

## A

**Above Grade Square Feet** – From Realist, (Finished) Above Grade Square Feet is the total finished **square footage** measured at and **above ground level** as it appears from the front view of the **building**. Includes all floors and levels above this line. **Main Floor plus any floors above that are finished.**

**Ad Copy:** Enter your ad copy up to 225 characters. This will be pulled by your vendor for online or print advertising, if applicable.

**Ad Headline:** Enter your ad headline up to 25 characters. This will be pulled by your vendor for online or print advertising, if applicable.

**Additional Rooms - Guest Suite** includes a bathroom within bedroom (a second master suite).

**Additional Rooms - In-law Suite** implies a bedroom, bathroom, kitchen and private entrance. The choice for "In-law" remains but has been used for many configurations. In-law Suite is used to indicate a true in-law suite.

**Additional Rooms - Master Suite** includes a bathroom within bedroom.

**Aerial Drone Video:** Pre-recorded media (slide show, video, or other media) hosted on a URL and available on demand. This field is to be used for your unbranded Aerial Drone video (no office or listing agent photo, logo or related text allowed- absolutely no contact info) for MLS and IDX per MLS rules. This will show in Matrix and on Matrix Client Portal in a separate icon.



**Annual Special Assessment:** An assessment made against a property to pay for a public improvement by which the assessed property is supposed to be especially benefited. The Annual Special Assessment field IS also part of the Total Taxes calculation (Local/Village + Town/City + School Taxes + Annual Special Assessment = Total Taxes).

This field is for something like water district fees, garbage district fees, etc. that are assessed by a town/village/other taxing authority. It should not be confused w/a Homeowners Association Fee which is assessed by the condo association or neighborhood association.

**Atrium Door:** Looks like a sliding glass door, but is hinged in the middle. One side opens as a normal door, the other side is fixed. Generally, lead to a deck or porch. Typically, more energy efficient than a sliding glass door.

**Auction:** Property is being offered at Auction - details should be explained in the Remarks.

**Auto-Populate:** If you select to auto-populate the tax information for a listing, there are several data fields that are pulled directly from Realist Public Records information and incorporated automatically into the listing. These fields include: County, Street Number, Street Name, Year Built, Tax Map #, Zip Code, Square footage, Acres, School, Owner Last Name, Owner First Name, Owner Address, Total Bedrooms, Total Baths (full and half), Assessed Value.

**AVM (Automated Valuation Model) and RVM (REALTOR® Valuation Model):** Computer generated estimate of residential property value, accepted by most lenders as a substitute for a full property appraisal for second mortgage loans and home equity lines of credit. Valuations are calculated using computer software models and recent sales of similar homes.

In our real estate market, you may see Realtors Valuation Model® (RVM®) home value estimates displayed for properties on [www.narRPR.com](http://www.narRPR.com) (RPR) in addition to or instead of AVMs. **RVMs® are based on AVMs but also factor in MLS Listing data, sales data and off-market data to yield a more accurate home value estimation than an AVM estimation.** RVMs® are displayed for a property on RPR only if criteria for an accurate result are fulfilled, such as having a minimum of two comps from active or inactive listings available to help calculate the estimate.

**Technology Tips****GRAR | Education. Information. The tools and support you need.**

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**GRAR Member Services** | M-TH 8:30am-4:30pm, Fri 9:30am-4:30pm | **585.292.5000** | [GrarHelpDesk@grar.net](mailto:GrarHelpDesk@grar.net)**Matrix MLS Support** | Contact AnswerLink M-F 8:30am-8:30pm, Sat-Sun 8:30am-3:30pm | **888.825.5472**

Last update: 8.11.2020

**AVM - Y/N field on MLS Data Input Form...**

Can the property be used in an **Automated Valuation Model** (see above for description) if **N** is selected?

No, it cannot. An AVM value can be there for the property, but the property itself cannot be used or included in that AVM (or RVM) if No is selected on the listing. (This is true even for Realist and RPR).

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**B**

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**Bank Owned:** Bank owned (has already foreclosed).

**Beds Approved per Septic:** If the property has a septic enter the number of bedrooms the health department/town has on record for the septic system.

**Blog:** A type of [website](#), usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video.

**Broker's Agent:** A broker's agent is an agent that cooperates or is engaged by a listing agent or a buyer's agent (but does not work for the same firm as the listing agent or buyer's agent) to assist the listing agent or buyer's agent in locating a property to sell or buy, respectively, for the listing agent's seller or the buyer agent's buyer. The broker's agent does not have a direct relationship with the buyer or seller and the buyer or seller cannot provide instructions or direction directly to the broker's agent.

