Modular Home-Leased Land
	F	Non-MLS Sold
<b>RENTAL INCOME (RI)</b>		
<b>Multi-family units</b>		Multi-family residential 2+ units and apartments (5 + units are non-mandatory)
<b>COMMERCIAL (CM)</b>		
<b>Commercial – land, building and/or business oppty</b>		Any commercial property, land or business
<b>LAND (LL)</b>		
<b>Lots and acreage</b>		Unimproved single lot or one or more acres
<b>FOR RENT (FR)</b>		
<b>SAR Member Class only – does not go out to the Internet. No compensation or referral fee required.</b>	A	Apartment
	C	Condo
	D	Duplex
	F	Fourplex
	H	House
	T	Triplex



## SCHOOL DISTRICTS

Washington State School Districts: <http://www.k12.wa.us/maps/sdmainmap.aspx>

For the most current phone numbers, please check with the school district's website.

Dist#	Phone#	Name/abbreviation (10 Characters)	Dist#	Phone#	Name/abbreviation (10 Characters)
82		Bonner, ID	354	509-465-6000	Mead
360	509-559-4522	Cheney	326	509-565-3600	Medical Lk (Medical Lake)
36	509-935-8671	Chewelah	56/415	509-447-3167	Newport
271	208-664-8281	CDA (Coeur d'Alene), ID	325/179	509-340-4300	Nine Mile
300	509-397-3042	Colfax			Northport
115	509-684-7850	Colville	324	509-285-5296	Oakesdale
50	509-779-4931	Curlew	123	509-467-9517	Orchard Pr (Orchard Prairie)
59	509-445-1125	Cusick			<b>Other</b>
356	509-228-4265	CV (Central Valley)	44		Plummer/Wo (Plummer/Worley)
414	509-464-5500	Deer Park	273	208-773-1658	Post Falls, ID
81	509-354-5900	Dist 81 (Spokane)	267	509-332-3581	Pullman
		Endicott	9	509-796-2701	Reardan (Reardan/Edwall)
361	509-924-1830	EV (East Valley)	416	509-464-8201	Riverside
358	509-291-3695	Freeman	410	509-523-3072	Rosalia
302	509-635-1331	Garfield/Palouse			Selkirk
312		Great Nort (Great Northern)	8		Sprague
204		Harrington			Springdale
391		Kellogg	401		St John
212	509-738-6625	Kettle Fa (Kettle Falls)	304		Steptoe
274	208-689-3631	Kootenai, ID	265/80	509-284-3281	Tekoa
272	208-687-0431	Lakeland			Valley
362	509-624-4371	Liberty	49	509-258-4535	Wellpinit
183	509-233-2212	Loon Lake			Whitman
207	509-258-4534	M Walker (Mary Walker)	363	509-922-5488	WV (West Valley)

## SPOKANE COUNTY ZONING INFORMATION

### Property Zoning Information

Spokane County 477-3675

### Within Cities

Spokane 625-6149  
 Spokane Valley 688-0197  
 Airway Heights 244-5514  
 Cheney 235-7211  
 Deer Park 276-8802  
 Liberty Lake 755-6700  
 Medical Lake 565-5000  
 Millwood 924-0960

### Property Sewer & Water Information

Spokane 625-6300  
 Spokane County 477-3604

(For all other cities call the same zoning number above. )

<b>LDR-P</b>	Low Density Residential Plus
<b>LDR</b>	Low Density Residential
<b>MDR</b>	Medium Density Residential
<b>HDR</b>	High Density Residential
<b>NC</b>	Neighborhood Commercial
<b>CC</b>	Community Commercial
<b>RC</b>	Regional Commercial
<b>LDAC</b>	Limited Development Area Commercial
<b>LI</b>	Light Industrial
<b>HI</b>	Heavy Industrial
<b>LTA</b>	Large Tract Agricultural
<b>STA</b>	Small Tract Agricultural
<b>F</b>	Forest Land
<b>RT</b>	Rural Traditional
<b>R-5</b>	Rural-5
<b>RAC</b>	Rural Activity Center
<b>RCV</b>	Rural Conservation
<b>UR</b>	Urban Reserve
<b>M</b>	Mineral Lands
<b>MU</b>	Mixed Use Zone
<b>AO</b>	Airport Overlay
<b>PUD</b>	Planned Unit Development
<b>AC</b>	Aesthetic Corridor Overlay



## FAIR HOUSING ADVERTISING WORD & PHRASE LIST

The Spokane Association of REALTORS®, with the permission of the Oregon Newspaper Publisher's Association, presents this list as guide for advertising properties. We do not accept responsibility for any newspaper's advertiser's or user's liability for non-compliance with the Fair Housing Act. This list is suggestive only and is not intended to serve as a substitute for obtaining legal advice for compliance with the Fair Housing Act.

**Avoid using words that describe people, in any way, in your remarks. Stick to descriptions of the property.**

<p><b><u>ACCEPTABLE</u></b></p> <p>bedrooms, (number of)          bus, near          church(s), near          credit check required          den          desirable neighborhood          domestic quarters          drinking, no          drugs, no          drug users, no          equal housing opportunity          family, great for          family room          fixer-upper          golf course, near          hobby farm          luxury townhouse          (neighborhood name)          nice          nursery          nursing home          play area          privacy          private driveway          private entrance          private property          private setting          public transportation, near          quality construction          quality neighborhood          quiet          quiet neighborhood          (school district)          (school name)          secluded          security provided          senior discount          sleeping area(s), (# of)          smoking, no          (square feet)          townhouse          traditional style          tranquil setting          verifiable income          view of          view, with</p> <p><b><u>CAUTION</u></b></p> <p>active          bachelor pad          close to          country club, near          exclusive          executive</p>	<p>female(s) only          female roommate          fisherman's retreat          gay(s), no          (gender)          gentleman's farm          grandma's house          golden-agers only          handyman's dream          lesbian(s), no          male(s) only          male roommate          man, men only          mature          Mormon Temple          mosque          mother-in-law apt.          nanny's room          near          person(s) (#of)          play area, no          prestigious          private          restricted          retired          retiree(s)          Section 8, no          secure          senior(s)          senior citizen(s)          senior housing          (sex or gender)          shrine          single woman, man          sophisticated          straight only          student(s)          students, no          synagogue          temple          walking distance to ...          woman, women only</p> <p><b><u>DO NOT USE</u></b></p> <p>able-bodied          adult living          adult community          adults only          African          agile          alcoholics, no          Asian          bachelor          black(s)</p>	<p>blind, no          board approval required          Catholic          Caucasian          Chicano          children, (# of)          children, no          Chinese          colored couple          couples only          crippled, no          deaf, no          drinker(s), no          employed, must be          empty nesters          (ethnic references)          handicapped, not for          healthy only          Hispanic          impaired no          Indian          Irish          integrated          Jewish          landlord, (description of)          Latino          married          mature individual          mature person(s)          membership approval required          mentally handicapped, no          Mentally ill, no          Mexican-American          (nationality)          newly-weds          non-drinkers          non-smokers          older person(s)          Oriental          park rules, must comply with          physically fit only          Polish          Puerto Rican          quiet tenant(s)          responsible          retarded, no          seasonal workers, no          singles only          single person          smokers(s) no          Social Security Ins. (SSI), no          stable          tenant(s), (description of)          two people          unemployed, no          white, white only</p>
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## LISTING STATUS FLAGS

The following abbreviations are used to flag listings to indicate Status. Active listings that are new are flagged for 7 days as "NEW". The flag then changes to "ACT" for "Active." Listing Price changes (PCH), Extensions (EXT) and Back on Market (BOM) statuses are also flagged for 7 days before reverting to active.

