



REsides Direct



**Listing Entry Cheat Sheet:
Location & Type Tab
Field-by-Field Guide**

Tab Location & Type

Type - The type of property being listed, such as Residential, Lease, Income, Land, Mobile, Commercial Sale, etc.

Agreement Type - The type of listing agreement signed by the Seller and the broker.

List Price - The dollar amount of the selling or rental price of the property.

Owner Signature Date - The date the Seller signed the listing agreement.

Broker Signature Date - The date the listing broker signed the listing agreement.

Expiration Date - This is the date the agent enters to indicate when the listing agreement will end per the contract. It is not the date a change was made in the MLS. The expiration date of a listing is private and should be shared only with the agent, their managers, partners, or the broker.

IDX Opt-In - Yes means the listings will show on the internet and on third-party sites. No means you are choosing not to show the listings online.

Consumer Comments - This field lets your Seller choose whether the public can leave comments on the listing anywhere it appears. If they select YES and your Brokerage uses ListHub or sends listing data through RESides, any website showing the listing will allow public comments.

Allow AVMs - 'Automated Valuation Model', An AVM is software that uses math and public records to estimate a home's value quickly, but it does not consider the home's condition. Appraisers, investors, and lenders often use AVMs. RESides does not currently send data to any AVM services. Choosing YES in this field allows sites like Zillow and Trulia to display a Zestimate or a similar AVM value. Choosing NO blocks the listing from being used in AVM feeds and tells those sites not to create or display an AVM.

Address on Internet - This yes-or-no field shows whether the seller allows the listing address to appear on internet sites.

The Time Zone - Eastern option is selected by default, but it can be changed when appropriate.

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Observes Daylight Savings Time: Yes is selected by default, but it can be changed when appropriate.

Lockbox - Enter YES only if there is a REsides lockbox on the property.

Lockbox Serial Number -Enter the serial number typically found on the bottom of the lockbox.

Lockbox Type - Indicates the type of lockbox placed on the property—IE, Master Lock, Supra, etc.

Flood Insurance Currently on Property - Indicates if the current owner is carrying flood insurance on the property.

Not Included in Sale - The agent can list anything that is not included in the sale of the property.

Location Information

Street Number - For a finished property, this is the real house number used for mail and deliveries. It must match the public record.

Dir Prefix - A direction prefix is the part of an address that shows what direction the street is in. It comes before the street name. For example, in N Main Street, the N stands for North.

Street Name - The street name portion of a listed property's street address.

Dir Suffix - A direction suffix is the part of an address that shows what direction the street is in. It comes after the street name. For example, Main Street N, the N stands for North.

Street Suffix - the word at the end of a street name that tells you what type of road it is. For example, in Oak Lane, the word Lane is the suffix. Other common suffixes include Street, Avenue, Road, and Court.

Unit Number - The unit number is the number or label for a smaller part of a larger building or complex. It should be written after the street suffix or the street suffix direction in the address. Examples include "APT G" or "55."

Tab

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State - the accepted postal abbreviation for the state or province.

County - Enter County from the pick list where the property is located.

City - The city where the property is located. The city you select determines the Zip Code and County Field Choices.

Zip Code - The postal code portion of a street or mailing address.

Major Area - The main area where the property is located. Each area has at least 500 parcels and can be searched on the public website. Choose Other South Carolina (99) if the area you need is not listed.

Minor Area - A minor area is a smaller section within a major area that helps narrow down a property's location. It gives buyers and agents a more specific idea of where the listing is, beyond the larger geographic zone.

Legal Number - The official number used in government and property records to identify a specific parcel of land.

Legal Address - This information comes from RESides data and is a shorter version of the legal description. It usually shows the subdivision, complex, or area. Choose the option that fits best. If you need help, contact communityinfo@resides.io.

Latitude - Found in public records to indicate location.

Longitude - Found in public records to indicate location.

Possession

Possession - Indicates when the buyer can take possession of the property.

Finance - Select the financing types needed for the sale. If the option you need is not listed, please email help@RESides.io for help.

Trades - This shows that the owner is open to a trade, and you can select what type of trade they would consider.

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Fees

Owner Transfer Fee - If a POA transfer fee or capital contribution option is missing or you see an error, report it to communityinfo@resides.io. POA Transfer fees may be charged to either the buyer or the seller.

POA Fee - POA fees are updated every year. Report any corrections to communityinfo@resides.io. 'I' means the fee is for an improved property, and 'U' means it is for an unimproved property.

POA 2 Fee - List any extra POA or HOA fees here, and report missing fee options to communityinfo@resides.io so they can be added.

Additional Association Fees - Please select any additional assessment, administrative, capital contributions, initiation fees, etc. here. Report any missing options to communityinfo@resides.io

Association Fee Frequency - Select how often the POA or Regime fee is paid, such as monthly, quarterly, or yearly. Most residential POA or HOA fees are yearly, and most condo Regime fees are monthly.