



South Central Wisconsin MLS Corporation
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Paragon

P5

Adding Listings

MLS property listings on the World Wide Web: www.wisconsinhomes.com
www.realtor.com

Additional MLS information and forms are on the MLS website: www.scwmls.com

UPDATES

For a current online version of this document, go to www.scwmls.com under *Paragon Info* – click on *Submitting New Listings*

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ENTERING NEW LISTINGS

Input Deadline – MLS listings must be entered in the MLS system within seven (7) days of the effective date (first day of the term) of the listing contract. **There is a \$100 per day fine for late input of listings.**

MLS Input – If your Office inputs its own listings, do not send paperwork to the SCWMLS office. If you want the MLS to input your listing, send a **completed profile sheet** and a **copy of the listing contract** to the SCWMLS office. The cost of inputting a listing is \$10.00 if loaded by the SCWMLS and \$0 if loaded by your office.

No Punctuation -- Do not include dollar signs, periods or commas for dollar fields; punctuation is generally not allowed on Paragon listings – with the exception of *Directions* and the *Remarks* which are free-form fields.

Personal Data on Listings -- Photos, photo labels, public associated documents, general MLS remarks and directions fields may not include personal data, contact information, instructions to contact/call anyone. No information such as names, phone numbers, web addresses, etc. are allowed in these sections of an MLS listing.

R equals Required -- On the Paragon input screen you will see a blue R next to the fields that require an entry -- These are the fields that are white on the Profile Sheet. This means you must have something in the field. Don't use 0 or NA if the field was left blank -- the correct information should be determined before adding the listing. NOTE: You may be assessed \$5/day for missing or incorrect information on a listing.

Accuracy of Data -- You are responsible for the accuracy of the data you report. No member will intentionally insert false or misleading data. One party listings and building contracts added to the MLS system as comparables must contain the same information as is required on active listings. You may be assessed \$5/day for incorrect data that is not corrected.

No Showings – Active listings that cannot be shown, per the seller's request, can be entered with the status of Active or with the status of Withheld/Delayed. While a listing is in the status of Withheld/Delayed, days on market are not counted, the listing will not come up in active searches, nor will it be included on public websites.

Re-entering Listings -- A new listing contract must be secured before a listing can be entered as new. You may not withdraw a property only to reenter that same property for the purpose of getting a new MLS number and exposure as a new listing.

Net Taxes – When entering Net Taxes, the figure that should be used would be after other taxes, specials and the lottery credit (if applicable) are applied

Commissions -- Under no circumstances may a listing be placed on the SCWMLS unless there is a commission being offered to other Participants – NO EXCEPTIONS. Commission should be reported as the commission to the selling company, NOT the total commission paid by the Seller.

Location Codes can be found on the MLS Area/Subarea Chart, or on the Madison Area/Subarea Map for Madison properties.

Street Names – When entering a street name, spell out the name of the street (no abbreviations), but abbreviate the street tag. **If there is a street tag** for a particular address, **you must list it** and you must use the correct form of that street tag. For a list of the required street tag abbreviations, [go to page 14.](#)

Mailing Address – This field is used for data exports to websites, and is particularly important for township properties. It is not a searchable field.

Parcel Number Format – When adding listings in many of the counties there is a correct format for the parcel number. Paragon will require you to input the parcel number in the correct format. If you do not have enough digits (or have too many), you can look this information up in the Tax program on Paragon.

<u>County</u>	<u>Parcel Format</u>	<u>Notes</u>
Adams	000-00000-0000	3-5-4
Columbia	00000-varies	No mask
Crawford	Open	No mask
Dane	0000-000-0000-0	4-3-4-1
Dodge	000-0000-0000-000	3-4-4-3
Grant	000-00000-0000	3-5-4
Green	000-0000.0000	3-4-4
Green Lake	000-00000-0000	3-5-4
Iowa	000-open	No mask
Jefferson	000-0000-0000-000	3-4-4-3
Juneau	open	No mask
Lafayette	000-0000-0000	3-4-4
Marquette	000-00000-0000	3-5-4
Monroe	000-00000-0000	3-5-4
Richland	000-0000-0000	3-4-4
Rock	open	No mask
Sauk	000-0000-00000	3-4-5
Vernon	000-00000-0000	3-5-4
Waushara	000-00000-0000	3-5-4

If your listing has more than one parcel number, you should select ***“Multiple”*** in the parcel number field and list all the separate parcel numbers in the remarks section.

