

GLOSSARY FOR COMPASS® (Residential)



The Residential Glossary has been compiled to help you quickly and easily find and interpret the two-, three-, and four-letter codes for the various fields on the Multiple Listing Service of Northern Illinois, Inc. Compass Input Forms; instructions and examples of their use are included. You may also use the HELP <F1> key, when working on the system.

The Glossary will help you find items you may not have realized were searchable and will assist you in finding quicker and more accurate matches for buyers.

Selling agents will find your listing if it is input *correctly, completely and accurately.*

REMEMBER . . .

- On the listing input sheets for Property Types 1-6, the asterisk (*) in front of a field name indicates that the field is required. Failure to complete the field may result in a fine.

AGENTS FIND YOUR LISTING IF YOU:

- Give as much information as possible about a property.
- Do not abbreviate.
- Spell correctly.
- Place property in the correct property type, using the correct input form. For example, a condo, duplex or townhouse is an attached dwelling and therefore belongs in Property Type 2.
- Property Type 5 (Land) includes commercial and residentially zoned land, in addition to farms.

Listing and selling agents from the Chicagoland area have worked diligently to make your Residential Input Forms and Glossary as effective as possible. We hope your job will be made easier by their efforts.

MLSNI HELP DESK

(FOR ALL COMPASS® RELATED QUESTIONS)

(630) 955-2755

MOORE DATA - HELP LINE

(FOR LANDMARK AND MACVIEW PRODUCTS)

(800) 347-6367

Compass® Status Codes

ACTIVE STATUSES (MC=A)

ACTV	An Active listing.
BOMK	Back on Market: A listing previously showing Canceled, Closed, Expired, Rented, or Withdrawn status - can only be placed Back on Market by MLSNI or local Association.
CTG	Contingent on a contract pending - see table below. Contract date is required.
<u>CONTINGENCY FLAGS</u>	
A/I	Attorney Approval/Home Inspection
CTGO	Denotes other contingency that may apply. Call Listing Agent for specifics of contingency
FIN	Financing
HC**	Buyer has home to close. Code is followed by number of hours in kickout period
HS**	Buyer has home to sell. Code is followed by number of hours in kickout period
NEW	A New listing.
PCHG	Price Change: A listing showing a change in list price - current price, last list price and expiration date are required
RACT	Reactivate: A listing that was previously showing as Contingent

BOMK, NEW, PCHG & RACT statuses will show on Compass® for 5 days (unless a status change is made to the listing) and then revert to an ACTV status.

OFF MARKET STATUSES (MC=O)

CANC	A Canceled listing - cancellation date is required	
CLSD	A Closed listing - must be reported within 72 hours of closing. Selling Price, Contract Date, Closed Date, Selling Office and Selling Agent are required. Finance Codes are listed below:	
<u>FINANCE CODES (Residential only)</u>		
1. Cash	5. Contract	9. Lease Purchase
2. Conventional	6. Assumption	10. Exchange
3. VA	7. PMM	11. Other
4. FHA	8. Blend	
EXP	An Expired listing.	
PEND	Pending: A fully executed purchase contract with no contingencies other than closing. Property must be placed in Pending in order to report it closed and show the correct Market Time. Remember to re-enter Contract Date when prompted.	
RNTD	Rented: Property type 6 only - requires Rental Date, Selling Office, Selling Agent and Rented Price (RNP).	
WITH	Withdrawn: A listing that has been removed from Active status but remains as a valid listing during the period of the Listing Agreement with the Seller - Off Market Date is required.	

OTHER COMPASS® CODES

CHGL	Change Listing: Mode used in Change Listing function to change the majority of the Compass® coded fields.
CHGO	Change Listing (Off-Market): Mode used in Change Listing function to change the majority of the Compass® coded fields on an Off-Market Listing.
EXTD	Extend: Mode used in Change Listing function to extend the Expiration Date on a listing.
MT	Market Time: Number of days from date of listing to date of contract.
OMD	Off-Market Date: Date contract is accepted.
PCTG	Price Change on Contingent Listing. Mode used in Change Listing function to change the price on a Contingent listing.
PNT	Points (in dollars) paid by Seller.
STD	Status Date: Date status of listing was changed.