**Searching by status:** If you use status as your search parameter e.g. ST=NEW you will only get listings input within the last 7 days that still have the status "NEW". If you search ST=ACT (active) you won't get "New" listings. **The best way to get all active statuses is to use the ALL ACTIVE selection.**

**Off Market status:** Off Market listings remain in the system permanently. If you do not specify an "Off Market" date all listings that match your criteria will be presented as far back as 1999. Listings prior to 1999 are stored in the "Address Archive" with very limited information.

Status Flag	Definition
<b>NEW</b>	New listing entered in system within last 7 days
<b>ACT</b>	Active listing, in system over 7 days, no recent status changes
<b>ANS</b>	Active/No Show – Active listing being marketed, not available for showing
<b>PCH</b>	Price change within last 7 days
<b>EXT</b>	Extended Expiration Date within last 7 days
<b>BOM</b>	Offer fell through but listing is not expired
<b>BOMR</b>	Released listing that has been put back on the market
<b>CTGB</b>	Contingent with Bump Clause (such as included in Form 22B)
<b>CTGS</b>	Contingent on Third Party Approval <b>NOTE: All contingent offers must be entered in the system!</b>
<b>TOM</b>	Temporarily off market, listing is still under contract
<b>LEAS</b>	Leased, off market (Purchase Option or Lease Option)
<b>PND</b>	Pending sale (off market but not closed)
<b>PNDI</b>	Pending Inspection (off market but still awaiting inspection)
<b>PBL</b>	Pending before listed (this status prevents the listing from going out in Prospecting email auto-notifications.)
<b>SOLD</b>	Sold Closed
<b>EXP</b>	Expired Listing
<b>RLSD</b>	Released listing (contract is cancelled)
<b>FELL</b>	Offer fell through (was pending, deal flubbed, now expired)

## CHANGE OF STATUS OF LISTING

### CHANGE OF STATUS OF LISTING MLS Rules & Regulations, Section 1.6

Any change in listed price or other change in the original listing agreement for which a Property Data Sheet has been submitted, shall be made only when authorized in writing by the seller and notice, signed by the seller or listing Participant, shall be filed with the service by the next business day (excepting weekends, holidays and postal holidays) after the authorized change is received by the listing Participant.





Address \_\_\_\_\_

MLS LISTING NUMBER \_\_\_\_\_

MULTICLASS

DIRECTIONS (266 char)

VIRTUAL TOUR URL - BRANDED (260 char)

VIRTUAL TOUR URL - NON-BRANDED (260 char)

ELEMENTARY SCHOOL (16 char)

MIDDLE SCHOOL (16 char)

SENIOR HIGH SCHOOL (16 char)

SCHOOL DISTRICT

POSSESSION (12 char)

CLOSING COMPANY (16 char)

TITLE COMPANY (60 char)

POWER COMPANY (10 char)

WATER COMPANY (10 char)

\*SELLER CITIZENSHIP (FIRPTA): SELLER
IS IS NOT A FOREIGN PERSON
FOR PURPOSES OF U.S. TAXATION

\*COOP, BROKER COMP. % OF SALE PRICE OR \$ AMOUNT

COMMISSION ARRANGEMENT IS VARIABLE

\*LISTING TYPE (Mark one) EXCLUSIVE RIGHT TO SELL EXCLUSIVE AGENCY
BROKER SERVICES: LIMITED YES NO MLS ENTRY ONLY YES NO
\*\*RE/LENDER OWNED (Required if Bank or Real Estate Owned) YES NO
\*\*RELO CORP OWNED YES NO 1031 EXCHANGE YES NO

\*IDX INCLUDE INTERNET YES NO YES - WITHOUT ADDRESS
\*REALTOR.COM YES NO

\*LIST DATE
\*EXPIRATION DATE

\*LIST OFFICE NAME

\*LIST AGENT NAME

2ND LIST OFFICE NAME

2ND LIST AGENT NAME

\*SELLER(S) LEGAL NAME (PRINTED) (60 char)

SELLER(S) LEGAL NAME (PRINTED) (60 char)

RESIDENTIAL

\*SUBTYPE (Mark One)

- A Residential/Site Built
B Condominium
C To Be Built
D Mfg Home with Land
E Mfg Home-Leased Land
F Non-MLS Sold

SENIOR COMMUNITY YES NO

HOA YES NO

\*\*MO ASSMT (Req. on condos & PUDs)

Table with columns: Floor Level, #Bedrooms, #Baths, #Fpics, #Fam Rms, Apx Sq Ft, BSMT, %

\*NEW CONSTRUCTION YES NO

\*IF YES, APPROX BEG. (mm/yyyy) APPROX. FIN. DATE (mm/yyyy) BUILDER NAME

MANUFACTURED HOMES

\*MH SERIAL # (Required on leased land)

\*\*MO LOT RENT (Req. on leased land)

MAKE OF MH (12 char)

MH WIDTH X MH LENGTH

NAME OF MH PARK (12 char)

MOR PHONE NUMBER

TITLE ELIMINATED YES NO
L & I INSPECTION YES NO
LAND HOME PKG YES NO

\*Required Information
\*\*Required on some prop. types

Seller's Initials ( ) ( )





Address \_\_\_\_\_

MLS LISTING NUMBER \_\_\_\_\_

RESIDENTIAL, RENTAL INCOME AND COMMERCIAL

\*GAR SIZE  0  1  2  3  4 OR MORE  OTHER

\*YEAR BUILT \_\_\_\_\_ YEAR REMODELED \_\_\_\_\_

CARPORT SIZE  0  1  2  3  4 OR MORE  OTHER

# STORIES \_\_\_\_\_

CONTACT NAME (16 char) \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

OCCUPIED BY  OWNER  TENANT

2ND CONTACT NAME (16 char) \_\_\_\_\_

2ND CONTACT PHONE NUMBER \_\_\_\_\_

TOTAL APX SQ FT \_\_\_\_\_

EXCLUDED ITEMS (60 char) \_\_\_\_\_

Green Features  Y Green Features  Y Green Certified  
Checking Green Features requires SAR Green Features Worksheet completed and uploaded to Associated Docs.