If your listing does not have a parcel number assigned at the time of input, you should use "Not Assigned" in the parcel number field. Once a valid parcel number is assigned, you can revise the listing.

TAX AUTOFILL in Paragon

When adding a new listing you have the ability to import data contained within the Paragon Public Records. To use this feature (from the listing input screen):

- ✓ Click on the TAX AUTOFILL link (Do this before you add other listing data)
- ✓ Select the correct county
- ✓ Enter Parcel number, OR other search parameters to find the tax record for the property you are adding
- ✓ Check the COUNT, then click on SEARCH if matches were found
- ✓ Select the appropriate match and click on the AUTOFILL button to load to fields on the listing input screen

The following information is available for importing (some or all, depending on municipality tax records):

- Parcel Number
- Street Number and Name
- Municipality
- Assessments (land, improvements & total) and Year
- Net Taxes and Year
- Owner Name
- Legal Description
- School District
- Zoning (for City of Madison and rural Dane County)
- Zip Code (for City of Madison)
- Elementary, Middle & High Schools (for City of Madison)

Yes/No Questions – For an explanation of the eight Yes/No questions under the Listing Broker Information section of the profile sheets, go to http://www.scwmls.com/pdf/yes_no.pdf

Square Footage -- It is important that REALTORS be consistent in measuring the finished square footage of homes. Therefore, the SCWMLS has developed guidelines to aid you in completing the square footage fields on a listing. Square footage is a required entry and must be completed on all Residential, Condominium, and Farm/Farmette listings. For a copy of the Square Footage Guidelines, go to <http://www.scwmls.com/pdf/sqftguide.pdf>

Bathrooms – Please use the following guidelines when identifying bathrooms in the MLS:

- A half bath includes a stool and a sink

- A full bath includes a stool, a sink and a bathtub or shower may (or both)

Schools – There is an edit check table set up for school names (elementary, middle and high). When entering schools, use the actual school name, not the school district. School district is a separate field. If there is a situation of uncertainty by the school district (NOT the REALTOR) as to which school the children of a family buying a particular property will go to, you may enter CALL DIST. Entering CALL DIST may cause your listing to be missed in a search if there is truly no uncertainty regarding boundaries in the school district. For a list of schools by county and school district in PDF format, go to <http://www.scwmls.com/pdf/schoolsforweb.pdf>

Remarks – Paragon accepts 512 characters for the MLS General (Public) Remarks.

- The general MLS Remarks section is reserved for information describing the property. Agent and office information, such as **names, phone numbers, web addresses or special showing instructions cannot be included in this section**.
- The Additional wisconsinhomes Remarks section can be used for information not allowed in the general remarks section. This, along with the general remarks, is the verbiage that will display on the Internet listing for the property on wisconsinhomes.com.
- Broker to broker info will only display on Agent Reports. This is the section to use for listing agent and office information such as names, phones numbers, web addresses, bonuses, co-list information, special showing information, etc.

Features – An entry is required under each feature category. If you select OTHER, you should specify in the Remarks what that Other characteristic is. NOTE: You may select multiple choices under each feature letter.

Open House Banner on Listings -- NOTE: To load Open House information, open the OPEN HOUSE/TOUR section of the listing input screen and add the appropriate date and times. This information will download to the public website where it will display as a banner across the listing.

SPECIAL TYPES OF LISTINGS

New Construction Listings –

- The *estimated completion date* at time of listing must be included in the first line of public remarks section of all new construction listings.
- New construction properties can be entered only once, and if construction has not been started, the “building plan with lot” feature must be selected (rather than “under construction.”)
- If the house number is not yet on the property, be sure to include specifics such as *2nd from the corner* in the directions.
- Sketches, floor plans and plat maps can be submitted as photos for new construction. If you submit a photo of a completed similar model, please affix the words *similar model* to the photograph.
- If you add upgrades or finish more square footage than the original listing in the MLS states, please adjust the list price and data in the MLS to reflect these changes. We often see the sale price several thousand dollars more than the list price due to buyer requested additions/upgrades. This of course makes it difficult to use these solds for appraisals and CMAs, and you can be assessed \$5/day for incorrect data if it is not corrected.

