

Midwest Real Estate Data LLC

Commercial Glossary of Fields in connectMLS

This Commercial Glossary has been compiled to help you quickly and easily interpret the various fields in connectMLS.

Property Types incorporated in the Commercial Glossary:

- Multi Family 5+ Units
- Office/Tech
- Business/Business with Real Estate
- Retail/Stores
- Mixed Use (Apartment/Office/Store)
- Institutional/To Develop
- Industrial

The asterisk (*) in front of the field name indicates that the field is required.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	# of Apartments	Mixed Use	Enter the number of apartments in the subject property.
*	# of Bathrooms - Type 1 (through 7)	Multi-Family 5+	Enter the number of full baths that are in each separate Apartment type (1 through 7). This number will be combined with # Of Half Baths for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # of Bathrooms and 1 in the # of Half Baths. Consult MRED's Room Counting Publication for full bath definition. Note: If entry is greater than "0" in the field # of Units–Apartment Type, than # of Rooms, # of Bedrooms, # of Bathrooms, # of Half Baths and Monthly Income are displayed and required.
*	# of Bedrooms - Type 1 (through 7)	Multi-Family 5+	Enter the number of bedrooms that are in each separate Apartment type (1 through 7). Consult MRED's Room Counting Publication for bedroom definition. Note: If entry is greater than "0" in the field # of Units–Apartment Type, than # of Rooms, # of Bedrooms, # of Bathrooms, # of Half Baths and Monthly Income are displayed and required.
*	# of Bedrooms – Type 1 (through 7)	Mixed Use	Enter the number of bedrooms that are in each separate Apartment Unit type (1 through 7). Consult MRED's Room Counting Publication for bedroom definition. Note: If entry is greater than "0" in the field # of Tenants, than Tenant Name, Square Footage, # of Bedrooms, Lease Expiration Date and Monthly Income are displayed.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	# of Dishwashers	Multi-Family 5+ Mixed Use	Enter the number of dishwashers included with the property.
	# of Disposals	Multi-Family 5+ Mixed Use	Enter the number of disposals included with the property.
	# of Drive-In Doors	Office/Tech Retail/Store Industrial	Enter the number of doors in which a vehicle may enter the subject property. Not for docks.
	# of Dryers	Multi-Family 5+ Mixed Use	Enter the number of clothes dryers included with the property.
	# of Employees Full Time	Bus/Bus with Real Estate	Enter the number of full-time employees, excluding the owner.
	# of Employees Part Time	Bus/Bus with Real Estate	Enter the number of part-time employees, excluding the owner.
	# of Fireplaces	Multi-Family 5+ Mixed Use	Enter the number of fireplaces included with the property.
	# of Freight Elevators	Industrial	Enter the number of elevators used for movement of goods, materials, supplies and potentially heavier loads.
	# of Garages	Multi-Family 5+ Mixed Use	Enter the total number of garage spaces (not structures) as a part of the real estate. Note: refers to garage parking.
*	# of Half Baths (Type 1 through 7)	Multi-Family 5+	Enter the number of half baths that are in each separate Apartment type (1 through 7). This number will be combined with # Of Bathrooms for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # of Bathrooms and 1 in the # of Half Baths. Consult MRED's Room Counting Publication for half bath definition. Note: If entry is greater than "0" in the field # of Units–Apartment Type, than # of Rooms, # of Bedrooms, # of Bathrooms, # of Half Baths and Monthly Income are displayed and required.
*	# of Offices	Mixed Use	Enter the number of office suites, not rooms. A suite may be composed of more than one room. Note: Indicate in remarks and in the backup package the composition of the suites/rooms.
*	# of Parking Spaces Note: only required for Multi Family, Business and Mixed Use	ALL	Enter the number of striped parking stalls, including handicapped spaces.
	# of Ranges	Multi-Family 5+ Mixed Use	Enter the number of ranges included with the property.
	# of Refrigerators	Multi-Family 5+ Mixed Use	Enter the number of refrigerators included with the property.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	# of Rooms - Type 1 (through 7)	Multi-Family 5+	Enter the number of rooms that are in each separate Apartment type (1 through 7), excluding closets, pantries, powder rooms, showers, bathrooms, garages and basements (not used as apartments) in each apartment of this type. Note: If entry is greater than "0" in the field # of Units– Apartment Type, than # of Rooms, # of Bedrooms, # of Bathrooms, # of Half Baths and Monthly Income are displayed and required.
*	# of Stores	Mixed Use	Enter the total number of stores that comprise the retail portion of the building.
*	# of Stories	ALL	Enter the total number of floors/stories that comprise the total structure, excluding the basements.
	# of Tenants	Office/Tech Retail/Stores Mixed Use Industrial	Enter the total number of tenants. Applies to multi-tenant buildings. Note: If entry is greater than "0" for the field # of Tenants than Tenant Name, Square Footage, # of Bedrooms (for Mixed Use only), Lease Expiration Date, Lease Type (except for Mixed Use), Monthly Income and Reimbursed Monthly Expenses (except for Mixed Use) are displayed and required.
*	# of TL (Trailer Level) Docks	Office/Tech Retail/Stores Industrial	Enter the total number of Trailer level docks.
*	# of Units Note: only required for Multi-Family 5+ and Mixed Used	Multi-Family 5+ Office/Tech Retail Stores Mixed Use Industrial	Enter the total number of units in the property for sale/lease. Depending upon the entry in this field Apartment or Tenant details will display as required fields. Note: For Multi-Family 5+, the total number of units <u>MUST</u> be five (5) or more.
*	# of Units - Apartment Type 1 (through 7)	Multi-Family 5+	Enter the number of apartments, which have the same number of total rooms, bedrooms, baths and income. Note: If entry is greater than "0" than # of Rooms, # of Bedrooms, # of Bathrooms, # of Half Baths and Monthly Income are displayed and required for each unit.
	# of Washers	Multi-Family 5+ Mixed Use	Enter the number of clothes washing machines that will remain with the property.
	# of Window A/C	Multi-Family 5+ Mixed Use	Enter the total number of window mounted air conditioning units that will remain with the property.
*	Accounts Payable	Bus/Bus with Real Estate	Enter the amount of money owed to creditors at a given point in time. Note: As a rule, the seller retains responsibility for paying all payables; the buyer may take responsibility for them if the transaction is so structured. Include details in the backup package.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Accounts Payable Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Accounts Payable Year	Bus/Bus with Real Estate	Enter year of Accounts Payable Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
*	Accounts Receivable	Bus/Bus with Real Estate	Enter the amount owed to a business by customers or clients at a given point in time. The receivables may or may not be sold with the business. Include details in the backup package.
*	Accounts Receivable Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Accounts Receivable Year	Bus/Bus with Real Estate	Enter year of Accounts Receivable Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
	Acreage	Multi-Family 5+ Office/Tech Institutional/To Develop Industrial	Enter total acreage to 2 decimal points. Note: 1 acre equals 43,560 square feet. Calculate – width times depth divided by 43,560 square feet. If triangular – width times depth divided by 2 then divide by 43,560. If irregular – create triangles and use the triangular method adding together the values calculated for each triangular section. Optional: Check the on-line tax records or call the local assessor.
	Active	ALL	This includes the following status types: Active, Auction, Back on Market, Contingent, New, Price Change, Reactivated, Temporarily Off Market and Auction.
	Active Status (ACTV)	ALL	An active listing.
*	Actual Zoning	ALL	Refers to the general zoning assigned to the property. Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Reference: the Zoning Department for the city where the property is located.
	Additional Zip	ALL	Enter 4-digit additional zip code.
*	Adjusted Net Income	Bus/Bus with Real Estate	Gross Revenue (Income) minus Operating Expenses adjusted for owner's "discretionary" expenses (i.e., interest, personal insurance and/or auto, personal travel, depreciation, etc.). Owner's discretionary expenses are added to net income on a Profit and Loss statement to show the true picture of benefits to a new owner. Use the backup package to explain how these figures were calculated.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Adjusted Net Income Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Adjusted Net Income Year	Bus/Bus with Real Estate	Enter year of Adjusted Net Income Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
*	Advertising Expense Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	The dollar amount of advertising within the calendar year indicated. Note: See Year and Source information at the end of this glossary.
	Advertising Source	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Agent Owned/Interest	ALL	Enter [Y] or [N]. Represents whether Listing Agent owns or has ownership interest or homeowner is a licensed Agent. Note: This may not be sufficient to comply with the state license law; it is recommended that you clearly state your relationship in the remarks section and in the backup package.
	Agent Remarks	ALL	The agent remarks field is reserved to communicate information about the property to other agents (i.e. additional compensation information or additional agent contact information). It is not intended to be displayed to consumers or other member of the public. The field may NOT be used for the solicitation of sales agents, recruitment, a job search tool, or personal classified advertisement. The wording should be professional and in accordance with the Fair Housing laws as taught in your real estate pre-licensure and continuing education classes.
