

MLS & Rules Committee

Lawrence Board of REALTORS®

Tuesday, March 1, 2022 – 1:00 pm to 2:30 pm

IN-PERSON Meeting (a Zoom link is also available)

Call to Order

Approve previous meeting minutes

Report from MLS Staff

1. Window to the Law video from NAR
 - a. Review Local Version of Best Practices from LBOR Legal Counsel.
2. MLS Policy Update – Implementation for 2 of the Policy Changes Mandated by NAR have been extended to September 1, 2022.
 - a. Broker Attribution in IDX Display – addition of contact information
 - b. MLS to provide one data source for Broker Data Feeds

2022 MLS & RULES

Bailey Stuart, Chairperson

Cheri Drake	McG
Chris Earl	SRE
Claire Vowels	PFR
Jill Ballew	SRE
Libby Grady	SRE
Lindsay Landis	McG
Michelle Roberts-Freeman	SRE
Mohammad Aldamen	EXP
Nicholas Lerner	McG
Ryan Desch	R+K
Shelly Milburn	BHGKC
Victoria Perdue	KWI
Zach Dodson	SRE
Rob Hulse, Staff Liaison	LBOR

Consider

1. Consider Items from Site Review of Paragon System –
 - a. Features Categories to be Reviewed/Updated/Expanded – example of Flooring
 - b. Consider Green Features – Green the MLS
2. Add HERS Rating (Home Energy Rating System) as an MLS Field (Conditional Logic with New Construction). Suggested are 3 fields – HERS Rated Yes/No; HERS Year; HERS Rating (numeric field).
3. Add Convenience Calculations & Conditional Logic
 - c. Total Acres (in Acres) and Lot Size (in square feet) auto calculate when 1 field value entered
 - d. Total Square Feet – Auto Calculate from each level. Should it include Basement?
 - e. Add HOA – Yes/No: If yes, then HOA fields display for input. If No, stay hidden.
 - f. Special Taxes – Yes/No: If yes, then Specials Display. If No, auto calculate to 0.00.
 - g. Total Taxes – Auto Calculate from General Taxes and any Special Taxes.
4. Enable Advanced Search Functionality
 - h. Lookup Fields Contain: Equal and Not Equal To
 - i. Free Form Fields Contain: Not Equal To, Contains, Contains All, Starts With, Not Starting With, and Does Not Contain
5. Enable Photo Labels and Descriptions in Paragon
 - j. Predetermined Labels / Free Form / or a Hybrid offering both
6. Review Collaboration Center Options
 - k. Display of Automated Valuation Methods: RPR AVM and Zestimate
 - l. Display of Agent License Number
7. Enable CMA – Auto Adjustments for Numeric and Feature Fields
8. Consider IDX Fees (both setup and recurring)
 - m. Current Rate: One-time setup fee of \$25. No recurring fees.
 - n. Staff Proposed: \$75 at IDX Request (one-time setup fee of \$25 plus data fee of \$50).

- o. Consider: \$75 at IDX Request (as proposed) plus annual recurring data fee of \$50.
- 9. Consider Member Request to:
 - p. Consider changing Central Middle School to Liberty Memorial
 - q. Consider whether we should turn off schools and/or advise members how to complete given the current discussions regarding School Closures.
 - r. Consider making 1st floor footage a required field.
- 10. Consider timeline/suggestions for Sales Contracts/Forms to be updated.
 - s. Suggested changes to be pulled together for discussion.

Old/Tabled Business

- 1. Update from IDX Subcommittee to Establish Definition for “reasonably prominent” in IDX Rules:
 - a. Section 18.2.12: All listings displayed pursuant to IDX shall identify the listing firm in a reasonably prominent location and in a readily visible color and typeface not smaller than the median used in the display of listing data. (Amended 05/17) M
 - b. Sub-Committee Members: Nicholas Lerner (McG), Cheri Drake (McG), Drew Deck (RN), Tanya Kulaga (HRE), Jill Ballew (SRE), Michelle Roberts-Freeman (SRE), Victoria Perdue (KW), and Lindsay Landis (McG).
- 2. Discuss Contingency on the Sale/Closing of Buyer’s Property form and Notice to Remove the Contingency for the Sale/Closing of Buyer’s Property.
- 3. Discuss submittals of a two-unit property on a single lot that is not well described as a duplex. Should a new category be added in multi-family, and should the Residential Class include an area for ancillary dwelling units?

New Business

Adjourn

MLS & Rules Committee Meeting Minutes
Lawrence Board of REALTORS®
Wednesday, January 26, 2022
10:00 am to 11:30 am

The meeting was called to order by Committee Chairperson Bailey Stuart. After review, **it was moved and seconded to approve the previous meeting minutes. Motion passed.**

LMLS Staff Report:

Staff reported that numerous MLS Changes had been implemented since the last meeting of the MLS & Rules Committee. Included is the following:

- Sold Non-Member LA/SA – Prompt for Agent/Office
- Dual or Variable Rate – Yes/No – has been added
- Exclusions – Yes/No – has been added
- Zillow Data Feed – Now hidden
- Open House – Added Hosting Agent (adding to IDX data feeds soon)

Staff then shared an issue with New Construction Contract in Paragraph 3.b. that was reported by a member. A “Lot Sale Contract” and “Lot Reservation Agreement” are both noted, and the LBOR does not have these specific forms. We have checked with the LHBA and they also do not have these forms. Following discussion, this was noted for the next contract review, and members of the committee will see if they can find out any information about these forms with agents who specialize in New Construction.

Next, the Committee received information about NAR Policy Changes and timelines. A complete list of the MLS Policy changes was reviewed, along with the timeline for implementation. After discussion, **it was moved and seconded that in the event the LMLS cannot meet the timelines for implementation as a result of delays from our MLS and/or site vendors, the Board of Directors will draft a letter to NAR expressing that we intend to be compliant, although vendor delays have resulted in a delay to implement the changes locally and ask for their guidance with regard to compliance. Motion Passed.**

Next, the Committee discussed the Paragon Site Review which was completed by LMLS Staff and LBOR/LMLS President, along with Black Knight support. The desire at this time is to determine the changes the LMLS plans to implement and to quantify the costs for these changes (as conveyed in a Service Change Request – SCR) so that they can be included in our request to extend our contract with Black Knight.

Discussed first was the need to expand Public Remarks, Legal Description, Directions, and Escrow Account. After discussion **it was moved and seconded to change the following. The motion Passed.**

- a. **Public Remarks – Convert from 512 characters to 2,000 characters (consistent with Heartland & Sunflower), with a capacity to expand to 4,000 characters.**
- b. **Private Remarks extended to 2,000 characters. No conversion is needed as this field is already capable of expansion to 4,000.**
- c. **Legal Description – Convert to 2,000 characters.**
- d. **Directions – Convert field to 1,000 characters. Set at 500 at the beginning, with capacity to expand to 1,000.**
- e. **Escrow Account – Convert to 50 characters.**

Next, the Committee discussed the Range Fields in the MLS. A suggestion has been made to hide the range fields and direct agents to use the actual fields for their searches. For example, instead of searching a predetermined range for square footage, the agent will enter their own minimum and maximum in the field for Total Square Feet. Considerable discussion occurred over the different range fields which are: Age, Approximate Square Feet, and Approximate Acres. After discussion **it was moved and seconded to hide the range fields for Age, Approximate Square Feet, and Approximate Acres, and redirect agents on how to search using fields for Year Built, Total Square Feet, and Total Acres. Motion Passed.**

Next, the importance of a field to denote New Construction was discussed. As a result of the discussion, **it was moved and seconded to add a field or check box for New Construction (indicating yes if checked). Motion Passed.**

2022 MLS & RULES

Bailey Stuart, Chairperson

	McG	Present
Cheri Drake	McG	Excused
Chris Earl	SRE	Excused
Claire Vowels	PFR	Present
Jill Ballew	SRE	Present
Libby Grady	SRE	Present
Lindsay Landis	McG	Present
Michelle Roberts-Freeman	SRE	Present
Mohammad Aldamen	EXP	Excused
Nicholas Lerner	McG	Late/Excused
Ryan Desch	R+K	Present
Shelly Milburn	BHGKC	Present
Victoria Perdue	KWI	Present
Zach Dodson	SRE	Present
Rob Hulse, Staff Liaison	LBOR	Present

Next, it was noted that there are numerous fields in the MLS that need converting to accurately reflect the values for the fields. For example, there are fields that should be for \$\$\$ but are not set up as such. The committee will review these fields and note which fields need to be converted at the next meeting.

Having reached the end of the scheduled meeting time, a next meeting was established on March 1, 2022 at 1pm.

Meeting Adjourned.

Video and Audio Surveillance Best Practices

Lawrence Board of Realtors®

Kansas Law

Video surveillance is generally permissible. However, it is a criminal offence to use a concealed camera to secretly photograph or record a person who is in a state of undress, or under or through their clothing, without the consent or knowledge of that person, where there is a reasonable expectation of privacy. KSA 21-6101(a)(6). This is most commonly applied to prohibit recording in restrooms.

Audio recording is permitted in Kansas so long as at least one participant in the conversation consents to the recording. This extends not only to recording but to the use of any device which would allow a party to hear, amplify or broadcast sounds which would not ordinarily be audible without the use of the device. KSA 21-6101(a)(1), (4).

Best Practices for Sellers Agents

Require Sellers to disclose recording devices at the time of listing.

Be very cautious with audio recording.

- One party consent requires that the consent comes from one of the parties participating in the conversation. Recording a conversation between an interested Buyer and their Agent when the Sellers are absent may not comply!

If a Seller is recording, give notice!

- Include in the MLS.

- Post a conspicuous sign during showings.

- *Providing clear notice may constitute implied consent for recording.

Educate your Sellers

- Warn Sellers of the limits of permissible recording and the need for disclosure.

- Educate Sellers about Fair Housing. They may gain information that they may not legally consider by recording.

Best Practices for Buyers Agents

Notify Buyers of any known recording devices prior to showings

Counsel Buyers to assume they are being recorded during showings

- Wait until after you leave the property to discuss interest in the property and any potential offers

Lawrence MLS Features

A1 - Vacant

A2 - Lockbox

A3 - Combo Lockbox

A4 - Show at Will

A5 - Occupied

A6 - Call Agent

A7 - Text Agent

A8 - Call Agency

A9 - Call Owner

A10 - Make Appointment

A11 - Showing Time for MLS

A12 - Showing Time 866-664-7039

A13 - Showing Time 800-746-9464

A14 - Caution-Pets

A15 - Other

A16 - See Remarks

A17 - Virtual Showing Only

B - POSSESSION

B1 - Negotiable

B2 - At Closing

B3 - Tenants Rights

B4 - Upon Completion

B5 - Other

B6 - See Remarks

C - TERMS

C1 - New Loan

C2 - Assumption

C3 - Cash

C4 - Contract

C5 - Carryback

C6 - Exchange

C7 - Lease/Purchase

C8 - Home Warranty

C9 - Other

C10 - See Remarks

D - STYLE

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

D19 - Cottage

D20 - Other

D21 - See Remarks

E - BASEMENT

E1 - Slab

E2 - Crawl

E3 - Cellar

E4 - Partial

E5 - Full

E6 - Finished

E7 - Unfinished

E8 - Part Finished

E9 - Walk Out

E10 - Day Light

E11 - Walk-Up

E12 - Bi-Level

E13 - Other

E14 - See Remarks

F - CONSTRUCTION

F1 - Masonry

F2 - Wood Frame

F3 - Steel Frame

F4 - Stucco

F5 - Cement Siding

F6 - Metal Siding

F7 - Wood Siding

F8 - Vinyl Siding

F9 - Hardboard Siding

F10 - Brick Veneer

F11 - Stone Veneer

F12 - Mobile

F13 - Modular

F14 - Manufactured

F15 - Other

F16 - See Remarks

G - ROOF

G1 - Wood

G2 - Shake

G3 - Slate

G4 - Composition

G5 - 3D Composition

G6 - Tile

G7 - Built-Up

G8 - Concrete

G9 - Metal

G10 - Other

G11 - See Remarks

H - GARAGE TYPE

H1 - Attached

H2 - Detached

H3 - Carport

H4 - Parking Spaces

H5 - None

H6 - Other

H7 - See Remarks

I - WINDOWS

I1 - Single Pane
I2 - Double Pane
I3 - Triple Pane
I4 - No Storms
I5 - Some Storms
I6 - Most Storms
I7 - All Storms
I8 - Metal Windows
I9 - Wood Windows
I10 - Clad Windows
I11 - Vinyl Windows
I12 - Casements
I13 - Double Hung
I14 - Other
I15 - See Remarks

J - FLOORS

J1 - Carpet
J2 - Vinyl
J3 - Hardwood
J4 - Laminate
J5 - Ceramic
J6 - Marble
J7 - Concrete
J8 - Other
J9 - See Remarks

K - HEATING

K1 - Forced Air Gas
K2 - FAE
K3 - FAP
K4 - Floor Furnace
K5 - Gravity
K6 - Hot Water
K7 - Steam
K8 - Wood Stove
K9 - Heat Pump
K10 - Active Solar
K11 - Passive Solar
K12 - Wood Furnace
K13 - Space Heater
K14 - Wall Furnace
K15 - Baseboard
K16 - Zoned
K17 - None
K18 - Other
K19 - See Remarks

L - COOLING

L1 - Central Air
L2 - Heat Pump
L3 - Window 1
L4 - Window 2
L5 - Window 3
L6 - Zoned
L7 - None
L8 - Other
L9 - See Remarks

M - APPLIANCES

M1 - Range
M2 - Cook Top
M3 - Dishwasher
M4 - Wall Oven
M5 - Double Oven
M6 - Disposal
M7 - Grill
M8 - Refrigerator
M9 - Microwave
M10 - Trash Compactor
M11 - Beverage Refrigerator
M12 - None
M13 - Other
M14 - See Remarks
M15 - Clothes Washer
M16 - Clothes Dryer

N - INTERIOR

N1 - Attic Fan
N2 - Paddle Fan
N3 - Garage Opener
N4 - Humidifier
N5 - Hot Tub
N6 - Central Vacuum
N7 - Intercom
N8 - Vaulted Ceiling
N9 - Jetted Tub
N10 - Security Alarm
N11 - Eat-In Kitchen
N12 - Kitchen Island
N13 - Grill Top
N14 - Wet Bar
N15 - Pantry
N16 - Water Softener
N17 - Walk-In
N18 - Sauna
N19 - Appliance Gar.
N20 - Wheel Chair Access
N21 - Air Filter
N22 - Water Filter
N23 - Storm Room
N24 - Safe Room
N25 - Other
N26 - See Remarks

