

# MLS & Rules Committee

## Agenda / Action Items



**Date:** 5/15/2023

**Time:** 11am

**Location:** LBOR Office

**Co-Chairperson:** Cheri Drake

**Co-Chairperson:** Taylor LaRue

**Staff Liaison:** Linda Manley & Rob Hulse

### Committee Members:

Cheri Drake	Taylor LaRue	Bailey Stuart	Beth Ham	Chris Earl
Greta Carter-Wilson	Jennifer Catlin	Jill Ballew	Libby Grady	Lindsay Landis
Michelle Roberts-Freeman	Mohammad Aldamen	Nicholas Lerner	Ryan Desch	Vanessa Schmidt
Zach Dodson				

**P - Present**

**E - Excused Absence**

**A - Absent**

### Guests (non-Quorum)

### AGENDA ITEMS

No	Topic	Presenter	Done	Notes/Update
1	<b>Review Previous Meeting Minutes from 04/17/2023</b>	Taylor/Cheri		
2	<b>Update from LMLS Staff</b>	Linda/Rob		
	a. Paragon Changes were rolled out to members on May 2nd.			
	b. Paragon Fines reaching 2nd Offenses (3 have occurred) and we will anticipate a 3rd offense fine on the horizon. Currently going to Board of Directors for review and discipline. (Not MLS & Rules?)	Linda/Rob		
	c. Running a little behind with the recent forms for Paragon/Dotloop.	Linda/Rob		
3	<b>Policy allowing a listing to be in two Classes in Paragon</b>	Taylor/Cheri		
	a. Related Policy allowing multiple iterations of a listing in one Class.			
4	<b>Days on Market vs Days on MLS discussion / continuation</b>	Taylor/Cheri		
5	<b>Add Under Contract Taking BU to Data Feed for Realtor.com</b>			
6	<b>Consider change from Master to Primary for BR, Bath, and Level</b>	Cheri/Taylor		Nicholas Request

No	Topic	Presenter	Done	Notes/Update
7	<b>Greening the MLS (Resources Linked Below)</b> <a href="#">CMLS Information about Greening the MLS</a> <a href="#">NAR Information about Greening the MLS</a>	Cheri/Taylor		
8	<b>Next Meeting:</b> _____	Cheri/Taylor		
9	<b>Adjourn:</b>	Cheri/Taylor		

### MLS & RULES COMMITTEE ACTION ITEMS

No	Action	Due Date	Responsible Member	In Process	Done	Notes/Update
	Prepare membership videos and tutorials for new Paragon Changes roll out. A page on LawrenceRealtor.com will include all video and tutorials.	4/25/2023	LMLS Staff - Rob		√	Prepare ahead of cutover to newly updated fields.
	Investment Property Rider to the Seller's Property Condition Disclosure to DocuSign, Dotloop, and in Paragon Contracts & Forms	4/28/2023	LMLS Staff - Rob	√		Sent to vendors. Now need to format from LBOR for MLS Documents folder.
	Smart Home Rider to the Seller's Property Condition Disclosure to DocuSign, Dotloop, and in Paragon Contracts & Forms	4/28/2023	LMLS Staff - Rob	√		Sent to vendors. Now need to format from LBOR for MLS Documents folder.
	Work with Realtor.com to map field to Open House Hosted by on their site	1/25/2023	MLS Staff - Rob	√		Have field properties back from Paragon - need to submit to Realtor.com.
	List of IDX Websites Published Online	4/28/2023	LMLS Staff - Rob	√		Now have format to upload to MLS Resources page on site.

No	Action	Due Date	Responsible Member	Process	Done	Notes/Update
	Create a FAQ for the Clear Cooperation Policy. Staff will create this from/following the CCP Information Exchange with NAR Staff.	5/9/2023	LMLS Staff - Rob	√		Will now prepare this following the CCP Event on May 4th.
	Prepare a Training Video for new fields	4/21/2023	LMLS Staff - Rob		√	Collaborate with Ed Committee
	Paragon Changes /Conversions of Fields	4/24/2023	LMLS Staff - Rob / Paragon Support		√	Cutover Scheduled for April 24th.
	Set up testing group for Paragon Changes/Conversions of Fields	February 23rd (subject to pace of work by BK)	LMLS Staff - Rob / Paragon Support		√	Testing completed on April 11th
	Create a Smart Home Turnover form as an Addendum to the Seller's Disclosure	1/25/2023	Lindsay Landis		√	Two versions for review on March 27th.
	Present for approval - a Multi-Family Property Condition Disclosure Rider	1/25/2023	Zach Dodson		√	To be presented for approval at the 04.05.2023 Board Mtg
	Provide Brokers with updated LBOR Sales Contract, Buyer Agency Agreement, and Listing Agreement (red-lined and clean)	1/23/2023	LMLS Staff - Rob		√	Completed on 1/23/2023.
	Change Status of Withdrawn/Cancelled and Cancelled/Cancelled to Off Market/Withdrawn and Off Market/Cancelled.	1/25/2023	Rob/Paragon Support		√	Completed on 1/23/2023.
	Add fields to Residential Class to gather rental information: Is the Property Rented? Lease Expiration? Rent Amount?	1/25/2023	Rob/Paragon Support		√	Updating the Residential Class on 1.24.2023
	Update the LBOR Sales Contract, Buyer Agency Agreement, and Listing Agreement at Dotloop	2/6/2023	LMLS Staff - Rob		√	Completed on 02/10/2023.
	Update the LBOR Sales Contract, Buyer Agency Agreement, and Listing Agreement at DocuSign	2/6/2023	LMLS Staff - Rob		√	All Docs Delivered to DocuSign, and waiting for library update & build out.
	Release to all Members the Updated LBOR Sales Contract, Buyer Agency Agreement, and Listing Agreement	2/6/2023	LMLS Staff - Rob		√	Added to Paragon MLS Docs on 02.09.23, Dotloop on 02.10.23, and waiting on
	HERS Rating (Home Energy Rating System) as an MLS Field a. HERS Rated: Yes/No b. HERS Year: _____ c. HERS Rating: _____		LMLS Staff - Rob		√	Approved by Bd of Directors on February 1, 2023. Updated in Paragon on 02.13.2023

Tabled or Old Business	Due Date	Responsible Member	Done Notes/Update
1.a			Current Policy is that Listed Property be readily available to show = within 1 business day to be consistent with the CCP.
1.b			The LBOR Board of Directors sent this itme back to the MLS & Rules Committee for more discussion.
2			Not able to complete a form that the Committee can agree on.
3			No action was taken on this at the first discussion, although the relavancy and number of Ancillary Dwelling Units is
4		Subcommittee members are: Nicholas Lerner, Cheri Drake, Drew Deck, Tanya Kulaga, Jill Ballew, Michelle Roberts-Freeman, Victoria Perdue, and Lindsay Landis.	