RENTAL INCOME Duplexes through Fourplexes - describe each unit - one on each line 5+ units - indicate how many units with 2BR, 1BTH, etc.

# OF UNITS	# BEDROOMS	# BATHS	APX SQ FT	MONTHLY RENT
Unit A _____	_____	_____	_____	_____
Unit B _____	_____	_____	_____	_____
Unit C _____	_____	_____	_____	_____
Unit D _____	_____	_____	_____	_____

\*# OF UNITS \_\_\_\_\_ \*GROSS MONTHLY INCOME \$ \_\_\_\_\_

ANNUAL FUEL \$ \_\_\_\_\_ ANNUAL MISC \$ \_\_\_\_\_ # RANGES \_\_\_\_\_ # GARAGES \_\_\_\_\_

ANNUAL WATER \$ \_\_\_\_\_ UTIL AMOUNT \$ \_\_\_\_\_ # REFRIG \_\_\_\_\_ # CARPORTS \_\_\_\_\_

ANNUAL INSURANCE \$ \_\_\_\_\_ # AIR COND \_\_\_\_\_ # PARKING SP \_\_\_\_\_

COMMERCIAL

MARK APPLICABLE  REAL PROPERTY  YES  NO  BUSINESS OPPORTUNITY  YES  NO  LEASE  YES  NO

ANNUAL LSE RATE BY SQ FT \_\_\_\_\_ ANNUAL 3-NET RATE BY SQ FT \_\_\_\_\_ ANNUAL CAM RATE BY SQ FT \_\_\_\_\_ OR TOTAL GROSS LSE RATE PER MO \_\_\_\_\_ LEASE TERM YRS \_\_\_\_\_ BLDG SIZE SPACE AVAIL \_\_\_\_\_

USE TYPE (12 char) \_\_\_\_\_ W/SE CEILING HEIGHT \_\_\_\_\_ LOADING DOCK \_\_\_\_\_ DRIVE IN DOORS \_\_\_\_\_ # ONSITE PARKS \_\_\_\_\_ # STORIES \_\_\_\_\_

HAZARDOUS MATERIALS (26 char) \_\_\_\_\_

WHO PAYS COSTS T=TENANT / L = LANDLORD

MAINT STRUCTURAL  T  L

MAINT ROOF  T  L

MAINT EXT WALLS  T  L

MAINT GROUNDS  T  L

MAINT INTERIOR  T  L

MAINT HEAT A/C SYS  T  L

REAL ESTATE TAX  T  L

REAL PROP INS  T  L

LIABILITY INS  T  L

UTILITIES  T  L

COMMON AREA  T  L

\* Required Information  
\*\* Required on some prop. types

The Seller represents and warrants that all of the information contained herein, all additional information, if any, now or hereafter furnished by the Seller to the Broker regarding the property, and all representations and warranties of the Seller contained herein are true and complete. Seller's Initials (\_\_\_\_) (\_\_\_\_)



\*Access (A) ALL

- 1 Easement
2 Rt of Way
3 Pub Rd
4 Pvt Rd
5 Paved
6 Gravel
7 Dirt
49 See Remarks

Lot Information (B)

- 1 View
2 Fncd Frt Yd
3 Fncd Bk Yd
4 Fenced
5 Cross Fncd
6 Spr Sys
7 Part Spr Sys
8 Treed
9 Level
10 Secluded
11 Open
12 Hillside
13 Rolling
14 Corner
15 Culdesac
16 Bus Rt
17 Adjn Golf Cs
18 Oversized
19 Irreg
20 Surveyed
21 Non-conform
22 Comn Grnd
23 Plan Unit Dev
24 Zero lot line
25 CCR/LR
26 Horses Allowed
27 Runway
28 Border Public Land
29 Garden
30 Orchard

Lot View (C)

- 1 City
2 Golf
3 Mtn
4 Park
5 Territorial
6 Water

Outbuildings (D)

- 1 Shop
2 Barn
3 Stge Shd
4 Hay
5 Horse setup
6 Guest House
7 Plane Hangar
49 See Remarks

\*Terms (E)

- 1 FHA
2 VA
3 Conv
4 Cash
5 Owner Fin
6 Qual Assm
7 Simple Assm
8 Lease Opt
9 Exchange
10 Lease Purch
12 Owner 2nd
13 Commercial
14 FHA 203K
15 USDA/RD
49 See Remarks

\*Required Information

\*\*Required on some prop. types

The Seller represents and warrants that all of the information contained herein, all additional information, if any, now or hereafter furnished by the Seller to the Broker regarding the property, and all representations and warranties of the Seller contained herein are true and complete.

Address

- \*Wtrfront Prop (F)
1 Lake Frt
2 Riverfrt
3 Sec Lot
4 Deeded Access
5 Beach
6 Beach Acc
7 Stream
8 Seas Strm
9 Pond
10 Seas Pond
11 Dock
12 Boat Slip
13 Own Assoc
14 Shore Act
15 Boat Ramp
49 See Remarks

RES, RENTAL INC & COMM ONLY

- Accessibility (G)
1 Doors 32"+
2 Hallways 32"+
3 Ramp/Lvl Entrance
4 Ramp/Lvl from Gar
5 Roll-in Shower
6 Roll-under Sinks
7 Lowered Counters
8 Grab Bars
9 Kitch. Modification
10 Flash Smoke Alarm
11 Emerg. Intercorn
12 See Remarks

\*Basement/Foundation (H)

- 1 Full
2 Partial
3 Finished
4 Part Fin
5 Unfinished
6 RI Bdrrm
7 RI Bath
8 Daylight
9 Fam/Rec Rm
10 Lndry
11 Outside Entr
12 Workshop
13 Crawl
14 Slab
15 No Basement
49 See Remarks

\*Exterior (I)

- 1 Brick
2 Brk Accent
3 Stone
4 Strn Accent
5 Block
6 Stucco
7 Hardboard
8 Asbestos
9 Metal
10 Vinyl
11 T-111
12 Shake
13 Cedar
14 Wood
15 Fiber Cement
49 See Remarks

Features (J)

- 1 Hndicap Ac
2 Elevator
3 Sec Lights
4 Sec Alarm
5 Breakers
6 200 AMP
7 400 AMP
8 3 Phase

- \*Heat/Cooling (K)
1 Gas
2 Elec
3 Oil
4 Forced Air
5 Basebd
6 Htpump
7 Propane
8 Hotwtr
9 Steam
10 Radiant-Cling
11 Radiant-Fir
12 Gravity
13 El Wall Unit
14 Cent A/C
15 Wind A/C
16 Wall A/C
17 Humidifier
18 Air Cleaner
19 Solar Wtr Heater
20 Prog. Therm.
21 Zonal Heating
22 Hi Eff Furn (>90%)
23 Wind
24 Solar
25 Geothermal
26 Passive Cooling
49 See Remarks

\*Roof (L)

- 1 Comp
2 Wood Shk
3 Syn Shk
4 Tile
5 Slate
6 Bit Up Grav
7 Flat
8 Metal
49 See Remarks