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
A1F	Additional Room #1 Flooring	1,2,6	Enter flooring choice	A1F=C
A1L	Additional Room #1 Level	1,2,6	Enter floor level	A1L=2
A1N	Additional Room #1 Name	1,2,6	Enter 3 letter description desired	A1N=OFF
A1S	Additional Room #1 Size	1,2,6	Enter room dimensions rounded to nearest square foot	A1S=14x12
A1W	Additional Room #1 Window Treatment	1,2,6	Enter [Y] or [N]	A1W=Y
A2F	Additional Room #2 Flooring	1,2,6	Enter flooring choice	A2F=V
A2L	Additional Room #2 Level	1,2,6	Enter floor level	A2L=1
A2N	Additional Room #2 Name	1,2,6	Enter 3 letter description desired	A2N=BR5
A2S	Additional Room #2 Size	1,2,6	Enter room dimensions rounded to nearest square foot	A2S=17x15
A2W	Additional Room #2 Window Treatment	1,2,6	Enter [Y] or [N]	A2W=N
A3F	Additional Room #3 Flooring	1,2,6	Enter flooring choice	A3F=C
A3L	Additional Room #3 Level	1,2,6	Enter floor level	A3L=1
A3N	Additional Room #3 Name	1,2,6	Enter 3 letter description desired	A3N=ENP
A3S	Additional Room #3 Size	1,2,6	Enter room dimensions rounded to nearest square foot	A3S=20x12
A3W	Additional Room #3 Window Treatment	1,2,6	Enter [Y] or [N]	A3W=N
A4F	Additional Room #4 Flooring	1,2,6	Enter flooring choice	A4F=P
A4L	Additional Room #4 Level	1,2,6	Enter floor level	A4L=1
A4N	Additional Room #4 Name	1,2,6	Enter 3 letter description desired	A4N=FOY
A4S	Additional Room #4 Size	1,2,6	Enter room dimensions rounded to nearest square foot	A4S=18x8
A4W	Additional Room #4 Window Treatment	1,2,6	Enter [Y] or [N]	A4W=N
A5F	Additional Room #5 Flooring	1,2,6	Enter flooring choice	A2F=V
A5L	Additional Room #5 Level	1,2,6	Enter floor level	A2L=1

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
A5N	Additional Room #5 Name	1,2,6	Enter 3 letter description desired	A2N=EAS
A5S	Additional Room #5 Size	1,2,6	Enter room dimensions rounded to nearest square foot	A2S=12x10
A5W	Additional Room #5 Window Treatment	1,2,6	Enter [Y] or [N]	A2W=Y
AAN	Agent's Additional Phone Number	ALL	Enter additional phone number/pager/voice mail/e-mail	Voice Mail 312-555-5555
ACR	Acreage	5	Enter total acreage to 2 decimal points	ACR=12.25
AGE	Age Of Property Improvement	1,2,3,4,6	Enter code(s) desired	AGE=A
AIR	Air Conditioning Description	1,2,4,5,6	Enter code(s) desired	AIR=A
AML	Amenities Of Vacant Land Or Commercial Property	5	Enter code(s) desired	AML=A
AMN	Amenities Of Property, Community Or Association	1,3,4	Enter code(s) desired	AMN=A
AON	Agent Owns Or Has An Interest In Ownership	ALL	Enter [Y] or [N]	AON=N
AP1	Appliances and Features Of Unit 1	3	Enter code(s) desired	AP1=A
AP2	Appliances and Features Of Unit 2	3	Enter code(s) desired	AP2=A
AP3	Appliances and Features Of Unit 3	3	Enter code(s) desired	AP3=A
AP4	Appliances and Features Of Unit 4	3	Enter code(s) desired	AP4=A
APP	Appliances Included In Sale Of Property	1,2,4,6	Enter code(s) desired	APP=A
AR	Area Number	ALL	Enter from coded table	AR=8059
ASF	Approximate Square Feet Of Unit	2,6	Enter approximate square feet	ASF=1675
ASM	Association Dues/Monthly Assessments	1,2	Enter Homeowners Association Dues or Monthly Assessment	ASM=145
ASQ	Approximate Land Square Footage	5	Enter approximate square feet	ASQ=42750
ATC	Attic Description	1	Enter code(s) desired	ATC=A
ATD	Coop Annual Tax Deduction	2	Enter annual tax deduction	ATD=3900
AZ	Additional Size (Mobile Home)	4	Enter size beyond original mobile home	AZ=10x20

