








## Commercial Glossary of Fields

This Commercial Glossary has been compiled to help you quickly and easily interpret the various fields on the Listing Input Sheet and connectMLS. **Reminder:** If necessary, consult with the Broker of your office for guidance and instruction. When listing a Business/Business with Real estate listing, Illinois law may require your registration as a Business Broker. Review Chapter 15 of the Illinois Compiled Statutes Section 307/10 or consult with legal counsel. Property types incorporated in the Commercial Glossary include:

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

The field names below are in alphabetical order using the listing input form fieldname. If the field name in connectMLS is different, that field name will also be displayed in the connectMLS Tab column. An \* denotes a required field.

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
# Dishwashers	Multi-Family 5+ Mixed Use	Interior & Unit	Enter the number of dishwashers included with the property.	
# Disposals	Multi-Family 5+ Mixed Use	Interior & Unit	Enter the number of disposals included with the property.	
# Dryers	Multi-Family 5+ Mixed Use	Interior & Unit	Enter the number of clothes dryers included with the property.	
# Fireplaces	Multi-Family 5+ Mixed Use	Interior & Unit	Enter the number of fireplaces included with the property.	
# of Freight Elevators	Industrial	Exterior/Features	Enter the number of elevators used for movement of goods, materials, supplies and potentially heavier loads.	
# of Parking Spaces <b>Note:</b> only required for Multi Family, Business and Mixed Use	All Property Types	Exterior/Features	Enter the number of striped parking stalls, including handicapped spaces.	*
# Ranges	Multi-Family 5+ Mixed Use	Interior & Unit	Enter the number of ranges included with the property.	
# Refrigerators	Multi-Family 5+ Mixed Use	Interior & Unit	Enter the number of refrigerators included with the property.	
# Units - Apartment Type 1 (through 7)	Multi-Family 5+	Interior & Unit	Enter the number of apartments, which have the same number of total rooms, bedrooms, baths and income. <b>Note:</b> 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.	*

## Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
# Washers	Multi-Family 5+ Mixed Use	Interior & Unit	Enter the number of clothes washing machines that will remain with the property.	
# Window Air Conditioners	Multi-Family 5+ Mixed Use	Interior & Unit	Enter the total number of window mounted air conditioning units that will remain with the property.	
Acreage	Multi-Family 5+ Office/Tech Institutional/To Develop Industrial	Exterior/Features	Enter total acreage to 2 decimal points. <b>Note:</b> 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 Status (ACTV)	All Property Types	Searchable Field ONLY	An active listing.	
Actual Zoning	All Property Types	General/ Development	Enter the Zoning Code (e.g. R-2). <b>Note:</b> For more information, call your city planning department or a similar appropriate official division that handles zoning issues.	*
Adjusted Net Income Annual Amount	Bus/Bus with Real Estate	Financial	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.	*
Adjusted Net Income Source	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	*
Adjusted Net Income Year	Bus/Bus with Real Estate	Financial	Enter year of Adjusted Net Income Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Air Conditioning</b>  <b>Note:</b> not required for Multi-Family	All Property Types	Utilities & Energy Features	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. Select as many as applies. <b>Note:</b> 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.	*
<b>All Active</b>	All Property Types	Searchable Field ONLY	This includes the following status types: Active, Auction, Back on Market, Contingent, New, Price Change, Reactivated, Temporarily No Showings and Auction.	
<b>All Off Market</b>	All Property Types	Searchable Field ONLY	This includes the following status types: Cancelled, Closed, Expired, Pending and Rented.	
<b>Allow Comments/ Reviews (Y/N)</b>	All Property Types	Media  <i>VOW Comments Reviews</i>	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.	*
<b>Alternate Phone Number</b>	All Property Types	Office/Sales	Enter an alternate telephone number.	
<b>Amenities</b>	Multi-Family 5+ Bus/Bus with Real Estate Institutional/To Develop	General/ Development  <i>Land Amenities</i>	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	
<b>Annual Net Operating Income</b>	Multi-Family 5+ Office/Tech Retail/Stores Institutional/To Develop Industrial	Financial  <i>Net Operating Income \$</i>	Enter the Net Operating Income amount for a specific year.	
<b>Annual Rent for Real Estate Annual Amount</b>	Bus/Bus with Real Estate	Financial	Enter the amount of money paid by business for rent for a 12 month period.	*
<b>Annual Rent for Real Estate Source</b>	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	*

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Annual Rent for Real Estate Year</b>	Bus/Bus with Real Estate	Financial	Enter year of Annual Rent for Real Estate Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this	*
<b>Approximate Age</b>	Multi-Family 5+ Office/Tech Mixed Use Institutional/To Develop Industrial	General/ Development	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	*
<b>Approximate Business Square Footage</b>	Bus/Bus with Real Estate	Exterior/Features	Enter the number of square feet occupied by the business.	*
<b>Approximate Office Square Footage</b>	Industrial	Exterior/Features	Enter the number of square feet of office space	
<b>Approximate Year Built</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	General/ Development	Enter the approximate year built in 4-digit format.	*
<b>Approximate Total Building Square Footage</b>  <b>Note:</b> Not required for Multi-Family, Mixed Use and Institutional	All Property Types	Exterior/Features	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.	
<b>Approximate Year Built</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop	General/ Development	Enter the approximate year built in 4-digit format.	
<b>Are Any Property Photos Virtually Staged?</b>	All Property Types	Media	Enter [Y] or [N]. <b>Note:</b> If Y is indicated, a note will be added to all Broker and Client Detail reports and the photo browser.	*
<b>Assessments</b>	All Property Types	Financial	Enter the Assessment dues in whole dollar amounts.	
<b>Assessments Frequency</b>	All Property Types	Financial	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
<b>Area</b>	All Property Types	Basic	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. <b>Note:</b> 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.	*
<b>Auction Date</b>	All Property Types	Edit Listing Status	Enter the date of the Auction using the calendar.	*
<b>Auction Price Description</b>	All Property Types	Edit Listing Status	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".	*