*	Air Conditioning Note: not required for Multi-Family	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Select as many as applies. Note: Central Air: The whole building is on one system. Central Individual: Each suite or space has its own individual central unit. Zoned: A central system can selectively turn on or off or vary the temperature in parts of the building. The following terms are special units so consult an authority for definitions: Chillers, Heat Pumps, Space Pacs, and Reverse Cycle units.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Alternate Phone Number	ALL	Enter an alternate telephone number.
*	Annual Miscellaneous Income	Multi-Family 5+ Mixed Use	Enter the annual amount of any income other than rents, parking, and laundry in dollar amount.
	Annual Miscellaneous Income	Retail/Stores	Enter the annual amount of any income other than rents in dollar amount.
	Annual Miscellaneous Income	Office/Tech Industrial	Enter the annual amount of any income other than rents and laundry in dollar amount.
*	Annual Parking Income Note: not required for Office/Tech and Industrial	Multi-Family 5+ Office/Tech Mixed Use Industrial	Enter the amount of income annually from parking in dollar amount.
*	Annual Rent Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Annual Rent for Real Estate	Bus/Bus with Real Estate	Enter the amount of money paid by business for rent for a 12 month period.
*	Annual Rent for Real Estate Year	Bus/Bus with Real Estate	Enter year of Annual Rent for Real Estate Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
	Approx Office Sq Ft	Industrial	Enter the number of square feet of office space
*	Approximate Age	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. If the building was constructed in stages, you can reference that fact in Remarks and in the Backup Package.
*	Approximate Square Footage (Business)	Bus/Bus with Real Estate	Enter the number of square feet occupied by the business.
*	Approximate Total Building Square Footage Note: Not required for Multi-Family, Mixed Use and Institutional	ALL	Enter the total square footage in the subject property. If multiple buildings, indicate the total amount and break it out in the backup package. Length X Width X Stories. (Use outside dimensions). While not critical in Multi-Family, Mixed Use and Institutional, this is vital in other types.
*	Approximate Year Built	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the approximate year built in 4-digit format.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Area	ALL	Enter from coded table. Enter the Area Number according to the property mailing address. Area Number table is accessible through the drop down selection in connectMLS. Note: When you select the value for Area (other than Area 1000-Outside of USA), the choices are narrowed down for City, County, State, Township, and Zip Code. For a confidential listing, enter 999 for Area, the City, State and Zip Code will automatically populate.
	Assessment Includes	Multi-Family 5+	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. If there is an association or other assessment, select the item(s) that describe what the assessment includes. Note: Clarify details in the backup package if needed.
	Association Fee Expense Source	Multi-Family 5+ Office/Tech Retail/Stores Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Association Fee Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Institutional/To Develop Industrial	If the subject property is part of a condo or other type association, enter the amount of Association Fees for the calendar year. \$0 indicates no Association.
*	Auction Date	ALL	Enter the date of the Auction using the calendar.
*	Auction Price Description	ALL	Enter a description of the auction price. Choices are Opening Bid, Reserve Price and Last List Price and are available through the drop-down selection in connectMLS. The description chosen will display in place of the field "List Price".
	Auction Status (AUCT)	ALL	A listing that is now being offered through an Auction. Auction Date, Auction Price Description and Opening Bid/Reserve Price are required and will display on the Detail Reports. If a listing is in the AUCT status, the only status change options to the user will be CANC, CLSD and RACT.
	Back on Market Status (BOMK)	ALL	A listing previously showing Canceled, Closed, Expired or Rented status. The Back on Market status will show on connectMLS for 5 days (unless a status change is made to the listing) and then revert to an Active status.
	Backup Information	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Select the applicable items contained in the backup package.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Base Monthly Income 1 (through 4)	Industrial	Enter the actual current monthly income for each separate unit (1 through 4). Note: Information for this field is only required if data in # of Tenants is greater than "0".
	Basement	Multi-Family 5+	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. If you have several buildings, each with different basements, enter all that could apply. Complete details can be included in the backup package.
	Bay Size	Industrial	Enter length X width in feet for the measurable distance between vertical support beams or columns that upper levels or ceilings of the structure rest on.
	Building Exterior	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
	Built Before 1978	Multi-Family 5+ Office/Tech Mixed Use Institutional/To Develop Industrial	[Y] or [N] will be entered automatically based on Approximate Year Built and only displayed on appropriate reports once listing is given an ML number. This conforms to the legal requirement regarding lead based paint disclosure.
*	Business Age	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Refers to how long the business has been in operation.
	Business Name	Bus/Bus with Real Estate	Enter the business name. Note: If listing is Confidential leave blank.
*	Business Pays	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Enter the expense items that the business is required to pay according to lease terms.
*	Business Type	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
	Call Broker For Confidential Rent Roll Information	Office/Tech Retail/Stores Institutional/To Develop industrial	Enter [Y] or [N]. A confidentiality statement may be required if the owner does not wish to reveal private information openly.
	Cancelled Status (CANC)	ALL	A cancelled listing. Off Market Date is required.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Cap Rate (%)	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Industrial	This is a function of the Net Operating Income divided by the Value. It is expressed as a percentage to one decimal place.
	Ceiling Height (Ft)	Retail/Stores	Enter the height measured from floor to ceiling , expressed in feet
*	Ceiling Height Maximum Feet	Industrial	Enter the measurable distance from the floor to the highest part of the roof's supporting infrastructure. Expressed as feet and inches. Note: If the distance is 25 feet 6 inches, you would enter 25 in this field and 6 in the Ceiling Height Maximum Inches field.
*	Ceiling Height Maximum Inches	Industrial	Enter the measurable distance from the floor to the highest part of the roof's supporting infrastructure. Expressed as feet and inches. Note: If the distance is 25 feet 6 inches, you would enter 25 in Ceiling Height Maximum Feet field and 6 in this field.
*	Ceiling Height Minimum Feet	Industrial	Enter the measurable distance from the floor to the lowest part of the roof's supporting infrastructure. Expressed as feet and inches. Note: If the distance is 25 feet 6 inches, you would enter 25 in this field and 6 in the Ceiling Height Minimum Inches field.
*	Ceiling Height Minimum Inches	Industrial	Enter the measurable distance from the floor to the highest part of the roof's supporting infrastructure. Expressed as feet and inches. Note: If the distance is 25 feet 6 inches, you would enter 25 in Ceiling Height Minimum Feet field and 6 in this field.
*	City	ALL	For Out of State and Out of Area listings, enter the name of city. The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, County, State, Township and Zip Code. When you select values for one, the choices are narrowed down for the others. For a confidential listing, enter 999 in the Area field, the City, State and Zip Code will automatically populate.
	Clear Span	Industrial	Enter [Y] or [N]. Example: Is there a clear span from one level to the other with no vertical support beams, as in Truss Roof?
	Client Needs	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Explain each option in detail in the backup package, expanding and clarifying as much as necessary to help the buying broker. See Client Will field as well.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Client Will	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Explain each option in detail in the backup package, expanding and clarifying as much as necessary to help the buying broker. See Client Needs field as well.
*	Closed Date	ALL	Enter actual date listing closes. Note: Date format is MM/DD/YYYY. The listing must be reported Closed in connectMLS within 72 hours (including weekends and holidays).
	Closed Status (CLSD)	ALL	A closed listing. Must be reported with 72 hours of closing. Sold Price, Contract Date, Closed Date, Selling Agent ID, Short Sale/Foreclosed/Court Approved, Seller's Concessions and Finance Code are required.
	Co-Lister ID	ALL	Enter MRED Agent ID for Co-Lister. Note: Must be an MRED Subscriber. If a Co-Lister ID is entered, the listing will display in the Inventory for that co-listing agent.
	Compass Point	ALL	Enter the street direction. Note: Compass Point is required if City=Chicago.
	Confidentiality or Non-Disclosure Agreement Required? (Y/N)	Bus/Bus with Real Estate	Enter [Y] or [N]. Does the current ownership require written assurance the information will not be distributed or shown to anyone other than the compliant signatory?