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
AZN	Actual Zoning	3,5	Enter current actual zoning	AZN=B2
B2F	Bedroom #2 Flooring	1,2,4,6	Enter flooring choice	B2F=C
B2L	Bedroom #2 Level	1,2,6	Enter floor level	B2L=2
B2S	Bedroom #2 Size	1,2,4,6	Enter room dimensions rounded to nearest foot	B2S=15x13
B2W	Bedroom #2 Window Treatment	1,2,4,6	Enter [Y] or [N]	B2W=Y
B3F	Bedroom #3 Flooring	1,2,4,6	Enter flooring choice	B3F=C
B3L	Bedroom #3 Level	1,2,6	Enter floor level	B3L=2
B3S	Bedroom #3 Size	1,2,4,6	Enter room dimensions rounded to nearest foot	B3S=14x12
B3W	Bedroom #3 Window Treatment	1,2,4,6	Enter [Y] or [N]	B3W=Y
B4F	Bedroom #4 Flooring	1,2,4,6	Enter flooring choice	B2F=P
B4L	Bedroom #4 Level	1,2,6	Enter floor level	B2L=2
B4S	Bedroom #4 Size	1,2,4,6	Enter room dimensions rounded to nearest foot	B2S=12x11
B4W	Bedroom #4 Window Treatment	1,2,4,6	Enter [Y] or [N]	B2W=N
B78	Property Built Before 1978?	1.2.3.4.6	Enter (Y) or (N)	B78=N
BAK	Backup Documents Available	5	Enter code(s) desired	BAK=A
BAP	Board Approval (Rental)	6	Enter [Y] or [N]	BAP=Y
BAS	Basement Description	1,2,3,5,6	Enter code(s) desired	BAS=A
BAT	Baths Description	1,2,3,4,6	Enter code(s) desired	BAT=A
BB	Basement Bathrooms?	1,2,5,6	Enter (Y) or (N)	BB=N
BD3	Three-Bedroom Unit In Building	3	Enter [Y] or [N]	BD3=N
BF	Buyer Entry Fee (Mobile Home Park)	4	Enter fee paid by buyer to live in park	BF=\$350
BIM	Building Improvements Included In Sale	5	Enter code(s) desired	BIM=A
BLT	Year Built	1,2,3,4,6	Enter approximate year property was built	BLT=1975

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
BMT	Basement	1,2,3,5,6	Enter [Y] or [N]	BMT=Y
BOK	Book Choice	5	Enter appropriate book choice: "C"=Commercial; "R"=Residential	BOK=R
BR	Total Number Of Bedrooms	ALL	Enter # or bedrooms	BR=4
BR1	# Of Bedrooms In Unit 1	3	Enter # of bedrooms	BR1=2
BR2	# Of Bedrooms In Unit 2	3	Enter # of bedrooms	BR2=2
BR3	# Of Bedrooms In Unit 3	3	Enter # of bedrooms	BR3=2
BR4	# Of Bedrooms In Unit 4	3	Enter # of bedrooms	BR4=2
BT1	# Of Full Baths And Half Baths In Unit 1	3	Enter # of full baths before the decimal point and half baths after the decimal point	BT1=2.0
BT2	# Of Full Baths And Half Baths In Unit 2	3	Enter # of full baths before the decimal point and half baths after the decimal point	BT2=1.1
BT3	# Of Full Baths And Half Baths In Unit 3	3	Enter # of full baths before the decimal point and half baths after the decimal point	BT3=2.0
BT4	# Of Full Baths And Half Baths In Unit 4	3	Enter # of full baths before the decimal point and half baths after the decimal point	BT4=2.1
BTH	Total # Of Full Baths And Total # Of Half Baths	1,2,3,4,6	Enter # of full baths before the decimal point and half baths after the decimal point (NOTE: PT 3 asks for the number of full & half baths for the Entire Building.)	BTH=3.2
BUP	Backup Package (Additional Information Available)	5	Enter [Y] or [N]	BUP=Y
CAA	Common Area Amenities Available	2,6	Enter code(s) desired	CAA=A
CARS	# Of Cars	ALL	Enter number of cars that parking is available for	CARS=3
CC	Cooperative Compensation	ALL	Enter a calculable dollar amount expressed as a percentage (%), or an exact dollar amount	CC=(X)% CC=\$(X)
CI	Ceiling Insulation	1,2,3	Enter lowest "R" value for ceiling	CI=19
CIT	City	ALL	Enter name of city (DO NOT ABBREVIATE)	CIT=Crest Hill