O - FIREPLACE

O1 - One
O2 - Two
O3 - Three
O4 - Insert
O5 - Direct Vent Gas
O6 - Gas Log
O7 - Gas Starter
O8 - Woodstove
O9 - Masonry Fireplace
O10 - In Living Room
O11 - In Family Room
O12 - In Master Bedroom
O13 - Zero Clearance
O14 - None
O15 - Other
O16 - See Remarks

P - EXTERIOR

P1 - Patio
P2 - Deck
P3 - Screened Porch
P4 - Security Light
P5 - Satellite Dish
P6 - Fenced Yard
P7 - Sprinkler System
P8 - Pool
P9 - Wooded Lot
P10 - Golf Lot
P11 - Grill
P12 - Wheel Chair Access
P13 - Other
P14 - See Remarks

Q - AMENITIES

Q1 - Landscaping
Q2 - Common Pool
Q3 - Common Tennis
Q4 - Common Playground/Park
Q5 - Gated Community
Q6 - Security
Q7 - Nature Trail
Q8 - Spa
Q9 - Club House
Q10 - Exterior Maintenance
Q11 - Snow Removal
Q12 - Lawn Care
Q13 - Golf Lot
Q14 - Wooded Lot
Q15 - Lakeside Lot
Q16 - See Remarks

R - OUTBUILDINGS

R1 - None
R2 - One
R3 - Several
R4 - Garage
R5 - Barn
R6 - Stable
R7 - Silo
R8 - Grain Bins
R9 - Livestock Pens
R10 - Shop
R11 - Elevator
R12 - Kennels
R13 - Storage Buildings
R14 - Other
R15 - See Remarks

S - FENCING

S1 - None
S2 - Partial
S3 - Perimeter
S4 - Cross Fencing
S5 - Rail
S6 - Barbed Wire
S7 - Smooth Wire
S8 - Wood
S9 - Chain Link
S10 - Wrought Iron
S11 - Other
S12 - See Remarks

T - DRIVEWAY

T1 - Dirt
T2 - Rock
T3 - Hard Surface
T4 - Other
T5 - See Remarks

U - PONDS

U1 - One
U2 - Two
U3 - Several
U4 - None
U5 - Site Available
U6 - Run-Off
U7 - Stream/Creek
U8 - Spring Fed
U9 - Other
U10 - See Remarks

V - UTILITIES TO PROPERTY

V1 - City Water
V2 - Rural Water
V3 - City Sewer
V4 - Septic
V5 - Lagoon
V6 - Natural Gas
V7 - Propane/Leased
V8 - Propane/Owned
V9 - Electricity
V10 - Hi Speed Internet
V11 - Fiber Optic
V12 - Other
V13 - See Remarks

W - UTILITIES AVAILABLE

W1 - City Water
W2 - Rural Water
W3 - City Sewer
W4 - Septic
W5 - Lagoon
W6 - Natural Gas
W7 - Propane/Leased
W8 - Propane/Owned
W9 - Electricity
W10 - High Speed Internet
W11 - Fiber Optic
W12 - Other
W13 - See Remarks

X - ROAD TO PROPERTY

X1 - Public
X2 - Private
X3 - Dirt
X4 - Rock
X5 - Hard Surface
X6 - Other
X7 - See Remarks

Y - PHONE SERVICE

Y1 - Baldwin
Y2 - DeSoto
Y3 - Edgerton
Y4 - Eudora
Y5 - Gardner
Y6 - Lawrence
Y7 - Lecompton
Y8 - Linwood
Y9 - McLouth
Y10 - Olathe
Y11 - Oskaloosa
Y12 - Ottawa
Y13 - Overbrook
Y14 - Perry
Y15 - Tonganoxie
Y16 - Topeka
Y17 - Wellsville
Y18 - Other
Y19 - See Remarks

Z - LAND DATA

Z1 - Easement(s)
Z2 - Survey
Z3 - Farm Lease Agreement
Z4 - CRP
Z5 - Crop Program
Z6 - Mineral Rights
Z7 - Water Rights
Z8 - See Remarks
ZA - COUNTY
ZA1 - Douglas
ZA2 - Franklin
ZA3 - Jefferson
ZA4 - Johnson
ZA5 - Leavenworth
ZA6 - Osage
ZA7 - Shawnee
ZA8 - Doniphan
ZA9 - Other
ZA10 - See Remarks

ZB - ZONING

ZB1 - RS20
ZB2 - RS10
ZB3 - RS7
ZB4 - RSO
ZB5 - RS3
ZB6 - RS5
ZB7 - RS40
ZB8 - PRD
ZB9 - RM12D
ZB10 - RM12
ZB11 - RM24
ZB12 - RM32
ZB13 - A-1
ZB14 - R-1
ZB15 - R-2
ZB16 - A
ZB17 - B-1
ZB18 - B-2
ZB19 - I-1
ZB20 - I-2
ZB21 - Other
ZB22 - See Remarks
ZB23 - IL

ZC - ASSOCIATED DOCUMENTS

ZC1 - Seller's Disclosure
ZC2 - Lead-Based Paint
ZC3 - Pre-Inspections
ZC4 - Plans
ZC5 - Specifications
ZC6 - Plat
ZC7 - Survey
ZC8 - Auction Terms
ZC9 - Other
ZC10 - See Remarks

ZD - AUCTION TERMS

ZD1 - Absolute
ZD2 - Buyer's Premium
ZD3 - Reserve
ZD4 - Reserve w/Min Open Bid
ZD5 - Registration Required
ZD6 - Other
ZD7 - See Remarks

TOPEKA FEATURES

Class Description	Category	Code	Abbreviation	Description
RESIDENTIAL	APPLIANCES/EQUIPMENT	22	AG	Auto Garage Opener(s)
RESIDENTIAL	APPLIANCES/EQUIPMENT	20	BR	Bar Refrigerator
RESIDENTIAL	APPLIANCES/EQUIPMENT	16	BA	Burglar Alarm
RESIDENTIAL	APPLIANCES/EQUIPMENT	31	CT	Cable TV Available
RESIDENTIAL	APPLIANCES/EQUIPMENT	18	CV	Central Vacuum
RESIDENTIAL	APPLIANCES/EQUIPMENT	12	DW	Dishwasher
RESIDENTIAL	APPLIANCES/EQUIPMENT	14	DS	Disposal
RESIDENTIAL	APPLIANCES/EQUIPMENT	9	DO	Double Oven(s)
RESIDENTIAL	APPLIANCES/EQUIPMENT	29	EA	Electric Air Filter
RESIDENTIAL	APPLIANCES/EQUIPMENT	3	EC	Electric Cooktop
RESIDENTIAL	APPLIANCES/EQUIPMENT	1	ER	Electric Range
RESIDENTIAL	APPLIANCES/EQUIPMENT	17	FA	Fire Alarm
RESIDENTIAL	APPLIANCES/EQUIPMENT	23	GO	Garage Opener Control(s)
RESIDENTIAL	APPLIANCES/EQUIPMENT	4	GC	Gas Cooktop
RESIDENTIAL	APPLIANCES/EQUIPMENT	2	GR	Gas Range
RESIDENTIAL	APPLIANCES/EQUIPMENT	5	GD	Griddle
RESIDENTIAL	APPLIANCES/EQUIPMENT	10	GL	Grill
RESIDENTIAL	APPLIANCES/EQUIPMENT	27	HU	Humidifier
RESIDENTIAL	APPLIANCES/EQUIPMENT	30	IN	Intercom
RESIDENTIAL	APPLIANCES/EQUIPMENT	11	MW	Microwave
RESIDENTIAL	APPLIANCES/EQUIPMENT	7	OV	Oven(s)
RESIDENTIAL	APPLIANCES/EQUIPMENT	6	RH	Rangehood
RESIDENTIAL	APPLIANCES/EQUIPMENT	13	RF	Refrigerator
RESIDENTIAL	APPLIANCES/EQUIPMENT	32	SD	Satellite Dish
RESIDENTIAL	APPLIANCES/EQUIPMENT	33	SE	Satellite Equipment
RESIDENTIAL	APPLIANCES/EQUIPMENT	21	IC	Separate Ice Maker
RESIDENTIAL	APPLIANCES/EQUIPMENT	26	SP	Sump Pump
RESIDENTIAL	APPLIANCES/EQUIPMENT	15	TC	Trash Compactor
RESIDENTIAL	APPLIANCES/EQUIPMENT	8	WL	Wall Oven(s)
RESIDENTIAL	APPLIANCES/EQUIPMENT	25	WSL	Water Softener-Leased
RESIDENTIAL	APPLIANCES/EQUIPMENT	24	WO	Water Softener-Owned
RESIDENTIAL	APPLIANCES/EQUIPMENT	19	WB	Wet Bar
RESIDENTIAL	APPLIANCES/EQUIPMENT	28	WT	Whirlpool Tub
RESIDENTIAL	BUILD TYPE	3	BAR	Barndominium
RESIDENTIAL	BUILD TYPE	4	ECS	Earth Contact/Sheltered
RESIDENTIAL	BUILD TYPE	1	MAN	Manufactured
RESIDENTIAL	BUILD TYPE	6	MBL	Mobile
RESIDENTIAL	BUILD TYPE	2	MOD	Modular
RESIDENTIAL	BUILD TYPE	5	SB	Stick Built
RESIDENTIAL	COOLING	8	SEER	14 +/- Seer
RESIDENTIAL	COOLING	5	AF	Attic Fan
RESIDENTIAL	COOLING	2	FAE	Forced Air Electric
RESIDENTIAL	COOLING	1	FAG	Forced Air Gas
RESIDENTIAL	COOLING	9	GTGS	Geo Thermal/Ground Source
RESIDENTIAL	COOLING	4	HP	Heat Pump
RESIDENTIAL	COOLING	7		1 More Than One

RESIDENTIAL	COOLING	6 SC	Solar Cooling
RESIDENTIAL	COOLING	3 WU	Window Unit(s)
RESIDENTIAL	DINING	5 BB	Breakfast Bar
RESIDENTIAL	DINING	8 BN	Breakfast Nook
RESIDENTIAL	DINING	6 EIK	Eat-In-Kitchen
RESIDENTIAL	DINING	1 FR	Formal
RESIDENTIAL	DINING	7 GR	Great Room
RESIDENTIAL	DINING	3 KD	Kit/Din Combo
RESIDENTIAL	DINING	4 KF	Kit/Family Combo
RESIDENTIAL	DINING	2 LD	Liv/Din Combo
RESIDENTIAL	DOCUMENTS ON FILE	1 AP	Appraisal
RESIDENTIAL	DOCUMENTS ON FILE	11 AC	Assoc. Covenants
RESIDENTIAL	DOCUMENTS ON FILE	10 CC	Condo Covenants
RESIDENTIAL	DOCUMENTS ON FILE	13 DS	Disclosure
RESIDENTIAL	DOCUMENTS ON FILE	3 IN	Inspections
RESIDENTIAL	DOCUMENTS ON FILE	12 LB	Lead Base Paint
RESIDENTIAL	DOCUMENTS ON FILE	7 MTI	Mortgage Title Inspection
RESIDENTIAL	DOCUMENTS ON FILE	5 PL	Plans
RESIDENTIAL	DOCUMENTS ON FILE	4 RS	Restrictions
RESIDENTIAL	DOCUMENTS ON FILE	8 SD	Sellers Disclosure
RESIDENTIAL	DOCUMENTS ON FILE	9 SA	Special Assessment Info
RESIDENTIAL	DOCUMENTS ON FILE	2 SU	Survey
RESIDENTIAL	DOCUMENTS ON FILE	6 WR	Warranty
RESIDENTIAL	EXTERIOR AMENITIES	20 AP	Aboveground Pool
RESIDENTIAL	EXTERIOR AMENITIES	21 CA	Community Pool Available
RESIDENTIAL	EXTERIOR AMENITIES	4 CD	Covered Deck
RESIDENTIAL	EXTERIOR AMENITIES	2 CP	Covered Patio
RESIDENTIAL	EXTERIOR AMENITIES	8 CO	Covered Porch
RESIDENTIAL	EXTERIOR AMENITIES	3 DC	Deck
RESIDENTIAL	EXTERIOR AMENITIES	26 DO	Dock
RESIDENTIAL	EXTERIOR AMENITIES	7 EP	Enclosed Porch
RESIDENTIAL	EXTERIOR AMENITIES	15 FC	Fence-Chain Link
RESIDENTIAL	EXTERIOR AMENITIES	17 FP	Fence-Partial
RESIDENTIAL	EXTERIOR AMENITIES	18 FPR	Fence-Privacy
RESIDENTIAL	EXTERIOR AMENITIES	16 FW	Fence-Wood
RESIDENTIAL	EXTERIOR AMENITIES	14 FN	Fenced
RESIDENTIAL	EXTERIOR AMENITIES	24 GZ	Gazebo
RESIDENTIAL	EXTERIOR AMENITIES	6 GP	Glassed Porch
RESIDENTIAL	EXTERIOR AMENITIES	28 GH	Greenhouse
RESIDENTIAL	EXTERIOR AMENITIES	9 GR	Grill
RESIDENTIAL	EXTERIOR AMENITIES	22 HT	Hot Tub
RESIDENTIAL	EXTERIOR AMENITIES	19 IP	Inground Pool
RESIDENTIAL	EXTERIOR AMENITIES	13 IS	Inground Sprinkler
RESIDENTIAL	EXTERIOR AMENITIES	30 OB	Outbuildings
RESIDENTIAL	EXTERIOR AMENITIES	1 PT	Patio
RESIDENTIAL	EXTERIOR AMENITIES	5 SP	Screened Porch
RESIDENTIAL	EXTERIOR AMENITIES	23 SPA	Spa

