

General Appendix for Additional Instructions and References

Legend:

Bolded font with an Asterisk (*) at the end means field is always required; *Italics* mean it will be filled from tax auto-population.

Location Information Help:

Area:

If you are not sure what area number to use for your listing, you can visit <https://rworld.com/documents>. Once you are in the site, click on the county name under "Maps By County."

If the property is not in the South East Florida area, the following information should help:

Area# 5940: Florida other than St Lucie, Martin, Palm Beach, Broward, & Dade

Area# 5950: Island and Caribbean

Area# 5960: US other than Florida

Area# 5970: Outside of the US other than Islands & Caribbean

Folio #:

Format for entering folio numbers are as follows:

Broward County: Do not use dashes.

Enter the numbers as follows xxxxxxxxxxxxxx;

Miami-Dade County: Use the dashes.

Enter the numbers as follows xx-xx-xx-xxx-xxxx;

Palm Beach County: Do not use dashes.

Enter the numbers as follows xxxxxxxxxxxxxxxxxxxx.

***When using the Fill from Tax button to enter tax information when adding a new listing, the formats shown above must be used to find the tax record successfully.*

Street # or Street Name:

If the Street # or Street Name fields are locked, this means that you will need to auto-populate the address from the tax record.

To do this, please click on the "Fill from Tax" button when you create the listing

Zip Code:

If you don't know the Zip Code, use the link to the US Postal Service: <http://zip4.usps.com/zip4/welcome.jsp>

Geographical Area:

If you are not seeing choices for this field, be sure that you are using the correct value for Area and County based on the property that you are listing.

The Geographic Area field is primarily for Broward and Palm Beach county properties (not Dade), and is based on using the correct value for the Area field for the property that you are entering, and the proper choice for the County field.

You should only have a number that corresponds to Broward or Palm Beach in the Area field for the Geographic Area field to show the correct value.

As a tip, the Area numbers for Broward and Palm Beach county are as follows:

Broward County: 3010 - 3990;

Palm Beach County: 4110 - 5800, 5990 - 8500.

***If you have a number between 10 - 99 in the Area field, the Geographic Area field will be blank.*

General Information Help:

Short Sale:

Short sale listing brokers must disclose amount of or way cooperating compensation may be reduced by lender PRIOR to receipt of purchase offer. Failure to disclose may create liability for full commission as per MLS listing.

Lot Description:

Calculations between Acres and Square Foot: (Description Lot Size Range):

0-1/4 Acre 1-10,889 SF;

1/4-1/2Acre 10,890-21,779 SF;

1/2-3/4Acre 21,780-32,669 SF;

3/4-1 Acre 32,760-43,559SF;

1-2 Acre 43,560-87,119SF;

2-3 Acre 87,120-130,679 SF;

3-4 Acre 130,680-174,239 SF;

4-5 Acre 174,240-217,799 SF;

5-10 Acre 217,800-435,599 SF;

10+ Acre 435,600+

Remarks Help:

Contact information of any kind, including a reference to the listing agent, owner or third party (phone numbers, agent or company names, email addresses, website links, bank contacts, HOA contacts etc...) are not permitted in the public and supplemental remarks fields, as well as the directions field, photos, public virtual tours, videos, and public documents. This information can be entered in the Broker Remarks field.

Compensation and Misc Information Help:

IDX is pre-selected as True and is Not Editable.

Any Broker Advertise, Selected as No Initially, May be Changed.

Syndication is chosen by the office broker, not at the agent level so does not appear on the form.

Virtual Tour/Web Link/Photos Information Help:

Photo Instructions:

"One (1) photograph representative of the property must be uploaded within two(2) business days after the listing is submitted into MLS for RE1 and RE2 property types."