**Buyer's Agent:** A buyer's agent is an agent who is engaged by a buyer to represent the buyer's interest.

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**C**

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**Calculated Fields:** After entering the number of selections in a given field, total # is calculated from selections. For example: # Fireplaces Total, Total Taxes (Town/County, City/Village, School), Total Baths (ex. 2 full and one ½ bath would show up as 2.1).

**Certificate of Occupancy:** A document issued by a governmental authority that a building is ready and fit for occupancy.

**Condo-Apartment Style:** Usually one floor with a neighbor above and or below you. You do not own the ground beneath you, just the airspace of your unit. The units are individually owned and each owner receives a recordable deed to the individual unit purchased, including the right to sell, mortgage, etc., that unit and sharing in joint ownership of any common grounds, passageways, etc. Each individual apartment will receive a separate tax bill from the municipality (rather than having your taxes be compiled into monthly maintenance as seen in co-ops). Condo owners are required to pay monthly common charges. What all condos have in common is that they share common areas—such as yards, garages, rec rooms, or gyms—with other units that the condo owners don't have to maintain themselves, making home upkeep that much easier.

**Condo-Townhouse:** Usually two or more floors. You do not own the ground beneath you, just the airspace of your unit. The units are individually owned and each owner receives a recordable deed to the individual unit purchased, including the right to sell, mortgage, etc., that unit and sharing in joint ownership of any common grounds, passageways, etc. Each individual apartment will receive a separate tax bill from the municipality (rather than having your taxes be compiled into monthly maintenance as seen in co-ops). Condo owners are required to pay monthly common charges. What all condos have in common is that they share common areas—such as yards, garages, rec rooms, or gyms—with other units that the condo owners don't have to maintain themselves, making home upkeep that much easier.

**Co-Op:** Unlike a condo, co-ops are owned by a corporation. This means, when you buy an apartment that is in a co-op building, you are not actually buying real property (like you would in a condo). You are in fact, buying shares of the corporation. These shares entitle you to a proprietary lease, which relates your relationship to the building close to that of an investor, rather than a condo building, where you are the outright owner of your specific unit. Co-op shareholders

also pay a monthly maintenance fee to cover building expenses and upkeep like heat, hot water, insurance, staff salaries, real estate taxes and the mortgage debt of the building.

**Co-Op Loan:** An agreement entered into by a borrower and a lender to finance the borrower's acquisition of the borrower's cooperative interest.

**Conforming:** Conforms to local zoning requirements for current use.

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## D

**Deed Restriction:** An imposed restriction in a deed for the purpose of limiting the use of the land, ex.: a restriction as to the size, type, value or placement of improvements that may be erected thereon.

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## E

**Exclusive Agency:** A listing contract under which the owner appoints a real estate broker as his or her exclusive agent. The owner reserves the right to sell without paying anyone a commission. May or may not be listed in the MLS. Exclusive Agency authorizes the listing broker, as exclusive agent, to offer cooperation and compensation on blanket unilateral bases, but also reserves to the seller the general right to sell the property on an unlimited or restrictive basis. (Listing Types: "Exclusive Right to Sell" or "Exclusive Agency". Service Types: "Limited Service" or "MLS Entry Only". If Prospect Reservations included, then indicate a "Y" in the "Special Conditions Apply Call Listing Broker" field).

**Exclusive Right to Sell:** The conventional form of listing submitted to the multiple listing service that the seller authorizes the listing broker to cooperate with and to compensate other brokers.

**Exempt Listings:** If the seller refuses to permit the listing to be disseminated by the Service, the Participant may then take the listing (Office Exclusive) and such listing shall be filed with the Service but not disseminated to the Participants. Filing of the listing should be accompanied by certification ("office exclusive form") signed by the seller that he does not desire the listing to be disseminated by the Service. The listing contract and certification form (office exclusive) must be received at the service within 2 business days of the listing date on the contract.

Note: *This may not go into the MLS as a comparable sale.*

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## F

**Foreclosure:** Foreclosure is in progress (right up to the auction process). A procedure whereby property pledged as security for a debt is sold to pay the debt in the event of default in payments or terms.

**Fractional:** The main **difference** between **fractional ownership** and a **timeshare** is in the way actual equity is distributed. In a **fractional ownership** arrangement, the purchaser actual owns a piece of equity in the property. If the property goes up in value, the **fractional owner's** share of the pie also becomes more valuable.

**French Doors:** Both doors open in the center.

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## G

**GOM Rights Reserved:** A land deed allows for reserve of the mineral rights, so the seller (or a prior owner) of the real estate retains those rights. Seller/prior owner is reserving rights to anything below surface. Buyer purchases a piece of real estate above ground that doesn't include the mineral rights.