Condos –

- Only condos that are either stand-alone or half-duplexes are allowed to be marketed secondarily under the Residential category. Condo fees must be listed in the first line of MLS general remarks for condos listed under the Single Family category.
- Single-family residential properties may not be entered under the condominium category unless there are condo docs, a shared wall, or a monthly maintenance fee associated with the property.
- Studio condos can be identified as having 0 or 1 bedrooms, at the option of the listing agent. However, they must be identified by the Style feature “Studio.”

Auction Listings – Properties being sold at Auction must include the date of auction, preview dates, and an explanation of what is being represented as the list price within the first line of MLS Remarks. Also, it is recommended that if there is a flyer with additional information about the auction, that this flyer be included as an associated document.

In addition, an Auction Information Form is required as an associated document go to http://www.scwmls.com/pdf/auction_form.pdf

Building Contracts – are only allowed on the MLS if they include land with the sale. You must select the “Building Plan w/Lot” feature under TYPE to identify this type of listing.

Manufactured (mobile) Homes with No Land -- Members of the SCWMLS are allowed to place mobile homes without land on the MLS. However, when listing a mobile home without land, the MLS requires the following statement included in the Broker-to-Broker remarks of the listing:

Personal property sale-No approved forms-See <http://www.scwmls.com/pdf/mh.pdf>

NOTE: These listings are NOT allowed on public websites, so the Internet/IDX field is automatically marked NO. Go to <http://www.scwmls.com/pdf/mh.pdf> for details and restrictions pertaining to listing manufactured homes without land (personal property).

House with no Land – Members of the SCWMLS are allowed to market existing homes with no land included in sale on the MLS - the actual physical location must be identified and a disclaimer must be included in first line of remarks explaining that no land is included in the sale. Also, the following specific wording must be included in the broker-to-broker remarks section: "DPS forms related to the listing and sale of real property may not be appropriate for this transaction." The listing will be deleted when it expires or sells.

Limited Service Listings -- If a Participant lists a property for which limited services are offered, Participant must disclose the services they will **not** provide. A form outlining exactly what services will **not** be provided by the Participant is required to be attached to all Limited Service Listings at the time the listing is entered into the MLS database. For a sample form, go to http://www.scwmls.com/pdf/limited_service_disclosure.pdf

Value Range Pricing -- Traditionally, when a property is listed for sale, it is placed on the market at a fixed price. Under value range pricing, the property is marketed in a range of values, rather than one specific price. It is important to understand that value range pricing is simply a marketing tool which brokers and sellers can elect to utilize (or not). Within the SCWMLS, if the list price is followed by a " + ", the price listed is at the low end of the range. If the list price is followed by a " - ", the price listed is at the high end of the range. If the list price is followed by a " = ", the price listed is in the middle of the range. The actual range must be identified in the remarks section. NOTE: When sold, the list price will be changed to the top end of the specified range.

Co-Listing with Non-Members – Properties that are listed with both a Participant and a non-participant of the South Central Wisconsin MLS may be submitted for publication to the SCWMLS provided said non-participant is a REALTOR and is a member of another REALTOR MLS or CIREX, and provided said non-participant agrees in writing to abide by the Rules and Regulations of the South Central Wisconsin MLS. A completed and signed MLS Co-Listing Agreement (go to <http://www.scwmls.com/pdf/colist.pdf> for the document in PDF Format) must be submitted to the SCWMLS office before listing is input.

Farm Listings – There is not a separate Farm category – Farm type properties with a residence should be listed under the Single Family category (without a residence they belong under the Lots & Acreage category). If you enter a listing under either category and select the “Farm” Type feature, you are required to be attached a Farm Associated Document at the time the listing is entered into the MLS database. For a sample form, go to <http://www.scwmls.com/pdf/FarmDoc.pdf>

Farm-type properties with no residential structure are restricted to the Lots & Acreage category.