	Construction	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: In a situation where more than one type exists, choose all types and break out types in the backup package.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Contingency Flag	ALL	Enter code desired. Choices available through drop-down selection in connectMLS. Note: The following are the available contingency flags: A/I-Attorney Approval/Home Inspection; CTGO-Denotes other contingency that may apply. Call Listing Agent for specifics of contingency; FIN-Financing; HC**-Buyer has property to close. Code is following by number of hours in kick-out period; HS**-Buyer has property to sell. Code is following by number of hours in kick-out period; SS-Short Sale. Note: A short sale is one where title has transferred; where the sales price was insufficient to pay the total of all liens and costs of sale; and where the seller did not bring sufficient liquid assets to the closing to cure all deficiencies. A potential short sale is one where the listing agent reasonably believes the purchase price may not be enough to cover payment of all liens and costs of sale and the seller is unwilling or unable to bring sufficient liquid assets to the closing.
	Contingency Status (CTG)	ALL	A contingent listing. Contingent listings are active properties in which backup offers can be presented. Contract date and selling agent ID are required, but will only display to the Listing and Selling offices and agents involved in the transaction.
*	Contract Date	ALL	Enter the date the sales/rental contract is signed by all responsible parties.
*	Cooperative Compensation	ALL	You must enter a specific calculable dollar amount or percentage. Example: 2.5%-100 or \$500.00 or 2.5% + 500 bonus by 1/1/09. Along with the calculable \$ amount or %, the wording "C AGT RMK" can be input to direct attention to the Agent Remarks field to show additional compensation information.
*	Cost of Goods Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Cost of Goods Sold	Bus/Bus with Real Estate	Enter the number (generally computed by seller's accountant) representing the cost of materials, direct labor, and subcontract manufacture or services entering into the goods.
*	Cost of Goods Year	Bus/Bus with Real Estate	Enter year of Cost of Goods Sold Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	County	ALL	Enter County code. Note: The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, State, Township and Zip Code. When you select values for one, the choices are narrowed down for the others.
	Current Owner	Bus/Bus with Real Estate	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Indicates the approximate length of time in years that the current owner has owned the business.
	Current Use	ALL	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Indicates how the property is utilized now. Note: See Potential Use for what it might become.
*	Directions	ALL	Enter reliable street directions to the property location. Start from a major intersection. Use N, S, E, and W for directionals. Abbreviation is acceptable. No other information is permitted in this field.
	Docks/Delivery	Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Indicates the type of docks/delivery present on the property.
	Door Dimensions	Industrial	Indicate the width x height (in feet and inches) for the drive- in door dimensions. Note: Not for docks.
	East (Coordinate)	ALL	Enter the East coordinate of property. All properties in Chicago MUST use the Chicago Block Numbering System for map coordinates. All Suburbs may use the Rand McNally Grid Numbers, if they choose. Reference: Census Tract Map, Turner's Guide, Rand McNally Street Finder Guide.
	Effective Gross Income	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Industrial	Enter the sum of actual income from all sources minus a percentage of vacancy. Annual income (Gross Rental Income) less vacancy loss plus other income.
	Electric Expense Source	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Electric Expense Note: not required for Institutional/To Develop	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the annual expenses for electric service to the property/business.
	Electrical Service Note: only required for Industrial	ALL	Enter code(s) that apply. Choices available on listing input sheet and through Drop-down selection in connectMLS. Note: Enter the items that best represent the electrical service. If there are various services, clarify services in the backup package.
*	Elevator Expense Note: not required for Institutional/To Develop	Multi-Family +5 Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the annual expenses for elevator maintenance and/or repair. Explain maintenance contract and its terms, if one exists in the backup package.
	Elevator Expense Source	Multi-Family +5 Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
	Energy/Green Building Rate Source	ALL	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Only 1 LEED-H and/or NAHB selection should be made, but these can be combined with any other selection. Reference: See Green Information at the end of this document.
	Estimated CAM/SF Note: if property is for lease, this is a required field.	Office/Tech Retail/Stores Mixed Use Industrial	Enter the calculated amount of shared/common building expense charged proportionately to tenants. Includes snow removal, trash, parking lot maintenance, etc. Calculation: Annual Dollars for common area maintenance divided by square feet.
	Estimated Tax/SF Note: if property is for lease, this is a required field.	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the calculated amount of tax. Calculation: Annual Dollars for tax divided by square feet.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Expense Year	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Expiration Date	ALL	Enter expiration date of listing agreement. Note: This date must be after the date of entry.
	Expired Status (EXP)	ALL	An expired listing. This is considered an Off-Market Status.
	Extra Storage Spaces Available	Office/Tech Retail/Stores Industrial	Enter [Y] or [N].
*	Finance Code	ALL	Enter code desired. Choices available through drop-down selection in connectMLS.
	Financial Amount for Total Building (Rental Only)	Retail/Stores	Enter [Y] or [N]. This field indicates if the financials are for individual spaces or the total building.
	Financial Amounts for Individual Spaces (Rental Only)	Retail/Stores	Enter [Y] or [N]. This field indicates if the financials are for individual spaces or the total building.
	Fire Protection Note: only required for Industrial	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Enter the items that best describe the type(s) of fire protection and clarify in the backup package.
	Floor Finish	Office/Tech Retail/Stores Mixed Use Industrial	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Enter as many as needed to indicate the types of floor covering. Clarify locations and types in the backup package.
	Food/Beverage Type	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Enter the best description for a food and beverage type listing only. DO NOT use this field if the business is not a food/beverage type business.
	Foundation	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Enter the items that best describe the foundation(s) and clarify in the backup package.
	Frontage/Access	ALL	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Fuel Expense Source	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Fuel Expense Note: not required for Institutional/To Develop	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the annual expense amount for heat. Clarify the type of fuel(s) in the Heat/Ventilation field and in the backup package.
*	Geographic Locale	Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS.
	Green Disclosure	ALL	Enter [Y] or [N]. Represents whether a Green Disclosure is being included with the listing. Note: If Yes is entered, disclosure must be uploaded against listing. Reference: SREA Green MLS Glossary and Green Disclosure Statement located under Forms in connectMLS.
	Green Features	ALL	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Reference: See Green Information at the end of this document.
*	Gross Payroll	Bus/Bus with Real Estate	Enter the total number of dollars spent on payroll items, i.e. Total amount paid to employees, matching funds, etc.
*	Gross Payroll Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Gross Payroll Year	Bus/Bus with Real Estate	Enter year of the Gross Payroll Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
*	Gross Profit	Bus/Bus with Real Estate	Enter the Gross Profit Amount (annual) in dollar amount. Calculation: Gross Sales less the Cost of Goods Sold.
*	Gross Profit Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Gross Profit Year	Bus/Bus with Real Estate	Enter year of the Gross Profit Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Gross Rent Multiplier	Multi-Family 5+ Mixed Use	Calculation: List Price divided by the Gross Scheduled Annual Rent
	Gross Rentable Area	Retail/Stores	Enter the full extent of the building's available floor area or space. Square footage is used to calculate annual rent. Includes a percentage of common areas.
*	Gross Rental Income \$	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Industrial	Enter the single sum of the income derived from rent, taxes and common area charges. Total annual scheduled income at one hundred percent occupancy.
*	Gross Sales Annual Amount	Bus/Bus with Real Estate	Enter the Gross Revenue for a specific year.
*	Gross Sales Annual Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Gross Sales Annual Year	Bus/Bus with Real Estate	Enter year of the Gross Sales Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
	HERS Index Score	ALL	Enter up to a three (3) digit number that represents the analysis of a home's projected energy efficiency. Reference: See Green Information at the end of this document.
*	Heat / Ventilation	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Enter selections that best describe the heating and ventilation. Clarify selections in the backup package.
	Indoor Parking	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Select items that describe the types of parking that exist in a sheltered environment, i.e. Parking garage or underground parking.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Information	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. If Short Sale, Court Approval Required or Foreclosure is selected, the associated information will automatically be populated in Short Sale/Foreclosed/Court Approval (for CLSD listings). Note: In business offerings, it is typical for a Non-Disclosure Agreement to be signed by the showing agent and customer and for location information and details to be very confidential. The same may apply to landlords not wishing to disturb tenants. See Area field for 999 designation.