# MLS & Rules Committee

## Meeting Minutes



**Date:** 04.17.2023      **Co-Chairperson:** Cheri Drake  
**Time:** 1pm      **Co-Chairperson:** Taylor LaRue  
**Location:** LBOR Office      **Staff Liaison:** Linda Manley & Rob Hulse

**Attendees:**

Cheri Drake	Taylor LaRue	Bailey Stuart	Beth Ham	Chris Earl
Greta Carter-Wilson	Jennifer Catlin	Jill Ballew	Libby Grady	Lindsay Landis
Michelle Roberts-Freeman	Mohammad Aldamen	Nicholas Lerner	Ryan Desch	Vanessa Schmidt
Zach Dodson				

**P - Present**      **E - Excused Absence**      **A - Absent**      **AL - Arrived Late**      **LE - Left Early**

**Guests (non-Quorum)**

**AGENDA MINUTES**

No	Topic	Presenter	Done	Notes/Update
1	<b>Review Previous Meeting Minutes from 04/05/2023</b>			After review, <b>it was moved and 2nd to approve the previous meeting's minutes. Motion Passed.</b>
2	<b>Update from LMLS Staff</b>			<ul style="list-style-type: none"> <li>a. Paragon Changes: Site changes will go into effect on May 1st and 2nd. Staff has prepared a communication schedule to inform members and make resources available online.</li> <li>b. Reminder to register for and attend the Clear Cooperation Policy Information Exchange presented by NAR on May 4th.</li> <li>c. Regarding a long standing item in unfinished business - the committee was provided with a detailed list of IDX/VOW/Back Office data feed users. A list of this nature will be published and posted to the LBOR Website as a member resource.</li> </ul>
3	<b>Seller Concessions for Statuses other than SOLD</b>	Taylor/Cheri		Lindsay provided feedback from Appraisers regarding Seller Concessions reporting in the Paragon System. At this time, the Committee is not making changes to the MLS. No special Concession fields are to be added.

**4 Video and Audio Surveillance Disclosure**

Taylor/Cheri

The Committee discussed both Video and Audion recording devices and how best to disclose of them to buyers. No action was taken at this time, although the legal opinion for best practices was circulated.

**5 Sales Contract Paragraph 8 Issue - Occupants other than the Seller**

Taylor/Rob

The Committee discussed the need for correction of Paragraph #8 and decided to add the item for the next Contract revision.

Having reached the end of the meeting, the Committee meeting was adjourned.

Meeting was adjourned at 2:30pm, with the next meeting day and time scheduled for May 15th at 11:00 am.

## Rob Hulse

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**From:** Nicholas Lerner <nicholas@askmcgrew.com>  
**Sent:** Tuesday, April 11, 2023 10:22 AM  
**To:** Rob Hulse  
**Cc:** cdrake@askmcgrew.com; Taylor LaRue  
**Subject:** MLS Committee Agenda Item Request

Hello Rob, Cheri, and Taylor,

I'd like to request an agenda item on the docket for the MLS Committee that all references in Paragon to Master Bedroom and Master Bath be changed to Primary Bedroom and Primary Bath. Yes, I know this item was addressed through the DEI committee a few years ago and failed at the BoD level like 3 years ago, but I think it's time to readdress the item in light of keeping our terminology modern instead of using antiquated lingo.

To be clear, I don't think the use of "Master" is racist, offensive, or otherwise problematic. I just think that the use of the term is quickly becoming obsolete and the use of "Primary" has become the industry norm. If somebody called a bathroom a latrine, you'd look at them and wonder what kind of old timey old fart they are. I feel that we're slipping behind the times by continuing the use of Master Bedroom and Master Bath in our MLS software.

Please note my specific intentions in not bringing this request to the DEI committee and asking the MLS committee instead. I don't view this as a DEI issue.

Thank you for taking the time to consider my agenda item request.

Nick

**Nicholas Lerner** | Digital Realtor | McGrew Real Estate, Inc. | 1501 Kasold Drive, Lawrence KS 66047 | Direct 785-766-5613 | [NL@NicholasLerner.com](mailto:NL@NicholasLerner.com) | [www.NicholasLerner.com](http://www.NicholasLerner.com) | Licensed Real Estate Broker in the state of Kansas |



## Overview of Paragon Enhancements

The MLS & Rules Committee and the Board of Directors of the Lawrence MLS are excited to roll out newly updated fields in Paragon that will make your Paragon experience more efficient, intuitive, and productive. Leadership of the LBOR & LMLS do recognize that May 1st is a busy time for our MLS members, however this work is the result of many months of work evaluating every bit of Paragon, and is just too important to delay.

### Key Changes—many of which are captured in additional tutorials specific to each topic.

The following fields have been expanded, offering more space to include information about your listing.

- **Showing Instructions**—Now with 500 Characters (was 100).
- **Legal**—Now with 2,000 Characters (was 100).
- **Directions**—Now with 500 Characters (was 100).
- **Public Remarks**—Now with 2,000 Characters (was 512).
- **Private Remarks**—Now with 2,000 Characters (was 512).
- **Escrow Account**—Expanded to 50 characters.

**Range Fields** are no longer input or maintained. These fields are automatically calculated by the Paragon System. Range fields do remain available for searches in Paragon.

- **Age Range** (NC, 1-5 years, 6-10 years, etc.) is automatically calculated based on year built.
- **Approx Ttl Fin SqFt Range** (under 1000, 1000-1200, 1200-1500, etc.) is automatically calculated based on Total Finished Square Feet.
- **Approx Acres Range** (less than 1, 1.1 to 5, 5.1 to 10, etc.) is automatically calculated based on the input of Total Acres or Lot Size.

### Other Changes:

- **1st Floor Square Feet** is now a required field.
- **Total Finished Square Feet** must be equal or greater to the sum of 1st, 2nd, 3rd, 4th, 5th, and basement amounts. If less than the sum of amounts entered, an error message with result.
- The **Commission Based On** field will be expanded to read: “Percentage Based on (net or gross)” and a 3rd option will be labeled as a “Fixed Dollar Amount.”
- The **General Taxes Field** was converted to a currency field and now has 2 decimal points for exact amounts.
- Two instances of **Showing Instructions** (one a field and the other a feature) were reduced to just one field.
- Utility Room Dimensions changed to **Laundry Dimensions** – this is an optional field.
- **Laundry Level** to become a required field with drop down menu options: Basement, Level 1, Level 2, Level 3, Level 4, Level 5.

**HOA** and **Special Assessment** fields updated with conditional logic.

- If HOA field is selected as Yes, and Special Assessments as Yes, then fields that need to be completed will display for input.
- If the fields are selected as No, then no fields display for input.

Three (3) new **Sold Statuses** are added for Listing SOLD while in a Limited Visibility Type.

- **Sold Agent—Exclusive**
- **Sold Office—Exclusive**
- **Sold Firm—Exclusive**



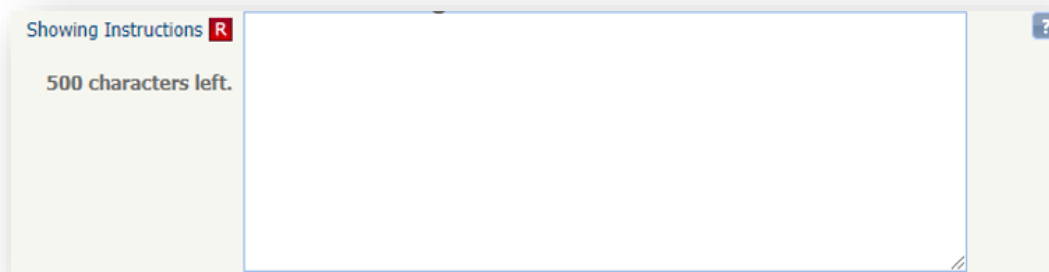
## Expanded Fields Provide More Space/Characters

The Following fields have been expanded, offering more space to include information about your listing.