Vacant Land Listings –

- If you have several lots for sale, you may wish to add a listing for each lot, OR add one to represent some or all of the lots. If you choose to enter one listing to represent more than one lot, **do not list the total acreage of the combined lots** in conjunction with the price of one lot. Pick one lot; list the size of that lot in conjunction with the price of that one lot. Mention the other available lots in the remarks. It is very difficult to search using acreage and price when the acreage entered doesn't match the price listed.
- If you choose to market more than one lot under one single MLS number, ***how do you report a sale when one of those lots sells?*** Enter the lot that sold as a new listing – a Comp Sale. Instead of entering it as an Active listing, **enter is as a Sold Comp**; use the actual list date (the 7-day input rule does not apply to listings entered as Sold) and expiration date. Remember to adjust the remaining Active MLS listing to reflect the lots that are left to be sold. You can use the Copy/Clone feature in Paragon to save a lot of time – details are listed under the Additional Paragon Features section.
- The Lots & Acreage category is limited to vacant land, and land with buildings other than residential structures. An exception can be made for properties that have a residential structure with little or no value. Those listings can be listed under Lots & Acreage, provided the “residential structure with little or no value” is selected under the Improvements feature group.

Multi-family Listings –

- The Multi-family category is limited to multi-unit building that contain two or more separate dwelling units. An exception can be made for single unit property that are zoned multi-family. For single unit properties that are zoned multi-family, the listing must have the “zoned multi-family” feature selected under the Type feature group. [The listing agent for this type of property can choose to enter it as Single Family or Multi Family, but not both.]
- Single-family listings are not allowed in the multi-family category, and multi-family listings are not allowed in the single-family category, with the exception of multi-family dwellings that were originally single-family dwellings and can be converted back (these may be listed in single-family as well as multi-family).

FSBOs & Other Non-MLS Listed Comps – When entering non-MLS listed properties the following guidelines are to be used:

- FSBO sales, One-Party listings & other non-MLS listed properties cannot be entered until after closing
- Add the listing as **Sold** instead of Active listing
- For *listing date*, use the date before your Accepted-Offer Date, unless you have an actual contractual date -- the 7-day rule does not apply for listings entered as Sold
- For *expiration date*, use the closing date (or actual contractual date)
- Actually room sizes, if unavailable, are not required, but room numbers and locations are required.
- ALL other listing rules that apply to active listings apply for sold Comps, including photo requirements

CREDIT FOR SALES:

- If a FSBO is entered as a sold, the list side should be recorded as *Selling Agent* and the sale side as the *actual Selling agent*. **After the listing is entered, call the MLS office and request the list side be changed to *Sold by REALTOR*.**
- If an exclusive agency listing is sold by the seller, the list side should be recorded as the *actual listing agent* and the sale side as *Sold by Seller*.
- If a one-party listing is entered as a sold, the list side should be recorded as the *actual listing agent* & sale side should be recorded as the *actual selling agent*.
- If a property sells to a seller listed exclusion, the list side should be recorded as *Listing Agent* and the sale side should be recorded as *Sold by Seller*. **After the listing is entered, call the MLS office and request the list side be changed to *Sold by Seller***
- If a property sells to a listed exclusion under a previous listing, that previous listing should be reported as sold, and any subsequent listing should be expired or deleted – call the MLS office for assistance with deletions.
- *For co-broke sales where an agent acts on their own behalf in purchasing an MLS listed property, the sale-side of the transaction shall be recorded under the listing office. If another agent in the firm represents the agent/buyer, the sale-side of the transaction shall be recorded under the firm representing the buyer.*

Non-Member Sales – If the selling agent/office of your listing is not a member of our MLS, use Non-Member for selling agent and selling office. Please use this option only if the office/agent is not listed in our database. Members of Rock/Green MLS are listed in our database, and therefore should be entered when they are the selling side on your listing.

If you are the selling agent of a listing that is not in our MLS, but rather listed by a member of another MLS, you may enter the listing as a comp sale ONLY IF YOU HAVE PERMISSION FROM THE LISTING BROKER/AGENT. Enter yourself as the listing and selling side and then call the MLS to request the listing side be changed to Non-Member.

Rentals -- Residential properties for rent can be included within the Paragon program. If you have access to add listings, you can add rentals by clicking on **Listings – Add – Rental**. To search for rentals click on **Search – Property – Rental**. For a copy of the Rental Profile Sheet, go to www.scwmls.com under the Forms section (Listing Profile Sheets).