RESIDENTIAL	EXTERIOR AMENITIES	29 SS	Storage Shed
RESIDENTIAL	EXTERIOR AMENITIES	11 SD	Storm Doors
RESIDENTIAL	EXTERIOR AMENITIES	10 SW	Storm Windows
RESIDENTIAL	EXTERIOR AMENITIES	25 TC	Tennis Court
RESIDENTIAL	EXTERIOR AMENITIES	12 TW	Thermal Pane Windows
RESIDENTIAL	EXTERIOR AMENITIES	27 WS	Waterscape
RESIDENTIAL	EXTERIOR AMENITIES	31 ZSE	Zero Step Entry
RESIDENTIAL	EXTERIOR MATERIALS	1 BR	Brick
RESIDENTIAL	EXTERIOR MATERIALS	2 BF	Brick & Frame
RESIDENTIAL	EXTERIOR MATERIALS	6 CB	Concrete/Block
RESIDENTIAL	EXTERIOR MATERIALS	9 EI	EIFS
RESIDENTIAL	EXTERIOR MATERIALS	3 FR	Frame
RESIDENTIAL	EXTERIOR MATERIALS	11 LG	Log
RESIDENTIAL	EXTERIOR MATERIALS	7 MT	Metal Siding
RESIDENTIAL	EXTERIOR MATERIALS	12 OT	Other
RESIDENTIAL	EXTERIOR MATERIALS	4 ST	Stone
RESIDENTIAL	EXTERIOR MATERIALS	5 SF	Stone & Frame
RESIDENTIAL	EXTERIOR MATERIALS	10 SU	Stucco
RESIDENTIAL	EXTERIOR MATERIALS	8 VN	Vinyl
RESIDENTIAL	FIREPLACE	23 Elect	Electric
RESIDENTIAL	FIREPLACE	7 FI	Fireplace Insert
RESIDENTIAL	FIREPLACE	5 5+	Five or More
RESIDENTIAL	FIREPLACE	4	4 Four
RESIDENTIAL	FIREPLACE	9 GO	Gas Only
RESIDENTIAL	FIREPLACE	11 GS	Gas Starter
RESIDENTIAL	FIREPLACE	21 BS	In Basement
RESIDENTIAL	FIREPLACE	18 DR	In Dining Room
RESIDENTIAL	FIREPLACE	15 FR	In Family Room
RESIDENTIAL	FIREPLACE	20 GR	In Great Room
RESIDENTIAL	FIREPLACE	19 KT	In Kitchen
RESIDENTIAL	FIREPLACE	17 LR	In Living Room
RESIDENTIAL	FIREPLACE	16 PB	In Primary Bedroom
RESIDENTIAL	FIREPLACE	14 RR	In Rec Room
RESIDENTIAL	FIREPLACE	13 IO	Inoperable
RESIDENTIAL	FIREPLACE	1	1 One
RESIDENTIAL	FIREPLACE	22 OT	Other
RESIDENTIAL	FIREPLACE	12 ST	See Through
RESIDENTIAL	FIREPLACE	3	3 Three
RESIDENTIAL	FIREPLACE	2	2 Two
RESIDENTIAL	FIREPLACE	6 WD	Wood
RESIDENTIAL	FIREPLACE	8 WG	Wood & Gas
RESIDENTIAL	FIREPLACE	10 WP	Wood/Pellet Stove
RESIDENTIAL	FOUNDATION/BASEMENT	14 9'	9'+ Walls
RESIDENTIAL	FOUNDATION/BASEMENT	2 BK	Block
RESIDENTIAL	FOUNDATION/BASEMENT	5 CR	Crawl
RESIDENTIAL	FOUNDATION/BASEMENT	15 DW	Daylight Windows
RESIDENTIAL	FOUNDATION/BASEMENT	7 FL	Full

RESIDENTIAL	FOUNDATION/BASEMENT	9 FF	Full Finished
RESIDENTIAL	FOUNDATION/BASEMENT	17 NN	None
RESIDENTIAL	FOUNDATION/BASEMENT	6 OT	Other
RESIDENTIAL	FOUNDATION/BASEMENT	12 OE	Outside Entry Only
RESIDENTIAL	FOUNDATION/BASEMENT	8 PT	Partial
RESIDENTIAL	FOUNDATION/BASEMENT	10 PF	Partial Finished
RESIDENTIAL	FOUNDATION/BASEMENT	1 PC	Poured Concrete
RESIDENTIAL	FOUNDATION/BASEMENT	4 SL	Slab
RESIDENTIAL	FOUNDATION/BASEMENT	3 ST	Stone
RESIDENTIAL	FOUNDATION/BASEMENT	16 SS	Storm Shelter
RESIDENTIAL	FOUNDATION/BASEMENT	11 UF	Unfinished
RESIDENTIAL	FOUNDATION/BASEMENT	13 WO	Walkout
RESIDENTIAL	GARAGE TYPE	1 AT	Attached or Built In
RESIDENTIAL	GARAGE TYPE	3 CP	Carport
RESIDENTIAL	GARAGE TYPE	2 DT	Detached
RESIDENTIAL	GARAGE TYPE	4 EP	Extra Parking
RESIDENTIAL	HEATING	18 EFF	90 + Efficiency
RESIDENTIAL	HEATING	15 CB	Cable
RESIDENTIAL	HEATING	17 CR	Ceiling Radiant
RESIDENTIAL	HEATING	6 EB	Electric Baseboard
RESIDENTIAL	HEATING	5 FF	Floor Furnace
RESIDENTIAL	HEATING	3 FAE	Forced Air Electric
RESIDENTIAL	HEATING	2 FAG	Forced Air Gas
RESIDENTIAL	HEATING	13 FO	Fuel Oil
RESIDENTIAL	HEATING	19 GTGS	Geo Thermal/Ground Source
RESIDENTIAL	HEATING	4 GR	Gravity
RESIDENTIAL	HEATING	7 HP	Heat Pump
RESIDENTIAL	HEATING	9 HW	Hot Water/Steam
RESIDENTIAL	HEATING	16 HB	Hydronic Baseboard
RESIDENTIAL	HEATING	1	1 More than One
RESIDENTIAL	HEATING	11 PL	Propane-Lease
RESIDENTIAL	HEATING	12 PO	Propane-Own
RESIDENTIAL	HEATING	8 SI	Solar
RESIDENTIAL	HEATING	14 WL	Wall Furnace
RESIDENTIAL	HEATING	10 WF	Wood Furnace
RESIDENTIAL	HOA FEE INCLUDES	21 CT	Cable TV
RESIDENTIAL	HOA FEE INCLUDES	18 CH	Club House
RESIDENTIAL	HOA FEE INCLUDES	22 CA	Common Area Maintenance
RESIDENTIAL	HOA FEE INCLUDES	23 CS	Community Signage
RESIDENTIAL	HOA FEE INCLUDES	1 EL	Electricity
RESIDENTIAL	HOA FEE INCLUDES	10 EP	Exterior Paint
RESIDENTIAL	HOA FEE INCLUDES	24 FM	Feature Maint (pond etc.)
RESIDENTIAL	HOA FEE INCLUDES	2 GS	Gas
RESIDENTIAL	HOA FEE INCLUDES	20 GT	Gate
RESIDENTIAL	HOA FEE INCLUDES	8 IN	Insurance
RESIDENTIAL	HOA FEE INCLUDES	5 LN	Lawn
RESIDENTIAL	HOA FEE INCLUDES	11 MG	Management

RESIDENTIAL	HOA FEE INCLUDES	25 OT	Other - see comments
RESIDENTIAL	HOA FEE INCLUDES	9 PK	Parking
RESIDENTIAL	HOA FEE INCLUDES	14 PL	Pool
RESIDENTIAL	HOA FEE INCLUDES	17 PS	Private Street/Maint
RESIDENTIAL	HOA FEE INCLUDES	13 RR	Roof Replacement
RESIDENTIAL	HOA FEE INCLUDES	19 SC	Security
RESIDENTIAL	HOA FEE INCLUDES	12 SS	Security Service
RESIDENTIAL	HOA FEE INCLUDES	6 SR	Snow Removal
RESIDENTIAL	HOA FEE INCLUDES	7 TX	Taxes
RESIDENTIAL	HOA FEE INCLUDES	15 TC	Tennis Court
RESIDENTIAL	HOA FEE INCLUDES	4 TS	Trash Service
RESIDENTIAL	HOA FEE INCLUDES	16 WT	Walking Trail
RESIDENTIAL	HOA FEE INCLUDES	3 WA	Water
RESIDENTIAL	INTERIOR	11 10C	10' Ceiling
RESIDENTIAL	INTERIOR	12 10+C	10'+ Ceiling
RESIDENTIAL	INTERIOR	9 8C	8' Ceiling
RESIDENTIAL	INTERIOR	10 9C	9' Ceiling
RESIDENTIAL	INTERIOR	6 BR	Brick
RESIDENTIAL	INTERIOR	1 CP	Carpet
RESIDENTIAL	INTERIOR	15 CA	Cathedral Ceiling
RESIDENTIAL	INTERIOR	4 CM	Ceramic
RESIDENTIAL	INTERIOR	13 CC	Coffered Ceiling
RESIDENTIAL	INTERIOR	16 HF	Handicap Features
RESIDENTIAL	INTERIOR	2 HW	Hardwood
RESIDENTIAL	INTERIOR	5 LM	Laminate
RESIDENTIAL	INTERIOR	8 PL	Plaster
RESIDENTIAL	INTERIOR	7 SR	Sheetrock
RESIDENTIAL	INTERIOR	14 VC	Vaulted Ceiling
RESIDENTIAL	INTERIOR	3 VN	Vinyl
RESIDENTIAL	LAUNDRY	3 BS	Basement
RESIDENTIAL	LAUNDRY	8 CL	Closet
RESIDENTIAL	LAUNDRY	7 GL	Garage Level
RESIDENTIAL	LAUNDRY	4 IG	In Garage
RESIDENTIAL	LAUNDRY	5 KT	Kitchen
RESIDENTIAL	LAUNDRY	6 LL	Lower Level
RESIDENTIAL	LAUNDRY	1 MF	Main Floor
RESIDENTIAL	LAUNDRY	2 SF	Second Floor
RESIDENTIAL	LAUNDRY	9 SR	Separate Room
RESIDENTIAL	LOT DESCRIPTIONS	11 AA	Addl Acreage Available
RESIDENTIAL	LOT DESCRIPTIONS	7 GC	Adjacent to Golf Course
RESIDENTIAL	LOT DESCRIPTIONS	1 CR	Corner
RESIDENTIAL	LOT DESCRIPTIONS	2 CD	Cul-de-Sac
RESIDENTIAL	LOT DESCRIPTIONS	9 LP	Lake Privileges
RESIDENTIAL	LOT DESCRIPTIONS	8 LF	Lakefront
RESIDENTIAL	LOT DESCRIPTIONS	4 PR	Paved Road
RESIDENTIAL	LOT DESCRIPTIONS	3 PC	Pond/Creek
RESIDENTIAL	LOT DESCRIPTIONS	10 SW	Sidewalk

RESIDENTIAL	LOT DESCRIPTIONS	5 UP	Unpaved Road
RESIDENTIAL	LOT DESCRIPTIONS	6 WD	Wooded
RESIDENTIAL	OCCUPANCY/SHOW	10	24 24 Hr. Notice Required
RESIDENTIAL	OCCUPANCY/SHOW	8 AM	Agt. Must Be Present
RESIDENTIAL	OCCUPANCY/SHOW	6 AO	Appointment Only
RESIDENTIAL	OCCUPANCY/SHOW	9 DP	Dangerous Pet(s)
RESIDENTIAL	OCCUPANCY/SHOW	4 KO	Key/Office
RESIDENTIAL	OCCUPANCY/SHOW	3 LR	Leased/Rented
RESIDENTIAL	OCCUPANCY/SHOW	5 LB	Lockbox
RESIDENTIAL	OCCUPANCY/SHOW	7 MU	Model Units to Show
RESIDENTIAL	OCCUPANCY/SHOW	2 OC	Occupied
RESIDENTIAL	OCCUPANCY/SHOW	1 VC	Vacant
RESIDENTIAL	OTHER ROOMS	22 1FB	1st Fl Full Bath
RESIDENTIAL	OTHER ROOMS	23 1HB	1st Fl Half Bath
RESIDENTIAL	OTHER ROOMS	13 1PB	1st Floor Primary Bedroom
RESIDENTIAL	OTHER ROOMS	12 BL	Balcony or Loft
RESIDENTIAL	OTHER ROOMS	1 FL	Formal Living Room
RESIDENTIAL	OTHER ROOMS	6 HR	Hearth Room
RESIDENTIAL	OTHER ROOMS	8 LS	Library/Sitting Room
RESIDENTIAL	OTHER ROOMS	11 MR	Media Room
RESIDENTIAL	OTHER ROOMS	10 OC	Office/Computer Room
RESIDENTIAL	OTHER ROOMS	18 PN	Pantry
RESIDENTIAL	OTHER ROOMS	14 PB	Primary Bath
RESIDENTIAL	OTHER ROOMS	17 RR	Rec Room
RESIDENTIAL	OTHER ROOMS	20 SA	Sauna
RESIDENTIAL	OTHER ROOMS	7 SD	Study Den
RESIDENTIAL	OTHER ROOMS	9 SR	Sun Room
RESIDENTIAL	OTHER ROOMS	19 WC	Wine/Cellar
RESIDENTIAL	OTHER ROOMS	21 WS	Workshop
RESIDENTIAL	ROOFING	2 AS	Architectural Style
RESIDENTIAL	ROOFING	1 CM	Composition
RESIDENTIAL	ROOFING	9 FG	Fiberglass
RESIDENTIAL	ROOFING	7 MT	Metal
RESIDENTIAL	ROOFING	8 OT	Other
RESIDENTIAL	ROOFING	6 SL	Slate
RESIDENTIAL	ROOFING	4 TG	Tar & Gravel
RESIDENTIAL	ROOFING	5 TL	Tile
RESIDENTIAL	ROOFING	3 WD	Wood
RESIDENTIAL	WATER HEATER	7	30 30 Gallon
RESIDENTIAL	WATER HEATER	4	40 40 Gallon
RESIDENTIAL	WATER HEATER	5	50 50 Gallon or More
RESIDENTIAL	WATER HEATER	2 EL	Electric
RESIDENTIAL	WATER HEATER	1 GS	Gas
RESIDENTIAL	WATER HEATER	6	1 More than One
RESIDENTIAL	WATER HEATER	3 SL	Solar
RESIDENTIAL	WATER HEATER	8 TWH	Tankless Water Heater
RESIDENTIAL	WATER/SEWER	4 CI	Cistern

