Listing Entry Cheat Sheet:

Property Info Tab

Field-by-Field Guide

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Property Info

Property Information

Owner Name: a required field; only subscribers can see it. When you enter a listing, use Auto Populate from Realist to fill in the owner's name. If the owner asks you not to show their name, enter "Withheld by Owner" or "Bank Trustee for Owner of Record." In all other cases, the owner's name must match the name in Realist.

According to REsides Rules and Regulations 5.10, you may withhold an owner's name only if the seller provides a signed, written request. You'll need to keep this request on file and give it to REsides if they ask for it.

If Realist shows the wrong owner name, email the correct information to help@resides.io so they can update it. Make a note of the correction for your own records.

Ownership Type - Select the option that shows how the person or group legally owns the property, such as individually, with a co-owner, or through a company or trust.

Owner Phone Number - not visible to the public or REsides subscribers.

Owner Email Address - not visible to the public or REsides subscribers.

Elevation - enter the property elevation if it has been determined.

Tax Key Number - Only Beaufort County issues a Tax Key # (Alternate ID, AIN). It is always an 8-digit number. Beaufort County Tax Key: 987954. Example: 00987954.

Tax Map Number - Use the correct format for the county where the property is located (include the dash or period):

Beaufort County: R000-000-000-0000-0000
Jasper: 000-00-00-000 or 000-00-00-000.00A
Colleton: 0000-000-00-00-0000
Orangeburg: 000-00-00-000.000
Hampton: 000-00-00-0000
Allendale: 000-00-00-000
McCormick: 000-00-00-000

Quick tip: This field is auto-populated when you use the Realist Tax feature while entering a listing.

Note: You may leave out the Tax Map Number for commercial property when the land is not part of the purchase. Make sure you fill in the "Real Est Incl" field.

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Zoning - If the property has specific zoning, select from the pick list.

Year Built - auto-populates from the tax record, and REsides cannot change it. If the property has been remodeled, you can enter the year in the "Year Remodeled" field.

Year Remodeled - If the property has been remodeled recently, you may enter the year in the field.

Model Name - If the development has model names for its homes, enter them here. If you do not see the model name you need, email Communityinfo@resides.io to request it.

ADU - Indicate yes or no to indicate the property contains an accessory dwelling unit (ADU).

ADU Description - An accessory dwelling unit (ADU) is a smaller, separate living space on the same lot as a single-family home. Use this field to list details such as square footage, the number of rooms, and other important information.

House/Lot Info

Bedrooms - Enter the number of bedrooms. Bedrooms must meet REsides qualifications: be completely enclosed and have two forms of egress.

Number of Full Baths - Enter the number of full bathrooms.

Number of Half Baths - Enter the number of half-bathrooms.

Fixer Upper - If the property is in poor condition and needs work to be livable, enter Yes.

Approx. Heated Square Feet - This number shows the taxable living area from the county's tax records. If the home's square footage changes, the owner must report it to the county. If something looks wrong, the owner should contact the county to have it corrected.

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Own Land - List the property under the type shown in the county records. Any home, attached or detached, that owns the land under it and has a land value must be listed as Single Family or Residential. Villa properties are different. They are listed as condominiums in county tax records, do not own the land beneath them, have no land value, and are managed under an HPR rather than a POA or HOA. For more tips, check the Help tab under "Villa Listings."

Furnished - Indicate whether the property will be furnished upon the buyer taking possession.

Sleeps - Enter the maximum number of people the property can sleep comfortably. Use this field only for furnished rental properties or vacation homes. This number may not follow local occupancy laws. If you or your clients have questions, please don't hesitate to ask the property manager for guidelines.

Row - Hilton Head Island initially laid out its streets perpendicular to the beach, and homes were sold based on how many "rows" they sat back from the ocean. If the property is within the first 12 rows, enter that information here.

Approx. Lot Size - Indicate in square footage - Approximate lot size shows about how much land comes with the property, even if the exact measurement is not available.

 # Lots - indicate the number of lots included in the sale.

 # Acres - Select the correct number of acres included in the sale.

Property Front Faces - You may view the map in the listing or in Matrix to determine what direction the property faces.

Location - Select the correct location from the menu.

Proposed Construction - make the appropriate selection from the menu.
Special Circumstances -
- A Potential Short Sale means the owner owes more than the home is worth, and the bank must approve the sale.
- A Pre-Approved Short Sale means the bank has already agreed to the short sale.
- A Foreclosure means the property is in the foreclosure process, but the seller still owns it until the process is complete.
- An REO (Real Estate Owned) property is a home that the bank or lender already owns.

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Rental/Ownershare Information

Current Rental - Please select Yes if the property is rented or on the rental market. Select no if the owners use it as a full-time residence. You will need to report the lease terms in the field Term Length". (i.e. if it is short term rental/long term) "

Rental Term Length - If a Current rental, please indicate whether it is short- or long-term in this field.

Rental Agent Name - If the Property is currently rented, the rental manager's name may be entered here.

Rate - Enter the weekly, bi-weekly, or monthly rental amount.

Rental Docs - This can include floor plans or other rental information. This may also include the current renter's lease agreement. Please redact any contact or identifying information when uploading these types of documents.

Rental Comments - In 100 characters or fewer, please add any additional information you'd like to include.