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Auction Status (AUCT)</b>	All Property Types	Searchable Field ONLY	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.	
<b>Back on Market Status (BOMK)</b>	All Property Types	Searchable Field ONLY	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.	
<b>Backup Information</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Office/Sales	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.	
<b>Basement</b>	Multi-Family 5+	Interior & Unit	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.	
<b>Basement Description</b>	Multi-Family 5+	Interior & Unit	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.	
<b>Bay Size</b>	Industrial	Exterior/Features	Enter length X width in feet for the measurable distance between vertical support beams or columns that upper levels or ceilings of the	
<b>Bedrooms - Type 1 (through 7)</b>	Multi-Family 5+	Interior & Unit  # of Bdms	Enter the number of bedrooms that are in each separate Apartment type (1 through 7). Consult MRED's Room Counting Publication for bedroom definition. <b>Note:</b> 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.	*
<b>Built Before 1978 (Y/N)</b>	Multi-Family 5+ Office/Tech Mixed Use Institutional/To Develop Industrial	Searchable Field ONLY	[Y] or [N] will be entered automatically based on 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.	
<b>Business Age</b>	Bus/Bus with Real Estate	Business Information	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.	*
<b>Business Name</b>	Bus/Bus with Real Estate	Business Information	Enter the business name. <b>Note:</b> If listing is Confidential leave blank.	
<b>Business Pays</b>	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	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Business Type</b>	Bus/Bus with Real Estate	Business Information	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
<b>Buyer's Broker ID</b>	All Property Types	Edit Listing Status	Enter Buyers Broker ID number. <b>Note:</b> When changing a listing to Closed status, if Non-Member office ID of 9999 or Non-Member Broker ID of 99999 is entered than Confirm that the [Selling Office] [Buyers Broker] is not a member of MRED field will be required.	
<b>Broker Private Remarks</b>	All Property Types	Office/Sales	The broker private remarks field is limited to language that pertains to the property, or additional agent contact information. The remarks field may include a web address for a property that requires an offer submission form only. The web address included in the field cannot be directed to a website, landing page or any other digital method that displays any agent compensation whatsoever. Additionally, the remarks field cannot be used for the solicitation of sales agents, recruitment, a job search tool, personal classified advertisement or contain inappropriate language.	
<b>Broker Owned/Interest</b>	All Property Types	Office/Sales	Enter [Y] or [N]. Represents whether Listing Broker owns or has ownership interest or homeowner is a licensed Broker. <b>Note:</b> 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.	*
<b>Call Broker For Confidential Rent Roll Information (Y/N)</b>	Office/Tech Retail/Stores Institutional/To Develop	Office/Sales	Enter [Y] or [N]. A confidentiality statement may be required if the owner does not wish to reveal private information openly.	
<b>Cancelled Status (CANC)</b>	All Property Types	Searchable Field ONLY	A cancelled listing. Off Market Date is required.	
<b>Cap Rate (%)</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Industrial	Financial	This is a function of the Net Operating Income divided by the Value. It is expressed as a percentage to one decimal place.	
<b>Ceiling Height in Feet</b>	Retail/Stores	Exterior/Features	Enter the height measured from floor to ceiling, expressed in feet	
<b>Check if Co-Lister can edit listing</b>	All Property Types	Basic  <i>Allow Co-Lister to Edit this Listing</i>	If this property is Co-Listed by another Broker, enter their ID in the Co-Listing Broker ID field. If you would also like to extend the permission to the co-Lister to be able to manage the listings, check the box provided. <b>Note:</b> You do not need to check this box if the Co-Lister has permission to edit listings in the same connectMLS Team as the Listing Broker. Likewise, checking this box does not extend the capabilities of connectMLS Teams to a Co-Lister, it simply allows them the ability to update this listing.	

## Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>City</b>	All Property Types	Basic	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.	*
<b>Clear Span (Y/N)</b>	Industrial	Exterior/Features	Enter [Y] or [N]. <b>Example:</b> Is there a clear span from one level to the other with no vertical support beams, as in Truss Roof?	
<b>Client Needs</b>	Multi-Family 5+ Office/Tech Bus/Bus with Real Estate Mixed Use Institutional/To Develop Industrial	General/ Development	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> 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.	
<b>Client Will</b>	Multi-Family 5+ Office/Tech Bus/Bus with Real Estate Mixed Use Institutional/To Develop Industrial	General/ Development	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> 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.	
<b>Closed Date</b>	All Property Types	Edit Listing Status	Enter actual date listing closes. <b>Note:</b> Date format is MM/DD/YYYY. The listing must be reported Closed in connectMLS within 48 hours (including weekends and holidays).	*
<b>Closed Status (CLSD)</b>	All Property Types	Searchable Field ONLY	A closed listing. Must be reported with 48 hours of closing. Sold Price, Contract Date, Closed Date, Buyers Broker ID, Short Sale/Foreclosed/Court Approved, Seller's Concessions and Finance Code and Was Down Payment Resource Used are required. The Broker code of #99995 shall be input for the Buyers Broker when reporting new construction as closed if there is no cooperating Broker.	



## Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Co-Listing Broker ID</b>	All Property Types	Basic <i>Co-Lister ID</i>	Enter MRED Broker ID for Co-Lister. <b>Note:</b> Must be an MRED Subscriber. If a Co-Lister ID is entered, the listing will display in the Inventory for that co-Listing Broker.	
<b>Compass Point</b>	All Property Types	Basic	Enter the street direction. <b>Note:</b> Compass Point is required if City=Chicago.	
<b>Contingency Status (CTG)</b>	All Property Types	Searchable Field ONLY	A contingent listing. Contingent listings are active properties in which backup offers can be presented. <b>Note:</b> Continue to Show field is required when marking the listing CTG. Broker Private Remarks field will display when placing into contingent Status so the Broker can edit as deemed necessary. Contract date and Buyers Broker ID are required but will only display to the Listing and Selling offices and Brokers involved in the transaction.	

