International Property Type - Glossary

This International Property Type 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 Managing Broker of your office for guidance and instruction.

The field names below are in alphabetical order using the listing input form field name. If the field name in connectMLS is different, that field name will be displayed in the connectMLS Tab column. An asterisk (*) in the **{R} column** denotes a required field.

Listing Sheet Field Name	connectMLS Tab	Instruction/Definition/Rule	{R}
# Bedrooms	Property Details	Enter the total number of bedrooms, regardless of whether they are basement bedrooms. **Note**: Consult MRED's Room Counting Publication for bedroom definition.	*
# Full Baths	Property Details	Enter the number of full baths. This number will be combined with # Half Baths for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # Full Baths and 1 in the # Half Baths. **Note**: Consult MRED's Room Counting Publication for full bath definition.	*
# Garage Spaces	Property Details	Enter the number of spaces. **Note**: This field will only display if Garage is selected in Parking.	*
# Half Baths	Property Details	Enter the number of half baths. This number will be combined with # Full Baths for search and report purposes. One full bath and one half baths would be represented by entering 1 in the # Full Baths and 1 in the # Half Baths. **Note**: Consult MRED's Room Counting Publication for half bath definition.	*
# Parking Spaces	Property Details	Enter the number of spaces. **Note**: This field will only display if Exterior Space is selected in Parking.	*
# Rooms	Property Details	Enter the total number of rooms. **Note**: Consult MRED's Room Counting Publication for room definitions.	*
Acreage	Property Details	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.	
Active Status (ACTV)	Searchable Field ONLY	An active listing.	
All Active	Searchable Field ONLY	This includes the following status types: Active, Auction, Back on Market, Contingent, New, Price Change, Reactivated, Temporarily No Showings and Auction.	

International Property Glossary of Fields

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Listing Sheet Field Name	connectMLS Tab	Instruction/Definition/Rule	{R}
Approx. Sq Ft	Property Details	Enter approximate interior square footage of the property. If you enter "0" for Approximate Square Feet, "J-Not Reported" is auto populated in Square Feet Source and will be the only choice allowed to be saved in that field. **Note**: If you *measure* the Square Footage (Square Feet Source=Taped) MRED recommends that you enter the Gross Living Area – GLA - in the Approximate Square Footage field, which is defined as: *finished* space that is *above grade* only. Per the American Measurement Standard - In single-family detached dwellings, "finished" square footage is defined as the sum of all connected, finished, usable, areas; measured by exterior dimensions (walls). Each level is counted individually and any *above grade* space is combined to provide one total square footage number. Treat attached dwellings the same as detached dwellings, with the only difference being the addition for exterior measurements when a common wall is present.	*
Approx. Year Built	Property Details	Enter approximate year property was built or select Unknown.	*
Area	Basic	1000 is automatically displayed.	*
Assessment Includes	Tax/Assess.	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. **Note**: This field will ONLY display if Assessment/Association Dues data is greater than "0".	*
Assessment/ Association Dues $	Tax/Assess.	Enter Assessment or Homeowners Association Dues in whole dollar amount, round up if necessary. "0"= None; "999"= Not Fully Assessed. **Note**: If data entered is greater than "0" the system will prompt for Frequency and Assessment/Association Dues Includes details.	*
Auction Date	Edit Listing Status	Enter the date of the Auction using the calendar.	*
Auction Price Description	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".	*
Auction Status (AUCT)	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.	
Back on Market Status (BOMK)	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.	
Buyers Broker ID	Edit Listing Status	Enter Buyers Broker ID number. **Note**: When changing a listing to Closed status, if Non-Member office ID of 9999 or Non-Member Brokers ID of 99999 is entered than Confirm that the [Selling Office] [Buyers Broker] is not a member of MRED field will be required. The Brokers code of #99995 shall be input for the Buyers Broker when reporting new construction as closed if there is no cooperating Brokers.	

