

Income Line by Line Instructions (Dated 07/11/08)

REQUIRED FIELDS ONLY

[ML #]: Computer assigns this.

[Status]: X = Expired; P = Pending; A = Active; S = Sold; W = Withdrawn

[User Name]: Non-Members please leave blank

[Broker Code]: Non-Members please leave blank

[List Date]: When contract was signed, enter day, month and year.

[Expire Date]: When the contract terminates, enter day, month and year.

[List Price]: No punctuation (250900).

[ST#]: Street number.

[Street Name]

[County]: County name in which property is located.

[Zip Code]: Zip code of property.

[City/Township Name]: Enter name of city or township in which property is located.

[Realcomp Map Area]: http://www.aaabor.com/resources/mls_resources/realcomp_map_area/

[Map Coord-Letter]: Refer to appropriate county at above (Realcomp) URL

[Tax Code]: tax code of property

[Baths]: Number of full baths & half baths (Left of dot is # of full baths and right of dot is the # of half baths. EX: 3.1)

[City or Township]: Answer C for city or T for township.

[Map Coord-Number]: Refer to appropriate county at above (Realcomp) URL

[Area]: http://www.aaabor.com/resources/mls_resources/aaabor_mls_area/

[SqFt + -]

[Year Built]: Actual year built

[ZONE]: Zone type of property (RES, AGR, etc.)

[State Equ Value]

[Total Units]

[Net Oper income]

[Taxable Value Yr]

[Homestead]: Percentage EX. 100% or 0

[Summer Tax \$]

[Summer Tax YR]

[Winter tax \$]

[Winter Tax Yr]

[Remarks - OPTIONAL] Remarks about the property (use a space for each letter with a blank space between the words – up to 536 characters inc. spaces)

[Other - OPTIONAL] For agent – agent communications including details re bank-owned properties and short sale potential (use a space for each letter with a blank space between the words – up to 255 characters inc. spaces)

[Legal]: Legal description (some description required; metes & bounds **NOT** acceptable)

[Seller's name]

[Show Instructions] EX. Call List Office

[List Office]

[Agent Name]

[Agent Area Code]

[Agent Phone]

[Buyer Agent]: http://www.aaabor.com/resources/mls_resources/listing_tips/

[Sub Agent]: http://www.aaabor.com/resources/mls_resources/listing_tips/

[Trans Coordinator]: http://www.aaabor.com/resources/mls_resources/listing_tips/

[Construction]: BR = brick; FRA = frame; ALU = aluminum; VIN = vinyl; BKW = brick/ wood; BKA = brick/ aluminum; BKV = brick/ vinyl; WDS = wood siding; STO = stove; WSH = wood shingles

[Deed Type]: WARR = Warranty; COOP = Co-Op; SHER = Sheriff

[Listing Type]: ERTS = Exclusive Right To Sell; EA = Exclusive Agency; LS = Limited Service; AUCT = Auction; RENT = Rental

[Listing Status]: ACTIVE; CTS = Continue to Show; LTC = Limited Time Clause; SAS = Sales Agreement Signed