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Contingency Flag</b>	All Property Types	Edit Listing Status	Enter code desired. Choices available through drop-down selection in connectMLS. <b>Note:</b> The following are the available contingency flags: A/I-Attorney Approval/Home Inspection; CTGO-Denotes other contingency that may apply. Call Listing Broker for specifics of contingency; FIN-Financing; PC**-Buyer has property to close. Code is following by number of hours in kick-out period; PS**-Buyer has property to sell. Code is following by number of hours in kick-out period; SS-Short Sale. <b>Note:</b> 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 Broker 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.	*
<b>Continue to Show?</b>	All Property Types	Edit Listing Status	Enter [Y] or [N] – has seller's written direction. <b>Note:</b> Broker Private Remarks field will display when placing into contingent Status so the Broker can edit as deemed necessary.	*



Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Contract Date	All Property Types	Edit Listing Status	Enter the date the sales/rental contract is signed by all responsible parties.	*
Placing a listing into Closed (CLSD) status:  Confirm that the [Selling Office] [Buyers Broker] is not a member of MRED (Y/N)	All Property Types	Edit Listing Status	Enter [Y] or [N].	*

## Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Corporate Limits</b>	Bus/Bus with Real Estate	Basic	Enter appropriate city name or unincorporated. If City name does not display in the drop down selection, enter manually. MRED will validate and add to table. <b>Note:</b> you can manually enter information for all Out of Areas, Out of State and areas outside of Cook, DuPage, Kane, Lake, Will and McHenry counties.	
<b>Cost of Goods Sold Annual Amount</b>	Bus/Bus with Real Estate	Financial	Enter the number (generally computed by seller's accountant) representing the cost of materials, direct labor, and subcontract manufacture or services entering the goods.	
<b>Cost of Goods Sold Source</b>	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Cost of Goods Sold Year</b>	Bus/Bus with Real Estate	Financial	Enter year of Cost of Goods Sold Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>County</b>	All Property Types	Basic	Enter County code. <b>Note:</b> 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.	*
<b>Current Owner</b>	Bus/Bus with Real Estate	Business Information	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.	*
<b>Current Use</b>	All Property Types	General/ Development	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Indicates how the property is utilized now. <b>Note:</b> See Potential Use for what it might become.	
<b>Directions</b>	All Property Types	General/ Development	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.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Docks/Delivery</b>	Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Exterior/Features	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.	
<b>Door Dimensions</b>	Industrial	Exterior/Features	Indicate the width x height (in feet and inches) for the drive- in door dimensions. <b>Note:</b> Not for docks.	
<b>Electrical Service</b> <b>Note:</b> only required for Office/Tech, Retail/Stores, Mixed Use and Industrial	All Property Types	Utilities & Energy Features	Enter code(s) that apply. Choices available on listing input sheet and through Drop-down selection in connectMLS. <b>Note:</b> Enter the items that best represent the electrical service. If there are various services, clarify services in the backup package.	*
<b>Electricity Expense Amount (Annual)</b>	Multi-Family +5 Retail/Stores Mixed Use	Financial	Enter the annual expenses for electric service to the property/business.	*
<b>Electricity Expense Source</b>	Multi-Family +5 Mixed Use	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Energy/Green Building Rate Source</b>	All Property Types	Utilities & Energy Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> Only 1 LEED-H and/or NAHB selection should be made, but these can be combined with any other selection. <b>Reference:</b> See Green Information at the end of this document.	
<b>Equipment</b>	Mixed Use	Utilities & Energy Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
<b>Estimated Common Area Maintenance Per Sq. Ft./Year</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	General/ Development <i>Estimated Cam/Sf</i>	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. <b>Note:</b> If For Lease Only or For Sale or Lease is selected in Property Offered this field will display and is required.	
<b>Estimated Tax Per Sq. Ft./Year</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	General/ Development <i>Estimated Tax/Sf</i>	Enter the calculated amount of tax. Calculation: Annual Dollars for tax divided by square feet. <b>Note:</b> If For Lease Only or For Sale or Lease is selected in Property Offered this field will display and is required.	
<b>Expense Source</b>	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Industrial	Financial <i>Total Annual Expense Source</i>	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Expense Year</b>	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Expiration Date</b>	All Property Types	Basic	Enter expiration date of listing agreement. <b>Note:</b> This date must be after the date of entry.	
<b>Expired Status (EXP)</b>	All Property Types	Searchable Field ONLY	An expired listing. This is considered an Off-Market Status.	
<b>Exterior Building Type</b>	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Exterior/Features	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	
<b>Extra Storage Spaces Available (Y/N)</b>	Office/Tech Retail/Stores Industrial	Interior & Unit	Enter [Y] or [N].	
<b>Finance Code</b>	All Property Types	Edit Listing Status	Enter code desired. Choices available through drop-down selection in connectMLS.	
<b>Fire Protection</b> <b>Note:</b> only required for Office/Tech, Mixed Use, Retail/Stores and Industrial	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Office/Tech Industrial	Utilities & Energy Features	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> Enter the items that best describe the type(s) of fire protection and clarify in the backup package.	
<b>Floor Finish</b>	Retail/Stores Mixed Use Industrial	Interior & Unit	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> Enter as many as needed to indicate the types of floor covering. Clarify locations and types in the backup package.	
<b>Food/Beverage Type</b>	Bus/Bus with Real Estate	Business Information	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> Enter the best description for a food and beverage type listing only. <b>DO NOT</b> use this field if the business is not a food/beverage type business.	
<b>Foundation</b>	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Exterior/Features	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> Enter the items that best describe the foundation(s) and clarify in the backup package.	
<b>Frontage/Access</b>	All Property Types	General/Development	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
<b>Fuel Expense Amount (Annual)</b>	Multi-Family +5 Retail/Stores Mixed Use	Financial	Enter the annual expense amount for heat. Clarify the type of fuel(s) in the Heat/Ventilation field and in the backup	*