	Insurance Expense Source	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter year of the Gross Payroll Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
*	Insurance Expense Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the amount of annual expense for fire and extended coverage insurance for the building.
*	Internet Listing	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. If "All" is selected, listing will be sent to all sites except to Real-Net unless the Broker has a "vendor contract" with that site.
*	Inventory	Bus/Bus with Real Estate	Enter the most recent value of Inventory AT COST.
*	Inventory Expense Source	Bus/Bus with Real Estate	Enter year of the Gross Payroll Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
*	Inventory Year	Bus/Bus with Real Estate	Enter year of the Inventory Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
	Investment	Industrial	Enter [Y] or [N]. Note: Was this property purchased as an investment opportunity?
*	Janitor Expense Note: not required for Institutional/To Develop	Multi-Family +5 Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the annual expense for janitorial service.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Janitor Expense Source	Multi-Family +5 Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
	Known Encumbrances Note: only required for Business/Business with Real Estate	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Enter items that best describe any liens or encumbrances associated with the property. Note: If none is listed, it may be assumed that there are none. Verify this list with the owner. In addition, determine if there is a foreclosure or bankruptcy in process.
	Land Amenities	Multi-Family 5+ Bus/Bus with Real Estate Institutional/To Develop	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
*	Land Square Feet Note: only required for Business, Mixed Use and Industrial	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the area of the land, expressed in square footage.
	Last Lease Expiration	Multi-Family 5+	Enter the last termination date (chronologically) of all existing leases for the property.
*	Laundry Income (Annual)	Multi-Family 5+ Mixed Use	Enter the Annual income from laundry operations. The Washer/Dryer Leased field indicates whether the units are leased, and if they are the lease details should be in the backup package.
*	Lease Expiration Date 1 (through 7) Note: If property type is Industrial there are only 4 Tenant Names allowed.	Office/Tech Retail/Stores Mixed Use Industrial	Enter the date (Format: MM/DD/YY) of termination of leasehold rights and occupancy/possession for each separate unit (1 through 7). Note: Information for this field is only required if data in # of Tenants is greater than "0".
*	Lease Expires Note: If for Lease, this field is required.	Bus/Bus with Real Estate	Enter the date of termination of leasehold rights and occupancy/possession.
*	Lease Type Note: If for Lease, this field is required.	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Lease Type 1 (through 7) Note: If property type is Industrial there are only 4 Tenant Names allowed.	Office/Tech Retail/Stores Industrial	Enter code(s) that apply for each separate unit (1 through 7). Choices available on listing input sheet and through Drop-down selection in connectMLS. Note: Information for this field is only required if data in # of Tenants is greater than "0".
*	List Agent ID	ALL	This field auto populates the listing agent ID of the agent that has logged into connectMLS. Note: A secretary can ONLY select an agent from the drop down list of agents that are associated with that office.
*	List Date	ALL	Enter date listing agreement is signed by all parties. Note: Date format is MM/DD/YYYY. List Date must be today or prior to the date of entry. The listing must be entered into connectMLS within 72 hours (including weekends and holidays).
*	List Office ID	ALL	This field auto populates with the office of the agent or secretary that has logged into connectMLS.
*	List Price	ALL	Enter dollar amount if for sale, without dollar sign (\$) or commas. Enter 0 (zero) if for lease only. If for sale and for lease enter dollar amount for sale here and lease amount in the Rental Price field.
	Listing Agent's Additional Info	ALL	Enter listing agent's additional contact information, i.e. additional phone number, pager, voice mail, e-mail, website.
*	Listing Type	Multi-Family 5+	Enter Exclusive Right to Sell, Exclusive Right to Lease or Exclusive Agency. This refers to the type of listing agreement signed. Note: for more information see the MRED Rules and Regulations.
*	Listing Type	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter Exclusive Right to Sell, Exclusive Right to Lease or Exclusive Agency. This refers to the type of listing agreement signed. Note: for more information see the MRED Rules and Regulations.
	Living Quarters	Bus/Bus with Real Estate	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Select options that best describe living quarters in a business offering, such as an apartment above a tavern.
	Location	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Identifies a particular location or area description. Select as many as needed to best describe the location of the offering.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Lock Box	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
	Loss Factor	Office/Tech Retail/Stores Industrial	Enter the percentage of a building common to all tenants, (i.e. washrooms, hallways, lunchrooms, elevators, conference rooms, etc.) Note: These areas are included in the Gross Rentable square foot figure of the lease, but not in the Net Rentable square feet occupied by the tenant. Calculation: Gross Rentable Sq. Ft. less the Loss Factor equals the Net Rentable Sq. Ft.
*	Lot Dimensions	ALL	Enter the lot dimension if for sale or space dimensions if for rent (frontage and clockwise). Note: for property type Business/Business with Real estate, when there is no real estate for sale, input "0".
*	Lot Size	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
	Lot Sq Ft	ALL	Enter the area of the lot, expressed in square footage.
*	Management Expense Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the annual expense for professional management. Note: Clarify in the Management Source field and in the backup package whether management exists or projected.
	Management Expense Source	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Max Available Sq Ft (Rentable)	Office/Tech Retail/Stores Industrial	In a LEASE offering, enter the maximum number of net rentable square feet available. Note: See Loss Factor field for further explanation.
*	Min Available Sq Ft (Rentable)	Office/Tech Retail/Stores Industrial	In a LEASE offering, enter the minimum number of net rentable square feet available. Note: See Loss Factor field for further explanation.
	Miscellaneous Inside	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Handicapped Access refers to entry to the building. Handicapped Equipped refers to facilities such as washrooms designed for the Handicapped.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Miscellaneous Outside	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Handicapped Access refers to entry to the building
*	Monthly Income - 1 (through 7)	Multi-Family 5+	Enter the actual current monthly income for each separate Apartment type (1 through 7). Note: If entry is greater than "0" in the field # of Units–Apartment Type, than # of Rooms, # of Bedrooms, # of Bathrooms, # of Half Baths and Monthly Income are displayed and required.
*	Monthly Income - 1 (through 7)	Office/Tech Retail/Stores Mixed Use	Enter the actual current monthly income for each separate Apartment type (1 through 7). Note: Information for this field is only required if data in # of Tenants is greater than "0".
*	Multiple PIN Numbers	ALL	Enter [Y] or [N]. Does the offering have more than one PIN number?
*	Net Operating Income \$ Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the Net Operating Income amount for a specific year.
*	Net Operating Income Year Note: <u>only</u> required for Bus/Bus with Real Estate	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter year of the Net Operating Income amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
*	Net Profit	Bus/Bus with Real Estate	Enter the Net Profit amount for a specific year.
*	Net Profit Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Net Profit Year	Bus/Bus with Real Estate	Enter year of the Net Profit amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
	Net Rentable Area	Retail/Stores	Enter the actual square footage of the rentable space. This does not include elevators, stairwell, bathroom, common area, hallways & corridors, etc.
	New Status (NEW)	ALL	A new listing. The New status will show on connectMLS for 5 days (unless a status change is made to the listing) and then revert to an Active status.
	NOI Source	Institutional/To Develop	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	North (Coordinate)	ALL	Enter the North coordinate of property. All properties in Chicago MUST use the Chicago Block Numbering System for map coordinates. All Suburbs may use the Rand McNally Grid Numbers, if they choose. Reference: Census Tract Map, Turner's Guide, Rand McNally Street Finder Guide.
	Off Market	ALL	This includes the following status types: Cancelled, Closed, Expired, Pending and Rented.
	On-Site/Res Mgr Expense Source	Multi-Family 5+ Mixed Use Institutional/To Develop	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	On-Site/Resident Manager Expense Note: not required for Institutional/To Develop	Multi-Family 5+ Mixed Use Institutional/To Develop	Enter the amount paid to or deducted from the rent of the manager living on the premises.
*	Opening Bid/ Reserve Price	ALL	Enter a dollar amount that represents the Reserve Price, Opening Bid or Last List Price. Note: Do not enter dollar sign or commas.
	Other Compensation	ALL	Indicates that you are willing to pay any licensed MLS participant member a fee as indicated without granting sub-agency and regardless of whether there is a buyer's agency agreement or not.