\*Showing Info (M)

- 1 Lbx
2 Call 1st
3 Caution CLA
4 Vacant
5 Key in LO
6 24 Hr Notice
7 Call Appt
8 CLA Appt
9 Day Sleeper
10 Actv Sec Sys
11 Under Const
12 Text 1st
49 See Remarks

\*Site Improvements (N)

- 1 Pub Sewer
2 Pvt Sewer
3 Swr Conn
4 Swr Avail-St
5 Septic Sys
6 ULID Prop
7 Well Installed
8 Pub Wtr
9 Pvt Wtr
10 Irrigation
11 Sub-Irrig
12 Gas Avail-St
13 Shared Well
14 Shared Septic
15 Xeroscape
49 See Remarks

MLS LISTING NUMBER

RES, RENTAL INC & COMM ONLY

- Amenities (O)
1 Pool-In Gr
2 Pool-Ab Gr
3 Spa or Hot Tub
4 Sauna
5 Tennis or Sport Ct
6 Comm Pool
7 Cable TV
8 Sat Dish
9 Deck
10 Patio
12 Green Hse
13 Solarium
14 Wtr Sftnr
15 Gas Hot Wtr
16 Tankless Wtr Htr
17 Smart Home/ See Remarks
18 Cable Internet
19 DSL
20 Indoor Pool
21 Other Intrnet/ See Remarks

Design (P)

- 1 Rancher
2 A Frame
3 Bungalow
4 Contemp
5 Colonial
6 Tudor
7 Cape Cod
8 Townhse
9 Victorian
10 Log
11 Craftsman
12 Other
13 Traditional

Dining (Q)

- 1 Formal
2 Informal
3 Kit Eat Sp
4 Eat Bar
1 Bsmrt
2 1st Fir
3 2nd Fir
4 Off Kit
5 Outside Ent
6 Wet Bar
7 Great room
8 Formal LR
9 Den or Office

Family/Rec Rm (R)

- 1 Bsmrt
2 1st Fir
3 2nd Fir
4 Off Kit
5 Outside Ent
6 Wet Bar
7 Great room
8 Formal LR
9 Den or Office

Fireplace (S)

- 1 Masonry
2 0 Clearance
3 Gas
4 Propane
5 Insert
6 Wood
7 Pellet Burn

\*Garage/Parking (T)

- 1 Attached
2 Detached
3 Oversized
4 Under Hse
5 Carport
6 Slab
7 RV Parking
8 Shop Area
9 Opener
10 Off St Prkg
11 Alley Access
12 Shared Drv
13 Assigned Sp
14 None
15 Elect Car Hookup
16 Permeable Drvway
49 See Remarks

RES & RENTAL INC ONLY

- Kitchen & Appl (U)
1 Bit in R/O
2 Fr Stnd Rng
3 Grill Top Rng
4 Gas Rng
5 Dbl Ovens
6 D/W
7 Refrig
8 Disposal
9 Trash Comp
10 Microwave
11 Pantry
12 Kit Island
13 Washer
14 Dryer
15 Hrd Surface Counters

Primary Bdrrm (V)

- 1 Dbl Clst
2 Wilkin Clst
3 Frplc
4 Full Bath
5 3/4 Bath
6 1/2 Bath
7 Dbl Sinks
8 Bsmrt
9 1st Fir
10 2nd Fir
11 3rd Fir
12 Jetted Tub
13 Garden Tub

Special Features (W)

- 1 Mn Fir Util
2 Wood Fir
3 Cath Clng
4 Nat Wdwrk
5 Bay Wind
6 Skylight
7 Wood Wn Fr
8 Alum Wn Fr
9 Vinyl Wn Fr
10 Multi Pn Wn
11 Cent Vac
12 In-Law Setup
13 Solar Tube

\*Style of Construction (X)

- 1 1 Story
2 1-1/2 Story
3 2 Story
4 3 Story
5 3 Level
6 4 Level
7 Split Entry
8 Calif Split
9 Duplex Up-Down
10 Duplex Side-Side
11 Hi-rise
12 Modular
13 2 Story Mod Hm
14 Mfg Home
15 2 Story Mfg Hm
49 See Remarks

Stove (Y)

- 1 Certified
2 Wood Burn
3 Pellet Burn
4 Install Permit
5 Gas
6 Propane

LAND ONLY

- \*Condo/PUD Feat. (ZA)
1 Grnd Level
2 Sec Contr Acc
3 Pets
4 Storage
5 Comm RecRm
6 Comm Lndry
7 Maint Assmt
8 Gated
9 None
10 Co-op
49 See Remarks

\*Condo/PUD Maint Pays (ZB)

- 1 Accounting
2 Fire & Liab
3 Wtr/swr/garb
4 Comm elem maint
5 Comm elec/gas
6 Elevator
7 Wind cleaning
8 Fire spr sys
9 Grounds Maint
10 Management
11 Real Prop tax
12 Internet Acc
13 Cable TV
49 See Remarks

MANUFACTURED HOMES ONLY

- \*Foundation (ZC)
1 Low wall
2 Conc Pad
3 Blocked
4 Skirted
5 Tie Downs
6 Axel Rem
7 VaporBarrier
49 See Remarks

\*Manuf Size (ZD)

- 1 Single
2 Double
3 Multiple
4 Addition
5 Triple
49 See Remarks

\*Park/PUD (ZE)

- 1 Pvt Lot
2 Sec Cont Acc
3 Pets
4 Stge Shd
5 Cm Rec Rm
6 Laundry
7 Mo Maint Asmt
49 See Remarks

\*Common Amenities (Z)

- 1 Lndry
2 Rec Ctr
3 Pool
4 Sauna
5 Spa or Hot Tub
6 Tennis or Sport Ct
7 Child play area
8 Storage
9 Comm elec/gas
10 None
49 See Remarks

RENTAL INC ONLY

- \*Improvements (H)
1 Curbed
2 Sidewalks
3 Mob Hm Hook
4 None
49 See Remarks

Options (I)

- 1 Bld to Suit
2 Spot Lot
3 Participate
4 Subord
5 Part Release
6 Sub to Plat
49 See Remarks

Restrictions (J)

- 1 Deed
2 Easement
3 Rt of Way
4 Leased
5 Sg MH Apprv
6 Dbl MH Apprv
7 Duplex Apprv
8 Multifam Apprv
9 Wetland
10 No MH Allowed

\*Sewage System (K)

- 1 Pub Sewer
2 Priv Sewer
3 Swr Conn
4 Swr Av Prop L
5 Septic Installed
6 ULID Proposed
7 Cesspool
8 Drywell
9 Appr Perc Tst
10 None
49 See Remarks

\*Utilities (L)

- 1 Gas Installed
2 Gas Av Prop L
3 Phn Installed
4 Phn Av Prop L
5 Pwr Installed
6 Pwr Av Prop L
7 CTV Installed
8 CTV Av Prop L
9 Undergrd Util
10 None
11 Off Grid
12 Net Metering
13 Wired Internet Available
49 See Remarks

\*Water System (M)

- 1 Pub Wtr
2 Priv Wtr
3 Wtr Conn
4 Wtr Av Prop L
5 Well Installed
6 Irrigation
7 Sub-Irrig
8 None
9 Collection System
10 Grey Water
49 See Remarks

INITIALS
SELLER
SELLER



# HOW TO FILL OUT SAR/MLS PROPERTY DATA FORM #4106

LOOK FOR THE CLASS NAME AT THE TOP OF EACH SECTION. Fill out any section with that class name i.e. "Residential" or "RES".

