

# Listing Forms Change Summary



Revision Date:  
7/17/2015

Pages in file:  
5 pages

The Forms Committee, which is comprised of volunteer REALTOR® subscribers, recommended the following changes to the Listing Input Forms. The new forms, which were approved by the Board of Directors, will be posted on RMLSweb in the Forms & Documents menu under Toolkit. We will begin using the new forms as of July 29, 2015.

LIST OF CHANGES		
Field	Description	Category/Supp.
Tax ID	Added two additional Tax ID fields (three total) to denote additional parcels included with the property.	ALL
Lot Description	1. Added new options: TERRACD (Terraced) SEASONL (Seasonal)  2. Remove value SHP<1/4 (Shopping less than 1/4 mile away) and move to Amenities Supplement: Shopping Distance=IN1/4MI.	RES
Waterfront	1. Added new option: SEASONL (Seasonal)  2. Increase choices from 1 to 2	RES
Roof	Added new options: GREEN (Green Roof) MBRANE (Membrane)	RES
Exterior Description	Increase choices from 2 to 3	RES
Garage Description	Increase choices from 1 to 3	RES
Fireplace Description	Added new option: ELECT (Electric)	RES
All Room Features	Added new option: PENNSLA (Peninsula)	RES
Additional Room Descriptions (1-3)	Added new option: 2NDMSTR (2nd Master Bedroom)	RES
Interior Features	Added new options: CNCRTFL (Concrete Floor) VAULTED (Vaulted) HI-CEIL (High Ceiling)	RES
Exterior Features	Added new options: RAINGDN (Rain Garden) PRVPVMT (Pervious Pavement) RV-PARK (RV Parking)	RES
Green Certification	Field moved to new Green/Energy Supplement	RES
Green Certification Obtained?	Field moved to new Green/Energy Supplement	RES
Year of Green Certification	Field moved to new Green/Energy Supplement	RES
Energy Efficiency	Field moved to new Green/Energy Supplement	RES

<b>LIST OF CHANGES, CONT.</b>		
<b>Field</b>	<b>Description</b>	<b>Category/Supp.</b>
Heat	1. Added new option: DUCTLSS (Ductless)  2. Increase choices from 2 to 3	RES
Heat	1. Added new option: DUCTLSS (Ductless)	MUL, COM
Terms	Increase choices from 4 to 5	ALL
Escrow Preference	Increase length of field from 30 to 35.	ALL
Owner Name	Increase length of field from 30 to 35.	ALL
Showing Instructions	Added new options: TEXT-LA (Text Listing Agent) EMAILLA (Email Listing Agent) TEXTTEN (Text Tenant) TEXTOWN (Text Owner)	ALL
Year Built	Added new option: FIXER (Fixer)	MUL
Utilities Included	1. Field is now required.  2. Added new options: NONE (None) SEWER (Sewer)  3. Increase choices from 5 to 6.	MUL
CAP Rate	Added system calculated logic to field (Net Income Divided by List Price).	MUL
<b>OPTION CHANGE</b>		
Green Certification Obtained: PENDING	This option will now appear as INPROCESS.	Green/Energy
Green Certification Obtained: YES	This option will now appear as PASSED.	Green/Energy
<b>VALIDATION</b>		
Neighborhood/Building & Subdivision	When typing out the name of a neighborhood, building, or subdivision the system will provide the user with a drop-down list of other common values. This is similar to typing in the Google search prompt. As each letter is typed, the drop-down list of comparable values is updated.	ALL
Rent, If Rented	When Occupied By=TENANT, then Rent, If Rented will become a required field.	RES
Current Monthly Rent	Field becomes required when "Quantity of Units" is greater than one.	MUL
Number of Bedrooms	Field becomes required when "Quantity of Units" is greater than one.	MUL
Legal Description	For listings in the State of Washington, screen text has been added that states Washington law requires that the full legal description to be disclosed and includes a reminder to upload the document in the PDF module of Listing Load.	ALL
Actual/Projected Expenses	Add a warning message when expenses entered are lower than the property tax value in the listing.	MUL