Listing Sheet Field Name	connectMLS Tab	Instruction/Definition/Rule	{R}
Broker Private **Remarks**	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.	
Broker Owned/Interest (Y/N)	Office/Sales	Enter [Y] or [N]. Represents whether Listing Broker owns or has ownership interest or homeowner is a licensed Brokers or Broker.	*
Cancelled Status (CANC)	Searchable Field ONLY	A cancelled listing. Off Market Date is required.	
City	Basic	Enter the name of city.	*
Closed Date	Edit Listing Status	Enter actual date listing closes. **Note**: The listing must be reported Closed in connectMLS within 48 hours (including weekends and holidays).	*
Closed Status (CLSD)	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.	
Co-Listing Broker ID	Basic *Co-Lister ID*	Enter MRED Brokers 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 Broker .	
Compass Point	Basic	Enter the street direction.	
Contingency (CTG) Status	Searchable Field ONLY	A contingent listing. Contingent listings are active properties in which backup offers can be presented. **Note**: Continue to Show field is required when marking the listing CTG. Broker Remarks field will display when placing into contingent Status so the Brokers 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	
Contingency Flag	Edit Listing Status	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 Broker 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. 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.	*

Listing Sheet Field Name	connectMLS Tab	Instruction/Definition/Rule	{R}
Continue to Show?	Edit Listing Status	Enter [Y] or [N] – has seller's written direction. **Note**: Broker Remarks field will display when placing into contingent Status so the Brokers can edit as deemed necessary.	*
Contract Date	Edit Listing Status	Enter the date the sales/rental contract is signed by all responsible parties.	*
Country	Basic	Enter the name of the country. Choices available through drop-down selection in connectMLS.	
District	Basic	Enter the name of the district. **Note**: A district is a type of administrative division that, in some countries, is managed by local government. Across the world, areas known as "districts" vary greatly in size, spanning entire regions or counties, several municipalities, or subdivisions of municipalities. Example: Japan - Kamikawa Dist. (Ishikari)	
Expiration Date	Basic	Enter expiration date of listing agreement. **Note**: This date must be after the Listing Date.	*
Expired Status (EXP)	Searchable Field ONLY	An expired listing. This is considered an Off-Market Status.	
Exterior Property Features	Property Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Finance Code	Edit Listing Status	Enter code desired. Choices available through drop-down selection in connectMLS.	*
Frequency (Of Assessments/ Association Dues)	Tax/Assess.	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. **Note**: This field ONLY displays if Assessment amount is greater than "0".	*
Garage Details	Property Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	

International Property Glossary of Fields

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Listing Sheet Field Name	connectMLS Tab	Instruction/Definition/Rule	{R}
Garage On-Site (Y/N)	Property Details	Enter [Y)] or [N]. **Note**: This field will only display if Garage is selected in Parking.	*
Garage Type	Property Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. **Note**: This field will only display if Garage is selected in Parking.	*
General Property Features	Property Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Hold Status (HOLD)	MRED Status Change	A listing will be placed in the HOLD status if no primary photo is submitted within 10 days. When a listing is in the "HOLD" status it can only be viewed by the Listing Broker, Listing Broker and Secretary of the office. It will not appear in any searches for the general membership, and the listing will not be included on any VOW or IDX sites, or fed to a third party vendor such as REALTOR.com, etc.	
Holds Earnest Money	Office/Sales	Enter [Y] or [N]. Denotes if the listing office will retain the earnest money that is paid by the buyer towards the purchase.	*
Interior Property Features	Property Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Internet Listing	Media/Mapping	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Denotes which vendor of choice listing data is transferred to. 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.	*
Is Parking Included in Price? (Y/N)	Property Details	Enter [Y)] or [N]. Represents whether the list price entered includes parking.	*
Latitude	Media/Mapping	Coordinate will automatically populate based on criteria entered in the basic listing information. It can be modified. **Note**: For new developments, it is advisable to enter the latitude coordinate of the property being marketed. (How to find Latitude)	
List Date	Basic	Enter date listing agreement is signed by all parties. List Date may only be the date the listing is entered or prior to that date. Once the Listing Agreement is signed, the property must be entered into connectMLS within 48 hours (including weekends and holidays).	*
List Price	Basic	Enter dollar amount, without dollar sign ($) or commas. Must be greater than zero and cannot contain an asterisk (*).	*
Listing Broker Additional Info	Office/Sales	Enter Listing Broker's additional contact information, i.e. additional phone number, pager, voice mail, e-mail, website.	
Listing Broker ID	Basic	This field auto populates the Listing Broker ID of the Brokers that has logged into connectMLS. **Note**: A secretary can ONLY select an Brokers from the drop down list of Brokers that are associated with that office.	*
Listing Office ID	Basic	This field auto populates with the office of the Brokers or secretary that has logged into connectMLS.	*
Listing Type	Office/Sales	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. This refers to the type of listing agreement signed. Exclusive Marketing Agreement is a valid entry only within the International Property type. **Note**: for more information see the MRED Rules and Regulations.	
Longitude	Media/Mapping	Coordinate will automatically populate based on criteria entered in the basic listing information. It can be modified. Note: For new developments, it is advisable to enter the latitude coordinate of the property being marketed. (How to find Longitude)	