<b>*CLASS</b> (Mark One) <input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Rental Income	<input type="checkbox"/> Commercial	<input type="checkbox"/> Land
<b>* = REQUIRED</b>	<b>** = REQUIRED ON SOME TYPES OF PROPERTIES</b>	<b>* DUPLICATE LISTING</b> <input type="checkbox"/> YES	<input type="checkbox"/> NO

## Page 1

This page is universal, meaning the entire page is filled out for every property class (type). A few fields may be required on some classes but not others. For example Special Tax Designation is required only on Land listings.

## Page 2

The top section is universal (Multi-class). Fill out any section that has the Class type you selected on page 1.

For Residential you fill out any section that includes the name "Residential" in the heading e.g.

RESIDENTIAL, RENTAL INCOME AND COMMERCIAL

NOTE: Sub-type choices may make some fields required OR block entry of fields not appropriate for that sub-type.

- Residential Fill out sections one and two
- Rental Income Fill out sections two and three (skip section one)
- Commercial Fill out sections two and four (skip sections one and three)
- Land Skip page two

## Page 3

Going from left to right fill out the first section (column) for every property class

Section 1	Section 2	Section 3	Sections 4-5-6	Section 7		
ALL CLASSES <b>*Access (A)</b> <input type="checkbox"/> 1 Easement <input type="checkbox"/> 2 Rt of Way	RES, RENTAL INC & COMM ONLY <b>*Basement (H)</b> <input type="checkbox"/> 1 Full <input type="checkbox"/> 2 Partial	RES & RENTAL INC ONLY <b>Amenities (O)</b> <input type="checkbox"/> 1 Pool-In Gr <input type="checkbox"/> 2 Pool-Ab Gr	<b>Kitchen (U)</b> <input type="checkbox"/> 1 Blt in R/O <input type="checkbox"/> 2 Fr Strnd Rng	CONDOS & PUDS <b>*Condo Feat. (ZA)</b> <input type="checkbox"/> 1 Grnd Level <input type="checkbox"/> 2 Sec Contr Acc	LAND ONLY <b>*Improvements (H)</b> <input type="checkbox"/> 1 Curbed <input type="checkbox"/> 2 Sidewalks	
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7

- Residential Fill out sections one, two and three (columns 1-5)
- Res/Condo Sub-type Also fill out the Condos & PUDs section 4 (at the top of column 6)
- Res/Mfg Hm Sub-type Same as Residential, also fill out the Manufactured Homes section 5
- Rental Income Fill out Sections 1-3 & section 6 Common Amenities field
- Commercial Fill out sections 1 & 2 only (columns 1-3)
- Land Fill out the first and last sections (columns 1 & 7)

# PROPERTY DATA FORM INPUT GUIDELINES

- **Fields are listed in the order they appear on the Property Data Form #4106.**
- Bolded field names are mandatory – listing cannot be saved with official listing number unless all required fields are entered.
- # of Char reflects maximum size for field to fit on the “1 Page Detail” Report. The “All Fields Detail” report will allow display of some additional characters in the address fields.
- Fields that appear only on classes other than Residential are listed at the end.

FIELD NAME	# of Char	GUIDELINES
<b>Class</b>		Mark one: Residential, Rental Income, Commercial or Land
<b>Duplicate Listing</b>	1	Mark yes if this property is entered in the system twice in two different classes.
<b>Pot. Short Sale</b>		Participants must disclose potential short sales when reasonably known to the listing Participants. When disclosed, Participants may, at their discretion, advise other Participants whether and how any reduction in the gross commission established in the listing agreement required by the lender as a condition of approving the sale, will be apportioned between listing and cooperating Participants.
<b>Bank Approved</b>		If Pot. Short Sale Yes, is there Bank Approval at the current listed price.
<b>List Price</b>	9	List price of the property, input without commas, dollar sign or cents
<b>House number</b>	7	Enter the house number of the property <ul style="list-style-type: none"> <li>• Only the house # goes here, alpha characters allowed <b><i>IF</i></b> official part of address</li> <li>• Land listings – you should enter one zero “0” OR the block number i.e. 19000</li> <li>• Duplexes – enter the 2<sup>nd</sup> unit address or number in the Address 2/Unit# field.</li> </ul> NOTE: Entering commas, dashes or decimals will prevent the listing from coming up in searches when using a range of house numbers.
<b>Direction</b>	2	Spokane choices are N, S, E, W. Other cities/towns may have NE, NW, SE, or SW
<b>Street Name</b>	30	<b>EVERY PROPERTY MUST HAVE A STREET NAME!</b> <ul style="list-style-type: none"> <li>• Enter the street name, look up the correct spelling, confirm if it is 1 or 2 words</li> <li>• Land listings without road frontage may use the name of the nearest road/highway</li> <li>• Numbered streets enter as “1st with no space after the number</li> <li>• Single letter streets A-M enter with just the suffix, no quotation marks or dashes</li> <li>• Spell out North/South/East/West if it is part of the proper name i.e. North River Drive</li> <li>• Condos – enter the condo unit # in Addr2/Unit #</li> </ul>
<b>Street Type (suffix)</b>		<i>Designation is a critical part of the address needed for correct mapping and the Property History report. Please abbreviate common Street Designations used in this area:</i> <b>NOTE: In Spokane &amp; Spokane Valley Streets run North/South, Avenues run East/West</b>
<b>Address2/Unit#</b>	50	<ol style="list-style-type: none"> <li>1. Unit number of condo (Required if sub-type B)</li> <li>2. Space number for Mfg. Hm in park</li> <li>3. "Also known as" addresses</li> <li>4. Use for lot &amp; block # of new construction</li> <li>5. Full duplex house numbers e.g. 1234-1236</li> <li>6. Any additional information that helps identify or locate the property, e.g. "Off of", "Parcel B", "Lot &amp; Blk #" state route (SR), Milepost (MP), etc.</li> <li>7. Town names not on the Town list</li> </ol>
<b>Grid</b>	3	<b>GRID NUMBERS MUST ALWAYS BE ENTERED AS 3 DIGITS, i.e. “005” or “050”</b>
<b>Town</b>	15	Select from the list. If the town name is not listed then select “Other”, then add the town name after the street name and/or in Address 2 field. NOTE: Towns must have 20 listings in history during the previous 3 years to be listed.
<b>State</b>	2	Enter abbreviation for the state
<b>Zipcode</b>	5	Enter the US Postal Zipcode, see <a href="http://www.usps.com">www.usps.com</a>
<b>Location N/S or E/W</b>	1	Enter street direction N or S or E or W
<b>Blocks N/S</b>	3	Enter the number of Blocks N/S from Sprague Avenue.
<b>Blocks E/W</b>	3	Enter the number of Blocks E/W from Division Street.
<b>Acres MOL (More or less)</b>	6*	Enter approx acreage of the property. *2 decimals allowed NOTE: If Apx. Lot Size Sq Ft is filled in Paragon will calculate this field for you
<b>Lot Frontage (apx)</b>	4	Enter apx. road frontage of the lot
<b>Lot Depth (apx)</b>	4	Enter apx. depth of the lot
<b>Lot Size Sq Ft (apx)</b>	9	Enter approximate lot size. If left blank Paragon will calculate this field from the Acres MOL field (if filled in).