	Other Expense Source	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through Drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Other Expenses Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the sum of all annual expenses not included in specific categories.
	Outdoor Parking	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Select items that describe the types of parking that exist in unsheltered environments, i.e. Outdoors
	Owner's Association	Multi-Family 5+ Mixed Use	Enter [Y] or [N]. Is there an owner's association? Note: clarify details in the backup package.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Ownership Type	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. This refers to the type of ownership that applies to the real estate, i.e. Corporation, Partnership, Sole Proprietor, etc.
*	Parcel Identification Number	Multi-Family 5+ Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter property's tax identification number. If the property is for lease, PIN not required. If the property is new construction and the PIN is not yet assigned, enter the first 7 digits of the existing PIN until the county assigns a new PIN. For properties that are for rent, business only or confidential, enter 9999999. Note: When saving the listing a warning message will display stating that the pin does not match the tax records. The listing can still be saved and MRED Rules & Regulations will validate.
	Pending Status (PEND)	ALL	Refers to a listing with a fully executed purchase contract with no contingencies other than closing. Must be reported within 72 hours after date of acceptance by all parties to the contract.
*	Photo Instructions	ALL	Enter code that applies. Choices available on listing input sheet and through drop-down selection in connectMLS. The first or primary photo MUST BE the front exterior of the property and up to 15 additional photos may be loaded into connectMLS. Note: All listings except confidential business listings are to have a primary photo within seven (7) days of entry into connectMLS. If a primary photo is not in the system within ten (10) days of the listings entry, the listing will be placed in a HOLD status until a primary photo is loaded.
*	Possession Note: <u>only</u> required for Business	Multi-Family 5+ Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Indicates when the purchaser or tenant will have legal control of the premises.
	Potential Use	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
	Price Change Status (PCHG)	ALL	A listing showing a change in list price. A new list price is required. The Price Change status will show on connectMLS for 5 days (unless a status change is made to the listing) and then revert to an Active status.
*	Property Address on Internet? (Y/N)	ALL	Enter [Y] or [N]. Denotes if you want the property's address to display on Broker Reciprocity compilations on the Internet.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Proprietary Info	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Enter the types of additional information that may be available for a qualified prospect.
	Reactivate Status (RACT)	ALL	A listing that was previously showing Contingent, Pending or Temporarily Off-Market. The Reactivated status will show on connectMLS for 5 days (unless a status change is made to the listing) and then revert to an Active status.
*	Real Estate Included? (Y/N)	Bus/Bus with Real Estate	Enter [Y] or [N]. Is real estate included in the sale of the business?
*	Real Estate Taxes	ALL	Enter the annual real estate taxes dollar amount from the most current, completed tax year billed and issued. For tax-exempt properties, enter the word "EXEMPT". For new construction, enter the word "NEW". Enter a four digit year. Note: The Tax Year and Tax Amount must be updated by December 31st in listings of any active status.
*	Reimbursed Monthly Expenses 1 (through 7) Note: If property type is Industrial there are only 4 Tenant Names allowed.	Office/Tech Retail/Stores Industrial	Enter amount of reimbursed expenses for each separate unit (1 through 7). Also known as "additional rent". This includes tax, common area maintenance, and utilities that are billed separately to tenants and paid to the landlord. Note: Information for this field is only required if data in # of Tenants is greater than "0".
	Remarks	ALL	The Remarks field is reserved for a description of the property. No mention of Agent names, Co-Lister's names, phone or fax numbers, email addresses, websites, open house, sales center etc. is permitted. No "reciprocal" wording in reference to commission, compensation or fees is permitted. Remarks are to be worded professionally and in accordance with the Fair Housing laws as taught in your real estate pre-licensure and continuing education (CE) classes.
*	Remarks on Internet? (Y/N)	ALL	Enter [Y] or [N]. Do you want the listing remarks to display on Broker Reciprocity compilations on the Internet?
*	Rental Price Per Sq Ft/Year	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the amount of base rent paid per square foot per year - the total base rent paid in the calendar year divided by the size of the unit. \$1,500 in this field would mean that a 5,000 square foot space would rent for \$7,500,000 per year or \$625,000 per month. If the 5000-ft unit rents for \$1,500, the correct entry would be \$3.60.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Rented Date	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter actual date the renter moves in. Note: Date format is MM/DD/YYYY.
*	Rented Price (\$ per SF/Year)	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	For Closed listings <u>ONLY</u> . Enter dollar amount, without dollar sign (\$) or commas of the actual rental price of the listing. Must be greater than zero and cannot contain an asterisk (*).
	Rented Status (RNTD)		A rented listing. Must be reported with 72 hours of closing. Rental Price, Contract Date, Rental Date and Selling Agent are required.
	Repairs/Décor Expense Source	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Repairs/Décor Expense Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the total amount paid annually for decorating and/or repairing all units in dollar amount.
	Roof Coverings	Multi-Family +5 Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
	Roof Structure	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
*	Sale Price Includes	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Enter all applicable items included in the sales price.
	Sale Terms	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Select all terms that are acceptable to the seller/landlord.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Sales Tax	Bus/Bus with Real Estate	Enter the amount of Sales Taxes to be paid in a dollar amount for a particular calendar year.
*	Sales Tax Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Sales Tax Year	Bus/Bus with Real Estate	Enter year of the Sales Tax Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
*	Scavenger Expense Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the amount paid or to be paid in dollar amount for garbage pick-up in a calendar year.
	Scavenger Expense Source	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
	Seating Capacity	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Enter the number of seats or seating positions available to customers/patrons.
*	Seller Concessions (Y/N)	ALL	Enter [Y] or [N]. If the seller made any concessions to the sale (i.e. credits, points, etc.). If "Y" is entered, the dollar amount of those concessions is required in the Sellers Concessions Amount/Points field.
	Seller Concessions Amount/Points	ALL	Enter the dollar amount of any concessions the seller made to the sale. Note: This field is required if "Y" is entered in Seller's Concessions.
*	Selling Agent ID	ALL	Enter Selling Agent ID#.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Short Sale/Foreclosure/ Court Approved	ALL	For Closed listings <i>ONLY</i> . Enter code desired. Choices available through drop-down selection in connectMLS. If Short Sale, Court Approval Required or Foreclosure is entered in the Special Compensation field it will automatically populate this field with the appropriate information. Note: A short sale is one where title has transferred; where the sales price was insufficient to pay the total of all liens and costs of sale; and where the seller did not bring sufficient liquid assets to the closing to cure all deficiencies. A potential short sale is one where the listing agent reasonably believes the purchase price may not be enough to cover payment of all liens and costs of sale and the seller is unwilling or unable to bring sufficient liquid assets to the closing.
*	Sold Price	ALL	For Closed listings <u>ONLY</u> . Enter dollar amount, without dollar sign (\$) or commas of the actual selling price of the listing. Must be greater than zero and cannot contain an asterisk (*).
	South (Coordinate)	ALL	Enter the South coordinate of property. All properties in Chicago MUST use the Chicago Block Numbering System for map coordinates. All Suburbs may use the Rand McNally Grid Numbers, if they choose. Reference: Census Tract Map, Turner's Guide, Rand McNally Street Finder Guide.
*	Special Compensation Information	ALL	Indicates any special conditions to the compensation being offered. Enter all applicable field codes. If C-Court Approval Required or S-Short Sale is selected, information is auto populated in Agent Remarks. Note: A short sale is one where title has transferred; where the sales price was insufficient to pay the total of all liens and costs of sale; and where the seller did not bring sufficient liquid assets to the closing to cure all deficiencies. A potential short sale is one where the listing agent reasonably believes the purchase price may not be enough to cover payment of all liens and costs of sale and the seller is unwilling or unable to bring sufficient liquid assets to the closing.
*	Specific Zoning	ALL	Enter the Zoning Code (e.g. R-2) assigned by the Township Assessor.
*	Square Footage 1 (through 7) Note: If property type is Industrial there are only 4 Tenant Names allowed.	Office/Tech Retail/Stores Mixed Use Industrial	Enter the square footage for each separate unit (1 through 7) in rentable square feet. Note: Information for this field is only required if data in # of Tenants is greater than "0".