RESIDENTIAL	WATER/SEWER	5 CS	City Sewer System
RESIDENTIAL	WATER/SEWER	1 CW	City Water
RESIDENTIAL	WATER/SEWER	6 CSS	County Sewer System
RESIDENTIAL	WATER/SEWER	9 HT	Holding Tank
RESIDENTIAL	WATER/SEWER	8 PL	Private Lagoon
RESIDENTIAL	WATER/SEWER	2 RW	Rural Water
RESIDENTIAL	WATER/SEWER	7 SS	Septic System
RESIDENTIAL	WATER/SEWER	3 WW	Water Well
RESIDENTIAL	WILL SELL	3 AS	Assumption
RESIDENTIAL	WILL SELL	1 CA	Cash
RESIDENTIAL	WILL SELL	2 CV	Conventional
RESIDENTIAL	WILL SELL	5 FH	FHA
RESIDENTIAL	WILL SELL	7 LP	Lease Purchase
RESIDENTIAL	WILL SELL	4 OF	Owner Financing
RESIDENTIAL	WILL SELL	8 RD	Rural Development
RESIDENTIAL	WILL SELL	6 VA	VA

Class Description	Category	Code	Abbreviation	Description
LAND	CROPS	2	NO	None
LAND	CROPS	4	SO	Seller Owned
LAND	CROPS	3	TO	Tenant Owned
LAND	CROPS	1	YS	Yes (See Remarks)
LAND	DOCUMENTS ON FILE	12	AB	Abstract
LAND	DOCUMENTS ON FILE	4	AP	Aerial Photos
LAND	DOCUMENTS ON FILE	5	EL	Equipment List
LAND	DOCUMENTS ON FILE	7	LS	Leases
LAND	DOCUMENTS ON FILE	1	LD	Legal Description
LAND	DOCUMENTS ON FILE	8	PL	Profit/Loss
LAND	DOCUMENTS ON FILE	6	ROW	Rights Of Way
LAND	DOCUMENTS ON FILE	11	SD	Sellers Disclosure
LAND	DOCUMENTS ON FILE	10	SC	Soil Class
LAND	DOCUMENTS ON FILE	2	SU	Survey
LAND	DOCUMENTS ON FILE	13	TI	Title Insurance
LAND	DOCUMENTS ON FILE	3	TM	Topography Map
LAND	DOCUMENTS ON FILE	9	YD	Yield
LAND	FENCING	1	BW	Barbed Wire
LAND	FENCING	7	C	Corral(s)
LAND	FENCING	5	CF	Cross Fencing
LAND	FENCING	4	EL	Electric
LAND	FENCING	6	NO	None
LAND	FENCING	3	RL	Rail
LAND	FENCING	2	SW	Smooth Wire
LAND	KIND: FARM/RANCH	1	DR	Dairy
LAND	KIND: FARM/RANCH	9	DV	Diversified
LAND	KIND: FARM/RANCH	7	DO	Dormant
LAND	KIND: FARM/RANCH	8	FC	Facility (See Remarks)
LAND	KIND: FARM/RANCH	4	GR	Grain
LAND	KIND: FARM/RANCH	10	GS	Grass
LAND	KIND: FARM/RANCH	3	HR	Horse
LAND	KIND: FARM/RANCH	2	LS	Livestock
LAND	KIND: FARM/RANCH	6	PA	Pasture
LAND	KIND: FARM/RANCH	11	TL	Tilled
LAND	KIND: FARM/RANCH	5	TR	Truck
LAND	LOT IMPROVEMENTS	1	CG	Curbs & Gutters
LAND	LOT IMPROVEMENTS	4	FA	Fenced Agreement
LAND	LOT IMPROVEMENTS	6	HY	Hydrant within 1000'
LAND	LOT IMPROVEMENTS	5	NO	None
LAND	LOT IMPROVEMENTS	3	SW	Sidewalks
LAND	LOT IMPROVEMENTS	2	SD	Storm Drain
LAND	LOT LOCATION	5	GF	Adjacent to Golf Course
LAND	LOT LOCATION	1	CR	Corner
LAND	LOT LOCATION	2	CS	Cul-de-Sac
LAND	LOT LOCATION	3	IN	Interior
LAND	LOT LOCATION	4	LF	Lakefront

LAND	MINERALS	1 GOI	Gas & Oil Rights Included
LAND	MINERALS	2 GOR	Gas & Oil Rights Reserved
LAND	MINERALS	6 LN	Lease-No
LAND	MINERALS	5 LY	Lease-Yes
LAND	MINERALS	3 PM	Partial Minerals Included
LAND	MINERALS	4 SO	Surface Only
LAND	OUTBUILDINGS	11 EM	Elevator Mill
LAND	OUTBUILDINGS	4 EB	Equipment Barn
LAND	OUTBUILDINGS	1 GR	Garage
LAND	OUTBUILDINGS	8 GB	Grain Bin
LAND	OUTBUILDINGS	2 HB	Hay Barn
LAND	OUTBUILDINGS	9 HP	Hog Pens
LAND	OUTBUILDINGS	3 LB	Livestock Barn
LAND	OUTBUILDINGS	5 MB	Milking Barn
LAND	OUTBUILDINGS	10 SH	Shop
LAND	OUTBUILDINGS	7 SI	Silo
LAND	OUTBUILDINGS	6 ST	Stable
LAND	RESTRICTIONS/EASEMENTS	5 DR	Deed Restrictions
LAND	RESTRICTIONS/EASEMENTS	6 ER	Easements/Rights Of Way
LAND	RESTRICTIONS/EASEMENTS	1 RP	Recorded Plat
LAND	RESTRICTIONS/EASEMENTS	4 SR	Subdivision Restrictions
LAND	RESTRICTIONS/EASEMENTS	7 SZ	Subject to Zoning
LAND	RESTRICTIONS/EASEMENTS	8 UN	Unknown (verify)
LAND	RESTRICTIONS/EASEMENTS	3 US	Unrecorded Subdivision
LAND	RESTRICTIONS/EASEMENTS	2 ZU	Zone-Unplatted
LAND	ROAD FRONTAGE	4 CI	City
LAND	ROAD FRONTAGE	3 CO	County
LAND	ROAD FRONTAGE	1 IN	Interstate
LAND	ROAD FRONTAGE	7 NO	None
LAND	ROAD FRONTAGE	5 PR	Private
LAND	ROAD FRONTAGE	2 ST	State
LAND	ROAD FRONTAGE	6 UI	Unimproved
LAND	ROAD SURFACE	2 BA	Blacktop/Asphalt
LAND	ROAD SURFACE	1 CO	Concrete
LAND	ROAD SURFACE	4 DC	Dirt/Clay
LAND	ROAD SURFACE	3 GR	Gravel
LAND	ROAD SURFACE	5 OS	Oil/Sealed
LAND	SURFACE WATER	1 LK	Lake(s)
LAND	SURFACE WATER	2 PD	Pond(s)
LAND	SURFACE WATER	4 SP	Spring
LAND	SURFACE WATER	3 ST	Stream(s)
LAND	SURFACE WATER	5 WL	Watershed Lake
LAND	TOPOGRAPHY	5 CL	Cleared
LAND	TOPOGRAPHY	4 HW	Heavily Wooded
LAND	TOPOGRAPHY	1 LV	Level
LAND	TOPOGRAPHY	3 PW	Partially Wooded
LAND	TOPOGRAPHY	2 RL	Rolling

LAND	UTILITIES	2 CG	City Gas
LAND	UTILITIES	3 EL	Electricity
LAND	UTILITIES	1 NU	No Utilities
LAND	UTILITIES	5 SS	Storm Sewer
LAND	UTILITIES	4 TL	Telephone Line
LAND	UTILITIES	6 TV	TV Cable Available
LAND	WATER/SEWER	8 CP	Cesspool
LAND	WATER/SEWER	4 CI	Cistern
LAND	WATER/SEWER	5 CS	City Sewer
LAND	WATER/SEWER	1 CW	City Water
LAND	WATER/SEWER	10 COS	County Sewer
LAND	WATER/SEWER	9 HT	Holding Tank
LAND	WATER/SEWER	7 LG	Lagoon
LAND	WATER/SEWER	2 RW	Rural Water
LAND	WATER/SEWER	6 ST	Septic Tank
LAND	WATER/SEWER	3 WW	Water Well
LAND	WILL SELL	3 AS	Assumption
LAND	WILL SELL	1 CA	Cash
LAND	WILL SELL	2 CV	Conventional
LAND	WILL SELL	5 FH	FHA
LAND	WILL SELL	7 LP	Lease Purchase
LAND	WILL SELL	4 OF	Owner Financing
LAND	WILL SELL	8 RD	Rural Development
LAND	WILL SELL	6 VA	VA
LAND	ZONING	7 C2	C-2 Commercial
LAND	ZONING	8 C4	C-4 Commercial
LAND	ZONING	9 C5	C-5 Commercial
LAND	ZONING	22 CZ	Conforms to Zoning
LAND	ZONING	21 DZ	Down Zoning
LAND	ZONING	10 I1	I-1 Light Industrial
LAND	ZONING	11 I2	I-2 Heavy Industrial
LAND	ZONING	3 M1	M-1 Two Family
LAND	ZONING	4 M2	M-2 Two Family
LAND	ZONING	12 M3	M-3 Multi-Family
LAND	ZONING	6 M4	M-4 Multi-Family
LAND	ZONING	20 MS1	MS-1 Medical Service
LAND	ZONING	5 OI1	O & I-1 Office & Inst
LAND	ZONING	16 OI2	O & I-2 Office & Inst
LAND	ZONING	14 PUD	PUD
LAND	ZONING	1 R1	R-1 Single Family
LAND	ZONING	2 R2	R-2 Single Family
LAND	ZONING	18 R3	R-3 Single Family
LAND	ZONING	19 R4	R-4 Single Family
LAND	ZONING	17 RA1	RA-1 Agriculture
LAND	ZONING	15 RR1	RR-1 Resid. Reserve
LAND	ZONING	13 U3	U-3 University Svc. Di

Class Description	Category	Code	Abbreviation	Description
COMMERCIAL/INDUSTRIAL	AGE	2	-10	1 Day to 10 Years
COMMERCIAL/INDUSTRIAL	AGE	3	-20	11-20 Years
COMMERCIAL/INDUSTRIAL	AGE	4	-30	21-30 Years
COMMERCIAL/INDUSTRIAL	AGE	5	-50	31-50 Years
COMMERCIAL/INDUSTRIAL	AGE	9	EX	Excellent
COMMERCIAL/INDUSTRIAL	AGE	8	FR	Fair
COMMERCIAL/INDUSTRIAL	AGE	7	GD	Good
COMMERCIAL/INDUSTRIAL	AGE	6	51	More than 51 Years
COMMERCIAL/INDUSTRIAL	AGE	1	NN	New-Never Occupied
COMMERCIAL/INDUSTRIAL	BASEMENT	1	CS	Crawl Space
COMMERCIAL/INDUSTRIAL	BASEMENT	2	FIN	Finished
COMMERCIAL/INDUSTRIAL	BASEMENT	3	FULL	Full
COMMERCIAL/INDUSTRIAL	BASEMENT	4	PART	Partial
COMMERCIAL/INDUSTRIAL	BASEMENT	6	SLAB	Slab
COMMERCIAL/INDUSTRIAL	CEILING HEIGHT	3	-15	11 to 15 Ft
COMMERCIAL/INDUSTRIAL	CEILING HEIGHT	4	-20	16 to 20 Ft
COMMERCIAL/INDUSTRIAL	CEILING HEIGHT	2	-10	8 to 10 Ft
COMMERCIAL/INDUSTRIAL	CEILING HEIGHT	1	-8	Less than 8 Ft.
COMMERCIAL/INDUSTRIAL	CEILING HEIGHT	5	20	More than 20 Ft
COMMERCIAL/INDUSTRIAL	CEILING HEIGHT	6	VH	Varied Heights
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	5	AE	Aerial Photo
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	9	AP	Appraisal
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	2	BS	Boundary Survey
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	15	BP	Building Plans
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	17	CF	Cash Flow Annual
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	10	FD	Financial Details
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	12	FX	Fixture List
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	11	FL	Furnishing List
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	13	IL	Inventory List
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	6	LD	Legal Description
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	14	LL	Licenses List
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	1	NO	None
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	16	OE	Operating Expense
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	8	OS	Operating Statement
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	7	RP	Recorded Plat
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	4	SS	Soil Survey
COMMERCIAL/INDUSTRIAL	DOCUMENTS ON FILE	3	TP	Topography
COMMERCIAL/INDUSTRIAL	FLOOD INSURANCE	1	FK	Fake
COMMERCIAL/INDUSTRIAL	FLOORS	4	CP	Carpeting
COMMERCIAL/INDUSTRIAL	FLOORS	1	CS	Concrete Slab
COMMERCIAL/INDUSTRIAL	FLOORS	5	DT	Dirt
COMMERCIAL/INDUSTRIAL	FLOORS	6	HD	Heavy Duty
COMMERCIAL/INDUSTRIAL	FLOORS	7	OT	Other (remarks)
COMMERCIAL/INDUSTRIAL	FLOORS	2	TL	Tile
COMMERCIAL/INDUSTRIAL	FLOORS	3	WD	Wood
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	9	AF	Attic Fan