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
CLI	Co Lister Name and Phone	ALL	Enter Name and Phone Number of Co-Lister (NOTE: Has to be MLSNI Subscriber)	Tony Smith 630-555-5555
CLN	What Client Needs From Seller To Purchase	5	Enter code(s) desired	CLN=A
CLW	How Client Will Assist In Sale	5	Enter code(s) desired	CLW=A
CNS	Construction Improvements	5	Enter code(s) desired	CNS=A
CNY	County	ALL	Enter County code	CNY=DUPA
CP	Compass Point	ALL	Enter the street direction	CP=N
CPX	Complex, Building Or Subdivision Name	2,6	Enter name of Complex	CPX=Holly Court
CRP	Corporate Limits	ALL	Enter appropriate city name or unincorporated	CRP=Unincorp
CT	Census Tract	ALL	Enter the census tract	CT=2715.42
CUU	Current Use Of Property	5	Enter code(s) desired	CUU=A
DAY	# Of Days Needed For Board Approval	2	Enter number of days	DAY=10
DAYS	# Of Days Needed For Board Approval	6	Enter number of days	DAYS=10
DBL	Double-Wide Mobile Home	4	Enter [Y] or [N]	DBL=Y
DIM	Lot Dimensions	ALL	Enter the lot dimensions from survey	DIM=125x240
DIN	Dining Room Description	1,2,4,6	Enter code(s) desired	DIN=A
DIR	Directions Use N,E,S,W - Not LEFT or RIGHT	ALL	Enter street directions to the property location	DIR=37th St. to Harlem, 2nd house on East side
DR1	1st Line Of Street Directions	5	Enter street directions to the property location	DR1=(Directions)
DR2	2nd Line Of Street Directions	5	Enter street directions to the property location	DR2=(Directions)
DR3	3rd Line Of Street Directions	5	Enter street directions to the property location	DR3=(Directions)
DRF	Dining Room Flooring	1,2,4,6	Enter flooring choice	DRF=H

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
DRL	Dining Room Level	1,2,6	Enter the floor level	DRL=1
DRS	Dining Room Size	1,2,4,6	Enter room dimensions rounded to nearest foot	DRS=10x12
DRV	Driveway Surface And Description	1,6	Enter code(s) desired	DRV=A
DRW	Dining Room Window Treatment	1,2,4,6	Enter [Y] or [N]	DRW=Y
E	East Coordinate	ALL	Block # - Chicago Grid # - Suburbs (Check with Local Board/Assn.)	E=100 (City) E=4 (Suburbs)
ELC	Electric Service Description	1,2,6	Enter code(s) desired	ELC=A
ELEC	Annual Electricity Expense	3	Enter \$ amount	ELEC=300
EQP	Equipment/Fixtures Included In Sale	1,2,3,6	Enter code(s) desired	EQP=A
EQY	Equity	5	Enter \$ amount	EQY=5559.60
EXP	Exposure	2,6	Enter code(s) desired	EXP=A
EXT	Building Exterior Description	ALL	Enter code(s) desired	EXT=A
FAP	Fees/Approvals Required Of Potential Tenant	6	Enter code(s) desired	FAP=A
FC	Annual Fuel Costs	1,2,6	Enter \$ amount	FC=1200
FEA	Features Of Property	1,4	Enter code(s) desired	FEA=A
FF	Front Footage Cost	5	Enter \$ Cost per Front Foot	FF=100
FLN	Floor Number	6	Enter the floor of the unit	FLN=3
FMT	Farm Type Description	5	Enter code(s) desired	FMT=A
FND	Foundation Description	1,2,3,5,6	Enter code(s) desired	FND=A
FP	# Of Fireplaces	1,2,3,6	Enter number of fireplaces	FP=2
FPL	Fireplace Location and Description	1,2,6	Enter code(s) desired	FPL=A
FREQ	Frequency Of Assessments/ Association Dues	1	Enter code(s) desired	FREQ=A
FRF	Family Room Flooring	1,2,6	Enter flooring choice	FRF=C
FRL	Family Room Level	1,2,6	Enter the floor level	FRL=1
FRR	Furnished Rent Rate	6	Enter \$ amount	FRR=1200