Listing Sheet Field Name	connectMLS Tab	Instruction/Definition/Rule	{R}
Lot Size	Property Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. Maximum of one (1) selection. If the property has multiple Parcel ID Numbers, include the total lot size for all Parcel ID Numbers.	*
New Status (NEW)	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.	
Off Market	Searchable Field ONLY	This includes the following status types: Cancelled, Closed, Expired, Pending and Rented.	
Opening Bid/ Reserve Price	Edit Listing Status	Enter a dollar amount that represents the Reserve Price, Opening Bid or Last List Price. Note: Do not enter dollar sign or commas.	*
Owner's Name or Owner of Record	Office/Sales	Enter legal name of Owner of Record or "Owner of Record", OOR or Trust number.	*
Owner's Phone	Office/Sales	Enter phone number - include area code.	
Parking	Property Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS. **Note**: Both Garage (Interior Parking) and Exterior Space may be selected. Depending upon data entered in this field, either Garage Detail fields or Exterior Parking Detail fields will display, or both.	*
Parking Details	Property Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Parking On-Site (Y/N)	Property Details	Enter [Y)] or [N]. **Note**: This field will only display if Exterior Space is selected in Parking.	*
Pending Status (PEND)	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.	
Possession	Office/Sales	Enter code(s) desired. 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.	*
Post Directional	Basic	Enter N, E, S or W to accommodate addresses such as 123 Adams Drive W	
Postal Code	Basic	Enter postal code where the property is located. **Note**: A postal code (known in various countries as a post code, postcode, or ZIP code in USA) is a series of letters and/or digits appended to a postal address for the purpose of sorting mail. Example of an eastern Ontario, Canada, postal code – K1A0B1.	
Price Change Status (PCHG)	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.	
Property Address on Internet (Y/N)	Media/Mapping	Enter [Y] or [N]. Denotes if you want the property's address to display on Broker Reciprocity compilations on the Internet.	*
Property Offered	Basic	Enter whether the property is for Sale or for Rent.	*
Reactivate Status (RACT)	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.	