FIELD NAME	# of Char	GUIDELINES
Frontage	1	Select Primary or Secondary. Primary means property has deeded water frontage. Secondary means the property has <b>Deeded Access Rights</b> .
Body of Water Name	25	Name of lake or river. Required if frontage is marked.
Bay Name	25	Name of bay on lake or river.
Zoning	5	Enter zoning abbreviation. See page 8 for more information
Taxes	5	Enter current year taxes for the property
Special Tax Designation	1	Yes/N, required on Land listings, does this property fall under special tax designation?
Common Interest Community	1	Property subject to SB 6175. See NWMLS Legal Bulletin 213 in Paragon > MLS Documents > MLS General Information folder or check out the WA Realtors video on WUCIOA at <a href="http://alturl.com/jd6ip">http://alturl.com/jd6ip</a>
Parcel Number	15	Parcel number exactly as the county i.e. 25124.2606. If the property must be segregated, legal is not available or is too long then Sec-Twp-Rng is required
Section	2	County section number
Township	2	County township number
Range	2	County range number
Subdivision/Development	50	Subdivision or Development name
Public Remarks <b>NO CONTACT INFO MAY BE ENTERED IN PUBLIC REMARKS OR ANY FIELD DISPLAYED ON THE PUBLIC HANDOUT REPORT</b>	512	<ul style="list-style-type: none"> <li>Public comments about the property.</li> <li>Avoid abbreviations, don't enter any confidential information or any contact information (i.e. name, phone#, email or web addresses.)</li> <li>Enter disclosures to the buyer(i.e. owner is licensed real estate agent; non-egress or non-conforming bedrooms.)</li> </ul> <b>NOTE: You may not include your name, phone #, email or web address, or virtual tour addresses in Public Remarks or the Public Handout - VIOLATORS WILL BE FINED</b>
Agent Remarks	512	Comments for other agents, confidential information, date showing available for Active/No Show listings
Virtual Tour – Branded URL	250	Virtual tour web address, enter entire URL including http://www. Can include agent/office information on page <b>NOTE: Virtual tours must link to photos of the property</b>
Virtual Tour – Non-Branded URL	250	Virtual tour web address, enter entire URL including http://www. Can NOT include listing agent/office name or contact information. <b>NOTE: Virtual tours must link to photos of the property</b>
Directions	255	Directions to property
Elementary school	15	Name of elementary school that serves the property
Junior High school	15	Name of junior high or middle school that serves the property
Senior High school	15	Select high school name from the list, if not listed select "Other"
School District	15	Select school district from the list, if not listed select "Other"
Possession	12	When seller will give possession to purchaser, i.e. "Funding"
Closing Company	15	Name of closing company seller would prefer to use to close the transaction
Power Company	10	Name of power company that serves the property
Water Company	10	Name of water company that serves the property
% or \$/Cooperating Broker Compensation	5	Amount of compensation offered to cooperating broker. <ul style="list-style-type: none"> <li>Enter percent of sale price with a percent sign</li> <li>Enter dollar amount as i.e. \$3000 with a dollar sign</li> </ul> NOTE: Compensation is always negotiable between broker & seller
Variable CBC	1	Select "V" if the Cooperating Broker Compensation will vary in any way from indicated amount. <b>See MLS Rules &amp; Regulations Section 5.3.</b>
Seller Citizenship (FIRPTA)	1	Seller IS a Foreign Person or IS NOT a Foreign Person for purposes of U.S. Taxation
Listing type	1	Select one to indicate Exclusive Right to Sell or Exclusive Agency listing
Broker Services	1	<b>Limited - See MLS Rules &amp; Regs Section 1.3.1.</b> These are agreements where listing broker/agent will provide only limited services to the seller i.e. providing keysafe, presenting offers, advising seller. <b>MLS Entry Only –</b> Listing agreements under which the listing broker will not provide any services to the seller beyond entering listing in the SAR/MLS.
REO Lender Owned	1	Required if property is owned by a bank or real estate company
RELO Corp Owned	1	Required if property is owned by a relocation company
1031 Exchange	1	Property is offered for a 1031 Exchange
Internet Display	1	<b>IDX (Internet Data Exchange)</b> - Broker Reciprocity (this listing is allowed to be displayed on other broker websites) Yes or No or Yes-Without Address <b>REALTOR.com</b> - This listing is allowed to be displayed on <a href="http://www.realtor.com">www.realtor.com</a>
List Date		Date of listing when final signature was obtained i.e. 10/1/2020 and when advertising began NOTE: Future dates cannot be entered. <b>Mandatory listings are required to be entered by the end of the next business day of signatures and advertising beginning.</b>
Expiration Date		Date listing will expire. Listings expire out at midnight. Cannot search future dates.
Seller(s) Legal Name	50	Legal name of Seller's to be used on Purchase and Sale Agreement.