- Showing Instructions—Now with 500 Characters (was 100).
- Directions—Now with 500 Characters (was 100).
- Legal—Now with 2,000 Characters (was 100).
- Public Remarks—Now with 2,000 Characters (was 512).
- Private Remarks—Now with 2,000 Characters (was 512).
- Escrow Account—Now with 50 Characters.

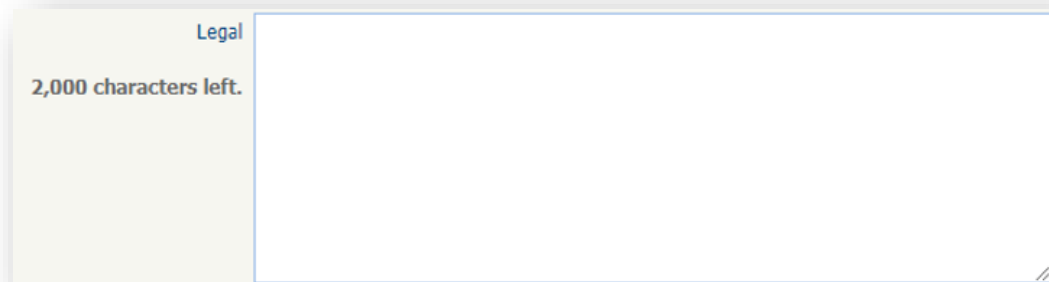
Showing Instructions R ?

500 characters left.



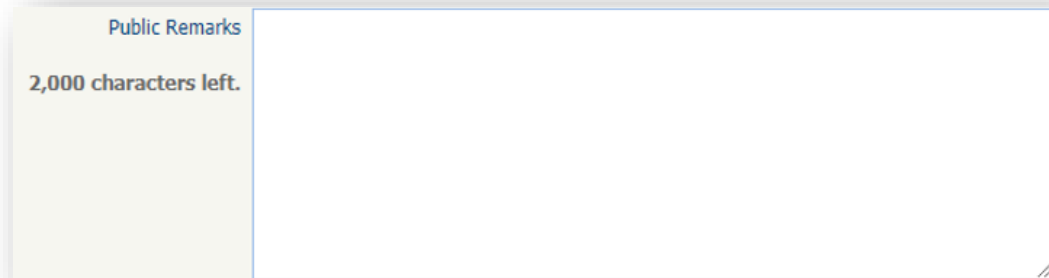
Legal

2,000 characters left.



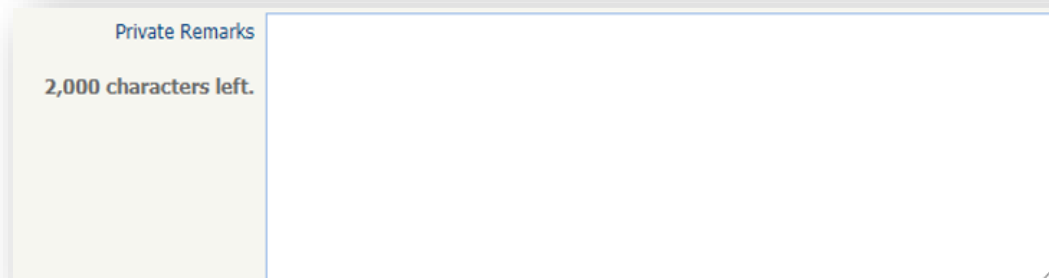
Public Remarks

2,000 characters left.



Private Remarks

2,000 characters left.

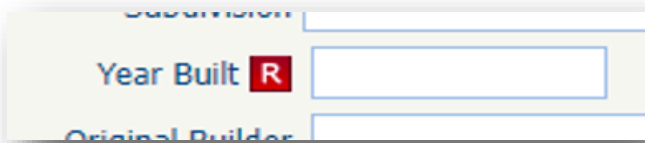


## New Field for New Construction

At input of a new listing, the listing agent will now determine if they are entering a New Construction property. Selecting a value of Yes or No will allow for the property to be classified as New Construction, while separately recording the year built.



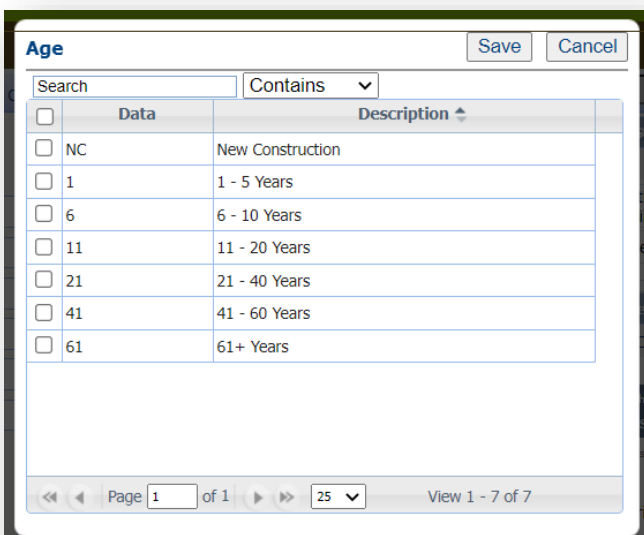
At Listing Input, select a value of Yes or No for **New Construction (Y/N)**.



At Listing Input, enter Year Built.

NC	New Construction
1	1 - 5 Years
6	6 - 10 Years
11	11 - 20 Years
21	21 - 40 Years
41	41 - 60 Years
61	61+ Years

A value for the **Age Range** field will no longer be input by the listing agent. Rather, the value will be automatically determined based on the input of **Year Built** (above).



Search	Contains	
<input type="checkbox"/>	NC	New Construction
<input type="checkbox"/>	1	1 - 5 Years
<input type="checkbox"/>	6	6 - 10 Years
<input type="checkbox"/>	11	11 - 20 Years
<input type="checkbox"/>	21	21 - 40 Years
<input type="checkbox"/>	41	41 - 60 Years
<input type="checkbox"/>	61	61+ Years

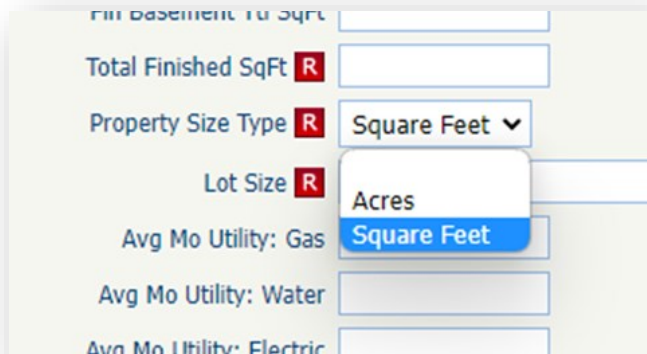
When doing a Property Search, agents may continue to search by the **Age Range** field.

When searching for New Construction listings, an agent may prefer to search by the newly added New Construction (Y/N) field displayed at the top of this page.