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
FRS	Family Room Size	1,2,4,6	Enter room dimensions rounded to nearest foot	FRS=12x14
FRW	Family Room Window Treatment	1,2,4,6	Enter [Y] or [N]	FRW=Y
FTG	Frontage/Access Road	5	Enter code(s) desired	FTG=A
FUR	Available Furnished	6	Enter [Y] or [N]	FUR=Y
GAR	Garage Description	1,2,3,4,6	Enter code(s) desired	GAR=A
GRE	Gross Annual Expenses	3	Enter \$ amount	GRE=12000
GRI	Gross Annual Income	3	Enter \$ amount	GRI=36000
GS	Grade School	ALL	Enter School Name	GS=Lincoln
GSD	Grade School District	ALL	Enter District Number	GSD=97
GSE	Annual Gas Expense	3	Enter \$ amount	GSE=1200
HEA	Heating And Fuel Description	ALL	Enter code(s) desired	HEA=A
HPF	Highest Parking Fee	2,6	Enter \$ amount	HPF=350
HS	High School	ALL	Enter School Name	HS=Park
HSD	High School District	ALL	Enter District Number	HSD=200
HSN	House Number	ALL	Enter numbers in address	HSN=1234
THE	Annual Heat Expense	3	Enter \$ amount	HTE=1200
IMP	Improvements To Property Site	1,2,3,4,6	Enter code(s) desired	IMP=A
INE	Annual Insurance Expense	3	Enter \$ amount	INE=600
INTERNET LISTING	Listing to show on Internet?	1,2	Enter code(s) desired	INTERNET LISTING=A
INF	Information Needed To Show Property	ALL	Enter code(s) desired	INF=A
JH	Junior High	ALL	Enter School Name	JH=Hubble
JHD	Junior High District	ALL	Enter District Number	JHD=200
JNE	Annual Janitorial Expense	3	Enter cost of annual janitorial expense in \$	JNE=5000
KEL	Known Existing Liens On Property	5	Enter code(s) desired	KEL=A

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
KIT	Kitchen Description	1,2,4,6	Enter code(s) desired	KIT=A
KTF	Kitchen Flooring	1,2,4,6	Enter flooring choice	KTF=V
KTL	Kitchen Level	1,2,6	Enter the floor level	KTL=1
KTS	Kitchen Size	1,2,4,6	Enter room dimensions rounded to nearest foot	KTS=10x10
KTW	Kitchen Window Treatment	1,2,4,6	Enter [Y] or [N]	KTW=Y
LAG	Listing Agent	ALL	Enter Listing Agent ID#	LAG=123456
LD	Listing Date	ALL	Enter Date listing agreement is signed by all parties	LD=01/01/97
LDS	Lot Description	1,2,3,4,6	Enter code(s) desired	LDS=A
LI	Land Included (With Mobile Home)	4	Enter [Y] or [N]	LI=N
LND	Land Description	5	Enter code(s) desired	LND=A
LO	Listing Office	ALL	Enter Listing Office ID#	LO=12345
LOAN	Total Existing Loans	5	Enter Total \$ amount of loans on land	LOAN=247500
LOCAT	Location Description	5	Enter code(s) desired	LOCAT=A
LP	List Price	ALL	Enter \$ amount (WITHOUT \$ SIGN OR COMMAS)	LP=169500
LPF	Lowest Parking Fee	2,6	Enter \$ amount	LPF=225
LRF	Living Room Flooring	1,2,4,6	Enter flooring choice	LRF=H
LRL	Living Room Level	1,2,6	Enter the floor level	LRL=1
LRS	Living Room Size	1,2,4,6	Enter room dimensions rounded to nearest foot	LRS=17x15
LRT	Lot Rental	4	Enter \$ amount of monthly lot rental	LRT=150
LRW	Living Room Window Treatment	1,2,4,6	Enter [Y] or [N]	LRW=N
LSZ	Lot Size	1,3,5	Enter code desired	LSZ=A
LT	Lease Type	5	Enter code(s) desired	LT=M
LX1	Unit 1 Lease Expiration Date	3	Enter month & year of lease expiration - Unit 1	LX1=03/96