<b>LIST OF CHANGES, CONT.</b>		
<b>Field</b>	<b>Description</b>	<b>Category/Supp.</b>
<b>SUPPLEMENT: AMENITIES</b>		
Exclusions	A new unrequired private field that provides a place to further describe items that are excluded from the sale. This field will be a freeform text field of up to 150 characters.	Amenities
HOA Name	A new unrequired field to denote the name of the HOA.	Amenities
HOA Email	A new unrequired field to denote the email of the HOA.	Amenities
HOA URL	A new unrequired field to denote the URL of the HOA.	Amenities
HOA Phone	A new unrequired field to denote the phone of the HOA.	Amenities
Additional Room Features	Added new option: PENNSLA (Peninsula)	Amenities
Additional Room Descriptions (4-6)	Added new option: 2NDMSTR (2nd Master Bedroom)	Amenities
Reach Code Y/N?	Field has been moved to the Green/Energy Supplement.	Amenities
Home Energy Performance Rating: Type	Field has been moved to the Green/Energy Supplement.	Amenities
Home Energy Performance Rating: Score	Field has been moved to the Green/Energy Supplement.	Amenities
Home Energy Performance Rating: Date	Field has been moved to the Green/Energy Supplement.	Amenities
<b>SUPPLEMENT: CONDO</b>		
Garage Type	Added new options: ATTACHD (Attached) DEEDED (Deeded)	Condo
Deeded Storage Tax	A new unrequired field to denote tax for storage unit, if included.	Condo
Deeded Parking Tax	A new unrequired field to denote tax for parking, if included.	Condo
<b>SUPPLEMENT: FARM AND RANCHES</b>		
Irrigation System/Source	Added new option: DRIP (Drip)	Farm and Ranches

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<b>SUPPLEMENT: GREEN / ENERGY</b>																																																								
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<ul style="list-style-type: none"> <li>We moved <i>Green Certification</i>, <i>Green Certification Obtained</i>, <i>Year of Green Certification</i> and <i>Energy Efficiency</i> fields from the Residential Input form to the Green / Energy Supplement form.</li> <li>We moved <i>Home Energy Performance Rating: Type</i>; <i>Home Energy Performance Rating: Score</i>; <i>Home Energy Performance Rating: Date</i>; and <i>Reach Code</i> fields from the Amenities Supplement form to the Green / Energy Supplement form.</li> <li>This supplement form is available for any residential listing.</li> </ul>																																																								
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<ul style="list-style-type: none"> <li>Some of the options available in the Green Certification field have changed to the following:</li> </ul>																																																								
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Green Certification: Rating	Added a new field to denote rating of certification, where applicable. This will be a select list and contain values appropriate to the type of certification.	Green/Energy																																																						
Green Certification: Version	Added a new field to denote version of certification, where applicable. This is a four character free-form text field.	Green/Energy																																																						
Solar Panel	Added a new un-required field with the options: LEASED (Leased) OWNED (Owned).	Green/Energy																																																						
Green/Energy Public Remarks	A new unrequired field that provides a place to further describe green and energy features within a property. This field will be a freeform text field of up to 250 characters.	Green/Energy																																																						
<b>LISTING CONTRACT</b>																																																								
Signature Section	Added new field(s) to show the printed name of the Broker, Participant Broker, and Seller(s).	Oregon and Washington																																																						
<b>LISTING LOAD: PDF DOCUMENTS</b>																																																								
Category: HOA	A new category, HOA, has been added.	PDF																																																						

<b>LIST OF CHANGES, CONT.</b>		
<b>Field</b>	<b>Description</b>	<b>Category/Supp.</b>
<b>ADVANCED SEARCH</b>		
Dual Living Y/N?	Added a new search field "Dual Living Y/N" which will identify any residential listing where the following feature values have been selected (2ND-RES, ADU, GSTQTR, SEPLVQTR and CAREQTR).	RES
Bedroom on the Main Floor Y/N?	Added a new search field "Bedroom on the Main Floor Y/N" which will identify any residential listing where a bedroom is located on the main level.	RES
New Construction Y/N?	Added a new search field "New Construction Y/N" which will identify any residential listing where Year Built Description = NEW, PROPOSD or UNDRCON.	RES
<b>REPORTS</b>		
Agent Full and Data Only	<p>1. The comparable section of the agent full and data only reports now include %SP/OLP (Sales Price to Original List Price) and %SP/LP (Sales Price to List Price) ratios for listings that are in SLD status.</p> <p>2. The S/Agt field will be a link to the Selling Agent's email when it is available.</p>	ALL
Client Full	Added the following fields: List Date CDOM	ALL
Client Medium	Added the following fields: List Date List Price Sold Date CDOM	ALL