Listing Restrictions –

- All MLS listed properties can be entered only once in each applicable category. An exception can be made for properties with legally divisible parcels of land.
- Single-family listings are not allowed in the multi-family category, and multi-family listings are not allowed in the single-family category, with the exception of multi-family dwellings that were originally single-family dwellings and can be converted back (these may be listed in single-family as well as multi-family).
- The Lots & Acreage category is limited to vacant land, and land with buildings other than residential structures. An exception can be made for properties that have a residential structure with little or no value. Those listings can be listed under Lots & Acreage, provided the “residential structure with little or no value” is selected under the Improvements feature group.
- Farm-type properties with no residential structure are restricted to the Lots & Acreage category.
- The Multi-family category is limited to multi-unit buildings that contain two or more separate dwelling units. An exception can be made for single unit property that are zoned multi-family. For single unit properties that are zoned multi-family, the listing must have the “zoned multi-family” feature selected under the Type feature group. [The listing agent for this type of property can choose to enter it as Single Family or Multi Family, but not both.]
- Only condos that are either stand-alone or half duplexes are allowed to be marketed secondarily under the Single Family category. Condo fees must be listed in the first line of MLS general remarks for condos listed under the Single Family category.
- Single family residential properties may not be entered under the condominium category unless there are condo docs, a shared wall, or a monthly maintenance fee associated with the property.

MLS STATUSES AND WHEN TO USE THEM

Status	Listing Contract/Offer to Purchase	Can Show?
ACTIVE	Under contract	Listing is available for showings
WITHHELD/DELAYED	Under contract	No showings allowed temporarily (no accepted offer)
WITHDRAWN BY SELLER	Under contract	No showings allowed
OFFER W/BUMP	Under contract with accepted offer	Listing is available for showings
OFFER-SHOW	Under contract with accepted offer	Listing is available for showings
PENDING	Under contract with accepted offer	No showings allowed
SOLD	Closed	No showings
EXPIRED	Released from contract (or contract expired)	No showings

STATUS CHANGES REQUIRED IN PARAGON

Accepted Offers - When you receive an accepted offer you have 3 calendar days to change the status of that listing to either AC (Offer-Continue to Show) or Pending (No more showings). The only exception is if there is a bump clause in the offer or a short sale situation. If there is a bump, or if the property is a short sale, you will have 3 calendar days to either change the status to Pending (no more showings), AC, AB (Offer with Bump) or you can leave the status as Active, but you must disclose the existence of the offer in the broker-to-broker remarks (Accepted Offer Bump Clause or Accepted Offer Short Sale).

If your seller has instructed you not to disclose the existence of the offer, the status of the listing must then be changed (within 3 days) to Withdrawn by Seller until such time as the property closes, or the offer falls through.

You may be assessed \$5/day for status changes that are not done in a timely fashion.

Withheld/Delayed - If you and your seller decide that a new listing will not be ready for showings until after the required 7 days for listing input, or if a seller suspends showings for an existing listing during the term of the contract, with the intent to allow showings at a later date, you can enter that listing into the status of Withheld/Delayed until such time as it is ready to market and show. The Show Date field is required for listings in Withheld/Delayed. While a listing is in the status of Withheld/Delayed, days on market are not counted, the listing will not come up in active searches, nor will it be included on public websites. While a listing is in the status of Withheld/Delayed, it is not available for anyone, including the listing company, to show.

Withdrawn by Seller If a seller no longer wants you to market their property, but you as the listing broker/agent do not release them from their contract, that listing should be put in Withdrawn by Seller. While a listing is in the status of Withdrawn by Seller, it is not available for anyone, including the listing company, to show.

Expired – If your office releases a seller from their listing contract before the expiration date, the listing must be moved to an expired status in MLS.

Sold – Reports of closed sales, exchanges and rentals must be done on the Paragon MLS system within ten (10) calendar days of the date of closing. **You may be assessed \$5/day for status changes that are not done in a timely fashion, up to a maximum of \$25. In addition, if the closing date is falsified to avoid the late fee, a fine of \$100 will be assessed, in addition to the \$5 per day fee.**

If the seller made concessions, be sure to indicate that amount in the Seller Concessions field. **Seller Concessions** is defined as: Points paid by seller on behalf of buyer, seller-paid buyer closing costs, cash or cash allowances not escrowed, down payment assistance, and personal property not usual and customary to such transactions conveyed from seller to buyer having an agreed upon monetary value.