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
LX2	Unit 2 Lease Expiration Date	3	Enter month & year of lease expiration - Unit 2	LX2=04/96
LX3	Unit 3 Lease Expiration Date	3	Enter month & year of lease expiration - Unit 3	LX3=09/95
LX4	Unit 4 Lease Expiration Date	3	Enter month & year of lease expiration - Unit 4	LX4=12/95
MAI	Monthly Assessment Inclusions	1,2,6	Enter code(s) desired	MAI=A
MAI	Monthly Lot Rental Inclusions In Trailer Park	4	Enter code(s) desired	MAI=A
MBB	Master Bedroom Bath	1,2,4,5,6	Enter [Y] or [N]	MBB=Y
MBF	Master Bedroom Flooring	1,2,4,6	Enter flooring choice	MBF=C
MBL	Master Bedroom Level	1,2,6	Enter the floor level	MBL=2
MBS	Master Bedroom Size	1,2,4,6	Enter room dimensions rounded to nearest foot	MBS=18x16
MBW	Master Bedroom Window Treatment	1,2,4,6	Enter [Y] or [N]	MBW=Y
MGF	Annual Management Fee \$	3	Enter ANNUAL management fee	MGF=6500
MGT	Management Of Condo/Coop Association	2,6	Enter code(s) desired	MGT=A
MK	Brand Name	4	Enter brand name of mobile home	MK=Coachman
MOD	Model	1,2,3,4	Enter model name of home/unit	MOD=Forrester
MPW	Maximum Pet Weight	2,6	Enter maximum pet weight allowed by Association	MPW=50
MRI	Monthly Rent Inclusions	6	Enter code(s) desired	MRI=A
MSE	Miscellaneous Annual Expenses	3	Enter annual \$ amount of miscellaneous expenses	MSE=4350
MSI	Miscellaneous Annual Income	3	Enter annual \$ amount of miscellaneous income	MSI=2240
N	North Coordinate	ALL	Block# - Chicago Grid# - Suburbs (Check with Local Board/Assn.)	N=800 (City) N=7 (Suburbs)
NCO	New/Proposed Construction Options	1,2,3	Enter code(s) desired	NCO=A
NOI	Annual Net \$ Of Operating Income	3	Enter annual net operating income	NOI=12345

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
OAI	Other Additional Income	3	Enter code(s) desired	OAI=A
OPH	Owner's Phone	ALL	Enter phone number - include area code	OPH=312-111-1111
ORS	Other Minimum Required Square Feet	5	Enter [Y] or [N]	ORS=N
OSD	Other Public School District #	ALL	Enter # of other PUBLIC School District	OSD=242
OT	Other Public School Name	ALL	Enter name of other PUBLIC school	OT=Down
OTR	Other Rooms Description	1,2,3,4,6	Enter code(s) desired	OTR=A
OWN	Ownership	1,2,3,4,5	Enter code(s) desired	OWN=FS
OWR	Owner's Name/Owner Of Record	ALL	Enter legal name of Owner of Record	OWR=John J. Jones
OWS	Percentage Of Common Area/Condo/Coop Ownership	2	Enter percentage amount of individual ownership	OWS=6.4
OWT	Type Of Ownership Property	5	Enter code(s) desired	OWT=A
PAR	Parking Description	1,2,6	Enter code(s) desired	PAR=A
PARK	Park Name	4	Enter name of mobile home park	PARK=Pheasant Lakes
PET	Pet Information	2,6	Enter code(s) desired	PET=A
PHO	Photo Code	ALL	Enter code(s) desired	PHO=A
PIN	Property Index Number	ALL	Enter property's tax identification number	PIN=0121121123
PKN	Parking	ALL	Enter code(s) desired	PKN=A
POO	Percent Owner Occupied	2	Enter total percentage of owner occupied units	POO=72
POS	Possession Availability	ALL	Enter code(s) desired	POS=A
PTA	Pets Allowed	2	Enter [Y] or [N]	PTA=Y
PTU	Potential Use	5	Enter code(s) desired	PTU=A
R1S	Minimum Square Footage Required By Covenants (1 Story)	5	Enter minimum square footage required for 1 story	R1S=2750
R2S	Minimum Square Footage Required By Covenants (2 Stories)	5	Enter minimum square footage required for 2 stories	R2S=3250