Listing Sheet Field Name	connectMLS Tab	Instruction/Definition/Rule	{R}
Region/Province	Basic	Enter the name of the Region/Province. **Note**: Region - The term "region" may be used in some countries to name a type of subnational administrative unit. Example: France is divided into 27 administrative regions, 22 of which are in metropolitan France and five of which are overseas. Examples of French regions include Burgundy, Brittany, and Corsica. Province - In many countries, a province is a relatively small non-constituent level of sub-national government, varying in size from that of a UK county to that of a U.S. state – an autonomous level of government and a constituent element of a federation or confederation, often with a large territory. In China, a province is a sub-national region within a unitary state; this means that a province can be created or abolished by the central government. Examples of Provinces in Panama include Bocas del Toro, Chiriquí, and Herrera	
Remarks	Property Details	The Remarks field is reserved for a description of the property. No mention of Brokers/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.	*
Remarks on Internet (Y/N)	Media/Mapping	Enter [Y] or [N]. Denotes if you want the listing remarks to display on Broker Reciprocity compilations on the Internet.	
Rental Price/Mo.	Basic	Enter monthly rental price (if for rent). If not for rent, enter "0".	*
Rented Date	Edit Listing Status	Enter in the date the lease term begins.	*
Rented Price	Edit Listing Status	Enter dollar amount, without dollar sign ($) or commas of the actual price. Must be greater than zero and cannot contain an asterisk (*).	*
Rented Price ($/month)	Edit Listing Status	Enter dollar amount, without dollar sign ($) or commas of the actual monthly rented price. Must be greater than zero and cannot contain an asterisk (*).	*
Rented Status (RNTD)	Searchable Field ONLY	A rented listing. Must be reported with 48 hours. Rental Price, Contract Date, Rental Date and Buyers Broker are required.	
Sale Terms	Office/Sales	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	
Seller Concessions (Y/N)	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 total dollar amount of those concessions is required in the Sellers Concessions Amount/Points field.	*
Seller Concessions Amount/Points	Edit Listing Status	Enter the total dollar amount of any concessions the seller made to the sale. **Note**: This field is required if "Y" is entered in Seller's Concessions.	*

Listing Sheet Field Name	connectMLS Tab	Instruction/Definition/Rule	{R}
Short Sale/Foreclosure/ Court Approved	Edit Listing Status	For Closed listings ONLY. Enter all applicable field codes. Choices available through drop-down selection in connectMLS. If Short Sale or Court Approval Required is entered in the Additional Sales information field or Other 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. 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 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.	*
Showing Instructions	Offices/Sales	Enter showing instructions. **Note**: If property is unable to be shown, except for reasonable restrictions noted on the listing in the showing instructions, the status of the listing MUST be Temporarily No Showings.	*
Sold Price	Edit Listing Status	For Closed listings ONLY. 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 (*).	*
Square Feet Source	Property Details	Enter code desired. Choices available on listing input sheet and through drop-down selection in connectMLS. If you have specified "0" for Approximate Square Feet, "J-Not Reported" is auto populated in Square Feet Source and will be the only choice allowed to be saved in this field. **Note**: If you *measure* the Square Footage (Square Feet Source=Taped) MRED recommends that you enter the Gross Living Area – GLA - in the Approximate Square Footage field, which is defined as: *finished* space that is *above grade* only. Per the American Measurement Standard - In single-family detached dwellings, "finished" square footage is defined as the sum of all connected, finished, usable, areas; measured by exterior dimensions (walls). Each level is counted individually and any *above grade* space is combined to provide one total square footage number. Treat attached dwellings the same as detached dwellings, with the only difference being the addition for exterior measurements when a common wall is present.	*
State	Basic	Enter the name of the State. **Note**: A State is normally a political entity forming part of a federal sovereign state such as the USA, Australia, India and Brazil. In Mexico, examples of States include: Durango, Mexico, and Veracruz.	
Street Number	Basic	Enter numbers in address.	*
Street Name	Basic	Enter full street name - NO abbreviations. Do not include the street suffix in the Street Name.	*
Street Suffix	Basic	If the street does not have a street suffix select "NONE". **Note**: Do not include the street suffix in the Street Name.	*

Listing Sheet Field Name	connectMLS Tab	Instruction/Definition/Rule	{R}
Suspended Status (SUSP)	MRED Status Change	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 Brokers'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 Brokers. If the Brokers 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 Year	Tax/Assess	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 31st in listings of any active status.	*
Taxes	Tax/Assess.	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. **Note**: The Tax Year and Tax Amount must be updated for all active status listings within 30 days of MRED's tax vendor updates.	*
Temporarily No Showings Status (TEMP)	Edit Listing Status	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 in the showing instructions.	
Type of Property	Property Details	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Type Ownership/Title Offered	Tax/Assess	Enter code(s) desired. Choices available on listing input sheet and through drop-down selection in connectMLS.	*
Virtual Tour URL	Media/Mapping	Enter URL for Virtual Tour, if available.	*
VOW AVM (Y/N)	Media/Mapping	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)	Media/Mapping	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.	*