COMMERCIAL/INDUSTRIAL	HEATING/COOLING	11	BO	Boiler
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	2	CE	Central Electric
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	7	CEC	Central Electric Cooling
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	1	CG	Central Gas
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	6	CGC	Central Gas Cooling
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	3	FF	Floor Furnace
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	10	NO	None
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	4	PR	Panel Ray
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	5	SH	Space Heaters
COMMERCIAL/INDUSTRIAL	HEATING/COOLING	8	WU	Window Units
COMMERCIAL/INDUSTRIAL	IMPROVED W/STRUCTURE	6	CZ	Conforming Zoning
COMMERCIAL/INDUSTRIAL	IMPROVED W/STRUCTURE	5	MD	Multiple Dwelling
COMMERCIAL/INDUSTRIAL	IMPROVED W/STRUCTURE	2	NO	No
COMMERCIAL/INDUSTRIAL	IMPROVED W/STRUCTURE	7	NZ	Non-Conforming Zoning
COMMERCIAL/INDUSTRIAL	IMPROVED W/STRUCTURE	3	WH	W/House
COMMERCIAL/INDUSTRIAL	IMPROVED W/STRUCTURE	4	WM	W/Mobile Home
COMMERCIAL/INDUSTRIAL	IMPROVED W/STRUCTURE	1	YS	Yes
COMMERCIAL/INDUSTRIAL	IMPROVEMENTS	2	BV	Brick Veneer
COMMERCIAL/INDUSTRIAL	IMPROVEMENTS	3	CB	Concrete Block
COMMERCIAL/INDUSTRIAL	IMPROVEMENTS	4	CT	Concrete Tilt-Up
COMMERCIAL/INDUSTRIAL	IMPROVEMENTS	1	FR	Frame
COMMERCIAL/INDUSTRIAL	IMPROVEMENTS	5	MF	Metal Fabrication
COMMERCIAL/INDUSTRIAL	IMPROVEMENTS	6	OT	Other
COMMERCIAL/INDUSTRIAL	IMPROVEMENTS	7	STO	Stone
COMMERCIAL/INDUSTRIAL	IMPROVEMENTS	8	STC	Stucco
COMMERCIAL/INDUSTRIAL	IMPROVEMENTS	9	WD	Wood
COMMERCIAL/INDUSTRIAL	LAND STATUS	1	LI	Land Included
COMMERCIAL/INDUSTRIAL	LAND STATUS	2	LL	Land Leased
COMMERCIAL/INDUSTRIAL	LAND STATUS	3	OT	Other (remarks)
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	25	AB	Auto Bay
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	11	DD	Delivery Door
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	9	DW	Display Window
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	2	EHW	Electric Hot Water Heater
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	13	EL	Elevator
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	22	FN	Fencing
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	15	FE	Fire Escape
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	14	FS	Fire Stairs
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	1	GHW	Gas Hot Water Heater
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	23	GP	Gas Pumps
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	7	IS	Inside Storage
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	19	JS	Janitorial Service
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	6	LA	Living Area In Building
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	12	LD	Loading Dock
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	27	OT	Other (remarks)
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	8	OS	Outside Storage
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	21	RS	Rail Spur
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	20	RA	Railroad Available

COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	17	SL	Security Lighting
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	18	SC	Security System
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	26	SH	Shelving
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	16	SS	Sprinkler System
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	24	TN	Tanks
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	5	TU	Tenant Pays Utilities
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	10	TD	Truck Door
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	4	UM	Util/Master Meter
COMMERCIAL/INDUSTRIAL	MISCELLANEOUS	3	US	Util/Separate Meter
COMMERCIAL/INDUSTRIAL	NUMBER OF LEVELS	1	1	One
COMMERCIAL/INDUSTRIAL	NUMBER OF LEVELS	4	PB	Plus Basement
COMMERCIAL/INDUSTRIAL	NUMBER OF LEVELS	3	3+	Three or More
COMMERCIAL/INDUSTRIAL	NUMBER OF LEVELS	2	2	Two
COMMERCIAL/INDUSTRIAL	PARKING	5	OS	Off Site
COMMERCIAL/INDUSTRIAL	PARKING	7	OT	Other (remarks)
COMMERCIAL/INDUSTRIAL	PARKING	2	PA	Parking Area
COMMERCIAL/INDUSTRIAL	PARKING	3	PG	Parking Garage
COMMERCIAL/INDUSTRIAL	PARKING	1	PL	Parking Lot
COMMERCIAL/INDUSTRIAL	PARKING	4	PV	Paved
COMMERCIAL/INDUSTRIAL	PARKING	6	SP	Street Parking
COMMERCIAL/INDUSTRIAL	POSSESSION	1	AC	At Closing
COMMERCIAL/INDUSTRIAL	POSSESSION	3	NG	Negotiable
COMMERCIAL/INDUSTRIAL	POSSESSION	4	SR	Specific (remarks)
COMMERCIAL/INDUSTRIAL	POSSESSION	2	ST	Subject To Tenants Rights
COMMERCIAL/INDUSTRIAL	ROAD FRONTAGE	6	CI	City
COMMERCIAL/INDUSTRIAL	ROAD FRONTAGE	5	CO	County
COMMERCIAL/INDUSTRIAL	ROAD FRONTAGE	1	IN	Interchange
COMMERCIAL/INDUSTRIAL	ROAD FRONTAGE	2	IS	Interstate
COMMERCIAL/INDUSTRIAL	ROAD FRONTAGE	9	NO	None
COMMERCIAL/INDUSTRIAL	ROAD FRONTAGE	7	PR	Private
COMMERCIAL/INDUSTRIAL	ROAD FRONTAGE	4	ST	State Highway
COMMERCIAL/INDUSTRIAL	ROAD FRONTAGE	3	US	U.S. Highway
COMMERCIAL/INDUSTRIAL	ROAD FRONTAGE	8	UI	Unimproved
COMMERCIAL/INDUSTRIAL	ROOF	3	AS	Asbestos
COMMERCIAL/INDUSTRIAL	ROOF	4	AP	Asphalt
COMMERCIAL/INDUSTRIAL	ROOF	2	BU	Built-Up
COMMERCIAL/INDUSTRIAL	ROOF	8	CM	Composition
COMMERCIAL/INDUSTRIAL	ROOF	10	FG	Fiberglass
COMMERCIAL/INDUSTRIAL	ROOF	1	FL	Flat
COMMERCIAL/INDUSTRIAL	ROOF	5	MT	Metal
COMMERCIAL/INDUSTRIAL	ROOF	7	SL	Slate
COMMERCIAL/INDUSTRIAL	ROOF	9	TL	Tile
COMMERCIAL/INDUSTRIAL	ROOF	6	WD	Wood
COMMERCIAL/INDUSTRIAL	SERVICES INCL. IN RENT	4	IN	Insurance
COMMERCIAL/INDUSTRIAL	SERVICES INCL. IN RENT	1	JA	Janitor
COMMERCIAL/INDUSTRIAL	SERVICES INCL. IN RENT	5	MN	Maintenance
COMMERCIAL/INDUSTRIAL	SERVICES INCL. IN RENT	8	SW	Sewer

COMMERCIAL/INDUSTRIAL	SERVICES INCL. IN RENT	3	TX	Taxes
COMMERCIAL/INDUSTRIAL	SERVICES INCL. IN RENT	6	TR	Trash
COMMERCIAL/INDUSTRIAL	SERVICES INCL. IN RENT	2	UT	Utilities
COMMERCIAL/INDUSTRIAL	SERVICES INCL. IN RENT	7	WT	Water
COMMERCIAL/INDUSTRIAL	TRAFFIC COUNT	4	-15K	10001-15000
COMMERCIAL/INDUSTRIAL	TRAFFIC COUNT	5	-20K	15001-20000
COMMERCIAL/INDUSTRIAL	TRAFFIC COUNT	6	-25K	20001-25000
COMMERCIAL/INDUSTRIAL	TRAFFIC COUNT	2	-5000	2501-5000
COMMERCIAL/INDUSTRIAL	TRAFFIC COUNT	3	-10K	5001-10000
COMMERCIAL/INDUSTRIAL	TRAFFIC COUNT	7	+25K	Above 25000
COMMERCIAL/INDUSTRIAL	TRAFFIC COUNT	1	-2500	Under 2500
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	12	BS	Beauty Shop
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	10	GS	Grocery Store
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	7	IN	Industrial
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	13	LS	Liquor Store
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	2	LB	Lounge/Bar
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	6	MD	Medical
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	3	MH	Motel/Hotel
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	4	OF	Office
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	14	PS	Professional Service
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	1	RS	Restaurant
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	5	RT	Retail
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	15	SB	Service Building
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	9	SS	Service Station
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	11	TS	Truck Stop
COMMERCIAL/INDUSTRIAL	TYPE BUSINESS	8	WH	Warehouse
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	6	CS	City Sewer
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	4	CW	City Water
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	10	COS	County Sewer
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	1	EL	Electric
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	2	GS	Gas
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	9	HT	Holding Tank
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	7	LG	Lagoon
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	5	SP	Septic
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	8	UN	Unknown (verify)
COMMERCIAL/INDUSTRIAL	UTILITIES AVAILABLE	3	WW	Water Well
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	8	AG	Agent call Owner/Tenant
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	6	AO	Appointment Only
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	7	AK	Appt/Key if not Home
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	4	KY	Key
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	3	LR	Leased/Rented
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	9	LA	Listing Agent Call
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	5	LB	Lock Box
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	2	NO	No
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	11	SR	See Remarks
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	10	SI	Special Instructions
COMMERCIAL/INDUSTRIAL	VACANT/TO SHOW	1	YS	Yes

COMMERCIAL/INDUSTRIAL	WALLS	3	CB	Concrete Block
COMMERCIAL/INDUSTRIAL	WALLS	5	MT	Metal
COMMERCIAL/INDUSTRIAL	WALLS	1	PA	Paneled
COMMERCIAL/INDUSTRIAL	WALLS	8	PW	Party Wall
COMMERCIAL/INDUSTRIAL	WALLS	4	PL	Plaster
COMMERCIAL/INDUSTRIAL	WALLS	2	SR	Sheet Rock
COMMERCIAL/INDUSTRIAL	WALLS	7	UF	Unfinished
COMMERCIAL/INDUSTRIAL	WALLS	6	WD	Wood
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 16	10G		10 Inches or More Gas
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 10	10S		10 Inches or More Sewer
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 5	10W		10 Inches or More Water
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 12	2G		2 Inch Gas
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 1	2W		2 Inch Water
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 13	4G		4 Inch Gas
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 7	4S		4 Inch Sewer
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 2	4W		4 Inch Water
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 14	6G		6 Inch Gas
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 8	6S		6 Inch Sewer
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 3	6W		6 Inch Water
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 15	8G		8 Inch Gas
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 9	8S		8 Inch Sewer
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 4	8W		8 Inch Water
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 17	UG		Unknown (verify) Gas
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 11	US		Unknown (verify) Sewer
COMMERCIAL/INDUSTRIAL	WATER/SEWER/GAS MAIN SI 6	UW		Unknown (verify) Water
COMMERCIAL/INDUSTRIAL	WILL SELL	11	AS	Assumption
COMMERCIAL/INDUSTRIAL	WILL SELL	3	BS	Build to Suit
COMMERCIAL/INDUSTRIAL	WILL SELL	12	CA	Cash
COMMERCIAL/INDUSTRIAL	WILL SELL	4	EX	Exchange
COMMERCIAL/INDUSTRIAL	WILL SELL	5	EO	Exchange Only
COMMERCIAL/INDUSTRIAL	WILL SELL	6	LS	Lease
COMMERCIAL/INDUSTRIAL	WILL SELL	8	LB	Lease Back
COMMERCIAL/INDUSTRIAL	WILL SELL	7	LO	Lease Only
COMMERCIAL/INDUSTRIAL	WILL SELL	9	OC1	Owner Carry 1st
COMMERCIAL/INDUSTRIAL	WILL SELL	10	OC2	Owner Carry 2nd
COMMERCIAL/INDUSTRIAL	WILL SELL	1	SE	Sell in Entirety
COMMERCIAL/INDUSTRIAL	WILL SELL	2	WD	Will Divide
COMMERCIAL/INDUSTRIAL	WILL SELL	13	WA	Wrap-Around
COMMERCIAL/INDUSTRIAL	ZONING	20	C1	C-1 Commercial
COMMERCIAL/INDUSTRIAL	ZONING	5	C2	C-2 Commercial
COMMERCIAL/INDUSTRIAL	ZONING	21	C3	C-3 Commercial
COMMERCIAL/INDUSTRIAL	ZONING	6	C4	C-4 Commercial
COMMERCIAL/INDUSTRIAL	ZONING	7	C5	C-5 Commercial
COMMERCIAL/INDUSTRIAL	ZONING	3	E	E-Multi-Family
COMMERCIAL/INDUSTRIAL	ZONING	16	HP	H-P Central Bus
COMMERCIAL/INDUSTRIAL	ZONING	8	I1	I-1 Light Industrial
COMMERCIAL/INDUSTRIAL	ZONING	9	I2	I-2 Heavy Industrial

COMMERCIAL/INDUSTRIAL	ZONING	1	M2	M-2 Multi-Family
COMMERCIAL/INDUSTRIAL	ZONING	14	M3	M-3 Multi-Family
COMMERCIAL/INDUSTRIAL	ZONING	4	M4	M-4 Multi-Family
COMMERCIAL/INDUSTRIAL	ZONING	22	MS1	MS-1 Medical Service
COMMERCIAL/INDUSTRIAL	ZONING	2	OI1	O & I-1 Office and Indust
COMMERCIAL/INDUSTRIAL	ZONING	12	OI2	O & I-2 Office and Indust
COMMERCIAL/INDUSTRIAL	ZONING	19	OI3	O & I-3 Office and Indust
COMMERCIAL/INDUSTRIAL	ZONING	18	OT	Other
COMMERCIAL/INDUSTRIAL	ZONING	11	PB	Planned Business Center
COMMERCIAL/INDUSTRIAL	ZONING	10	PUD	PUD
COMMERCIAL/INDUSTRIAL	ZONING	17	SP	Special Permit
COMMERCIAL/INDUSTRIAL	ZONING	13	U1	U-1 University
COMMERCIAL/INDUSTRIAL	ZONING	15	US	Univ Serv Dist