*(For additional information, please see the handout for Conversion of Range Fields)*

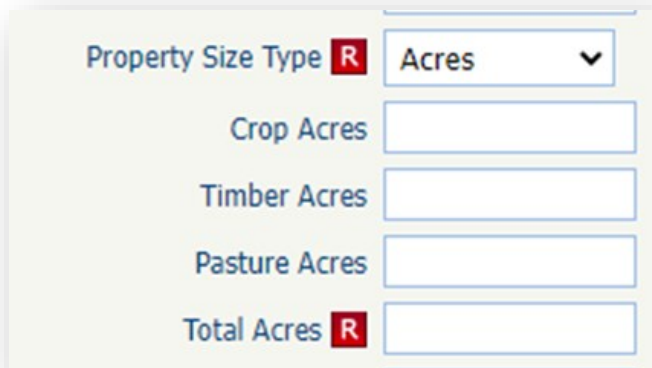
## Property Size Type: Acres or Square Feet

At input of a new listing, or in listing maintenance, the listing agent will now determine if they are entering the **Property Size Type** as **Acres** or **Square Feet**.



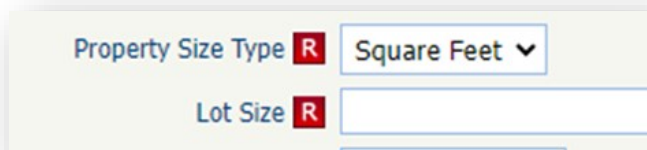
This screenshot shows a form with several input fields. The 'Property Size Type' dropdown menu is open, showing 'Square Feet' as the selected option. Other visible fields include 'Total Finished SqFt', 'Lot Size', 'Avg Mo Utility: Gas', 'Avg Mo Utility: Water', and 'Avg Mo Utility: Electric'.

At Listing Input, or in Listing Maintenance, select whether the Property Size Type is measured in **Acres** or **Square Feet** (this is the size of the land or lot).



This screenshot shows the 'Property Size Type' dropdown menu set to 'Acres'. Below this, four additional input fields are displayed: 'Crop Acres', 'Timber Acres', 'Pasture Acres', and 'Total Acres'.

If **Acres** is selected for Property Size Type, the following fields for **Crop Acres**, **Timber Acres**, **Pasture Acres**, and **Total Acres** will display for input.



This screenshot shows the 'Property Size Type' dropdown menu set to 'Square Feet'. Below this, a single input field for 'Lot Size' is displayed.

If **Square Feet** is selected for **Property Size Type**, a field for **Lot Size** is displayed for input.

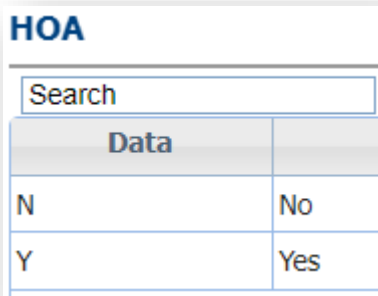
## HOA Fields Enhanced

At input of a new listing, or in listing maintenance, the listing agent will indicate whether an **HOA** exists for the listing, and fields for input only display if there is an **HOA**.



HOA **R**   
Restrictive Covenants

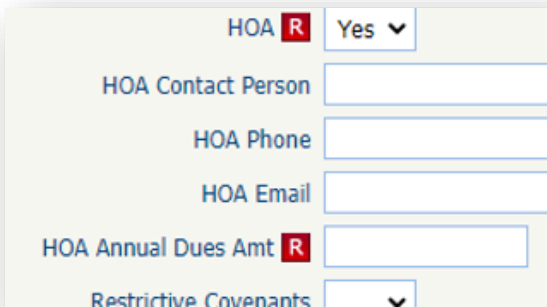
At Listing Input, or in Listing Maintenance, select whether an HOA exists for the listing.



**HOA**

Search	
Data	
N	No
Y	Yes

Select Yes or No.



HOA **R** Yes   
HOA Contact Person   
HOA Phone   
HOA Email   
HOA Annual Dues Amt **R**   
Restrictive Covenants

If the value is Yes, then additional fields will display for input; HOA Contact Person, HOA Phone, HOA Email, and HOA Annual Dues Amount.



## Special Assessment Fields Enhanced

At input of a new listing, or in listing maintenance, the listing agent will indicate whether **Special Assessments** exist for the listing. Additional **Special Assessment** fields will only display if there are **Special Assessments**.

Special Assessments Y/N **R** No ▾

At Listing Input, or in Listing Maintenance, select whether Special Assessments exist for the listing. Select Y or N.

General Taxes **R**   
Special Assessments Y/N **R** No ▾  
Total Taxes **R**

If No is selected, continue input with next field—Total Taxes.

Special Assessments Y/N **R** Yes ▾  
Special Assessment 1 Desc **R**   
Special Assessment 1 Annual Amt   
Special Assessment 1 Payoff Year **R**   
Special Assessment 2 Desc   
Special Assessment 2 Annual Amt   
Special Assessment 3 Desc   
Special Assessment 3 Annual Amt   
Special Assessment 4 Desc   
Special Assessment 4 Annual Amt   
Total Taxes **R**

If the value if Yes, then additional fields will display for input;

Special Assessment 1 Desc  
Special Assessment 1 Annual Amount  
Special Assessment 1 Payoff Year

Repeat for Assessment 2, 3, and 4.

## New Field for School District

At input of a new listing, the listing agent will now enter the School District for the location of the listing.

School District	<input type="text"/>	<input type="checkbox"/> Show All
Elementary School	<input type="text"/>	<input type="checkbox"/> Show All
Middle School	<input type="text"/>	<input type="checkbox"/> Show All
High School	<input type="text"/>	<input type="checkbox"/> Show All

At Listing Input, select the School District, based on the location of the listing.

For Example: Select USD 497—Lawrence

**Middle School**

Search  Contains

Data	Description ↕
BillyMills	Billy Mills
Central	Liberty Memorial Central
Southwest	Southwest
West	West

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If USD 497—Lawrence has been input, then Paragon will only display the Elementary, Middle, or High Schools that are in USD 497.

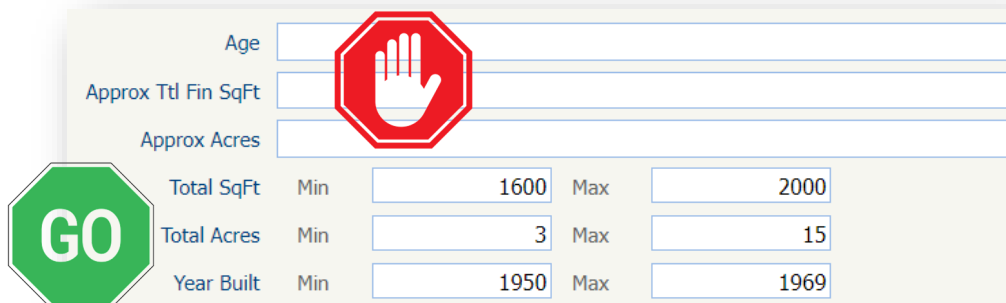
For Example, when selecting a Middle School, only those Middle Schools in USD 497 will be available for selection.

Searches can now be completed by School District.

