BAREIS MLS
Listing Input Fields Definitions - Mobile/Floating Homes

Fields with asterisks (*) are required fields

Address — The address of the property. It is important to enter the correct information before submitting the listing, because any change to address fields must be done by BAREIS.

*Street #	The listing's street number. (Example, <u>1</u> Main Street)
*Modifier	The street number modifier (Example: **A, 1/2,** etc.)
Direction	(Example: North, East, etc.)
*Street Name	(Example: Main)
*Suffix	(Example: Avenue, Road, etc.)
Post Direction	If the street direction follows the street name (example: Mulberry Road **<u>West</u>**)
Unit#	Used to identify an individual dwelling in a complex (example: 153 Stony Circle, **<u>#200</u>**)
*City	The city where the property is located, as designated by the U.S. Postal Service or the County planning department. You can click the "Select" link to choose from a list of cities based on the County you previously selected.
*Zip Code	Use the first field to enter the first five digits and use the second field to enter the remaining four digits (if you have the ZIP+4).

*Address on Internet — The portion of the address is displayed to the public. (Example: Full, Partial)

*Agent ID — The listing agent's Agent ID. If you don't know the ID, click the icon to choose from a list of agents based on the office ID you entered.

*APN — The Assessor's Parcel Number (Book, Page, Lot Number) assigned by the County Assessor used for property identification. NOTE: The fields are automatically formatted to accept the numbers in the proper format for the county selected.

*Approx Sq Ft — The structure's approximate size in square feet. If unknown, choose "Against Co. Policy" in the Sq Ft Source field to leave this field blank.

*Area — The geographical area as defined by BAREIS in which the property is physically located.

*Bedrooms
The number of bedrooms the property has. A room is generally considered to be a bedroom if it has a closet.

*Bathrooms
The number of each type of bathroom the property has. For example: If the property you are listing has 2 1/2 bathrooms, you would select 2 Full Baths and 1 Half Baths. A full bathroom has a shower/tub, sink and toilet. A Half Bath contains a sink and toilet.

*City Transfer Tax
A no/yes field to indicate if a city transfer tax will be assessed.

Cty Transfer Tax Rat
The city transfer tax rate, if applicable.

Co-Office ID
If there are two offices listing the property, enter the second office's ID in the Co-Office ID field.

Co-Agent ID
If there are two agents listing the property, enter the second agent's ID in the Co-Agent ID field. If you do not know the agent's ID, click the "Select Co-Agent" link to select from a list of agents based on the office ID you entered.

*Commission
The commission/compensation being paid to the selling office expressed in either a dollar amount or percentage (For example: $3,000 or 2.5%)

*Comp to S.O.	Compensation to Selling Office
*Dual Variable Commission	A yes/no field. A dual or variable rate commission arrangement is one in which, for example (a) the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance and a different commission if the sale results through the efforts of a cooperating broker, or (b) a different commission if the sale results through the efforts of the seller.
Comments	A text field for commission remarks.

*Common Int Dev
A no/yes/unknown field to indicate if the listing is located in a development or with private ownership but having common areas.

Conf/Show Instr
Confidential comments and showing instructions that you want other agents to see. You may want to include information such as dogs on the property, work in-progress, motivated seller, etc. NOTE: Conf/Show Instr do not display on client-viewable or public-viewable screens and reports.

*Construction/Condition
The construction status. (Completed, Proposed, Under Construction)

Contact Name
The contact person's name.

Contact Phone
The contact person's phone number.

*County
The name of the county in which the property is located as determined by state or postal boundaries. Select a County from the list of available counties. (Marin, Mendocino, Napa, Solano, Sonoma, Alameda, Contra Costa, Humboldt, Lake, Monterey, Sacramento, San Francisco, Santa Clara, Santa Cruz, Yolo, Other

Calif. Counties, Out of California)

*Cross Street	The nearest intersecting street.
Current Rent	The dollar amount of what the listing is currently rented for, if for Lease-Rent.
Date Available	The date the listing will be available for occupancy.
*Directions to Property	Detailed driving directions on how to find the property.
Elementary School	The name of the elementary school where the listing is located. (Example: Rainbow Elementary.)
Fixer	A yes/no field to indicate if the listing is in need of repairs or upgrades.
High School	The name of the high school where the listing is located. (Example: Walt Whitman High.)
Home Protection Plan	A no/yes field to indicate if a home protection plan is included.
*HOA	A no/yes field to indicate if the listing's subdivision has a homeowners association, a nonprofit association of homeowners organized pursuant to a declaration of restrictions or protective covenants for a subdivision, PUD, or condominium.
HOA Amount	The amount paid to the Homeowners Association.
HOA Paid	How often the HOA payments are made. (Monthly, Quarterly, Semi-Monthly, Yearly)
Jr/Middle School	The name of the junior/middle school where the listing is located. (Example: Sierra Middle School).
*Land Owned	A yes/no field to indicate if the land is owned.
*Lease Price	The dollar amount charged per month, if the listing is for Lease-Rent.
*Listing Period	The beginning and ending dates of the listing agreement.