When closing out a property, you are required to identify if the sale was court approved, a short sale, or if the property was bank owned/REO. A choice for N/A is available if none of the above applies.

Price Changes & General Information Changes – When there is a change to the price or any other material condition of the original listing, it must be reported on the Paragon MLS System within 48 hours (excluding Saturdays, Sundays and MLS Holidays). **You may be assessed \$5/day for price changes and other information changes that are not done in a timely fashion.**

ADDITIONAL PARAGON LISTING FEATURES

Associated Documents – Paragon MLS allows you to attach documents to the listing information. Documents that you may attach include seller's disclosures, lead-based paint disclosure, flood information, etc. Any agent viewing the listing is able to download or print these documents. Go to <http://www.scwmls.com/pdf/AssociatedDocuments.pdf> for instructions on how to associate documents in Paragon. NOTE: PDF files work best

You can set your associated documents to be automatically included when a listing is emailed from Paragon. Within the Associated Documents maintenance window, you will see a check box for Public. Mark this box only for documents that are appropriate for the public. Also, when entering the description for your document, please remember your audience includes the public.

Photos – Up to 25 photos can be stored for each property. All 25 photos will be included on www.wisconsinhomes.com; REALTOR.com displays only the first 4, unless you purchase an upgrade package. For detailed instructions on how to add or change listing photos, go to <http://www.scwmls.com/paragon/photo.html>
**Remember that images loaded onto the MLS must be in .jpg format, and it is recommended that they be less than 10MB in size (with a maximum resolution of 1280x960) to avoid compression and a reduction in quality.

Photos are required for all active and Sold Comp listings, but exclude vacant land, commercial property and properties under construction. One photo must be an outside front view from street, but it is not required to be in the first photo position, and an exception will be made if seller requests that no photo appear (whether one or all.) If an active listing, as identified above, does not have a photo after 7 days from listing date (input date for sold comps), the MLS will send a notice to the Broker and listing agent with 5 days to provide a photo. The MLS will send a photographer out to take a photo, and assess a \$50 fee to listing Broker if photo is not provided after such notice.

Use of photos that you do not have the right to may lead to a fine of \$25 per photograph in addition to any legal or equitable remedies available to the copyright owner of the photograph(s).

No photos of *bodies of water* are allowed unless the view is visible from the property, or from the deeded access.

Copy/Clone --Paragon MLS allows you to copy listing information from one MLS number to create another. *Note: you can only copy your own listings (Brokers and administrative personnel can copy any office or firm listing).* To copy an existing listing and create a new listing – Go to **Maintain Listing** (on the Listing Menu) and select the appropriate listing by entering the MLS number or address; Select *Copy/Clone* from the Select Action box. Change the necessary information (dates, price, etc) and click *Save* to save the listing information.

NOTE: You cannot copy one class to create a listing in another class.

Partial Save -- PARTIAL SAVE allows you to save a partially completed listing:

- Click on SAVE AS PARTIAL LISTING on the SAVE drop-down menu at any time during the listing input process
- A web dialog box will open, select a Save Action (*Continue Input* – if you wish to save data, but continue entering more data or *Finished* – if you wish to exit the listing input screen)
- To go back and finish the partially saved listing – go to the Listing drop-down menu and select MAINTAIN PARTIALS.

Other Marketing Area for Rural Properties --It is sometimes difficult to market rural property, as the physical location of that property is identified by a township name, not by the name of a more recognizable city or village. For instance, when searching on the [MLS websites](#), the public does not realize that the rural area south of McFarland is called the Township of Dunn. They just know that they would like to find houses in the country south of McFarland so they choose McFarland.

To help minimize this problem, you may include an *Other Market Area* within your rural listings on the MLS. When a REALTOR® searches *Paragon*, or the public searches [wisconsinhomes.com](#), properties that include the area selected within the search, as either the primary area or the "other marketing area", will come up as matches.

Please keep in mind the other market area chosen must be an area that is contiguous to the actual area. It can be listed as any contiguous city or village that the agent deems as most appropriate. An agent may consider location, school district, or mailing address when making this decision.