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Fuel Expense Source</b>	Multi-Family +5 Mixed Use	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Full Baths - Type 1 (through 7)</b>	Multi-Family 5+	Interior & Unit <i># of Full Bthrms</i>	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. <b>Note:</b> 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.	*
<b>Geographic Locale</b>	Office/Tech Mixed Use Institutional/To Develop Industrial	General/ Development	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
<b>Green Supporting Documents (Y/N)</b>	All Property Types	Utilities & Energy Features	Enter [Y] or [N]. Represents whether a Green Disclosure is being included with the listing. Note: If Yes is entered, a maximum of three disclosure options can be selected and must be uploaded against listing. Reference: SREA Green MLS Glossary and Green Disclosure Statement located under Forms in connectMLS.	
<b>Green Features</b>	All Property Types	Utilities & Energy Features	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Reference:</b> See Green Information at the end of this document.	
<b>Gross Monthly Rental Income</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Industrial	Financial	Enter the single sum of the income derived from rent, taxes and common area charges. Total annual scheduled income at one hundred percent occupancy.	
<b>Gross Payroll Annual Amount</b>	Bus/Bus with Real Estate	Financial	Enter the total number of dollars spent on payroll items, i.e. Total amount paid to employees, matching funds, etc.	
<b>Gross Payroll Source</b>	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	8
<b>Gross Payroll Year</b>	Bus/Bus with Real Estate	Financial	Enter year of the Gross Payroll Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Gross Profit Annual Amount</b>	Bus/Bus with Real Estate	Financial	Enter the Gross Profit Amount (annual) in dollar amount. Calculation: Gross Sales less the Cost of Goods Sold.	*

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Gross Profit Source</b>	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Gross Profit Year</b>	Bus/Bus with Real Estate	Financial	Enter year of the Gross Profit Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Gross Rent Multiplier</b>	Multi-Family 5+ Mixed Use	Financial	Calculation: List Price divided by the Gross Scheduled Annual Rent	*
<b>Gross Rentable Area</b>	Office/Tech Retail/Stores Industrial	General/ Development	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. <b>Note:</b> If For Rent Only is selected in Property Offered this field will not display.	
<b>Gross Sales Annual Amount</b>	Bus/Bus with Real Estate	Financial	Enter the Gross Revenue for a specific year.	*
<b>Gross Sales Source</b>	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Gross Sales Year</b>	Bus/Bus with Real Estate	Financial	Enter year of the Gross Sales Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Half Baths (Type 1 through 7)</b>	Multi-Family 5+	Interior & Unit  <i># Half Baths</i>	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. <b>Note:</b> 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.	*
<b>Heat / Ventilation</b>	All Property Types	Utilities & Energy Features	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> Enter selections that best describe the heating and ventilation. Clarify selections in the backup package.	*
<b>HERS Index Score</b>	All Property Types	Utilities & Energy Features	Enter up to a three (3) digit number that represents the analysis of a home's projected energy efficiency. <b>Reference:</b> See Green Information at the end of this document.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Individual Spaces (Y/N)</b>  <b>Note:</b> Input if Listing is for Lease	Retail/Stores	Financial  <i>Financial Amounts for Individual Spaces (Rental Only)</i>	Enter [Y] or [N]. This field indicates if the financials are for individual space.	
<b>Indoor Parking</b>	All Property Types	Exterior/Features	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.	
<b>Information</b>	All Property Types	Office/Sales	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. If Short Sale or Court Approval Required is selected, the associated information will automatically be populated in Short Sale/Foreclosed/Court Approval (for CLSD listings). <b>Note:</b> In business offerings, it is typical for a Non-Disclosure Agreement to be signed by the showing Broker 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.	*
<b>Insurance Expense Amount (Annual)</b>	Multi-Family 5+ Retail/Stores Mixed Use	Financial	Enter the amount of annual expense for fire and extended coverage insurance for the building.	*
<b>Insurance Expense Source</b>	Multi-Family 5+ Mixed Use	Financial	Enter year of the Gross Payroll Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Internet AVM (Y/N)</b>	All Property Types	Media  <i>VOW AVM</i>	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.	*
<b>Internet Listing</b>	All Property Types	Media	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.	*



# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Inventory Annual Amount</b>	Bus/Bus with Real Estate	Financial	Enter the most recent value of Inventory AT COST.	*
<b>Inventory Source</b>	Bus/Bus with Real Estate	Financial	Enter year of the Gross Payroll Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Inventory Year</b>	Bus/Bus with Real Estate	Financial	Enter year of the Inventory Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Investment (Y/N)</b>	Office/Tech Retail/Stores Industrial	General/ Development	Enter [Y] or [N]. Was this property purchased as an investment opportunity? <b>Note:</b> If For Rent Only is selected in Property Offered this field will not display.	
<b>Janitor Expense Amount (Annual)</b>	Multi-Family +5	Financial	Enter the annual expense for janitorial service.	*
<b>Janitor Expense Source</b>	Multi-Family +5	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Known Encumbrances</b> <b>Note:</b> only required for Business/Business with Real Estate	All Property Types	General/ Development	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. <b>Note:</b> 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.	
<b>Land Square Footage</b> <b>Note:</b> only required for Business, Mixed Use and Industrial. Only required if for sale only or for sale or lease.	Office/Tech Bus/Bus w/ Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Exterior/Features  <i>Land Square Feet</i>	Enter the area of the land, expressed in square footage. *required only if property is offered for sale only or for sale or for lease	*
<b>Last Lease Expiration</b>	Multi-Family 5+	Interior & Unit	Enter the last termination date (chronologically) of all existing leases for the property.	
<b>Lease Expiration Date</b>	Bus/Bus with Real Estate	General/ Development	Enter the date of termination of leasehold rights and occupancy/possession. <b>Note:</b> If For Lease Only or For Sale or Lease is selected in Property Offered this field will display and is required.	*
<b>Lease Price</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Basic  <i>Rental Price Per Sq Ft/Year</i>	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. <b>Note:</b> If For Sale Only is selected in Property Offered this field will not display and is not required.	*