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
RE1	Remarks Line 1	ALL	Enter remarks about property	RE1=Loaded with
RE2	Remarks Line 2	ALL	Enter remarks about property	RE2=custom
RE3	Remarks Line 3	ALL	Enter remarks about property	RE3=features, this
RE4	Remarks Line 4	ALL	Enter remarks about property	RE4=contemporary
RE5	Remarks Line 5	ALL	Enter remarks about property	RE5=home is in an
RE6	Remarks Line 6	ALL	Enter remarks about property	RE6=ideal location
RM1	Unit 1 = Number Of Rooms	3	Enter total # of rooms in Unit 1	RM1=05
RM2	Unit 2 = Number Of Rooms	3	Enter total # of rooms in Unit 2	RM2=05
RM3	Unit 3 = Number Of Rooms	3	Enter total # of rooms in Unit 3	RM3=04
RM4	Unit 4 = Number Of Rooms	3	Enter total # of rooms in Unit 4	RM4=04
RME	Repairs And Maintenance Costs - Annual	3	Enter annual repairs and maintenance \$	RME=6700
RMS	Total Number Of Rooms	1,2,3,4,5,6	Enter total # of rooms (NOTE: PT3 asks for the number of full & half baths for the Entire Building.)	RMS=10
ROF	Roof Description	1,2,3,4,6	Enter code(s) desired	ROF=A
RP	Rental Price	5,6	Enter monthly rental (PT6) Month or Yearly Rental (PT5)	RP=1500 RP=25400
RRA	Railroad Availability	5	Enter code(s) desired	RRA=A
RSF	Road Surface Description	5	Enter code(s) desired	RSF=A
RT1	Unit 1 - Rent \$	3	Enter monthly rent for Unit 1	RT1=850
RT2	Unit 2 - Rent \$	3	Enter monthly rent for Unit 2	RT2=850
RT3	Unit 3 - Rent \$	3	Enter monthly rent for Unit 3	RT3=725
RT4	Unit 4 - Rent \$	3	Enter monthly rent for Unit 4	RT4=725
RTI	Annual Total Rent Income	3	Enter total rental income - all units	RTI=37800
RU	Rental Unit	5	Enter code desired	RU=MO
S	South Coordinate	ALL	Block # - Chicago Grid # - Suburbs (Check with Local Board/Assn.)	S=200 (City) S=14 (Suburbs)
SAI	Sale Inclusions	4	Enter code(s) desired	SAI=A

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
SAS	Special Assessments	1,2,4,5	Enter [Y] or [N]	SAS=Y
SC	Security Deposit	4	Enter amount required by mobile home park	SC=500
SCE	Scavenger Expense	3	Enter annual \$ for scavenger expense	SCE=1500
SCI	Special Compensation Information	ALL	Enter from table on front of input form	SCI=V
SD1	Security Deposit - Unit 1	3	Enter security deposit paid by tenant to owner	SD1=650
SD2	Security Deposit - Unit 2	3	Enter security deposit paid by tenant to owner	SD2=750
SD3	Security Deposit - Unit 3	3	Enter security deposit paid by tenant to owner	SD3=500
SD4	Security Deposit - Unit 4	3	Enter security deposit paid by tenant to owner	SD4=1200
SDP	Security Deposit	6	Enter security deposit required for rental property	SDP=1500
SHL	Short Term Lease OK	6	Enter [Y] or [N]	SHL=Y
SHO	Showing Instructions	ALL	Enter showing instructions (If Lockbox, please specify type)	SHO=Call first
SHO1	Showing Instructions	ALL	Showing Instructions (Continued)	SHO1=Not after 7pm - small children
SLN	Subdivision Lot Number	5	Enter lot number of subject property	SLN=124
SRR	Short Term Rent Rate	6	Enter monthly \$ amount for short term rent	SRR=2000
STR	Street Name	ALL	Enter full street name - NO abbreviations	STR=Madison
STY	Style of House	1,3,5	Enter code(s) desired	STY=A
SUB	Subdivision Or Complex Name	1,3,4,5	Enter name of complex or subdivision	SUB=The Fields
SZ	Size	4	Enter size of mobile home	SZ=20x60
TAX	Taxes	1,2,3,4,5	Enter annual real estate taxes \$ amount	TAX=6872