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	State	ALL	Enter the two-letter postal abbreviation for the state. ConnectMLS defaults to "IL". Note: The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, County, Township and Zip Code. When you select values for one, the choices are narrowed down for the others.
*	Street Name	ALL	Enter full street name - NO abbreviations. Note: For a confidential listing, enter 999 for Area (the following fields will automatically populate; City=Confidential, State=IL and Zip Code=99999). Enter Confidential for Street Name and 999 for Street Number. The correct County will need to be selected.
*	Street Number	ALL	Enter the number component of the address. Note: For a confidential listing, enter 999 for Area (the following fields will automatically populate; City=Confidential, State=IL and Zip Code=99999). Enter Confidential for Street Name and 999 for Street Number. The correct County will need to be selected.
*	Street Suffix	ALL	Do not include the street suffix in the Street Name. If the street does not have a street suffix select "NONE".
*	Sub Type Note: not required for Institutional/To Develop	Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
	Subdivision/Complex	Multi-Family 5+ Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Industrial	Select from the look-up table in connectMLS the name of the subdivision, office complex, shopping center, etc.
	Supplies Expense Source	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Supplies Expense Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the amount spent on supplies used in the operation of the business or building in a dollar amount.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Suspended Status (SUSP)	ALL	A listing will be placed in a Suspended status when the Listing Agent or Listing Office User Status changes to Suspended. The policy only applies to Active listings that are not under contact. Nothing will be done to the agent's or office's listings for the first thirty (30) days. Email contact will then be made to the appropriate Association and email and phone contact will also be made to the Broker and/or Agent. If the agent is still in a Suspended User Status, three days following the email and phone contact, then the listings will be moved to the Broker of the office. If the office is still in a Suspended User Status three business days following email and phone contact then all listings will be placed in the Suspended status and the association and broker notified.
*	Tax Expense Source Note: only required for Bus/Bus with Real Estate	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Tax Year	ALL	Enter the most current, completed tax year billed and issued. Enter a four digit year. Note: The Tax Year and Tax Amount must be updated by December 31 st in listings of any active status.
	Temporarily Off-Market Status (TEMP)	ALL	A listing that is still listed and the exclusive brokerage agreement is in effect, property unable to be shown, except for reasonable restrictions noted on the listing.
*	Tenant Name 1 (through 7) Note: If property type is Industrial there are only 4 Tenant Names allowed.	Office/Tech Retail/Stores Mixed Use Industrial	Enter the name of the tenant for each separate unit (1 through 7). Note: Information for this field is only required if data in # of Tenants is greater than "0".
*	Tenant Pays	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Enter the expense items that the tenant is required to pay under the lease terms.
*	Total Annual Expense Note: not required for Institutional/To Develop	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the amount that was or will be paid for operational and non-operational expenses during the calendar year.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Total Annual Expense Source	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Total Annual Income Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the gross annual rents scheduled, even if not rented, for all rentable space. Normally a vacancy factor is applied to this amount to obtain a lesser amount for further analysis. This number does NOT include the vacancy factor.
*	Total Monthly Income Note: <u>only</u> required for Multi-Family and Mixed Use	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Industrial	Enter the amount of monthly income based upon actual leases in a dollar amount.
*	Total Op Exp Year	Bus/Bus with Real Estate	Enter year of the Sales Tax Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
*	Total Op Expense Source	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
*	Total Operating Expenses	Bus/Bus with Real Estate	Enter the amount that was or will be paid in expenses incurred to operate the business or building during a calendar year in a dollar amount.
	Township	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter township name from the look-up table in connectMLS. Note: The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, County, State, and Zip Code. When you select values for one, the choices are narrowed down for the others.
*	Type Multi-Family	Multi-Family 5+	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
*	Type of Lease	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. In each case, the lease sets forth those expenses that are included in the base rent and those that are paid by the tenant in addition to the base rent. Note: The lease type should be documented in the backup package.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Type Ownership (Business)	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. This refers to the type of ownership that applies to the business, i.e. Partnership, Sole Proprietor, etc.
	Type Ownership (Real Estate)	Bus/Bus with Real Estate	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. This refers to the type of ownership that applies to the real estate, i.e. Corporation, Partnership, Sole Proprietor, etc.
	Unincorporated (Y/N)	ALL	Enter [Y] or [N]. Is the property location outside the corporate limits of any municipality?
	Unit Number	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Industrial	Enter the number of the unit for sale or lease.
	Use	Institutional/To Develop	Enter property use if other than for office, industrial, warehouse, retail, or apartments.
	User (Y/N)	Industrial	Enter [Y] or [N]. Was this property purchased for use by the current owner?
	Utilities Expense	Institutional/To Develop	Enter the amount to be paid for utilities for a particular calendar year in a dollar amount.
	Utilities Expense Source	Institutional/To Develop	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
	Utilities to Site	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.
	Utilities Year	Institutional/To Develop	Enter year of the Utilities Expense Amount in 4-digit format. Note: See Year and Source information at the end of this glossary.
	Vacancy \$ Amount	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the dollar amount of any vacant square footage. Calculate: The square footage of empty space divided by the total square footage of the building, multiplied by the current dollar/per square foot value.
	Vacancy %	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the vacancy percentage. Total vacant square feet divided by the total rentable area of the building. Expressed as a percentage.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
	Vacancy Expense Source	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
	Vacancy Percentage Source	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.
	Virtual Tour	ALL	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Allows on-line ordering of Virtual Tours of the property.
*	VOW AVM (Y/N)	ALL	Enter [Y] or [N]. This tells the VOW feed website operator to allow or not allow the use of an AVM type function directly on this listing. AVM functions are CMA like calculations that show what the web site operator believes to be the current value of a property. There is no standard AVM calculation and each website operator that uses this type of function has its own formula and considers it proprietary. It's common to see disclaimers like "for a real estimate contact a Realtor" on sites that use AVM's. This field has been added to comply with NAR's VOW policy that becomes effective April 1, 2009.
*	VOW Comments/ Reviews (Y/N)	All	Enter [Y] or [N]. Represents whether a Seller can request that comments or blogging features of VOWs be disabled or discontinued with respect to their properties.
	Washer/Dryer Leased	Multi-Family 5+ Mixed Use	Enter [Y] or [N]. Note: Indicates whether the washers and/or dryers in the building are leased or owned.
	Water Drainage	Office/Tech Retail/Stores Mixed Use Industrial	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: Indicates the type(s) of drainage present on the property.
	Water Expense Source	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Note: See Year and Source information at the end of this glossary.