Class Description	Category	Code	Abbreviation	Description
MULTIFAMILY	1 BR SQFT RANGE	1	-500	100 to 500
MULTIFAMILY	1 BR SQFT RANGE	2	-750	500 to 750
MULTIFAMILY	1 BR SQFT RANGE	3	750	More than 750
MULTIFAMILY	2 BR SQFT RANGE	1	-500	300 to 500
MULTIFAMILY	2 BR SQFT RANGE	2	-750	500 to 750
MULTIFAMILY	2 BR SQFT RANGE	3	750	More than 750
MULTIFAMILY	3 BR SQFT RANGE	2	-1250	1001 to 1250
MULTIFAMILY	3 BR SQFT RANGE	1	-1000	750 to 1000
MULTIFAMILY	3 BR SQFT RANGE	3	1250	More than 1250
MULTIFAMILY	AMENITIES	8	BB	Barbecues
MULTIFAMILY	AMENITIES	10	CT	Cable TV
MULTIFAMILY	AMENITIES	9	CL	Central Laundry
MULTIFAMILY	AMENITIES	5	CC	Community Center
MULTIFAMILY	AMENITIES	7	ER	Exercise Room
MULTIFAMILY	AMENITIES	3	PG	Playground
MULTIFAMILY	AMENITIES	4	RR	Recreation Room
MULTIFAMILY	AMENITIES	6	SC	Sauna/Cabana
MULTIFAMILY	AMENITIES	1	SP	Swimming Pool
MULTIFAMILY	AMENITIES	2	TC	Tennis Court
MULTIFAMILY	APPLIANCES	9	CV	Central Vacuum
MULTIFAMILY	APPLIANCES	7	CD	Clothes Dryer
MULTIFAMILY	APPLIANCES	6	CW	Clothes Washer
MULTIFAMILY	APPLIANCES	3	DW	Dishwasher
MULTIFAMILY	APPLIANCES	4	DS	Disposal
MULTIFAMILY	APPLIANCES	8	HU	Humidifier
MULTIFAMILY	APPLIANCES	2	OR	Oven/Range
MULTIFAMILY	APPLIANCES	1	RF	Refrigerator
MULTIFAMILY	APPLIANCES	5	TC	Trash Compactor
MULTIFAMILY	CONSTRUCTION	8	BB	Board or Batten
MULTIFAMILY	CONSTRUCTION	2	BF	Brick & Frame
MULTIFAMILY	CONSTRUCTION	1	BV	Brick Veneer
MULTIFAMILY	CONSTRUCTION	6	CB	Concrete Block
MULTIFAMILY	CONSTRUCTION	3	FR	Frame
MULTIFAMILY	CONSTRUCTION	7	MT	Metal
MULTIFAMILY	CONSTRUCTION	5	SF	Stone & Frame
MULTIFAMILY	CONSTRUCTION	4	SV	Stone Veneer
MULTIFAMILY	CONSTRUCTION	9	V	Vinyl
MULTIFAMILY	COOLING	6	AF	Attic Fan
MULTIFAMILY	COOLING	2	CE	Central Electric
MULTIFAMILY	COOLING	1	CG	Central Gas
MULTIFAMILY	COOLING	9	GTGS	Geo Thermal/Ground Source
MULTIFAMILY	COOLING	5	HP	Heat Pump
MULTIFAMILY	COOLING	8	NO	None
MULTIFAMILY	COOLING	7	SL	Solar
MULTIFAMILY	COOLING	4	WU	Window Units
MULTIFAMILY	COOLING	3	ZD	Zoned

MULTIFAMILY	DOCUMENTS ON FILE	3	AP	Appraisal
MULTIFAMILY	DOCUMENTS ON FILE	10	CL	Copy of Lease
MULTIFAMILY	DOCUMENTS ON FILE	4	FD	Financial Details
MULTIFAMILY	DOCUMENTS ON FILE	6	FX	Fixtures List
MULTIFAMILY	DOCUMENTS ON FILE	5	FL	Furnishings List
MULTIFAMILY	DOCUMENTS ON FILE	13	IS	Inspection
MULTIFAMILY	DOCUMENTS ON FILE	7	IL	Inventory List
MULTIFAMILY	DOCUMENTS ON FILE	12	LB	Lead Base Paint
MULTIFAMILY	DOCUMENTS ON FILE	15	MTI	Mortgage Title Inspection
MULTIFAMILY	DOCUMENTS ON FILE	1	NO	None
MULTIFAMILY	DOCUMENTS ON FILE	2	OO	Owner Operating Stmt
MULTIFAMILY	DOCUMENTS ON FILE	9	RR	Rent Roll
MULTIFAMILY	DOCUMENTS ON FILE	14	RS	Restrictions
MULTIFAMILY	DOCUMENTS ON FILE	11	SD	Sellers Disclosure
MULTIFAMILY	DOCUMENTS ON FILE	8	SU	Survey
MULTIFAMILY	EFFICIENCY SQFT RANGE	1	-200	100-200
MULTIFAMILY	EFFICIENCY SQFT RANGE	2	-300	200-300
MULTIFAMILY	EFFICIENCY SQFT RANGE	3	-400	300-400
MULTIFAMILY	EFFICIENCY SQFT RANGE	4	-500	400-500
MULTIFAMILY	EFFICIENCY SQFT RANGE	5	FU	Furnished
MULTIFAMILY	EFFICIENCY SQFT RANGE	6	UF	Unfurnished
MULTIFAMILY	ELECTRICAL	1	100	100 Amps
MULTIFAMILY	ELECTRICAL	2	150	150 Amps
MULTIFAMILY	ELECTRICAL	3	200	200 Amps
MULTIFAMILY	ELECTRICAL	4	200+	200 or More
MULTIFAMILY	FLOOR	1	SL	Slab
MULTIFAMILY	FLOOR	2	WR	Wood/Raised
MULTIFAMILY	HEATING	13	BOR	Boiler/Radiant Heat
MULTIFAMILY	HEATING	2	CE	Central Electric
MULTIFAMILY	HEATING	1	CG	Central Gas
MULTIFAMILY	HEATING	6	FF	Floor Furnace
MULTIFAMILY	HEATING	4	GR	Gravity
MULTIFAMILY	HEATING	9	HP	Heat Pump
MULTIFAMILY	HEATING	11	HW	Hot Water Steam
MULTIFAMILY	HEATING	7	PR	Panel Ray
MULTIFAMILY	HEATING	10	SL	Solar
MULTIFAMILY	HEATING	8	SH	Space Heaters
MULTIFAMILY	HEATING	5	ST	Steam
MULTIFAMILY	HEATING	14	WF	Wall Furnace
MULTIFAMILY	HEATING	12	WD	Wood
MULTIFAMILY	HEATING	3	ZD	Zoned
MULTIFAMILY	MISCELLANEOUS	6	CWH	Central Water Heater
MULTIFAMILY	MISCELLANEOUS	2	EB	Elevator Building
MULTIFAMILY	MISCELLANEOUS	7	IHA	Individual Heat & Air
MULTIFAMILY	MISCELLANEOUS	5	IWH	Individual Water Heaters
MULTIFAMILY	MISCELLANEOUS	15	ME	Master Electric Meter
MULTIFAMILY	MISCELLANEOUS	16	MG	Master Gas Meter

MULTIFAMILY	MISCELLANEOUS	8	MHA	Multi-Unit Heat & Air
MULTIFAMILY	MISCELLANEOUS	3	PR	Pet Restrictions
MULTIFAMILY	MISCELLANEOUS	9	RI	Reserved Items
MULTIFAMILY	MISCELLANEOUS	1	RM	Resident Manager
MULTIFAMILY	MISCELLANEOUS	4	RC	Restriction on Children
MULTIFAMILY	MISCELLANEOUS	11	SD	Security Deposits
MULTIFAMILY	MISCELLANEOUS	13	SE	Separate Electric Meters
MULTIFAMILY	MISCELLANEOUS	14	SG	Separate Gas Meters
MULTIFAMILY	MISCELLANEOUS	12	SW	Storm Windows
MULTIFAMILY	MISCELLANEOUS	10	WP	Warranty Program
MULTIFAMILY	NUMBER OF STORIES	1	1	One
MULTIFAMILY	NUMBER OF STORIES	4	3+	Three or More
MULTIFAMILY	NUMBER OF STORIES	2	2	Two
MULTIFAMILY	NUMBER OF STORIES	3	2.5	Two and one half
MULTIFAMILY	PARKING FACILITY	2	CP	Carport
MULTIFAMILY	PARKING FACILITY	3	GA	Garage
MULTIFAMILY	PARKING FACILITY	6	NO	None
MULTIFAMILY	PARKING FACILITY	4	OS	Off-Site Parking
MULTIFAMILY	PARKING FACILITY	7	ONSTP	On-Site Parking
MULTIFAMILY	PARKING FACILITY	1	PA	Paved Area
MULTIFAMILY	PARKING FACILITY	5	SP	Street Parking
MULTIFAMILY	ROOFING	5	AS	Architectural Style
MULTIFAMILY	ROOFING	3	AB	Asphalt/Built-Up
MULTIFAMILY	ROOFING	1	CM	Composition
MULTIFAMILY	ROOFING	6	FG	Fiberglass
MULTIFAMILY	ROOFING	4	TG	Tar & Gravel
MULTIFAMILY	ROOFING	2	WD	Wood
MULTIFAMILY	SAFETY FEATURES	5	BA	Burglar Alarm
MULTIFAMILY	SAFETY FEATURES	6	FA	Fire Alarm
MULTIFAMILY	SAFETY FEATURES	7	FE	Fire Escape
MULTIFAMILY	SAFETY FEATURES	4	FW	Fire Walls
MULTIFAMILY	SAFETY FEATURES	1	SA	Security Alarm
MULTIFAMILY	SAFETY FEATURES	2	SH	Smoke & Heat Detectors
MULTIFAMILY	SAFETY FEATURES	3	SS	Sprinkler System
MULTIFAMILY	TO SHOW	4	AG	Agent May Call-See Rmks
MULTIFAMILY	TO SHOW	3	AO	Appointment Only
MULTIFAMILY	TO SHOW	1	KO	Key/Office
MULTIFAMILY	TO SHOW	7	LC	Listing Co. Must Call
MULTIFAMILY	TO SHOW	2	LB	Lockbox
MULTIFAMILY	TO SHOW	5	MU	Model Units
MULTIFAMILY	TO SHOW	6	SI	Special Instruc in Remark
MULTIFAMILY	TYPE TENANCY	4	1Y	1 Year Lease
MULTIFAMILY	TYPE TENANCY	6	LI	Land Included
MULTIFAMILY	TYPE TENANCY	7	LL	Land Leased
MULTIFAMILY	TYPE TENANCY	2	MM	Month-to-Month
MULTIFAMILY	TYPE TENANCY	5	NG	Negotiable
MULTIFAMILY	TYPE TENANCY	8	OT	Other (remarks)

MULTIFAMILY	TYPE TENANCY	3	SM	Six Mo Lease
MULTIFAMILY	TYPE TENANCY	1	WK	Weekly
MULTIFAMILY	UNIT FEATURES	9	BL	Balcony
MULTIFAMILY	UNIT FEATURES	3	CP	Carpets
MULTIFAMILY	UNIT FEATURES	21	CO	Common Outside Entry
MULTIFAMILY	UNIT FEATURES	5	DR	Drapes
MULTIFAMILY	UNIT FEATURES	24	EB	Extra Baths
MULTIFAMILY	UNIT FEATURES	25	ES	Extra Storage
MULTIFAMILY	UNIT FEATURES	12	FR	Family Room
MULTIFAMILY	UNIT FEATURES	10	FA	Fenced Area
MULTIFAMILY	UNIT FEATURES	26	FB	Finished Basement
MULTIFAMILY	UNIT FEATURES	13	FD	Formal Dining
MULTIFAMILY	UNIT FEATURES	11	FL	Formal Living Room
MULTIFAMILY	UNIT FEATURES	6	FU	Furnished
MULTIFAMILY	UNIT FEATURES	18	GU	Garage Utility Room
MULTIFAMILY	UNIT FEATURES	29	GR	Great Room
MULTIFAMILY	UNIT FEATURES	31	HF	Handicap Features
MULTIFAMILY	UNIT FEATURES	4	HW	Hardwood
MULTIFAMILY	UNIT FEATURES	17	IB	In-Bldg Utility Room
MULTIFAMILY	UNIT FEATURES	15	KD	Kit/Din Combo
MULTIFAMILY	UNIT FEATURES	16	KF	Kit/Family Combo
MULTIFAMILY	UNIT FEATURES	14	LV	Liv/Din Combo
MULTIFAMILY	UNIT FEATURES	8	PT	Patio
MULTIFAMILY	UNIT FEATURES	22	PB	Private Bath
MULTIFAMILY	UNIT FEATURES	20	PO	Private Outside Entry
MULTIFAMILY	UNIT FEATURES	30	RR	Rec Room
MULTIFAMILY	UNIT FEATURES	23	SB	Shared Bath
MULTIFAMILY	UNIT FEATURES	28	SS	Storm Shelter
MULTIFAMILY	UNIT FEATURES	1	AA	U.F. Apply to All
MULTIFAMILY	UNIT FEATURES	2	AS	U.F. Apply to Some
MULTIFAMILY	UNIT FEATURES	27	UB	Unfinished Basement
MULTIFAMILY	UNIT FEATURES	7	WB	W/B Fireplace
MULTIFAMILY	UNIT FEATURES	19	WDH	Washer/Dryer Hookups
MULTIFAMILY	UTILS/SVCS INCL. IN RENT	1	EL	Electricity
MULTIFAMILY	UTILS/SVCS INCL. IN RENT	2	GS	Gas
MULTIFAMILY	UTILS/SVCS INCL. IN RENT	6	LS	Lawn Services
MULTIFAMILY	UTILS/SVCS INCL. IN RENT	5	PS	Pool Services
MULTIFAMILY	UTILS/SVCS INCL. IN RENT	7	SR	Snow Removal
MULTIFAMILY	UTILS/SVCS INCL. IN RENT	4	TC	Trash Collection
MULTIFAMILY	UTILS/SVCS INCL. IN RENT	3	WT	Water
MULTIFAMILY	VACANT	3	LR	Leased/Rented
MULTIFAMILY	VACANT	6	#L	Number of Units Leased
MULTIFAMILY	VACANT	5	#O	Number of Units Occupied
MULTIFAMILY	VACANT	4	#V	Number of Units Vacant
MULTIFAMILY	VACANT	2	OC	Occupied
MULTIFAMILY	VACANT	1	VC	Vacant
MULTIFAMILY	WATER & SEWER	5	CI	Cistern

MULTIFAMILY	WATER & SEWER	2	CS	City Sewer
MULTIFAMILY	WATER & SEWER	1	CW	City Water
MULTIFAMILY	WATER & SEWER	6	COS	County Sewer
MULTIFAMILY	WATER & SEWER	4	ST	Septic Tank
MULTIFAMILY	WATER & SEWER	3	WW	Water Well
MULTIFAMILY	WILL SELL	3	AS	Assumption
MULTIFAMILY	WILL SELL	1	CA	Cash
MULTIFAMILY	WILL SELL	2	CV	Conventional
MULTIFAMILY	WILL SELL	5	FH	FHA
MULTIFAMILY	WILL SELL	7	LP	Lease Purchase
MULTIFAMILY	WILL SELL	4	OF	Owner Financing
MULTIFAMILY	WILL SELL	8	RD	Rural Development
MULTIFAMILY	WILL SELL	6	VA	VA
MULTIFAMILY	ZONING	5	C5	C-5 Commercial
MULTIFAMILY	ZONING	1	M1	M-1 Two Family
MULTIFAMILY	ZONING	2	M2	M-2 Multi-Family
MULTIFAMILY	ZONING	14	M3	M-3 Multi-Family
MULTIFAMILY	ZONING	4	M4	M-4 Multi-Family
MULTIFAMILY	ZONING	15	MS1	MS-1 Medical Services
MULTIFAMILY	ZONING	3	OI1	O & I-1 Office & Inst.
MULTIFAMILY	ZONING	6	OI2	O & I-2 Office & Inst.
MULTIFAMILY	ZONING	13	OI3	O & I-3 Office & Inst
MULTIFAMILY	ZONING	8	OT	Other
MULTIFAMILY	ZONING	7	PUD	PUD
MULTIFAMILY	ZONING	9	R1	R-1 Single Family
MULTIFAMILY	ZONING	10	R2	R-2 Single Family
MULTIFAMILY	ZONING	11	R3	R-3 Single Family
MULTIFAMILY	ZONING	12	R4	R-4 Single Family

Pre-Release: Paragon v5.20 Release Enhancements

Agent

Search

Along with the following enhancements, several backend improvements have been made to Search functionality in order to provide improved performance and stability.