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
TDY	Tax Deduction Year (Coop Only)	2	Enter year for which coop tax deduction applies	TDY=93
TLA	Total Listed Lots Available	5	Enter total LISTED lots available for sale	TLA=37
TLR	Lease Terms Available To Tenant	6	Enter code(s) desired	TLR=A
TMU	Type Of Multi-Unit Building	3	Enter code(s) desired	TMU=A
TNU	Total Number Of Units	2,3,6	Enter total number of units in building	TNU=4
TP1	What Tenant In Unit 1 Pays For, In Addition To Rent	3	Enter code(s) desired	TP1=A
TP2	What Tenant In Unit 2 Pays For, In Addition To Rent	3	Enter code(s) desired	TP2=A
TP3	What Tenant In Unit 3 Pays For, In Addition To Rent	3	Enter code(s) desired	TP3=A
TP4	What Tenant In Unit 4 Pays For, In Addition To Rent	3	Enter code(s) desired	TP4=A
TPA	What Tenant Pays For, In Addition To Rent, On Land/Farm Or Commercial Property	5	Enter code(s) desired	TPA=A
TPC	Type Of Condo/Coop Building	2,6	Enter code(s) desired	TPC=A
TPE	Type Of Detached Single Family Building	1,5	Enter code(s) desired	TPE=A
TRM	Terms Of Financing Available To Purchaser	1,2,3,4,5	Enter code(s) desired	TRM=A
TWN	Township	ALL	Enter township name where property is located	TWN=Lisle
TXC	Tax Exemptions	1,2,3,4,5	Enter code(s) desired	TXC=H
TXY	Tax Year	1,2,3,4,5	Enter year of taxes shown on form	TXY=92
UF1	Unit 1 - Floor Number	3	Enter floor # for Unit 1	UF1=1
UF2	Unit 2 - Floor Number	3	Enter floor # for Unit 2	UF2=1
UF3	Unit 3 - Floor Number	3	Enter floor # for Unit 3	UF3=2
UF4	Unit 4 - Floor Number	3	Enter floor # for Unit 4	UF4=2
UFE	Unit Features Of Condo/Coop	2,6	Enter code(s) desired	UFE=A

CODE	FIELD NAME	PROPERTY TYPE	INSTRUCTIONS	EXAMPLE
UFL	Unit Floor Level	2	Enter floor # on which unit is located	UFL=32
UN	Unit Number	1,2,6	Enter unit number	UN=302
UTIL	Utilities To Site Of Land/Farm Or Commercial Property	5	Enter code(s) desired	UTIL=A
VIN	Vehicle Identification Number	4	Enter vehicle ID number	VIN=12B4
VTX	Vehicle Tax	4	Enter any required vehicle tax	VTX=250
W	West Coordinate	ALL	Block # - Chicago Grid # - Suburbs (Check with Local Board/Assn.)	W=900 (City) W=24 (Suburbs)
WF	Waterfront Property	ALL	Enter [Y] or [N]	WF=N
WI	Wall Insulation	1,2,3	Enter lowest "R" value for wall insulation	WI=13
WSE	Water/Sewer Expense	3	Enter annual water/sewer expense	WSE=3200
XD	Expiration Date	ALL	Date listing expires	XD=01/01/98
ZP	Zip Code	ALL	Enter 5-digit zip code	ZP=60563
ZP4	Additional Zip Code	ALL	Enter 4-digit additional zip code	ZP4=2176