	*Listing Date	The date all necessary signatures have been obtained on the listings or the effective date of the contract, whichever is greater.
	*Expiration Date	The date the listing agreement ends.

*Listing Price	The dollar amount the seller is asking a buyer to pay to purchase the property. Enter the Listing Price for the property using the first entry field. Exclude the last three digits of the listing price. For example: enter 350 for a listing price of $350,000).
*Listing Type	The type of written listing agreement between the seller and the listing agent. An **Exclusive Right to Sell** listing entitles the listing broker to a commission if the property is sold by anyone during the term of the agreement. An **Exclusive Agency** gives a sole agent the right to sell a property for a specified time, but the owner has the right to sell the property himself without paying a commission.

An **Open** listing is an authorization gives the listing agent a non-exclusive right to secure a purchaser. An open listing can be given to any number of brokers who can work simultaneously to sell the owner's property. The first broker to secure a buyer ready, willing and able to meet the terms of the listing, or secures the acceptance by the seller of a satisfactory offer, earns the commission. A Probate listing is where the amount of commission is fixed by the court and commissions are payable only from the proceeds of sale. A broker is not entitled to a commission unless the court approves the sale.

Lot Size	The approximate size of the property's lot, displayed in a measuring unit of square feet or acreage.
Lot Size Source	The source of the lot size. (Tax Records, Owner, Not Verified, etc.)
*Map Book	The Thomas Guide street guide and directory used to determine the property's map page. (Napa & Sonoma, Marin, Solano, Mendocino, Other, Sacramento, Alameda, Contra Costa, San Mateo, San Francisco)

Map Page	The page number from the map book. Click the "Look up Map Pages" link to display a list of map pages and their coordinate ranges. For example, 465-A1 would have a map page of "465."
Top & Side Map Coordinates	The reference coordinates from the map book. Click the "Look up Map Coordinates" to display a list of possible coordinates based on the map page you previously entered. (Example, for 465-A1, "A" is the top, and "1" is the side)

Min Lease Mo	The minimum number of months available for lease, if for Lease-Rent.
Max Lease Mo	The maximum number of months available for lease, if for Lease-Rent.
*New Construction Resale	A field to specify if the listing is new construction or resale.
# of Units	The total number of residences in the listing's subdivision.
*Occupant Name	The name of the current occupant.
*Occupant Phone	The phone number of the occupant.
*Occupant Type	The current occupant of the listing. (Owner, Tenant, Vacant)
*Office ID	The listing office's Office ID.
*On Market Date	The date the listing should be available and on the market. Enter today's date or a previous date to make the listing active immediately. NOTE: If you enter a future date, the listing will only be visible to the Listing Agent Broker, and will be "unapproved" (suppressed from the market), until that date.

Prk/Brd Apprvl Req	A yes/no field to indicate if park or board approval is required.
Park Manager Name	The name of the park manager.
Park Manager Phone	The phone number for the park manager.
*Park/Marina Name	The name of the Park/Marina.
Park/Marina Address	The address of the Park/Marina.
Park/Marina Phone	The phone number of the Park/Marina.
*Pass to Internet	A yes/no field to indicate whether the listing is displayed to the public. Selecting *Yes* will make the listing accessible in the public MLS, in IDX, and in third-party exports.
Pending Litigation	A no/yes field to indicate if there is litigation pending on the property or subdivision.
*Photos Provided By	The person who will provide the listing's picture(s). (Photographer, Agent, None)
Photographer Instr	Instructions you want to give the photographer. For example, you might want to specify how and when the property should be photographed. This information prints on the photographer's report.
*Pool	A yes/no field to indicate if there is a swimming pool on the property.
*Probate Sale	A no/yes field to indicate if the property is being handled by an administrator of an estate in probate.
Property Mgmt Co	The name of the property management company.
Property Mgmt Phone	The phone number of the property management company.
*Property Subtype	This field further describes the property type. (Single family, Condo/Coop/ Other, or Farms/Ranches). Please refer to "BAREIS Property Classifications" for more information. It's a good idea to select the property subtype before proceeding as it may determine which amenities fields are available.
Property Taxes	A yes/no field to indicate if property taxes are assessed to the property.
*Property Type	The property type choices are Residential, Mobile/Floating Homes, Multi-Unit 2-4, Multi-Unit 5+, Lots & Land, Commercial. It is important to select the correct property type here, as what you select determines the entry fields displayed in the second Enter Listing page. Please refer to "BAREIS Property Classifications" for a detailed description of each type.
Public/Internet Remarks	Remarks that describe important features of the property. This is the advertising text you want to appear on client-viewable, public-viewable and agent-viewable screens and reports. NOTE: There is a $300 fine for entering any confidential or contact information here (lockbox code, phone number, email, etc.).
Rent Type	The term of rental agreement available. **(**Lease, Month-to-Month)
*Sale/Lease-Rent	The type of transaction, either for sale or for lease.