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Lease Type</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	General/ Development	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> If For Lease Only or For Sale or Lease is selected in Property Offered this field will display and is required.	*
<b>List Date</b>	All Property Types	Basic	Enter date listing agreement is signed by all parties. List Date must be today or prior to the date of entry. The listing must be entered into connectMLS within 48 hours (including weekends and holidays).	*
<b>List Price</b>	All Property Types	Basic	Enter dollar amount if for sale, without dollar sign (\$) or commas. <b>Note:</b> If For Rent Only is selected in Property Offered this field will not display and is not required.	*
<b>List Price Per Square Foot</b>	All Property Types	Searchable Field ONLY	The list price divided by the unit square feet and is auto populated into the listing.	
<b>Listing Broker ID</b>	All Property Types	Basic	This field auto populates the Listing Broker ID of the Broker that has logged into connectMLS. <b>Note:</b> A secretary can ONLY select an Broker from the drop down list of Brokers that are associated with that office.	*
<b>Listing Broker's Additional Info</b>	All Property Types	Office/Sales	Enter Listing Broker's additional contact information, i.e. additional phone number, pager, voice mail, e-mail, website.	
<b>Listing Office ID</b>	All Property Types	Basic	This field auto populates with the office of the Broker or secretary that has logged into connectMLS.	*
<b>Listing Type</b>	All Property Types	Office/Sales	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. This refers to the type of listing agreement signed. <b>Note:</b> for more information see the MRED Rules and Regulations.	*
<b>Living Quarters</b>	Bus/Bus with Real Estate	Business Information	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.	
<b>Location</b>	Office/Tech Bus/Bus w/ Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	General/ Development	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.	
<b>Lock Box Type</b>	All Property Types	Office/Sales	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Loss Factor</b>	Office/Tech Retail/Stores Industrial	Financial	Enter the percentage of a building common to all tenants, (i.e. washrooms, hallways, lunchrooms, elevators, conference rooms, etc.) <b>Note:</b> 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.	
<b>Lot Dimensions</b>	All Property Types  <i>Only required if for sale or for sale or lease.</i>	Exterior/Features	Enter the lot dimension if for sale or space dimensions if for rent (frontage and clockwise). If the property has multiple Parcel ID Numbers, include the total dimensions for all Parcel ID Numbers. <b>Note:</b> for property type Business/Business with Real estate, when there is no real estate for sale, input "0". *required only if property is offered for sale only or for sale or for lease.	*
<b>Lot Size</b>	Bus/Bus with Real Estate	Exterior/Features	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. If the property has multiple Parcel ID Numbers, include the total lot size for all Parcel ID Numbers.	*
<b>Lot Square Footage</b>	Multi-Family 5+	Exterior/Features	Enter the area of the lot, expressed in square footage.	
<b>Maximum Available Rentable Sq. Ft.</b>	Office/Tech Retail/Stores Industrial	General/ Development  <i>Max Available Sq Ft (Rentable)</i>	In a LEASE offering, enter the maximum number of net rentable square feet available. <b>Note:</b> See Loss Factor field for further explanation.	
<b>Maximum Ceiling Height</b>	Industrial	Exterior/Features  <i>Ceiling Hgt Max Ft AND Ceiling Hgt Max In)</i>	Enter the measurable distance from the floor to the highest part of the roof's supporting infrastructure. Expressed as feet and inches. <b>Note:</b> If the distance is 25 feet 6 inches, you would enter 25 in this field and 6 in the Ceiling Height Maximum Inches field.	*
<b>Minimum Available Rentable Sq. Ft.</b>	Office/Tech Retail/Stores Industrial	General/ Development  <i>Min Available Sq Ft (Rentable)</i>	In a LEASE offering, enter the minimum number of net rentable square feet available. <b>Note:</b> See Loss Factor field for further explanation.	
<b>Minimum Ceiling Height</b>	Industrial	Exterior/Features  <i>Ceiling Hgt Min Ft AND Ceiling Hgt Min In)</i>	Enter the measurable distance from the floor to the lowest part of the roof's supporting infrastructure. Expressed as feet and inches. <b>Note:</b> If the distance is 25 feet 6 inches, you would enter 25 in this field and 6 in the Ceiling Height Minimum Inches field.	
<b>Miscellaneous Inside</b>	Bus/Bus with Real Estate Institutional/To Develop	Exterior/Features	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.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Miscellaneous Inside</b>	Multi-Family +5 Office/Tech Mixed Use Industrial	Interior & Unit	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.	
<b>Miscellaneous Outside</b>	All Property Types	Exterior/Features	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	
<b>Monthly Assessment Includes</b>	Multi-Family 5+	General/ Development  <i>Assessment Includes</i>	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. <b>Note:</b> Clarify details in the backup package if needed.	
<b>Monthly Income Range (Type 1 through 7)</b>	Multi-Family 5+	Interior & Unit  <i>Income</i>	Enter the monthly income range (minimum through maximum) for each separate Apartment type (1 through 7). <b>Note:</b> If entry is greater than "0" in the field Total # Units, than # Units, # Rooms, Bedrooms, Full Baths, Half Baths and Monthly Income Range are displayed and required.	*
<b>Multiple PIN Numbers (Y/N)</b>	All Property Types	Basic	Enter [Y] or [N]. Does the offering have more than one Parcel ID number? <b>Note:</b> If For Rent Only is selected in Property Offered this field will not display and is not required.	*
<b>Net Operating Income Year</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Financial	Enter year of the Net Operating Income amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Net Profit Annual Amount</b>	Bus/Bus with Real Estate	Financial	Enter the Net Profit amount for a specific year.	
<b>Net Profit Source</b>	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	8
<b>Net Profit Year</b>	Bus/Bus with Real Estate	Financial	Enter year of the Net Profit amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Net Rentable Area</b>	Office/Tech Retail/Stores Industrial	General/ Development	Enter the actual square footage of the rentable space. This does not include elevators, stairwell, bathroom, common area, hallways & corridors, etc. <b>Note:</b> If For Rent Only is selected in Property Offered this field will not display.	

## Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>New Status (NEW)</b>	All Property Types	Searchable Field ONLY	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.	
<b>Number of Drive-In Doors</b>	Office/Tech Retail/Store Industrial	Exterior/Features  <i># Of Drive In Doors</i>	Enter the number of doors in which a vehicle may enter the subject property. Not for docks.	
<b>Number of Full Time Employees</b>	Bus/Bus with Real Estate	Business Information	Enter the number of full-time employees, excluding the owner.	
<b>Number of Part Time Employees</b>	Bus/Bus with Real Estate	Business Information	Enter the number of part-time employees, excluding the owner.	
<b>Number of Stories</b>	All Property Types	Exterior/Features	Enter the total number of floors/stories that comprise the total structure, excluding the basements.	*
<b>Number of Trailer Level Docks</b>	Office/Tech Retail/Stores Industrial	Exterior/Features  <i># Of TL Docks</i>	Enter the total number of Trailer level docks.	*
<b>Opening Bid/ Reserve Price</b>	All Property Types	Edit Listing Status	Enter a dollar amount that represents the Reserve Price, Opening Bid or Last List Price. <b>Note:</b> Do not enter dollar sign or commas.	*
<b>Other Expense Source</b>	Multi-Family 5+ Mixed Use	Financial	Enter code(s) that apply. Choices available on listing input sheet and through Drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Other Expenses Amount (Annual)</b>	Multi-Family 5+ Retail/Stores Mixed Use	Financial	Enter the sum of all annual expenses not included in specific categories.	*
<b>Outdoor Parking</b>	All Property Types	Exterior/Features	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	
<b>Owner's Association</b>	Multi-Family 5+ Mixed Use	General/ Development	Enter [Y] or [N]. Is there an owner's association? <b>Note:</b> Clarify details in the backup package.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Parcel ID Number</b>	All Property Types	Basic  <i>Parcel Identification Number</i>	Enter property's tax identification number. If the property is new construction and the PIN is not yet assigned, enter the first 7 digits of the existing PIN until a new Parcel ID Number is assigned by the county. <b>For properties that are for business only or confidential, enter 9999999.</b> When saving this type of 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. <b>Note:</b> If For Rent Only is selected in Property Offered this field will not display and is not required.	*
<b>Parking Ratio</b>	All Property Types	Exterior/Features		*
<b>Pending Status (PEND)</b>	All Property Types	Searchable Field ONLY	Refers to a listing with a fully executed purchase contract with no contingencies other than closing. Must be reported within 48 hours after date of acceptance by all parties to the contract.	
<b>Photo Remarks</b>	All Property Types	Media	The photo remarks field is reserved for the description of the property. No mention of Brokers names/Firm 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 and taught in your real estate pre-licensure and continuing education (CE) classes.	
<b>Photo Title</b>	All Property Types	Media	Enter code(s) desired. Choices available through drop-down selection in connectMLS.	
<b>Possession</b> <b>Note:</b> <u>only</u> required for Business	Multi-Family 5+ Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Industrial	Office/Sales	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.	*
<b>Post Directional</b>	All Property Types	Basic	Enter N, E, S or W to accommodate addresses such as 123 Adams Drive W	
<b>Potential Use</b>	Multi-Family 5+ Office/Tech Bus/Bus with Real Estate Mixed Use Institutional/To Develop Industrial	General/ Development	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	
<b>Price Change Status (PCHG)</b>	All Property Types	Searchable Field ONLY	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.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Production Credit</b>	All Property Types	Edit Listing	Percentage of the sale credit the List Broker receives. Percentage of the sale credit the CoList Broker receives. Percentage of the sale credit the Buyer Broker receives. Percentage of the sale credit the CoBuyer Broker receives. Percentage of the sale credit the List Team receives. Percentage of the sale credit the CoList Team receives. Percentage of the sale credit the Buyer Team receives. Percentage of the sale credit the CoBuyer Team receives.	
<b>Property Address on Internet? (Y/N)</b>	All Property Types	Media	Enter [Y] or [N]. Denotes if you want the property's address to display on Broker Reciprocity compilations on the Internet.	*
<b>Property Offered</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Institutional/To Develop Industrial	Basic	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	
<b>Proprietary Info</b>	Bus/Bus with Real Estate	Office/Sales	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.	
<b>Reactivate Status (RACT)</b>	All Property Types	Searchable Field ONLY	A listing that was previously showing Contingent, Pending or Temporarily No Showings. 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.	
<b>Real Estate Included? (Y/N)</b>	Bus/Bus with Real Estate	General/ Development	Enter [Y] or [N]. Is real estate included in the sale of the business?	*
<b>Real Estate Taxes</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Financial	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". For properties with multiple Parcel ID Numbers, enter the total amount of taxes due for all Parcel ID Numbers included in the listing. <b>Note:</b> The Tax Year and Tax Amount must be updated for all active status listings within 30 days of MRED's tax vendor updates.	*
<b>Real Estate Taxes Annual Amount</b>	Bus/Bus with Real Estate	Financial	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". For properties with multiple Parcel ID Numbers, enter the total amount of taxes due for all Parcel ID Numbers included in the listing. <b>Note:</b> The Tax Year and Tax Amount must be updated for all active status listings within 30 days of MRED's tax vendor updates.	*
<b>Real Estate Taxes Source</b>	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	*



# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Real Estate Taxes Year</b>	Bus/Bus with Real Estate	Financial	Enter the most current, completed tax year billed and issued. Enter a four digit year. <b>Note:</b> The Tax Year and Tax Amount must be updated for all active status listings within 30 days of MRED's tax vendor updates.	*
<b>Remarks</b>	All Property Types	General/ Development	The Remarks field is reserved for a description of the property. No mention of Broker/Firm 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.	
<b>Remarks on Internet? (Y/N)</b>	All Property Types	Media	Enter [Y] or [N]. Do you want the listing remarks to display on Broker Reciprocity compilations on the Internet?	*
<b>Rented Date</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Edit Listing Status	Enter actual date the renter moves in. <b>Note:</b> Date format is MM/DD/YYYY.	
<b>Rented Price (\$ per SF/Year)</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Edit Listing Status	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 (*).	
<b>Rented Status (RNTD)</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Institutional/To Develop Industrial	Searchable Field ONLY	A rented listing. Must be reported with 48 hours of closing. Rental Price, Contract Date, Rental Date and Buyers Broker are required.	*
<b>Repairs/Decorating Expense Amount (Annual)</b>	Multi-Family 5+	Financial	Enter the total amount paid annually for decorating and/or repairing all units in dollar amount.	*
<b>Repairs/Decorating Expense Source</b>	Multi-Family 5+	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Restrict download access to this listing from your brokerage</b>	All Property Types	Media	Enter Code (Y) or (N)	
<b>Roof Coverings</b>	Multi-Family +5 Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use Industrial	Exterior/Features	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Roof Structure</b>	Multi-Family +5 Office/Tech Retail/Stores Mixed Use Industrial	Exterior/Features	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	
<b>Rooms - Type 1 (through 7)</b>	Multi-Family 5+	Interior & Unit  # Of Rooms	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. <b>Note:</b> 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.	
<b>Sale Price Includes</b>	Bus/Bus with Real Estate	Business Information	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.	*
<b>Sale Terms</b>	All Property Types	Office/Sales	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.	
<b>Sales Tax Annual Amount</b>	Bus/Bus with Real Estate	Financial	Enter the amount of Sales Taxes to be paid in a dollar amount for a particular calendar year.	*
<b>Sales Tax Source</b>	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Sales Tax Year</b>	Bus/Bus with Real Estate	Financial	Enter year of the Sales Tax Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Scavenger Expense Amount (Annual)</b>	Multi-Family 5+ Retail/Stores Mixed Use	Financial	Enter the amount paid or to be paid in dollar amount for garbage pick-up in a calendar year.	*
<b>Scavenger Expense Source</b>	Multi-Family 5+ Mixed Use	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Seating Capacity</b>	Bus/Bus with Real Estate	Business Information	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.	
<b>Secure Showing Instructions</b>	All Property Types	Office/Sales Info	Enter Secure ShowingAssist instructions. These instructions will not print out on any connectMLS reports and cannot be seen by other Brokers in connectMLS BUT will display when the "Schedule A Showing" link is displayed on Broker Detail Reports. If you are not using ShowingAssist, please enter N/A here.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Seller Concessions Amount/Points</b>	All Property Types	Edit Listing Status	Enter the dollar amount of any concessions the seller made to the sale. <b>Note:</b> This field is required if "Y" is entered in Seller's Concessions.	
<b>Seller Concessions (Y/N)</b>	All Property Types	Edit Listing Status	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.	*
<b>Buyers Broker ID</b>	All Property Types	Edit Listing Status	Enter Buyers Broker ID number. <b>Note:</b> When changing a listing to Closed status, if Non-Member office ID of 9999 or Non-Member Broker ID of 99999 is entered than Confirm that the [Selling Office] [Buyers Broker] is not a member of MRED field will be required.	*
<b>Short Sale/Foreclosure/ Court Approved</b>	All Property Types	Edit Listing Status	For Closed listings <u>ONLY</u> . Enter code desired. Choices available through drop-down selection in connectMLS. If Short Sale, Court Approval Required or Foreclosure is entered in the Additional Sales Information field it will automatically populate this field with the appropriate information. The beginning letter of the choice will appear in parenthesis after the sold price. <b>Note:</b> 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 Broker 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.	*
<b>Showing Instructions</b>	All Property Types	Office/Sales Info	Enter showing instructions	
<b>Sold Price</b>	All Property Types	Edit Listing Status	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 (*).	*
<b>Sold Price Per Square Foot</b>	All Property Types	Searchable Field ONLY		

## Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>State</b>	All Property Type	Basic	Enter the two-letter postal abbreviation for the state. ConnectMLS defaults to "IL". <b>Note:</b> 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.	
<b>Street Name</b>	All Property Types	Basic	Enter full street name - NO abbreviations. <b>Note:</b> 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.	*
<b>Street Number</b>	All Property Types	Basic	Enter the number component of the address. <b>Note:</b> 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.	*
<b>Street Suffix</b>	All Property Types	Basic	Do not include the street suffix in the Street Name. If the street does not have a street suffix select "NONE".	*
<b>Structural Construction</b>	All Property Types	Exterior/Features <i>Construction</i>	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> In a situation where more than one type exists, choose all types and break out types in the backup package.	
<b>Sub Type</b> <b>Note:</b> not required for Institutional/ To Develop	All Property Types	General/ Development	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
<b>Suspended Status (SUSP)</b>		Searchable Field ONLY	A listing will be placed in a Suspended status when the Listing Broker 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 Broker'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 Broker. If the Broker 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.	

## Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Tax Year</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Financial	Enter the most current, completed tax year billed and issued. Enter a four digit year.  <b>Note:</b> The Tax Year and Tax Amount must be updated by December 31 in listings of any active status.	*
<b>Temporarily No Showings Status (TEMP)</b>	All Property Types	Searchable Field ONLY	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.	
<b>Tenant Pays</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Utilities & Energy Features	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.	*
<b>Total # Apartments</b>	Mixed Use	Interior & Unit	Enter the number of apartments in the subject property.	*
<b>Total # of Tenants</b>	Office/Tech Retail/Stores Mixed Use Industrial	Interior & Unit	Enter the total number of tenants. Applies to multi-tenant buildings. <b>Note:</b> 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.	
<b>Total # Offices</b>	Mixed Use	Interior & Unit	Enter the number of office suites, not rooms. A suite may be composed of more than one room. <b>Note:</b> Indicate in remarks and in the backup package the composition of the	*
<b>Total # Stores</b>	Mixed Use	Interior & Unit	Enter the total number of stores that comprise the retail portion of the building.	*
<b>Total # Units</b> <b>Note:</b> only required for Multi-Family 5+ and Mixed Used	Multi-Family 5+ Office/Tech Retail Stores Mixed Use Industrial	Interior & Unit  <i># Of Units</i>	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. <b>Note:</b> For Multi-Family 5+, the total number of units <u>MUST</u> be five (5) or more.	*
<b>Total Annual Expenses</b>	Multi-Family +5 Office/Tech Retail/Stores Institutional/To Develop Industrial	Financial	Enter the amount that was or will be paid for operational and non-operational expenses during the calendar year.	

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Total Annual Income</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Financial	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.	
<b>Total Building (Y/N)</b> <b>Note:</b> Input if Listing is for Lease	Retail/Stores	Financial <i>Financial Amounts for Total Building (Rental Only)</i>	Enter [Y] or [N]. This field indicates if the financials are for the total building.	
<b>Total Monthly Income</b> <b>Note:</b> <u>only</u> required for Multi-Family and Mixed Use	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Industrial	Financial	Enter the amount of monthly income earned upon actual leases in a dollar amount.	*
<b>Total Operating Expenses Annual Amount</b>	Bus/Bus with Real Estate	Financial	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.	*
<b>Total Operating Expenses Source</b>	Bus/Bus with Real Estate	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Total Operating Expenses Year</b>	Bus/Bus with Real Estate	Financial	Enter year of the Sales Tax Amount in 4-digit format. <b>Note:</b> See Year and Source information at the end of this glossary.	*
<b>Township</b>	Multi-Family 5+ Office/Tech Retail/Stores Mixed Use Institutional/To Develop Industrial	Basic	Enter township name from the look-up table in connectMLS. <b>Note:</b> 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.	
<b>Type Ownership</b>	Multi-Family 5+ Office/Tech Mixed Use Institutional/To Develop Industrial	General/ Development <i>Ownership Type</i>	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.	
<b>Type of Lease</b>	Bus/Bus with Real Estate	Office/Sales	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. <b>Note:</b> The lease type should be documented in the backup package.	*

# Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Type of Multi-Family</b>	Multi-Family 5+	Exterior/Features	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
<b>Type Ownership - Business</b>	Bus/Bus with Real Estate	Business Information	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. Corporation, Partnership, Sole Proprietor, etc.	
<b>Type Ownership - Real Estate</b>	Bus/Bus with Real Estate	General/ Development	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.	
<b>Unincorporated (Y/N)</b>	All Property Types	Basic	Enter [Y] or [N]. Is the property location outside the corporate limits of any municipality?	
<b>Unit Number</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Mixed Use	Basic	Enter the number of the unit for sale or lease.	
<b>Unit Square Footage</b>	Office/Tech Bus/Bus with Real Estate Retail/Stores Institutional/To Develop Industrial	Int./Unit Info	Enter the unit square footage	
<b>Use</b>	Institutional/To Develop	General/ Development	Enter property use if other than for office, industrial, warehouse, retail, or apartments.	
<b>User (Y/N)</b>	Office/Tech Retail/Stores Industrial	General/ Development	Enter [Y] or [N]. Was this property purchased for use by the current owner? <b>Note:</b> If For Rent Only is selected in Property Offered this field will not display.	
<b>Utilities to Site</b>	All Property Types	Utilities & Energy Features	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS.	
<b>Virtual Tour</b>	All Property Types	Media	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.	*
<b>Placing a listing into Closed (CLSD) status:</b>  <b>Was Down Payment Resource Used? (Y/N)</b>	Detached Single Family Attached Single Family 2-4 Units Mobile Home	Searchable Field ONLY	Enter [Y] or [N].	*
<b>Washer/Dryer Leased (Y/N)</b>	Multi-Family 5+ Mixed Use	Interior & Unit	Enter [Y] or [N]. <b>Note:</b> Indicates whether the washers and/or dryers in the building are leased or owned.	



## Commercial Glossary of Fields

August 17, 2024  
CONTINUED

Listing Sheet Field Name	Property Type(s)	connectMLS Tab	Instruction/Definition/Rule	{R}
<b>Water Drainage</b>	Office/Tech Retail/Stores Mixed Use Industrial	Utilities & Energy Features	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> Indicates the type(s) of drainage present on the property.	
<b>Water Expense Amount (Annual)</b>	Multi-Family 5+ Retail/Stores Mixed Use	Financial	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.	*
<b>Water Expense Source</b>	Multi-Family 5+ Mixed Use	Financial	Enter code(s) that apply. Choices available on listing input sheet and through drop-down selection in connectMLS. <b>Note:</b> See Year and Source information at the end of this glossary.	
<b>Waterfront (Y/N)</b>	Bus/Bus with Real Estate Institutional/To Develop	General/ Development	Enter [Y] or [N]	
<b>Zip Code</b>	All Property Types	Basic	Enter 5-digit zip code where the property is located. <b>Note:</b> 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.	*
<b>Zip4-Optional</b>	All Property Types	Basic <i>Additional Zip</i>	Enter 4-digit additional zip code.	
<b>Zoning Type</b>	All Property Types	General/ Development	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. <b>Reference:</b> the Zoning Department for the city where the property is located.	*

### YEAR AND SOURCES

Proper use of the Source and Year fields provides other Brokers 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 km<sup>2</sup>) 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

## Commercial Glossary of Fields

August 17, 2024  
CONTINUED

- 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.