FIELD NAME	# of Char	GUIDELINES
<b>RESIDENTIAL ONLY</b>		
<b>Sub-Property Type</b>		A= Single family residential & PUD's, improve property. If this is a single family home in Planned Unit Development check Features - Lot Information, #23 (Plan Unit Dev) B=Condominium C= To Be Built- Buildable parcels listed with one or more available floorplans, no foundation poured, D=Manufactured Home with the land E=Manufactured Home on leased or land F=Non-MLS Sold
Basement Bedrooms	1	# of bedrooms in the basement (do not count roughed-in rooms)
1 <sup>st</sup> Floor Bedrooms	1	# of bedrooms on the 1 <sup>st</sup> level above the basement (on grade)
2 <sup>nd</sup> Floor Bedrooms	1	# of bedrooms on the 2 <sup>nd</sup> level above the basement
3 <sup>rd</sup> Floor Bedrooms	1	# of bedrooms on the 3 <sup>rd</sup> level above the basement
<b>Total Bedrooms</b>		Roughed in basement bedrooms/baths should NOT be counted, only finished rooms.  Rooms that are being used as a bedroom may be included in the bedroom count, <b>however if they do not meet egress requirements that should be disclosed in Remarks</b> . If there is no closet it may be called a den/office or listed as a bedroom with a disclosure that it is "non-conforming" or "non-egress" in Remarks.  1 FHA/Hud regulations bedroom requirement is a minimum size of 6 x 8", has a closet and egress window. City of Spokane follows the International Residential code (available at all city libraries), requires an egress window and a smoke detector.  This field will be auto-calculated by the MLS System based on bedrooms entered for Basement, 1 <sup>st</sup> , etc.
Bathrooms	4	# of bathrooms on each level as with bedrooms. .25 bathroom has just a toilet .5 bathroom has toilet & sink .75 bathroom has toilet, sink & either shower or tub 1 bathroom has toilet, sink, tub AND shower
<b>Total Bathrooms</b>	1	Total # of bathrooms (rooms with a toilet) large or small
Fireplaces & Family Rms	1	# of fireplaces and family rooms on each level as with bedrooms
Basement Percent	3	Percentage basement is of the building
Apx Sq Ft	4	Apx Sq ft of each level (should be exterior dimensions)
Shop	4	Length & width (feet only, no inches) of shop
Senior Community	1	Covenant restrictions for seniors only (age 55 or 62 and over)
HOA Y/N	1	Property is part of a Home Owners Association
<b>Monthly Assmt</b>	3	Amount of monthly assessment, required on condos PUDs & Mfg Hm on lease land for association fees, maintenance fees, or utility fees
<b>New Construction</b>	1	Yes/No is property new construction Note: Start Mo/Yr required on new constr.
Start Month of Constr	2	Numeric entry, i.e. April=4 of projected start of construction
Start Year of Constr	4	Numeric entry, i.e. year of projected start of construction i.e. 2021
Finish Month of Constr	2	Numeric entry, i.e. August=8 of projected end construction date
Finish Year of Constr	4	Numeric entry, i.e. year of projected end of construction i.e. 2021
Builder Name	15	Name of builder
<b>Definitions of Manufactured, Modular and Mobile Homes</b>		
<ul style="list-style-type: none"> <li>• Manufactured Hm - Built after July, 1976 and conforms to HUD regulations including tags and has L&amp;I sticker.</li> <li>• Modular Hm - Constructed off site on a frame; transported to the site and structure remains on the frame. There is a plate or sticker on the home with the serial number.Modular Home Built off-site in sections to local site building codes; transported to and assembled on the site</li> <li>• Mobile Home - Built prior to July, 1976, constructed off site on a frame, transported to the site &amp; remains on frame</li> </ul>		
<b>Mfg Hm Serial Number</b>	17	Mfg Hm serial # is required if no land is included
<b>Mo Lot Rent</b>	4	Monthly rent of the lot if on Leased Land
Make of Mfg. Home	15	Make or brand name of the manufactured home
Length & Width of Mfg Hm	2	Length/width of manufactured home. (do not use inches)
Name of Mfg Hm Park	12	Manufactured home park name
Managers Phone Number	15	Park Manager's phone number
Title Eliminated	1	(Y/N) Title has been eliminated and is classified as real property
L & I Inspection	1	(Y/N) Labor and Industries has inspected ANY changes to original structure
Land Home Pkg	1	(Y/N) This property qualifies for Land Home Package financing

FIELD NAME	# of Char	GUIDELINES
<b>RESIDENTIAL, RENTAL INCOME AND COMMERCIAL ONLY</b>		
Garage Size	1	Number of cars that fit in garage
Carport Size	1	Number of cars that fit in carport
Year Built	4	Year home was built, using all four spaces. e.g. "1978," "1897," etc. If the year built is unknown enter "9999"
Year Remodeled	4	Year home was remodeled (major-not just paint & carpets) using all four spaces, i.e. "1978"
Number of Stories	2	Number of stories to the building (no decimals)
Contact Name	15	Enter first name(s) of the person to contact regarding showing the property.
Contact Phone Number	12	Phone number of contact person regarding showing the property.
Occupied by	1	Enter "O" if occupant is the owner(s), "T" for tenant(s).
2 <sup>nd</sup> Contact Name	15	Enter first name(s) of 2 <sup>nd</sup> person to contact regarding showing the property.
2 <sup>nd</sup> Contact Phone Number	12	Phone number of 2 <sup>nd</sup> contact.
Total Apx Sq Ft	4	<ul style="list-style-type: none"> <li>Enter total square footage of home/building excluding garage. Warning! Use this at your own risk, there may be some liability. NAR recommends not entering any data on a listing that could be misconstrued.</li> <li>It is recommended that you add a disclaimer to Public Remarks to put the responsibility for this figure with the seller, i.e. "Tot Apx SF as estimated by seller"</li> <li>Disclose in Public Remarks if Tot Apx SF includes any unfinished footage</li> </ul>
Excluded Items	50	List items to be excluded from the sale of the house
<b>RENTAL INCOME ONLY</b>		
<p><b>Duplexes:</b> Unit A should be the ground floor and/or left unit, Unit B should be the 2<sup>nd</sup> floor, basement or right unit</p> <p><b>Triplexes:</b> Unit C should be the 3<sup>rd</sup> unit</p> <p><b>Fourplexes:</b> Unit D should be the 4th unit</p> <p><b>5+ Unit Apartments:</b> Group similar units, for example for a 13 unit apartment  Unit A has 8 similar apts with 1 bdrm &amp; 1 bath that rent for \$475 each  Unit B has 4 similar apts with 2 bdrms &amp; 1 bath that rent for \$550 each  Unit C has 1 apt with 3 bdrms &amp; 2 baths that rents for \$800.</p>		
# of Units	4	Enter the Unit # or the number of similar units. Duplexes have 1 Unit A and 1 Unit B
# Bedrooms & Bathrooms	1	Number of bedrooms & bathrooms (just count rooms) in Units A – D
Apx. Sq. Ft	4	Apx. square feet of each unit
Monthly unit rent	4	Monthly rent amount for Units A-D or type A-D units
<b>Number of Units</b>	4	Number of units in this rental property, e.g. duplex=2, triplex=3, etc.
<b>Monthly Income</b>	6	Annual monthly income in dollars.
# Ranges, refrig & Air Cond	3ea	Number of ranges, refrigerators and air conditioners that are included with property
# Garages/Carports/Park sp	3ea	Number of garages & carports and parking spaces on the property
Annual Fuel Expense	6ea	Annual fuel, Insurance, Misc & Water expenses of the property in dollars
ULID Amount \$	6	City or county ULID assessed amount in dollars
<b>COMMERCIAL</b>		
<b>Business Opportunity</b>	1	Yes or no, sale includes the business only
<b>Real Property</b>	1	Yes or no, is real property included in the sale
<b>Lease</b>	1	Yes or no, property is for lease only
Annual Lease Rate \$	4	Lease rate amount in dollars by square feet
Annual 3-net Rate by Sq Ft	4	No info available
Annual Cam Rate by Sq Ft or Total Gross Lease Rate per month	4	No info available
Building Size	7	Width and length of building, not square footage
Use Type	12	No info available
Warehouse Ceiling Height	2	No info available
Loading Dock	2	# loading docks on the property
Drive in Doors	2	# of drive in doors on the property
Total Parking	3	# parking spaces available on the property
Hazardous Materials	26	Type of any hazardous materials on the property