School District	The name of the school district where the listing is located. For example: Santa Rosa.
*Senior	A yes/no field to indicate if there is an age restriction in the community where the listing is located.
*Space/Berth Rent $	The amount charged per month for space/berth rent.
Special Assessment	A no/yes field to indicate if there is a special assessment.
*Sq Ft Source	The source of square footage information. (Appraiser, tax records, etc.)
Subdivision	The name of the listing's subdivision. The subdivision you enter is validated against a list of acceptable subdivision names. If the value you enter does not match any subdivisions on the list, you may be asked to re-enter a subdivision name.
Subject to Crt Conf	A no/yes field to specify if court confirmation/approval is required. NOTE: This is a required field if Probate Sale is 'yes.'
Total Rooms	The total number of rooms.
Unit/Blk/Lot	Unit/Block/Lot number assigned by the Assessor's office. NOTE: Pertains to The Sea Ranch/coastal areas only.
Unit Information	Fields used to enter information for up to 3 units. (Mobile homes can contain 1 to 3 "units", for example, a double-wide home contains 2 serial numbers).

	Unit 1 Serial #	The number found on the Registration certificate issued by the manufacturer.
	Unit 1 License #	
	Unit 1 Lic Expires	The date the registration expires, found on the Registration certificate
	Unit 1 Insignia	
	*Unit 1 HCD/HUD Decal	The number assigned by either the Federal or State Department of Housing & Urban Development, found on the metal plate on the exterior of the home, or on the Registration certificate.

*Year Built	The year the property was built. (Against Company Policy, Unknown)
Zoning	The code or designation assigned by the County Planning Department describing the legal uses of a property.

FEATURES:

All features are check-box fields, listed in alphabetical order, and contain the choices "Other," "None" or "Unknown."

Accessibility Feat	A Features field to indicate the features available for disabled access. (Accessible, Bath, Flashing Doorbell, Wheelchair Ramp, etc.)

Bath Type	A Features field to indicate the type and features of the bathrooms. (Fiberglass, Jack & Jill, Remodeled, etc.)
Comm/Rec	A Features field to indicate the common and recreational areas available. (Club Room, Gym, Playground, Tennis Courts, etc.)
Construction Type	A Features field to indicate the type of framing construction. (Hay Bale, Masonry, Rammed Earth, Steel, Wood Frame)
Dining Room	A Features field to indicate the features of the dining room. (Dining Area, FamRm Combo, Formal, etc.)
Drainage	A Features field to indicate the type of drainage. (Public Storage Drain, Sump Pump)
Drive/Sidewalk	A Features field to indicate the type of driveway or sidewalk. (Gravel, Unpaved, etc.)
Energy Conservation	A Features field to indicate the types of energy conservation features. (Caulked/seal, Dual Pane Windows, Low-Flow Shower, etc.)
*Exterior	A Features field to indicate the type of exterior. (Brick, Concrete Block, Redwood Siding, etc.)
Family Room	A Features field to indicate the features of the family room. (Deck Attached, Fireplace(s), Skylights, etc.)
Fee Includes	A Features field to indicate the features, utilities and services included in the Homeowners Association charges. (Garbage, Grounds Maintenance, Water, etc.)
Fencing	A Features field to indicate the type of fencing, if applicable. (Barbed Wire, Chain Link, Electric, etc.)
Finance Terms	A Features field to indicate the type of financing available. (1031 Exchange, CTNL, Loans Assumable, etc.)
*Fireplace	A no/yes Features field to indicate if there is a fireplace.
Fireplace(s)	A Features field to indicate the number, type and location of fireplaces. (1 Fireplace, Brick, Den, etc.)
Floors	A Features field to indicate the type of flooring throughout the property. (Concrete, granite, hardwood, marble, laminate, etc.)
Foundation	A Features field to indicate the type of foundation. (Concrete Perimeter, Pillars/Post, Slab, etc.)
Furnished	A Features field to indicate if the property is furnished or not. (Full, Part, None)
*Gar/Prk	A Features field to indicate the number, type and location of garages and parking spaces. (1 Car, Garage, Attached, etc.)
*Heat/Cool	A Features field to indicate the type of heating and cooling systems. (1 Window Unit Incl., Ceiling Fan(s), Central Air, etc.)
Kitchen	A Features field to indicate the features and appliances in the kitchen. (Breakfast Area, Pantry, Refrigerator Incl., etc.)