## RANGE FIELDS—Out with the OLD, and in with the NEW.

Page 1

Historically, Range Fields for **Age**, **Approx Ttl Fin SqFt**, and **Approximate Acres** have been a **popular default to use in searches**. However, we now have the ability to specify your own range in your searches. We recommend migrating away from use of pre-determined Range Fields, and that you utilize a more precise way to search.



Age

Approx Ttl Fin SqFt

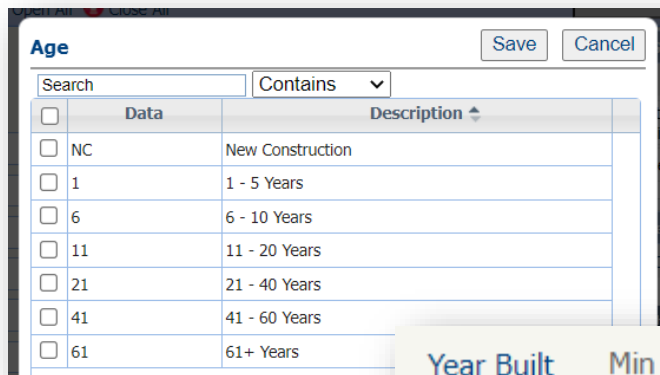
Approx Acres

Total SqFt Min  Max

Total Acres Min  Max

Year Built Min  Max

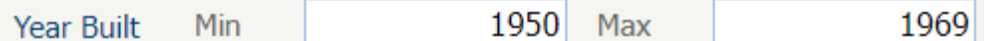
### Age Range Field vs Year Built Field



Search	Contains	
<input type="checkbox"/>	NC	New Construction
<input type="checkbox"/>	1	1 - 5 Years
<input type="checkbox"/>	6	6 - 10 Years
<input type="checkbox"/>	11	11 - 20 Years
<input type="checkbox"/>	21	21 - 40 Years
<input type="checkbox"/>	41	41 - 60 Years
<input type="checkbox"/>	61	61+ Years

For example, to the left is the **Age Range** Field, grouping listings by pre-determined ranges.

Instead of using the **Age Range** field to the left, try using the **Year Built** field (below).



Year Built Min  Max

For example when searching for a Mid-Century Modern home, you can input your own range of 1950 to 1969 in the field for **Year Built**. This search includes homes that are from 54 to 73 Years Old. Doing this with the Range Field would **NOT** be easy. You would have to include both the 41-60 and 61+ ranges in the **Age Range** Fields, and then filter your spreadsheet.

For **New Construction**, use the newly added New Construction Y/N field to return New Construction results.



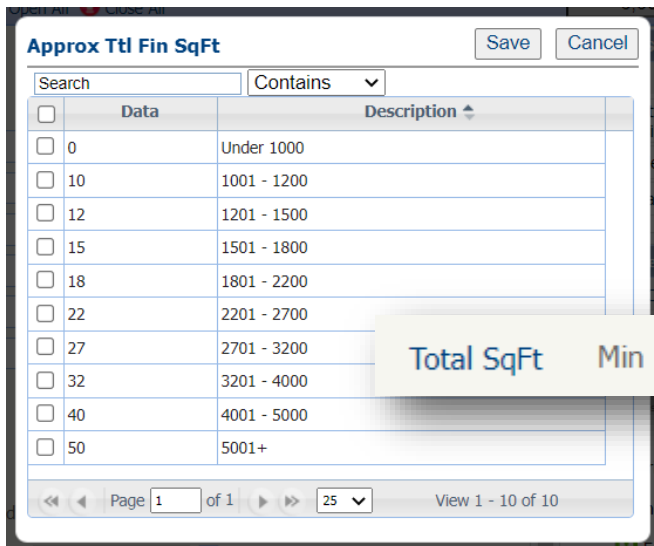
Class  RESIDENTIAL

New Construction (Y/N)

Type

## RANGE FIELDS—Out with the OLD, and in with the NEW.

### Approx Ttl SqFt Range Field vs Total SqFt



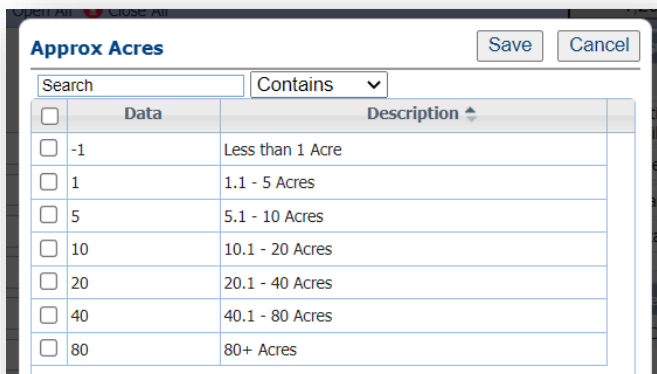
Data	Description
0	Under 1000
10	1001 - 1200
12	1201 - 1500
15	1501 - 1800
18	1801 - 2200
22	2201 - 2700
27	2701 - 3200
32	3201 - 4000
40	4001 - 5000
50	5001+

Total SqFt Min  Max

The same is true for the **Approx Ttl Fin SqFt Range** field. Rather than search the predetermined values in the Range Field (to the left), enter your own range in the **Total SqFt** field to do a precise search (below).

In this example, searching for 1600 to 2000 square feet is both precise and easy!

### Approx Acres Range Field vs Total Acres



Data	Description
-1	Less than 1 Acre
1	1.1 - 5 Acres
5	5.1 - 10 Acres
10	10.1 - 20 Acres
20	20.1 - 40 Acres
40	40.1 - 80 Acres
80	80+ Acres

Last, the Approx Acres Range Field 3rd range field that can be discontinued.

In this example, to the left is the Approx Acres Range Field.

Rather than use the predetermined values in the Range Field, do your own precise search for 3 to 15 Acres (below), or any other combination.

Total Acres Min  Max

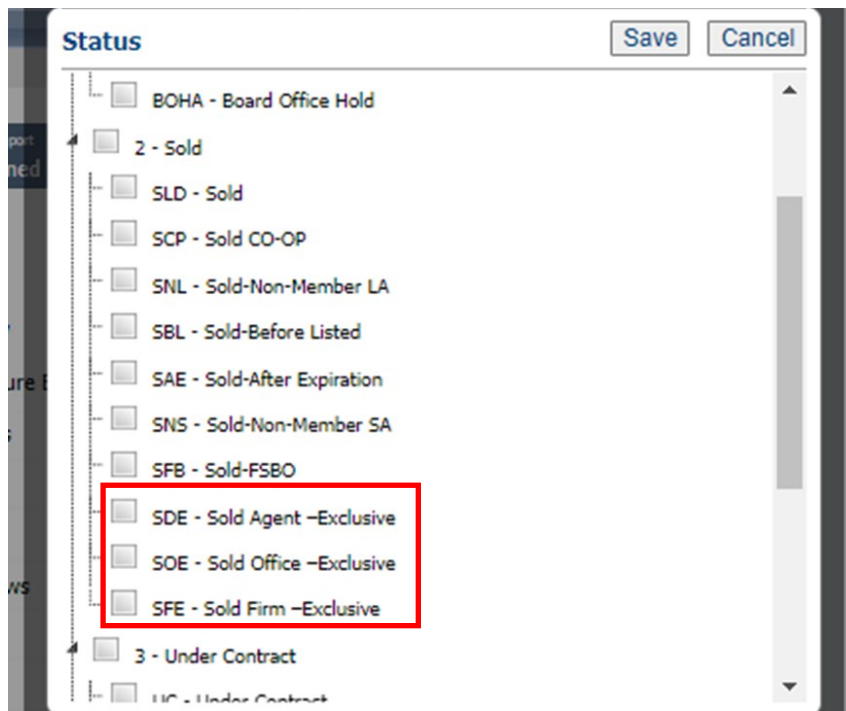
In this example, searching for 3 to 15 Acres is both precise and easy!