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## H

**HUD/Gov't Owned:** HUD or VA owned; property has already been foreclosed.

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## I

**Internet Y/N?** Has seller given you permission to place property on the internet? If no, will not appear on any IDX website, national website or MLS public website.

**Internet Street Address Y/N?** Has seller given you permission to show their street address on the internet?

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L

**Lake Front:** A property that is situated on a lake but may be no access to rivers, canals or other open water.

**Limited Service (a choice in the Service Type field in Matrix):** Listing agreements under which the listing broker inputs the listing but provides limited services to seller. This field indicates to cooperating participants that these listings may be handled differently than the typical full-service listing where a member would typically not be permitted to deal directly with the seller.

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M

**Milk Market:** This field is for the name of the market in which the farmer would sell their milk. Ex. Upstate Farms.

**MLS Entry Only (a choice in the Service Type field in Matrix):** Listing agreements under which the listing broker inputs the listing but does not provide any of the following services to seller. This field indicates to cooperating participants that these listings may be handled differently than the typical full-service listing where a member would typically not be permitted to deal directly with the seller. Does not provide any of the following services:

1. arrange appointments for cooperating brokers to show listed property to potential purchasers but instead gives cooperating brokers authority to make such appointments directly with the seller(s)
2. accept and present to the seller(s) offers to purchase procured by cooperating brokers but instead gives cooperating brokers authority to present offers to purchase directly to the seller(s)
3. advise the seller(s) as to the merits of offers to purchase
4. assist the seller(s) in developing, communicating, or presenting counter-offers
5. participate on the seller's(s') behalf in negotiations leading to the sale of the listed property
6. will be identified with an appropriate code or symbol (e.g., EO) in MLS compilations so potential cooperating brokers will be aware of the extent of the services the listing broker will provide to the seller(s), and any potential for cooperating brokers being asked to provide some or all of these services to listing brokers' clients, prior to initiating efforts to show or sell the property.

**Mobile Home:** A mobile home is a factory-built home that is

- 1) Built before June 15, 1976, and
- 2) Not built to a uniform construction code.

**Manufactured Home:** A manufactured home is a factory-built in the U.S. that is

- 1) Built after the HUD-code took effect on June 15, 1976.
- 2) Built to the HUD Title 6 construction standards (commonly known as 'the HUD-code').

A manufactured home is built on a permanent chassis to ensure transportability. However, typically a manufactured home is not moved from its initial installed site. Placed on a slab foundation and anchored with anchor bolts to the ground; Has "I" beams and axles underneath that are not removed once anchored to the ground; and has ID plates on each side of the manufactured section and on the interior of the home. The exterior ID plates have serial numbers that must be the same as the interior ID plates.

**Modular Home:**

Factory-built and then carried (often in sections) by special trucks to a building site where it is put together by a local builder; Conforms to all state, local or regional building codes at their destinations; Inspected by local building inspectors to ensure the structure meets requirements and that finished work is done properly; Usually placed on a concrete block foundation (crawl or full basement); Do not have "I" beams or axles underneath; and are removed from a transportation trailer by a crane and set on the newly constructed foundation.

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N

**No. Beds Approved for Septic:** If the property has a septic system, enter the number of bedrooms the health department/town has on record for the septic system.

**No. Fireplaces - Freestanding:** The fireplace is not set in a wall. This field is not included in the # Fireplaces-Total.

**No. Fireplaces - Not Repaired to Code:** The seller does not represent that the fireplace meets current building code. This field is not included in the # Fireplaces-Total.

**Net Lease:** In commercial real estate, a **net lease** requires the tenant to pay, in addition to rent, some or all of the property expenses which normally would be paid by the property owner (known as the "landlord" or "lessor"). These could include expenses such as real estate taxes, insurance, maintenance, repairs, utilities and other items.

- **Single net lease**  
Sometimes shortened to 'Net' or 'N', the tenant is responsible for paying property taxes as well as the base rent. Double- and triple-net leases are more common forms of net leases because all or the majority of the expenses are passed on to the tenant.
- **Double net lease**  
Sometimes shortened to 'Net-Net' or 'NN', the tenant is responsible for property tax and building insurance. The landlord is responsible for any expenses incurred for structural repairs and common area maintenance. "Roof and structure" are sometimes calculated as a reserve, the most common amount is equal to \$0.15/sqft.
- **Triple net lease**  
Sometimes shortened to 'Net-Net-Net' or 'NNN', the tenant agrees to pay all real estate taxes, building insurance, and maintenance (the three "Nets") on the property in addition to any normal fees that are expected under the agreement (rent, premises utilities, etc.). In such a lease, the tenant is responsible for all costs associated with the repair and maintenance of any common area.