## MLS LISTING POLICIES, RULES AND FINES

- **FILL OUT ALL LISTINGS COMPLETELY**  
Check for missing information, the more filled out it is, the better exposure your listing will receive. Except for Mandatory fields missing information can be added anytime after the listing is entered.
- **WRITE LEGIBLY & USE CORRECT SPELLING**  
PLEASE write clearly and check spelling. You may print or write normally but it must be readable, especially by the input person. The tick marks on the form indicate how many characters are allowed in each field.
- **NEW LISTINGS OR STATUS CHANGES SUBMITTED TO MLS - participant's signature is required, seller(s) signature(s) optional.**
- **DUPLICATE LISTINGS - ALLOWED ONLY FOR DIFFERENT PROPERTY TYPES**
  1. \$5.00 Fee for each duplicate listing
  2. Duplicate listings must be identified as such, enter the listing number in Remarks on both listings
  3. **REMEMBER TO CHANGE BOTH LISTINGS** (e.g. price changes, pending, etc.)
  4. Expired/Released listings – notify MLS to delete one of the duplicate listings
  5. Sold Closed Reports – send in Change Order Form  
Report only 1 listing as sold closed  
Indicate which listing # the MLS should delete

### **PROPERTY PHOTO POLICY – Photo is required within 1 business day of input.**

A photo must be entered for all properties (except new construction or if seller requests no photos) within 1 business day of input into the MLS or SAR staff will pull a photo from the county website. A \$50.00 processing fee charge will be assessed to the broker on active and pending listings.

If the county does not have a property photo available, the broker will be notified. A \$50 administrative fee will still be incurred then an additional 7 days will be given to for the broker to enter a photo.

***If after 14 days there is still no photo the broker will be charged an additional \$250.***

### **General Photo Instructions**

- The Primary (or main/first) photo must be of the **exterior** of the property for improved properties
- Up to 50 photos may be entered
- No clipart allowed
- Sketches or artist renderings are acceptable for new construction.
- Avoid panoramic or very tall layout pictures on the primary photo
- **No signs** are allowed in the photos
- **For optimum quality** the saved file size uploaded into Paragon should be apx. 320k. Property pixel size should be a maximum 2048 x 1536. Photos **MUST** be a minimum of 640 x 480 pixels. Agent photos 120 pixels in height equals apx. 1¼". Resize photos in a photo editor program.
- Acceptable photo extensions are: .jpg, .gif, or .png.
- **If a seller does not want a photo in the MLS, the broker must submit a letter signed by the seller within 7 days expressing their wishes**

### **PUBLIC HANDOUT RESTRICTION - \$500 FINE!**

**Personal identifiable information must not be entered in any field on the Public Handout including the photo of the property. This includes broker or company name, phone numbers, web or virtual tour addresses.**



# FINES PROCESS

## ENFORCEMENT OF RULES OR DISPUTES SUMMARY FROM MLS RULES & REGS SECTION 9

### **TIER 1 Violations of MLS Data – erroneous, misleading, incomplete, or inaccurate listing information.**

- a) Failure to report status reports by the next business day (i.e. contingent, pending, sold, released) (Sections 1.6, 1.7, 1.9, 2.5, 2.5.1, 2.6, 2.8)
- b) Failure to upload Exhibit A on all properties as an Associated Doc within next business day of listing being input -policy
- c) Failure to designate a Limited Service or MLS Entry Only Listing as such (Sections 1.3.1 and 1.3.2)
- d) Improper use of Public Remarks section or Public Handout report (i.e. contact information, agent or company URL, email address, agent names or showing instructions) (Section 1.3)
- e) Improper use of Virtual Tours (Section 1.14)
- f) Improper use of Cancel and Re-list policy
- g) Improper classification of property (i.e. Manufactured home listed as residential sitebuilt) (Section 1.3)
- h) Incomplete listings (i.e. Wrong area, incomplete address, etc.) (Section 1.3)
- i) Copying any listing content (includes but not limited to photographs, images, graphics, audio and video recordings, virtual tours, drawings, descriptions, remarks, narratives, pricing information and other details or information related to listed property) of another Listing Participant without expressed written permission) (Section 11)
- j) Unauthorized extension (Section 1.12)
- k) Lockbox Violation (Section 1.20)
- l) Misrepresentation of commission to cooperating Participant (Section 5)
- m) Improper use of Active listing information including any IDX Violations (Section 18)
- n) Advertising other Participant's listings without prior written permission (Section 2.7)
- o) Where the cooperating broker is not present during the presentation of the offer, the cooperating broker can request in writing, and the listing broker must provide, written affirmation stating that the offer has been submitted to the seller, or written notification that the seller has waived the obligation to have the offer presented. (Section 2.3)

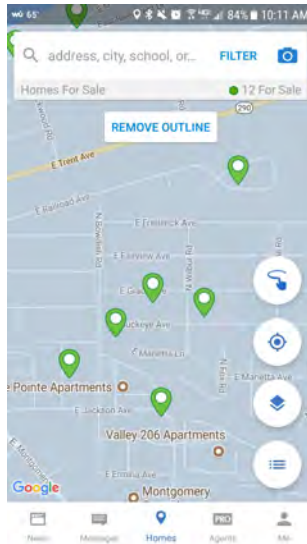
**TIER 2 Violations of the proprietary nature of the MLS Data** – unauthorized dissemination of MLS data. Sharing all or any portion of the MLS compilation with any third party vendor not authorized by the MLS (Section 12 [Use of MLS information]; Section 10 [Confidentiality of MLS information], and Section 12.2 [Reproduction]).

**TIER 3** A "Tier 3" violation means that the offense is considered "very serious" and constitutes a knowing disregard of the MLS Rules and Regulations.

- a) Failure to enter a listing by the next business day of signatures and Marketing begins (Section 1.01; Section 1.1) unless a signed MLS Exempt Listing Form ("office exclusive") has been provided pursuant to Section 1.4.
- b) The listing is entered into the MLS within said 90 day period pursuant to Section 1.4.



## Spokane MLS Goes Mobile



The Spokane MLS goes mobile to Spokane Association of REALTORS®' MLS subscribers on Android and iOS devices.

**Homesnap Pro** offers real-time MLS data to Android and iOS users on smartphones and tablets, arming them with the power of their MLS while they are in the field.

The app can be downloaded for free in the [iTunes](#) store and [Google Play](#) store, just search for **Homesnap**.



Download the app and use your Paragon login to access it.

Also make sure to visit [www.Homesnap.com](http://www.Homesnap.com)

# Notes