## New SOLD Statuses for Listings that have a Limited Visibility Type of Exclusive Agent, Exclusive Office, or Exclusive Firm

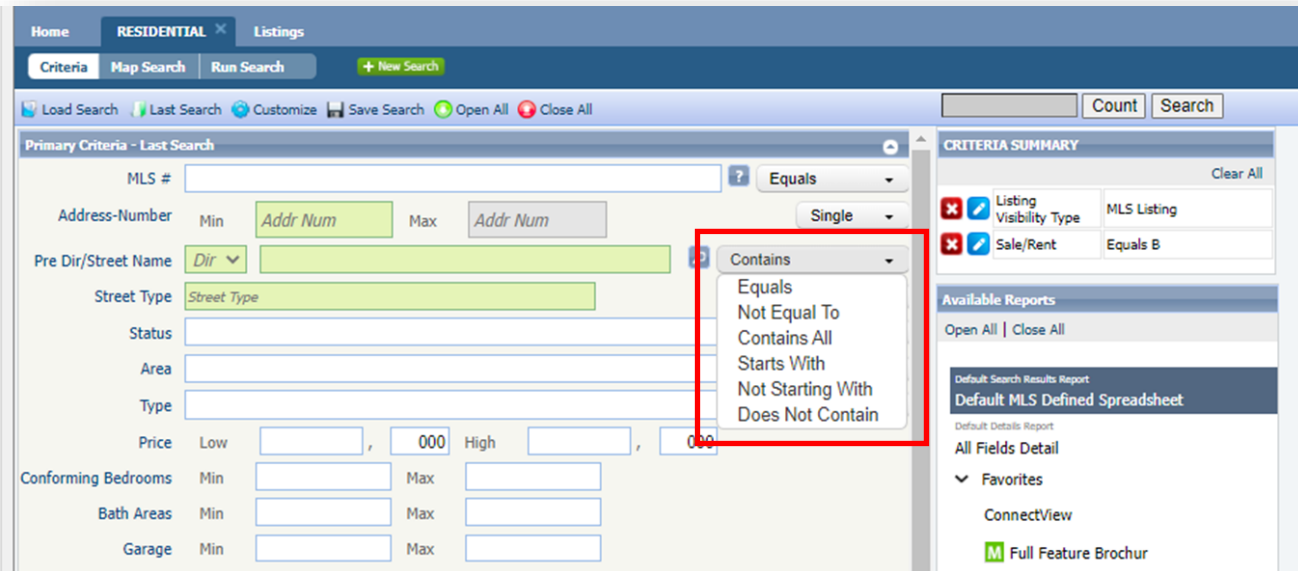
To accurately portray the SOLD information in Paragon, three new SOLD Statuses have been added. These are to be used when the listed property goes under contract while the listing is in a Limited Visibility Type of Agent Exclusive, Office Exclusive, or Firm Exclusive.



## Advanced Search Functionality

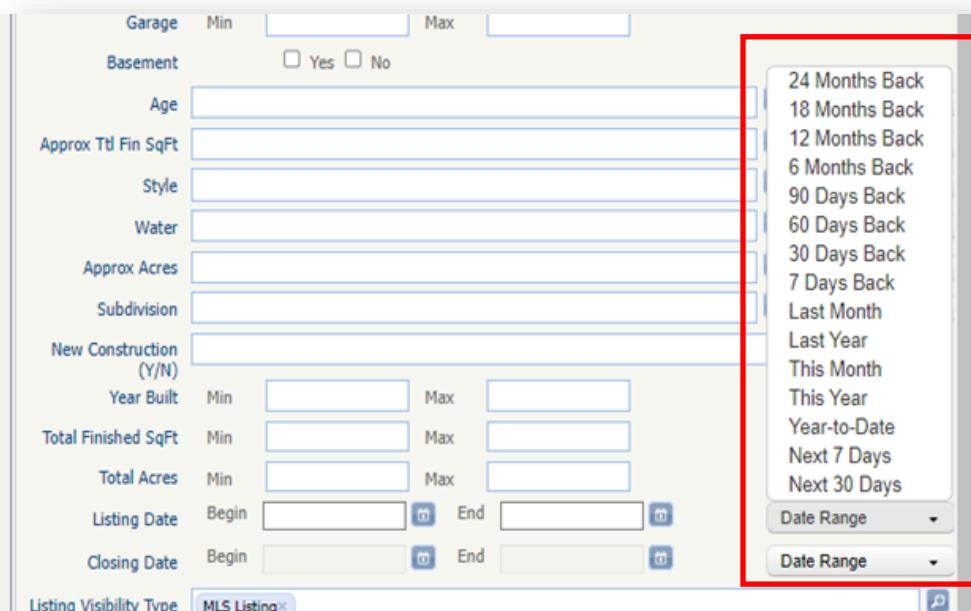
Lookup Fields Contain: Equal and Not Equal To

Free Form Fields Contain: Not Equal To, Contains, Contains All, Starts With, Not Starting With, and Does Not Contain:



The screenshot shows the Paragon search interface. The 'Primary Criteria - Last Search' section includes fields for MLS #, Address-Number (Min/Max), Pre Dir/Street Name, Street Type, Status, Area, Type, Price (Low/High), Conforming Bedrooms, Bath Areas, and Garage. A dropdown menu is open over the 'Pre Dir/Street Name' field, showing the following options: Contains, Equals, Not Equal To, Contains All, Starts With, Not Starting With, and Does Not Contain. The 'CRITERIA SUMMARY' section on the right shows 'Listing Visibility Type' set to 'MLS Listing' and 'Sale/Rent' set to 'Equals B'. The 'Available Reports' section includes 'Default Search Results Report' and 'Default MLS Defined Spreadsheet'.