R	connectMLS Field Name	Property Type(s)	Instruction/Definition/Rule
*	Water Expense Note: not required for Institutional/To Develop	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Enter the amount paid for water usage during a given calendar year in a dollar amount. Indicates whether a property borders a body of water.
	Waterfront (Y/N)	Bus/Bus with Real Estate Institutional/To Develop	Enter [Y] or [N]
	West (Coordinate)	ALL	Enter the West coordinate of property. All properties in Chicago MUST use the Chicago Block Numbering System for map coordinates. All Suburbs may use the Rand McNally Grid Numbers, if they choose. Reference: Census Tract Map, Turner's Guide, Rand McNally Street Finder Guide.
*	Zip Code	ALL	Enter 5-digit zip code where the property is located. Note: The choices available through the drop-down list depend upon the value you entered in connectMLS for Area (other than Area 1000-Outside of USA), City, County, State, and Township. When you select values for one, the choices are narrowed down for the others.

Year and Sources

Proper use of the Source and Year fields provides other agents with more information regarding income and expenses. Complete the Source field with one of the codes provided to indicate how or from whom you obtained the information. The Year field indicates the calendar year, past or future. For example, when listing a property in June 2008, where the figures obtained from the owner represent the calendar year 2007, the Year is indicated in a four digit format (2007).

Income possibly indicated for the above example would be the current rent roll with leases going into 2004. In this situation, there would be an 18 to 24 month difference between income year and expense year. Consider this difference in computing the Net Operating Income (last year's expenses and next year's income). The backup package could contain numbers obtained from the owner's Schedule E or other sources, as well as a forecast made by the salesperson or owner. Labeling the source, salesperson or owner, and the calendar year or period clearly will assist prospects in their determination of the potential of this investment.

Green Information

Drought Tolerant Plants - Are plants that can live in dry climates and do not have to be watered often.

Energy Star Certified - ENERGY STAR, created in 1992, is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy. To earn the ENERGY STAR, a home must meet strict guidelines for energy efficiency set by the U.S. Environmental Protection Agency. These homes are at least 15% more energy efficient than homes built to the 2004 International Residential Code (IRC), and include additional energy-saving features that typically make them 20–30% more efficient than standard homes. ENERGY STAR qualified homes can include a variety of "tried-and-true" energy-efficient features that contribute to improved home quality and homeowner comfort, and to lower energy demand and reduced air pollution.