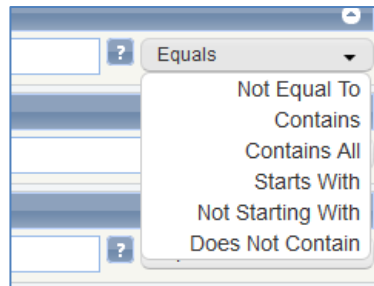
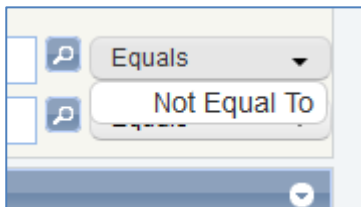
New operators for Search Lookup Fields and Freeform Fields

New field operators are now available for display on Lookup fields which give the user the ability to filter specific criteria (i.e. Subdivisions, etc.) when executing a search. If the MLS elects to have this feature activated, depending on the Field types, the following will display.

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

The operators applied values will be retained when a search is saved.

These field operators when active will also be available in Hotsheet Search.



Date Ranges: Days Back and Months Back search ranges

New date range filters are now available for configuration for date fields. When configured, this functionality will be active on all system date fields.

- 24, 18, 12, 6, Months Back
- 90, 60, 30, 7 Days Back
- Last Month, Last Year, This Month, This Year, Year-to-Date, Next 7 Days, Next 30 Days

When active, these filters will also be available in Client Connect Searches (see Client Connect section).

Contact your SSM to configure this option.

The screenshot shows a search form with several date fields: Listing Date, Update Date, and Closing Date. Each field has a 'Begin' and 'End' date input with a calendar icon. To the right of these fields is a dropdown menu that is open, displaying a list of date range options: 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. Below the date fields are other search criteria like Bedrooms, Bath #, and Finished Sq Ft, each with Min and Max input fields. At the bottom, there are fields for Search By Map, Additional Comments, Additional Remarks, Age, Agent, and Listing Office 1.

Quick Search

The screenshot shows the Quick Search interface. It includes a field for Listing Office 1, a General Date dropdown set to '60 Days Back', and a date range display showing '11/22/2013 - 01/21/2014'. Below these are input fields for a count (showing '3,712') and buttons for Count, Clear, and Search.

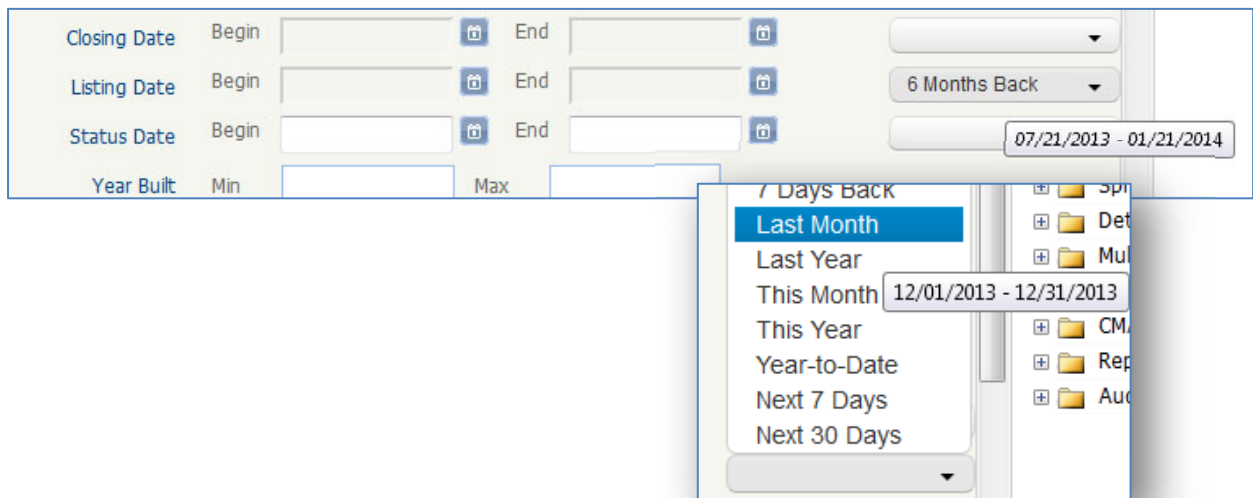
Statistical Reporting

When active on the MLS, the date range operators will also appear in Statistical Reporting Date fields that have been customized to the search screen.

The screenshot shows the Statistical Reporting interface. It includes a 'Market - MLS Statistics - Firm - Last Search' section with a 'Listings for your Firm' dropdown. Below this is a 'Date Range' section with a 'Month' dropdown and date inputs for 'Begin' (Jan 2014) and 'End' (Jan 2014). The 'Primary Criteria' section includes 'Input Date' and 'Closing Date' fields, each with a 'Begin' and 'End' date input and a date range display showing '07/21/2013 - 01/21/2014'. There are also buttons for 'Class' and 'Type'.

Hover Tool Tip on filter for applied Date Range

When the filters are available, a hover over tool tip will display the equivalent date range on both the field display and within the list itself:



New! v

With the 5.20 release, arrow indicators and a hover over percentage have been added to the Price column in the Spreadsheet. By default, Red will indicate a decrease and Green will indicate an Increase.

On hover over of the arrows the increase/decrease percentage from the previous price will display

110004891	2-4 FAMILY	RENTED	\$1,750	52 COTTAGE ST
		RED	↑ \$1,900	267 GRANT AVE
		VE	↑ \$35,500	169 PARKER ST
		VE	↑ \$10,000 - \$75,000	446 EAST 30TH ST
90004797	ONE FAMILY	ACTIVE	↓	Reduced 6.1% from the previous price of \$175,000
120003337	2-4 FAMILY	ACTIVE	↓ \$260,000	231 71ST ST
120007556	ONE FAMILY	ACTIVE	↑ \$325,100	308 71ST ST

Here is what the label and description would look like with the description allowing 255 characters:



Front of House

Here is what the description would look like at the max number of characters. It does not take away from the photo; there is a pop up that appears over the photo when a user mouses over it but when they lower their mouse the box goes away. Transparency...

And here is one with just the label. As I mentioned in the description they both only appear when you mouse over the image:



Master Bathroom



Paragon v5.72 Release Enhancements_P100 (August 2019)

Automated Valuations

Action Item: Verify AVM setup

To integrate more data analytics into Paragon, Paragon Connect, and Collaboration Center, we are introducing Automated Valuations from Black Knight, RPR, and Zillow. Automated Valuations are estimated market values based on mathematical modeling of a property's value at a specific point in time based on comparable properties and other available data. The AVMs will be available in the following three areas:

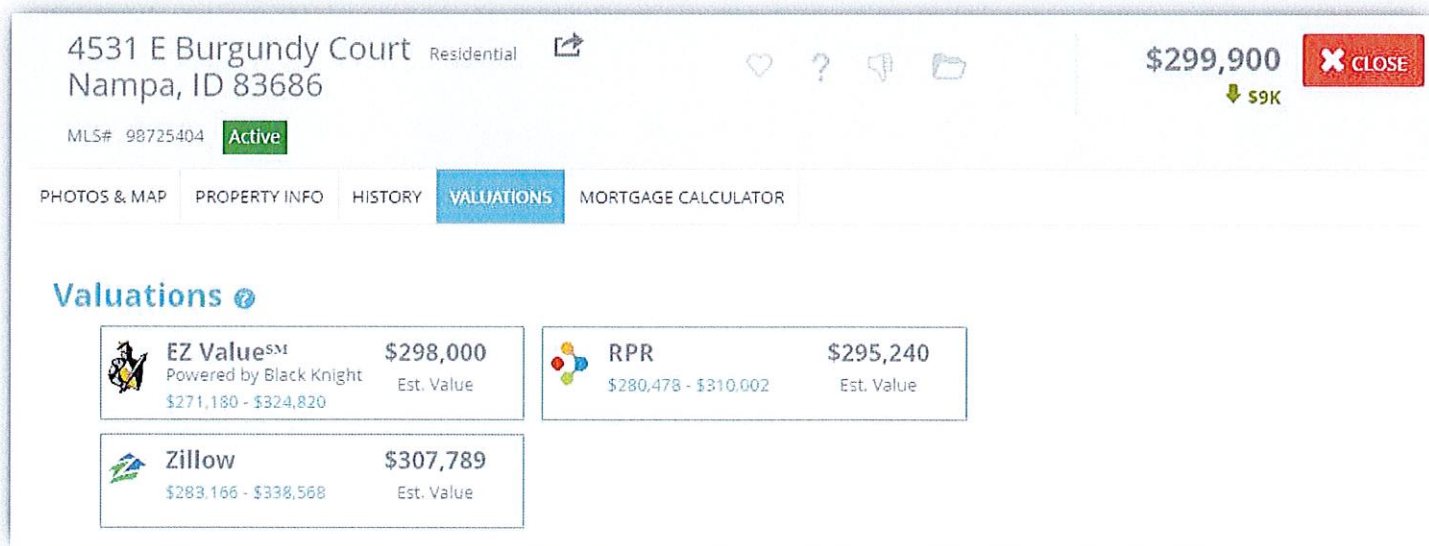
1. The Property Detail Report in Paragon Connect and Collaboration Center
2. The Map Panel for Listings and Parcels in Paragon
3. The CMA Comparable Price Analysis Report in Paragon

The AVMs can be enabled/disabled at the MLS and Board levels by Black Knight. Once they are enabled, Agents will see a new User Preference for the Collab Center called Automated Valuations. This will give agents the ability to disable the AVMs so that they do not appear in the Collaboration Center.

NOTE: The new data and analytics that we are adding to Paragon including AVMs are provided as a courtesy to customers that license BK Public Record Data, either through Paragon Tax and CRS. If your MLS does not use Paragon Tax or CRS then please contact your Sales Representative to discuss options for enabling these new features in your Paragon system.

AVMs in Detail View of Collaboration Center and Paragon Connect

When enabled, a new "Valuations" tab will appear in the Detail View. Clicking on the tab will jump the user to the section of the report.



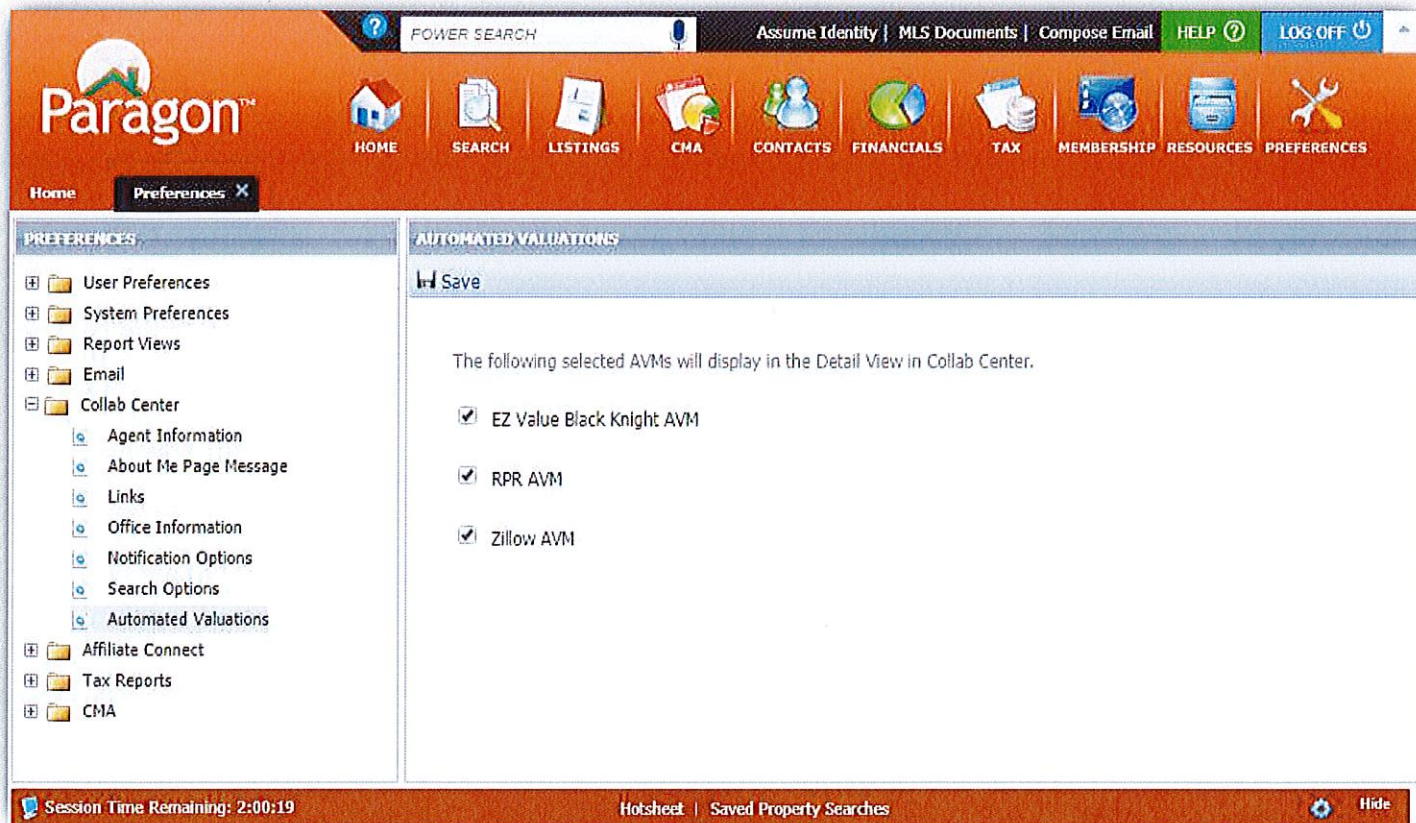
The screenshot displays the 'Valuations' tab for a property at 4531 E Burgundy Court, Nampa, ID 83686. The property is listed for \$299,900 with a \$9K price change. The 'Valuations' tab is active, showing three automated valuation models (AVMs):

AVM Provider	Estimated Value	Value Range
EZ Value SM (Powered by Black Knight)	\$298,000	\$271,180 - \$324,820
RPR	\$295,240	\$280,478 - \$310,002
Zillow	\$307,789	\$283,166 - \$338,568

Paragon v5.72 Release Enhancements_P100 (August 2019)

AVM User Preference setting

Agents can enable/disable the AVMs for the Collab Center from this new User Preference. If the MLS or Board does not have the AVMs enabled, this user preference will not appear. If the MLS or Board only enable one or two of the AVMs, only those AMS will appear in the user preference.