## New Data Ranges available in Paragon:



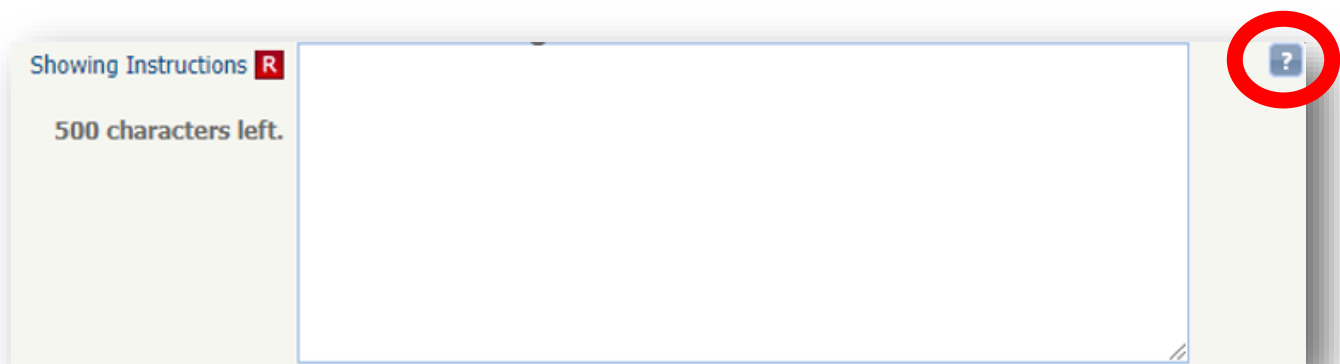
The screenshot shows the Paragon search interface with a dropdown menu open over the 'Listing Date' field. The dropdown menu lists the following date ranges: 24 Months Back, 18 Months Back, 12 Months Back, 6 Months Back, 90 Days Back, 60 Days Back, 30 Days Back, 7 Days Back, Last Month, Last Year, This Month, This Year, Year-to-Date, Next 7 Days, and Next 30 Days. The 'Listing Date' field is set to 'Begin' and 'End' with calendar icons. The 'Listing Visibility Type' is set to 'MLS Listing'.

## Showing Instructions Is Now Just One (1) Field

To ensure that **Showing Instructions** are displayed and searchable in one (1) field, the Features Category for Showing Instructions has been removed. Listing agents will now enter Showing Instructions in only the newly expanded **Showing Instructions** Field.


Previous Showing Instruction values in Features have been converted in all listings and now display in the **Showing Instructions** Field.

Space was expanded to 500 Characters to handle the input of any special instructions. Select the Question Mark to the right of the field for common showing terms and suggestions.



Showing Instructions **R**

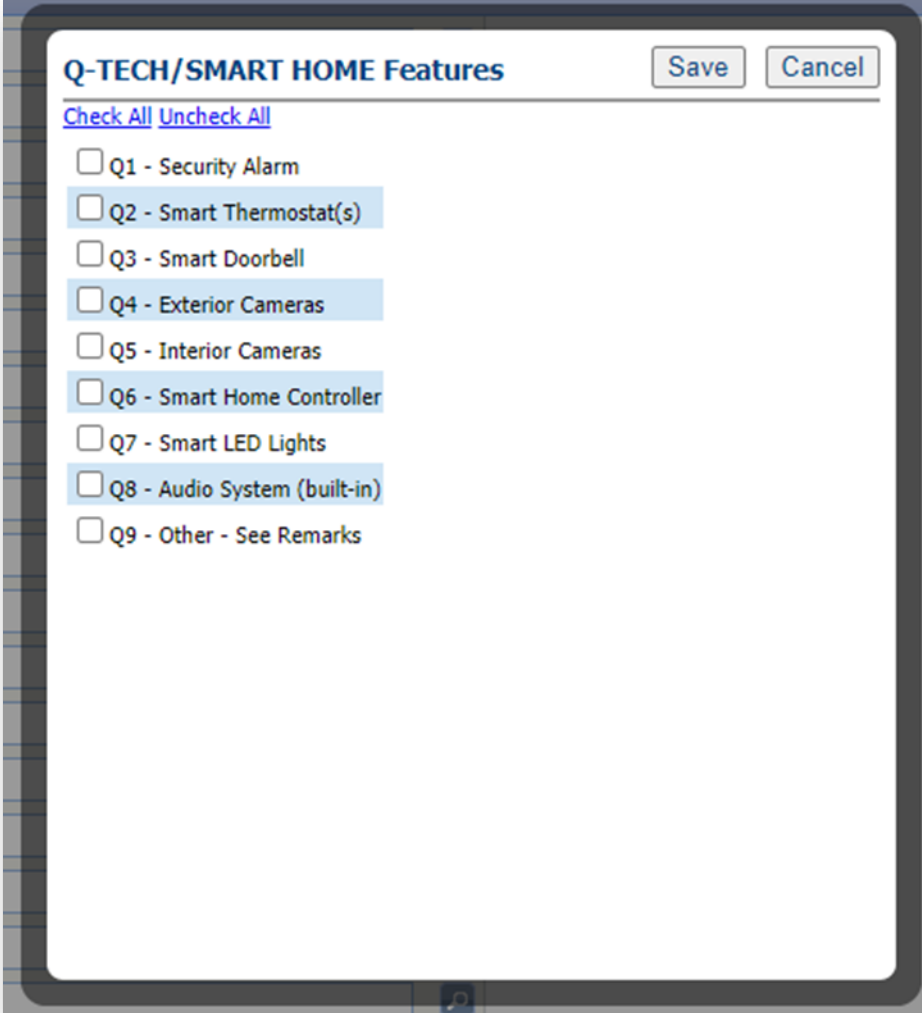
500 characters left.



- A - SHOWING INSTRUCTIONS**
- A1 - Vacant
  - A2 - Lockbox
  - A3 - Combo Lockbox
  - A4 - Show Only
  - A5 - Occupied
  - A6 - Agent
  - A7 - Text
  - A8 - Call Agent
  - A9 - Call Owner
  - A10 - Make Appointment
  - A11 - Text
  - A12 - Showing Time 866-664-7039
  - A13 - Showing Time 800-746-9464
  - A14 - Caution-Pets
  - A15 - Other
  - A16 - See Remarks
  - A17 - Virtual Showing Only

## New Feature Category for TECH/SMART HOME

Features have been updated to include a new category for **TECH/SMART HOME** Features.



**Q-TECH/SMART HOME Features** Save Cancel

[Check All](#) [Uncheck All](#)

- Q1 - Security Alarm
- Q2 - Smart Thermostat(s)
- Q3 - Smart Doorbell
- Q4 - Exterior Cameras
- Q5 - Interior Cameras
- Q6 - Smart Home Controller
- Q7 - Smart LED Lights
- Q8 - Audio System (built-in)
- Q9 - Other - See Remarks

## New Feature Category for HOA FEE INCLUDES

Features have been updated to include a new category for **HOA FEE INCLUDES** Features.




The screenshot shows a software window titled "U-HOA FEE INCLUDES Features". At the top right of the window are "Save" and "Cancel" buttons. Below the title bar, there are two links: "Check All" and "Uncheck All". The main area of the window contains a list of 18 items, each with an unchecked checkbox and a text label. The items are:

- U1 - Cable TV - Residence
- U2 - Club House
- U3 - Common Area Maintenance
- U4 - Community Signage
- U5 - Electricity - Residence
- U6 - Exterior Paint
- U7 - Feature Maint (pond etc.)
- U8 - Gas - Residence
- U9 - Gate
- U10 - Insurance
- U11 - Lawn
- U12 - Management
- U13 - Parking
- U14 - Playground
- U15 - Pool
- U16 - Private Street/Maint
- U17 - Roof Replacement
- U18 - Security

## New Feature Category for STYLE and ARCHITECTURAL STYLE

The Features Category for **STYLE**, has been split into **STYLE** and **ARCHITECTURAL STYLE**.