This form of lease is most frequently used for commercial freestanding buildings. However, it has also been used in single family residential rental real estate properties.

**Non - conforming:** Does not conform to local zoning for current use.

## O

**Owner 1<sup>st</sup>:** With regard to Possible Financing, this means that the owner is willing to hold a 1<sup>st</sup> mortgage.

**Owner 2<sup>nd</sup>:** With regard to Possible Financing, this means that the owner is willing to hold a 2<sup>nd</sup> mortgage.

**Owned with Bank Approval:** Subject to short sale; approval by lender required.

### Open House Type:

- **MLS Wide** means that any member of the MLS can tour the house (Broker Open).
- **Office** would mean only Listing Office will see and can tour the house.
- **Public** means anybody is welcome.
- **Virtual** – For all of the following, a "Virtual Open House URL" will be provided in Matrix.
  - **Virtual MLS Wide** means that any MLS member can virtually tour the property (Broker Open).
  - **Virtual Office** means that only the Listing Office will see and can virtually tour the Property.
  - **Virtual Public** means all welcome but this is not an "in person" open house. This is a real-time (live) scheduled event conducted virtually via live stream (or similar delivery).

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**P**

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**Patio Home Attached:** In most cases, a patio homeowner actually owns the lot the unit sits on, as well as the building's exterior and immediate property structures like walkways, porches, and fencing. You typically have homeowner's dues and a Homeowners Association. Usually 1 to 1.5 stories. Each unit shares at least one wall with another house.

**Patio Home Detached:** In most cases, a patio homeowner actually owns the lot the unit sits on, as well as the building's exterior and immediate property structures like walkways, porches, and fencing. You typically have homeowner's dues and a Homeowners Association. Usually 1 to 1.5 stories

**Patio/Sliding Door:** One door slides open and closed.

**Permit:** Owner has permit for current use and/or buyer may need to apply for use permit.

**Private Remarks:** 1000 Characters. This section is for information to be shared with other MLS Participants. This includes: bonus information; lock box location; appointment information; web addresses.

**Property Exclusions:** If the listing has any property Exclusions, such as a Chandelier, this field should be Yes to alert the buyer's agent.

**Property Use (Required field for Commercial/Industrial Property Type):** The use/zoning status can generally be determined by a phone call to the local zoning department, the same as assessments, etc.

**Public Remarks:** 1200 Characters. This section is to further describe the property being offered for sale or lease. It may NOT contain: anything that is not about the property itself including marketing info; showing info; personal information; company information; web addresses; phone numbers; co-listers; links; bonus information; other inappropriate information, unless required by MLS Rules or guidelines.

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**R**

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**Raised Ranch:** A raised ranch style home has two stories with a low-pitched gable roof. The lower story is at ground level or partially submerged below grade. From the main entrance, a full flight of stairs leads to the main living areas on the upper level.

**Relocation:** Relocation Company is involved. This is to alert the selling agent that additional time, forms and approvals will be required.

**Riparian Rights:** The right of a property owner whose land borders a natural water course, such as a river, to reasonable use and enjoyment of the water that flows past the property. Riparian literally means riverbank.

**Roughed-In Bath:** Plumbing installation that includes running the water supply lines and drain, waste and vent lines to the proposed location of each fixture.

**RVM (REALTOR® Valuation Model):** See AVM.

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**S**

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**Short Sale -** A transaction where title transfers, where the sale price is insufficient to pay the total of all liens and costs of sale and where the seller does not bring sufficient liquid assets to the closing to cure all deficiencies. Short Sale box should be checked under *Type of Sale* for short sale listings in MLS.

**Scuttle Access:** Scuttle Hole - An access hole to the **attic space**, minimum 22 ½" x 36," but may be larger.

**Special Conditions- Call List Broker:** If the listing has any conditions or requirements, such as “Named Exclusion” this field should be **Yes** to alert the buyer’s agent. Example: Exception to contract if Uncle Joe buys the property.

**Square Footage:** Square Footage should match the tax records/public records and if tax records are incorrect then a corrected value may be entered along with a note in Public Remarks as to the source of corrected square footage. Square Footage is area which is “above grade and heated living area”. The best way to obtain the square footage is to measure the exterior dimensions of the dwelling. Fannie Mae & Freddie Mac guidelines, FHA & VA all allow 50% of a below grade area to be used as square footage, but only if access and egress exists on two levels, such as a hillside. On a cape cod, the second floor should be measured using the area that is at least 5' or higher.