Tanisha Shinault

LPSVCS e5006086
Agent Lic # 5006086
CONTACT ME

MY LISTINGS

45

0

0

0

0

UNDECIDED

FAVORITES

POSSIBLE

REJECTED

AGENT PICKS

SORT BY

NEWEST TO OLDEST MATCH

\$107,000

If there is no value on the agent record the label will *not* appear:

Tanisha Shinault

LPSVCS e5006086
CONTACT ME

MY LISTINGS

45

0

0

0

0

UNDECIDED

FAVORITES

POSSIBLE

REJECTED

AGENT PICKS

SORT BY

NEWEST TO OLDEST MATCH

\$107,000

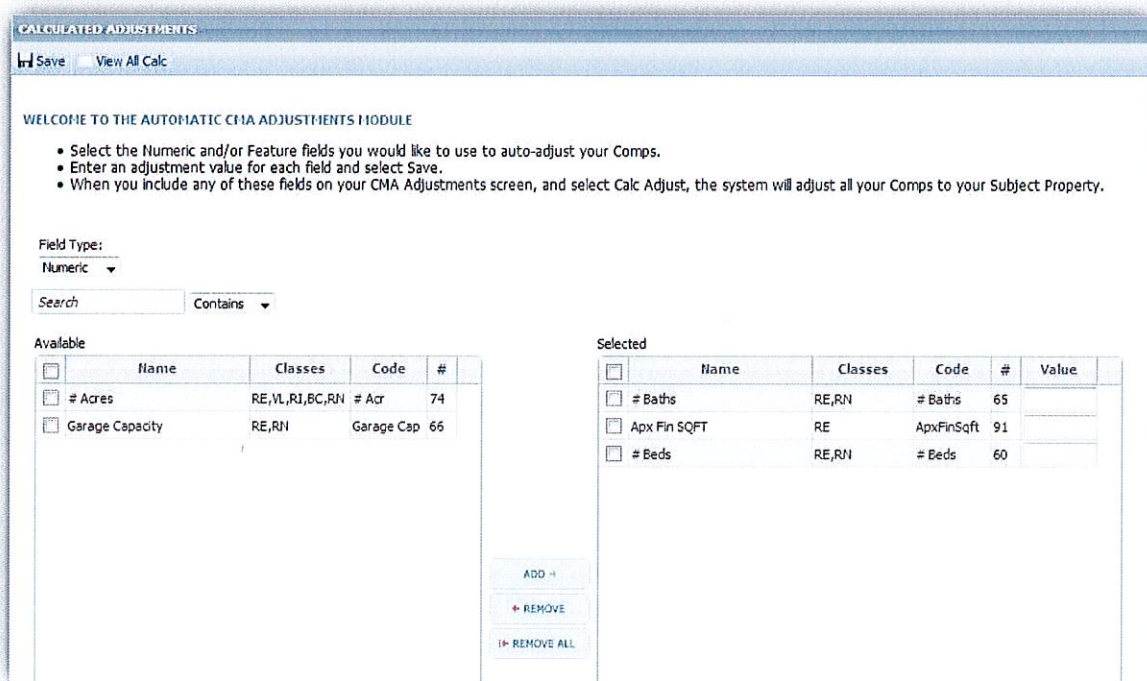
Paragon v5.69 Release Enhancements_V3

CMA – Calculated Auto Adjustments for Numeric and Feature Fields

This enhancement allows each user to create and save adjustment values to current system fields (numeric and features only) that can be applied to CMA comparables and automatically calculated based on field values. Feature fields and Numeric fields can be added to the Calculated Adjustments table. When applied to comps in CMA with the Calc Adjust button, the adjustment value is added to each comp, and the total adjustment for that field on each comp is automatically calculated based upon the value in each comp listing compared to the Subject Property value.

- **Action Item:** Users can customize the selected fields and values in Preferences > CMA > Adjustments > Calculated Adjustments. **MLS should select which Numeric fields will be available by selecting the CMA Auto Adjustable Checkbox at the bottom of the field setup screen.**

Figure 1, Preferences > CMA > Calculated Adjustments > Numeric fields



The screenshot shows the 'CALCULATED ADJUSTMENTS' window with a 'Save' button and a 'View All Calc' button. Below the buttons is a welcome message and instructions. The 'Field Type' is set to 'Numeric'. There are search and filter options. Two tables are shown: 'Available' and 'Selected'.

	Name	Classes	Code	#
<input type="checkbox"/>	# Acres	RE,VL,RJ,BC,RN	# Acr	74
<input type="checkbox"/>	Garage Capacity	RE,RN	Garage Cap	66

	Name	Classes	Code	#	Value
<input type="checkbox"/>	# Baths	RE,RN	# Baths	65	
<input type="checkbox"/>	Apx Fin SQFT	RE	ApxFinSqft	91	
<input type="checkbox"/>	# Beds	RE,RN	# Beds	60	

Buttons: ADD, REMOVE, REMOVE ALL

Figure 2 - Fields > Select Numeric Field> CMA Auto Adjustable Checkbox



The screenshot shows the 'Fields' window with various settings. A red arrow points to the 'CMA Auto Adjustable' checkbox, which is checked.

Restrict User Code(Searchable):

Viewable: ☒

Restrict User Code(Viewable):

Public: ☒

Display Format:

Collab Center Edit: ☒

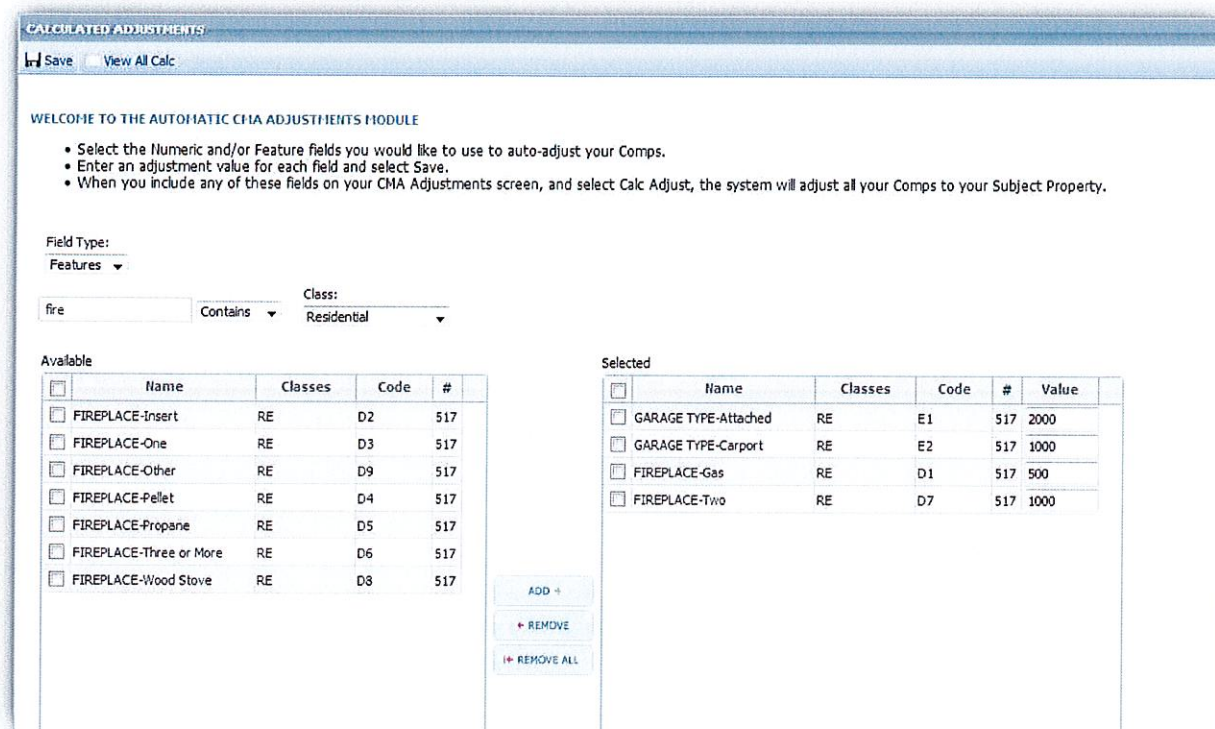
Advanced Search: ☐

Sold: ☐

CMA Auto Adjustable: ☒

Paragon v5.69 Release Enhancements_V3

Figure 2, Preferences > CMA > Calculated Adjustments > Feature fields



CALCULATED ADJUSTMENTS

Save View All Calc

WELCOME TO THE AUTOMATIC CMA ADJUSTMENTS MODULE

- Select the Numeric and/or Feature fields you would like to use to auto-adjust your Comps.
- Enter an adjustment value for each field and select Save.
- When you include any of these fields on your CMA Adjustments screen, and select Calc Adjust, the system will adjust all your Comps to your Subject Property.

Field Type:
Features

fire Contains Class:
Residential

Available

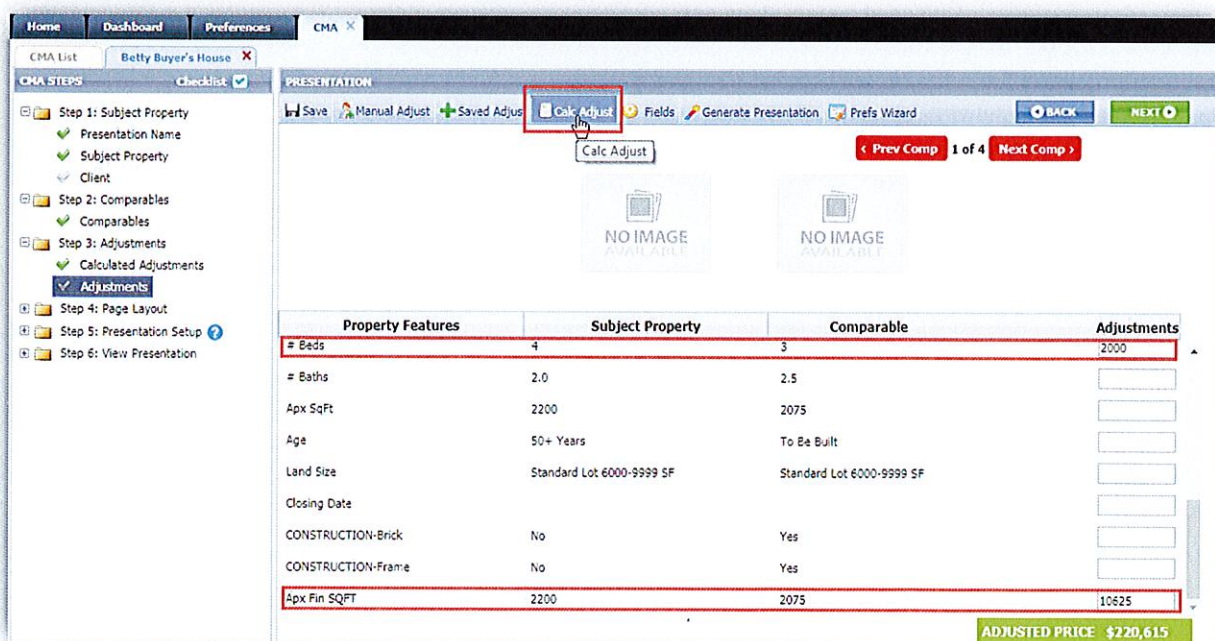
Name	Classes	Code	#
FIREPLACE-Insert	RE	D2	517
FIREPLACE-One	RE	D3	517
FIREPLACE-Other	RE	D9	517
FIREPLACE-Pellet	RE	D4	517
FIREPLACE-Propane	RE	D5	517
FIREPLACE-Three or More	RE	D6	517
FIREPLACE-Wood Stove	RE	D8	517

ADD +
REMOVE
REMOVE ALL

Selected

Name	Classes	Code	#	Value
GARAGE TYPE-Attached	RE	E1	517	2000
GARAGE TYPE-Carport	RE	E2	517	1000
FIREPLACE-Gas	RE	D1	517	500
FIREPLACE-Two	RE	D7	517	1000

Figure 3, Calculated Adjustments applied to CMA Comps



Home Dashboard Preferences CMA

CMA List Betty Buyer's House

CMA STEPS

- Step 1: Subject Property
 - Presentation Name
 - Subject Property
 - Client
- Step 2: Comparables
 - Comparables
- Step 3: Adjustments
 - Calculated Adjustments
 - Adjustments
- Step 4: Page Layout
- Step 5: Presentation Setup
- Step 6: View Presentation

PRESENTATION

Save Manual Adjust Saved Adjust Calc Adjust Fields Generate Presentation Prefs Wizard

Calc Adjust

Prev Comp 1 of 4 Next Comp

Property Features	Subject Property	Comparable	Adjustments
# Beds	4	3	2000
# Baths	2.0	2.5	
Apx SqFt	2200	2075	
Age	50+ Years	To Be Built	
Land Size	Standard Lot 6000-9999 SF	Standard Lot 6000-9999 SF	
Closing Date			
CONSTRUCTION-Brick	No	Yes	
CONSTRUCTION-Frame	No	Yes	
Apx Fin SQFT	2200	2075	10625

ADJUSTED PRICE \$220,615