The only exception that will allow an *Other Market Area* to be used outside a township is for cities and villages that cross county lines. In these cases, Paragon will automatically include the other county code for that municipality as other market area.

City/Village	Counties	Area Codes
Baraboo/West Baraboo	Sauk	Q34/Q01
Belleville	Dane/Green	D02/H04
Blanchardville	Iowa/Lafayette	J05/M08
Brooklyn	Dane/Green	D10/H07
Cambridge	Dane/Jefferson	D12/K02
Livingston	Grant/Iowa	G27/J19
Muscoda	Grant/Iowa	G34/J21
Randolph	Dodge/Columbia	F31/B28
Watertown	Jefferson/Dodge	K24/F38
Waupun	Dodge/Fond Du Lac	F39/T31
Wisconsin Dells	Sauk/Columbia	Q37/B33

Virtual Tours -- If you purchased a virtual tour for your listing, you can include that link on the Customer Full Report in Paragon and within your listing on www.wisconsinhomes.com . To include your tour, enter the tour link as part of your initial listing input (OPEN HOUSE/TOUR tab in Add Listing) or choose Virtual Tour from the Listing Maintenance "Select an Action" drop-down list if adding it later.

MLS Rules prohibit the display of virtual tours that include agent information and/or office information. As with the Customer Full Report, office name is allowed. The reason for this restriction is that links to virtual tours on MLS listings in Paragon are included as part of the Customer Full Report. By design, the listing company is given credit on this report, but there is no agent information or office contact information. This report is the one members most often email from Paragon to their clients/customers. Before this restriction, some of the tour links on listings emailed from Paragon took the client/customer to a web page containing agent and office information along with a tour of the property. On some of these web pages the focus was on the agent/office and not the property.

Converting Subject Properties - If you have administrative access to the Paragon system, you can convert your Subject Property/Temp Listings to regular MLS listings.

- Select CMA from the blue menu bar in Paragon
- Select Maintain Subject Properties
- Locate correct listing – click on "select an Action"
- Select Convert Subject Property
- Review the information. Click the Convert button at top of screen (if you SAVE – you still have a subject property). If there are errors you will be prompted to correct them. Click the Convert Button again after corrections.
- A box will come up and you will be prompted to enter status, listing date & expiration date. Be absolutely sure to enter SOLD as status for Sold Comp listings, or you may be subject to a late input fee.
- Click SAVE and the listing will be saved with a 7-digit MLS number

Mapping – If the map for your listing needs to be added or corrected, you can make those changes. Go to **Maintain Listing** (on the Listing Menu) and select the appropriate listing by entering the MLS number or address; Select *Change GeoCode* from the Select Action box. Select the correct location by using the Map It buttons and zooming in and out on the map grid; click *Save* to save the map changes.

Showing Assist – To customize each listing individually for the ShowingAssist™ feature, you can go to Maintain Listings and select the Showing Time option from the Select an Action drop-down box. For details on the ShowingAssist™ feature, go to <http://corporate.showingtime.com/LandingPages/SCWMLS/tabid/228/Default.aspx>.

MLS STREET NAMES

To create accurate history and mapping links, please follow the guidelines listed below:

Do not include periods in any street name.

Street names should be spelled out in their entirety, with the exception of the following –which should be abbreviated as follows:

County Road/Highway	County Road
Highway (State/Fed)	HWY
Saint	ST
Mount	MT

Numbered streets (i.e. First St) should be entered as numbers (1st, 2nd, etc.)

If there is a street tag for a particular address (*avenue, road, drive, etc.*), be sure to **list it** on the MLS and please use the correct form of that street tag as outlined below:

Correct MLS street tag abbreviations:

Avenue	AVE
Boulevard	BLVD
Circle	CIR
Court	CT
Drive	DR
Lane	LN
Parkway	PKY
Place	PL
Road	RD
Street	ST
Terrace	TERR
Trail	TR

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COMPLETE LISTING OF SCWMLS RULES & REGULATIONS

For a complete list of rules, see the MLS Handbook – go to
<http://www.scwmls.com/pdf/mlshand.pdf>

QUESTIONS -- Contact us by phone or email to listings@wisre.com