**Square Footage [PubRec]:** From Realist - The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas for circulation and shaft areas that connect one floor to another.

**Sub-Agent:** A subagent is a real estate agent or broker who brings in the buyer to purchase a property, but is not the property’s listing agent. The subagent represents the seller.

## T

**Third Party Commentary:** Selecting “Y” for YES, allows third-parties to write comments or reviews about this particular listing or displays a hyperlink to such comments or reviews in immediate conjunction with this listing on IDX sites. Select “N” for NO, if the seller does not want such comments or reviews in immediate conjunction with particular listings.

**Timber Rights Reserved:** The Timber Rights can be sold/recorded in different manners such as the rights someone reserves can go into perpetuity or a certain period of time. Some are recorded on your deed and some are just written into a contract of sale when you buy/sell a property.

**Townhouse:** A single-family dwelling with at least two floors that share a wall with another house. Each townhouse is individually owned. There is typically homeowner dues and a Homeowners Association.

**Transitional home:** A style of home that is built to modern standards, but doesn't have a sharp, edgy "contemporary" feel to it. It makes the "transition" between traditional and contemporary. Transitional homes can be 1, 1 1/2, 2 or 3 stories. The interior is airy with many windows. It has open spaces, with kitchen opening to family, dining areas. Often have high or vaulted ceilings.

## V

**Value Range Pricing Y/N:** In value-range pricing, the seller sets a price range (i.e., \$335,000 to \$375,000) instead of a single price (\$375,000). The strategy does not obligate sellers to accept any offer, it allows sellers to entertain and counter offers within the range with an acceptable price and terms, just as they would with a listing that carried a single price. The List Price Field can be any number within the range.

**Variance:** Property has variance for current use and/or buyer may need to apply for any use.

**Virtual Open House (Public):** Real-time (live) scheduled event conducted virtually via live stream (or similar delivery). Open invitation to any number of prospects.

**Virtual Showing:** Real-time (live) scheduled property showing conducted virtually via live stream (or similar delivery) for a customer or client. For an identified customer or client. Not an open invitation for others to attend (private showing).

**Virtual Tour:** Pre-recorded media (slide show, video, or other media) hosted on a URL and available on demand. This field is to be used for your unbranded virtual tour (no office or listing agent photo, logo or related text allowed- absolutely no contact info) for MLS and IDX per MLS rules. This will be sent in data feed for IDX websites to appear in other broker feeds.



**Virtual Tour 3D:** Pre-recorded media (slide show, video, or other media) hosted on a URL and available on demand. This field is to be used for your unbranded 3D virtual tour (no office or listing agent photo, logo or related text allowed- absolutely no contact info) for MLS and IDX per MLS rules. This will show in Matrix and on Matrix Client Portal in a separate icon. A 3D tour lets the buyer fully experience the property as if they were walking through it in real time.



**Virtual Tour Branded:** Pre-recorded media (slide show, video, or other media) hosted on a URL and available on demand. This field is available to web site developers or ListHub so that brokers and salespeople are able to have their branding on virtual tours on their own website or sites they wish to send their listings to via ListHub. **It will not show on any reports in the MLS, the MLS public website or any IDX data feeds to broker websites.**

See also *Aerial Drone Video*.

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## W

**W-Withdrawn:** Property no longer on the market. A **Withdrawn listing** becomes Expired on the Expiration Date. If you are terminating a listing that may be relisted by you or another REALTOR® right away, then it should instead be changed to Expired in Matrix (must have proper signatures from Designated REALTOR® and property owner(s)).

If the listing cannot be relisted until the present expiration date, then you may change the listing to the 'Withdrawn' status and it will automatically become expired when that day arrives.

**Waterfront:** Land at the edge of a body of water. Land abutting a body of water.

**Water Rights (Lots, Land and Farms)** - The right of a property owner to use water on, under or adjacent to the land for such purposes as irrigation, power or private consumption.

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## Y

### Yr. Built Description:

- **Existing** - Dwelling has been lived in. Year Built is known.
- **Existing Unknown** - Dwelling has been lived in. Year Built is unknown.
- **New Build** - Dwelling has never been lived in but is already built.
- **To Be Built** - Dwelling is not built and not started yet.
- **Under Construction (60-90 days)** - Dwelling is started and not completed.

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## Z

**Zillow Y/N:** This field is automatically populated based on the Zillow Y/N field value in the Listing Office Record. It is grayed out intentionally for UNYREIS and CCBR subscribers. Brokers in the Rochester Board Code in the Matrix MLS may contact GRAR to setup a listing feed to Zillow. Either all or none of the