Height Limit	A Features field to indicate the height limit for vehicles, if applicable. (16, 20, etc.)
*Laundry/Appliance	A Features field to indicate the features and location of the laundry appliances. (Dryer Included, Gas, Hookups only, etc.)
Living Room	A Features field to indicate the features of the living room. (Cathedral Ceiling, Great Room, Sunken, etc.)
Location	A Features field to indicate the geographical feature of the property. (Coast, Forest, Hillside, etc.)
Location of Unit	A Features field to indicate the location of an individual dwelling in a complex. (Close to Clubhouse, End unit, Ground Floor, Penthouse(s), Unit Above, Unit Below).
*Lot Description	A Features field to indicate the description of the lot. (Agricultural, Level, etc.)
Lower Level	A Features field to indicate the rooms located on the lower level(s).
Main Level	A Features field to indicate the rooms located on the main level.
Miscellaneous	A Features field to indicate any miscellaneous features not described elsewhere. (Bay Windows, Deck(s), Formal Entry, etc.)
*Other Rooms	A Features field to indicate the type of additional rooms. (Atrium, Attic, Basement Full, Bonus Room, Converted Garage, etc.)
*Other Structures	A Features field to indicate the other buildings or structures on the property. (Barn, Guest House/Units, Storage Facility, etc.)
*Pool	A yes/no Features field to indicate if there is a pool on the property.
Pool Type	A Features field to indicate the features, type and location of the swimming pool. (Above Ground, Indoor, Community Facility, etc.)
*Possession	A Features field to indicate the when possession will be transferred the new owner. (Close escrow, negotiable, etc.)
Pub Transportation	A Features field to indicate the proximity of public transportation. (1 block, 1-2 Miles, etc.)
Restrictions	A Features field to indicate the restrictions that apply to the Homeowners Association. (Board Approval, No Pets, Retirement)
Roof	A Features field to indicate the type of roofing material. (Shingle, Tile, etc.)
Safety/Security	A Features field to indicate the security features included. (Security Alarm, Smoke Alarms, etc.)
Sale Conditions	A Features field to indicate the conditions that apply to the sale. (In foreclosure, offer as is, etc.)
*Sewer/Septic	A Features field to indicate the type of sewer or septic system. (Sewer Public, Standard Septic, etc.)

*Showing   A Features field to indicate the showing instructions. (Go Directly, Leave Card, Lockbox, etc.)

Soil   A Features field to indicate the type of soil. (Clay, Marshy, Rocky, etc.)

*Stories/Levels   A Features Field to indicate the number of stories or levels the listing has.

Special Zones   A Features field to indicate if the property is located in any special zoning. (Flood, Historical, Seismic, etc.)

*Style   A Features field to indicate the architectural style. (A-frame to Yurt)

*Type Home   A Features field to indicate if the home if attached or detached.

Upgrade New Con Only   A Features field which applies to new construction only to indicate the upgraded features.

Upper Level   A Features field to indicate the rooms located on the upper level(s).

*Utilities   A Features field to indicate the type and source of utilities available. (Cable TV, Electric, PG&E, etc.)

View(s)   A Features field to indicate the views available from the property. (Bay, Bridges, Canyon, City, Forest/Woods, etc.) NOTE: text can be entered to further describe the view. For example: San Francisco (Bay), Golden Gate (Bridge).

*Water Source   A Features field to indicate the source of water. (Irrigation District, Water Public, Well Private, etc.)

Yard/Grounds   A Features field to indicate the features of the yard and grounds. (Dog Run, Landscaped, Sprinklers, etc.)