Enhanced Air Filtration - Air filtration is used in a wide variety of environments such as automobiles, homes, office buildings, and manufacturing facilities. Filtration systems are used to remove pollutants such as dust, particulates, microorganisms, and toxins from breathing air. Though there are several types of air-filtration technologies such as mechanical filters, fractional electrostatic filters, and electric filters, active electrically enhanced air-filtration systems have become increasingly popular because of their high efficiency.

Geo-thermal HVAC - A heating, ventilation and air conditioning system that uses the earth's energy to help heat and cool your home. Geothermal HVAC systems provide a mechanism for transferring heat in the winter and cool in the summer from the ground to your house.

Green/Living Roof - A green roof is basically a roof which includes a typical roof surface covered by a water-proofing membrane, a drainage plane, a water retention medium, and plantings of drought-resistant species. However, designs differ depending on a variety of factors. Green roofs are not yet common on single family homes, but can be seen more frequently in multifamily or other large urban buildings. The benefits of a green roof include control of storm water runoff which can reduce urban water pollution, absorption of airborne toxins and increase in oxygen in the air, reduction of surface temperature of the roof, cooling of surrounding air, reduction of the urban heat island effect, noise insulation, longer roof life, better insulation, and provision of additional "land" area.

HERS Rated - A home energy rating involves an analysis of a home's construction plans and onsite inspections. Based on the home's plans, the Home Energy Rater uses an energy efficiency software package to perform an energy analysis of the home's design. This analysis yields a projected, pre-construction HERS Index. The HERS Index is a scoring system established by the Residential Energy Services Network (RESNET) in which a home built to the specifications of the HERS Reference Home scores a HERS Index of 100, while a net zero energy home scores a HERS Index of 0. The lower a home's HERS Index, the more energy efficient it is in comparison to the HERS Reference Home. For homes rated before July 1, 2006, the rating score is known as a "HERS Score." The HERS Score is a system in which a home built to the specifications of the HERS Reference Home has a HERS Score of 80. Unlike the HERS Index, each 1-point increase in a HERS Score is equivalent to a 5% increase in energy efficiency.

HERS – 85 - The EPA's Energy Star program requires a score of 85. LEED for Homes starts at HERS 85, and then additional points are awarded for every HERS point above 85. Federal tax credits for builders require an approximate HERS score of 60. A home with a HERS Index of 85 is 15% more energy efficient than the HERS Reference Home.

HERS 86- 100 – If the house performs at the level of an ERHU Score of 86 Points out of 100 or better, the Home Energy Rater will place a customized **Energy Star**[®] label on the home, typically on the utility/circuit breaker box cover. This label is the identifying mark of qualifying homes. It provides consumers an easy way to recognize energy-efficient homes verified to meet EPA's **Energy Star**[®] performance guidelines. Since it is permanently affixed to the home, it provides the owner a means of demonstrating the value built into their home at time of re-sale.

HERS 101+ - A HERS rating results in a score that is based on national standards produced by RESNET. A HERS index of 100 is what a standard built-to-code new home would score, while a net-zero energy home would score a 0. Older, existing homes may score a higher number than 100, as they were not built to modern day building codes.

LEED Certified - The Leadership in Energy and Environmental Design (LEED) Green Building Rating System, developed by the U.S. Green Building Council (USGBC), provides a suite of standards for environmentally sustainable construction. Since its inception in 1998, LEED has grown to encompass more than 14,000 projects in 50 US States and 30 countries covering 1.062 billion square feet (99 km²) of development area. Green Building Council members, representing every sector of the building industry, developed and continue to refine LEED. The rating system addresses six major areas:

- Sustainable sites

- Water efficiency
- Energy and atmosphere
- Materials and resources
- Indoor environmental quality
- Innovation and design process

Different LEED versions have varied scoring systems based on a set of required "prerequisites" and a variety of "credits" in the six major categories listed above. In LEED for new construction and major renovations for commercial buildings there are 69 possible points and buildings can qualify for four levels of certification:

- Certified - 26-32 points
- Silver - 33-38 points
- Gold - 39-51 points
- Platinum - 52-69 points

LEED Silver – 33-38 points

LEED Gold – 39-51 points

LEED Platinum – 52-69 points

Low Flow Commode - Commodes that use less water. Different types of low flow commodes use various technologies aimed at making the toilet more functional. Some toilets have large drain passages, redesigned bowls and tanks for easier wash down. Low flow toilets use a maximum of 1.6 gallons of water per flush compared with about 3.5 gallons of water used by a standard toilet.

Low Flow Fixtures - Fixtures that save water that would otherwise be wasted, not only reducing your utility bill, but also the amount of available fresh water used. Low flow shower heads use about 2 ½ gallons of water per minute compared to between 4 to 5 gallons per minute used by conventional heads. Low flow faucet aerators can cut water usage of faucets by as much as 40% from 4 gallons per minute to 2 ½.

NAHB – National Association of Home Builders - Through the National Green Building Program, the National Association of Home Builders is helping its members move the practice of green building into the mainstream. A builder, remodeler or developer must incorporate a minimum number of features in the following areas: energy, water, and resource efficiency, lot and site development, indoor environmental quality, and home owner education. The more points accrued, the higher the score. The four threshold levels - Bronze, Silver, Gold, and Emerald - allow builders to achieve entry-level green building, or the highest level of sustainable "green" building incorporating energy savings of 60% or more. Single-family & multi-unit homes, residential remodeling projects, and site developments are all covered in the program.

Rainwater Catchment - Rainwater catchment is the term used to describe any system that acts as a kind of sky net to capture and impound rainfall. The very earth itself in this definition of "rainwater catchment" works as one giant rainwater catchment system sustained by plentiful mountains and valleys across the many continents. Not all rainwater catchment systems are roofs on top of houses; some are surface water catchment systems for fields to improve irrigation. But essentially all of them need these four elements: AREA, SLOPE, DRAIN and STORAGE. Area, gives the water a place to land. Slope gives it gravitational pull, so that it can pick up speed and momentum, thereby flowing toward the drain. Drain, channels rainwater in an organized fashion so that it can actually form a consistent body. Storage is the final resting place for the flowing bodies of water that come from the drain.

Solar Electric System - Also called photovoltaic or PV systems, are reliable and pollution-free. They make use of a renewable source of energy – the sun. These systems convert sunlight directly to electricity. They work any time the sun is shining, but more electricity is produced when the sunlight is more intense and strikes the PV modules directly.

Solar Hot Water - Water heated by the use of solar energy. Solar heating systems are generally composed of solar thermal collectors, a fluid system to move the heat from the collector to its point of usage. The system may use electricity for pumping the fluid, and have a reservoir or tank for heat storage and subsequent use.

Tankless Water Heater –Water heater that provides hot water at a preset temperature when needed without storage, thereby reducing or eliminating standby losses. Tankless water heaters can be used for supplementary heat, such as a booster to a solar hot water system, or to meet all hot water needs. Tankless water heaters have an electric, gas, or propane heating device that is activated by the flow of water.