### Before...



**D-STYLE Features** Save Cancel

[Check All](#) [Uncheck All](#)

- D1 - 1 Story
- D2 - 1.5 Story
- D3 - 2 Story
- D4 - Bi-Level
- D5 - Tri-Level
- D6 - Multi-Level
- D7 - Ranch
- D8 - Raised Ranch
- D9 - Bungalow
- D10 - Cape Cod
- D11 - Contemporary
- D12 - Solar
- D13 - Earth Berm
- D14 - Colonial
- D15 - Victorian
- D16 - Tudor
- D17 - Salt Box
- D18 - Italianate

### After...

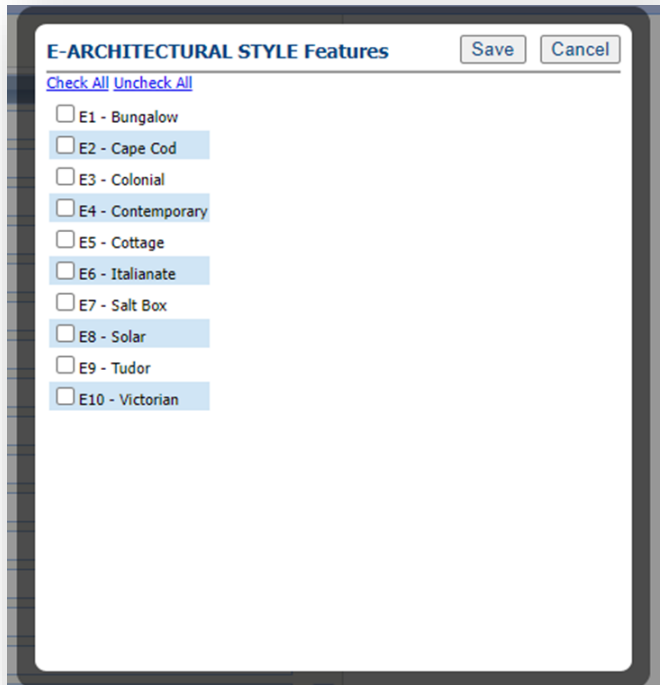


**D-STYLE Features** Save Cancel

[Check All](#) [Uncheck All](#)

- D1 - 1 Story
- D2 - 1.5 Story
- D3 - 2 Story
- D4 - Bi-Level
- D5 - Tri-Level
- D6 - Multi-Level
- D7 - Ranch
- D8 - Raised Ranch
- D13 - Earth Berm
- D20 - Other - See Remarks

### And...



**E-ARCHITECTURAL STYLE Features** Save Cancel

[Check All](#) [Uncheck All](#)

- E1 - Bungalow
- E2 - Cape Cod
- E3 - Colonial
- E4 - Contemporary
- E5 - Cottage
- E6 - Italianate
- E7 - Salt Box
- E8 - Solar
- E9 - Tudor
- E10 - Victorian



## Overview of Paragon Enhancements

### FEATURES IN PARAGON

All mentions of “Other” and “See Remarks” will be changed to “Other – See Remarks” for all Feature Categories.

### SHOWING INSTRUCTIONS:

Remove “Showing Instructions” in Paragon’s Features in entirety and expand the field for Showing Instructions to 500 characters. (Use a Paragon “Tool Tip” icon to provide common terms such as Vacant, Show at Will, Tenant’s Rights, etc.... that are provided in Features > Showing Instructions).

### d. STYLE

Separate Style into two Feature Categories: Style and Architectural Style

### e. BASEMENT

Change “Crawl” to “Crawl Space”

Change “Day Light” to “Daylight”

### f. CONSTRUCTION

Add Barndominium.

### g. ROOF

Add Solar

Add Flat

### h. GARAGE TYPE

Add Rear Entry

Add Side Entry

Add Tandem

Add Converted

### i. WINDOWS

Add Single Hung.

Remove: ‘Most Storms’ and reassign/convert any listings with ‘Most Storms’ to ‘Some Storms’

### j. FLOORS

Add Hardwood–Engineered.

Add Vinyl–LVT

Rename ‘Vinyl’ to ‘Vinyl–Sheet’

Rename ‘Ceramic’ to ‘Tile’

Remove Marble, reassigning/convert values of Marble to Tile

### k. HEATING

Add Mini-Split and Geothermal.

Spell out acronyms for FAE as Forced Air Electric, and FAP as Forced Air Propane.

### l. COOLING

Add Mini-Split and Geothermal

Change Window 1 to Window Unit(s), and remove Window 2 and Window 3, reassigning/convert values for Window 2 and Window 3 to Window Unit(s).



## Overview of Paragon Enhancements

### FEATURES IN PARAGON

#### **M. APPLIANCES**

Add: Range Hood

Add: Range – Gas

Change: Range to 'Range – Electric'

Add: Free Standing Freezer

Add: Free Standing Icemaker

#### **N. Interior:**

Remove: Security Alarm (to be placed in Tech/Smart in a later section)

Add: Sump Pump

Change: "Wheelchair Access" to "Accessibility Features" and add a rule that suggests using remarks to explain.

#### **O: Fireplace.**

Add: Blower

Change: 'three' to '3+'

Add: Electric

#### **P: Exterior**

Add: Covered porch

Add: Covered deck

Change: 'Wheelchair Access' to 'Accessibility Features'

Add: a rule to 'Accessibility Features' that suggests using remarks to explain.

Change: Sprinkler System to 'Irrigation system'

#### **Q: Amenities**

Add: Fitness Center

Move the following items (retaining historical data)

Golf Lot – Move to Exterior

Wooded Lot – Duplicated, so remove from Amenities and leave only in Exterior

Lakeside Lot – Move to Exterior

#### **R: Outbuildings**

Change 'several' to '2+'

#### **S: Fencing**

Add: PVC Fencing

#### **T: Driveway**

Move Hard Surface to be the first one on the list. Change Rock to Rock/Gravel

#### **U: Ponds**

Change: "Several" to "3+"

Remove: None

Remove: Site Available





## Overview of Paragon Enhancements

### FEATURES IN PARAGON

#### V: Utilities to Property

Change the Heading for this section to Utilities at/on Property

Also - Change: 'propane/leased' to 'propane (leased)'

Change: 'propane/owned' to 'propane (owned)'

Remove Fiber Optic

Remove "High Speed" from "High Speed Internet"

Reorder Sewer and Water in both V & W as follows:

- Sewer-City
- Sewer-Lagoon
- Sewer-Septic
- Water-City
- Water-Rural

Adding Feature Categories for:

- TECH/SMART HOME
- HOA FEE UNCLUDES
- WATER HEATER

### Other Miscellaneous Paragon Changes

**Enable Photo Labels and Descriptions in Paragon** in a hybrid format with a group of pre-determined photo labels (i.e., Living Room, Kitchen, Bathroom, Master Bedroom, etc.) and free form text for photo descriptions. Photo labels are to be optional and not required.

#### **Enable the RPR Valuation Method in Paragon's Collaboration Center.**

For the RPR Valuation Method in Paragon's Collaboration Center – If the possibility exists in the Collaboration Center/ Paragon Preferences to have the default value as "off," do so for all 3 AVMs.

**For the Collaboration Center** – Leave the display of Agent License Number as is.