

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[Status]: X = Expired; P = Pending; A = Active; S = Sold; W = Withdrawn

[Listing Status]: = Active; CTS; LTC

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

AUCT = Auction; RENT = Rental

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

[Broker Code]: Non-Members please leave blank

[User Name]: 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.

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

[Tax Code]: tax code of property

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

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

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

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

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

[Well 1st] Well First Areas: Some areas of the county have experienced difficulty in finding safe and dependable well water supplies. In these areas, you must receive a well permit and have the well installed and approved before your sewage permit will be issued. The purpose is to ensure that an acceptable water supply can be obtained before developing a property.

https://www.ewashtenaw.org/government/departments/environmental_health/wells_septic/eh_soilevaluation.html/print_version and

http://www.ewashtenaw.org/government/departments/environmental_health/staff/eh_ruralsansmap.pdf

[Elementary School Name]: Correct area required

[State Equ Value]

[Jr High Name]: Correct area is required

[High School Name]: Correct area required

[Summer Tax \$]

[Summer Tax Yr]

[Winter tax \$]

[Winter Tax Yr]

[Lot Size]

[Acres]

[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/

[Comm Zoning]: Y or N