INDIANA REGIONAL MULTIPLE LISTING SERVICE (IRMLS)

MLS SYSTEM OVERVIEW
Update Date: Feb 2024

The IRMLS system is a combination of 13 Local Indiana Associations: UPSTAR, Lafayette, Bloomington, Elkhart County, Kosciusko, St. Joseph County, and Northeastern IN, Regional Association of Central IN (RACI), North Central (Plymouth), Southwest IN Association (Evansville), Mideastern Association (Muncie), Bedford and White County. Washington County was a member until they dissolved their association in early 2023.

This document is intended to provide information relevant to the IRMLS system design and fields. The IRMLS system was built using a pre-existing system that did not use decimals and therefore decimal fields are not used. To incorporate a decimal field would require a restructuring of the IRMLS system. The IR MLS system offers 3 types of fields – Free form fields, Feature Fields and table fields. IRMLS has added many "relational" fields so only the values relevant to the previous field will display. Example: AREA – City. The type of field will determine how the field may be used; i.e. alpha only, numberic only or alpha numeric. IRMLS also uses conditional logic that means a field will only display based on the response to a related field: Garage = Yes Garage Type and # of Cars will be required.

Things you should know about the fields:

1. Feature fields – the user can choose more than one answer
2. Look Up Fields – the user can only choose ONE value
3. Free form fields – the user can enter any response that is limited only to the # of characters in that field
4. Numeric only – the user can enter a numeric response only – No decimals
5. Relational fields are Fields that are related. Users should complete the input form in the order the fields display. Jumping around the input form will create problems with the relational fields. Always enter Area first and follow the field order on the screen– AREA/Township - AREA/City - AREA/School District/Schools – AREA/Subdivision are all relational fields.
6. Some fields have defaults –check to make sure the default is correct- Change the Default if incorrect
7. Some fields are Required at Input & display a RED R
8. Some fields are Required only when a related field is populated – Another field may be required after responding to a related field. WTF=Yes will require additional Water Fields – WTF=No means no additional Water fields will display.

IRMLS PROPERTY CLASSES *Auction available in each Class

Residential – Residential Lease – Farm & Ranch
Investment – Lots & Land
Commercial – Commercial Lease

*Classes Defined - *all classes, except "For Lease", must include the transfer of real property to qualify for inclusion in the MLS*

Residential Class – Single Family Homes, including condominiums & cooperatives, listed "For Sale".

Mobile homes on rented lots do not qualify for entry into MLS as they are Personal Property. Structures that are not livable do not qualify for the Residential Class.

*Residential For Lease – Single Family Homes, including condos & cooperatives, available on a "For Lease" basis must be entered into the REsi for Lease Class. When the transaction is "closed" report as a LEASE vs SOLD.

Farms & Ranch – Property Zoned Agricultural – With house & outbuildings or Outbuildings Only with acerage.

Investment Class – Property with more than one unit or that is intended to generate a cash flow through rental income.

Lots and Land – Agricultural, residential, commercial or Industrial lots or acreage that do not include buildings.

Commercial - Real property that is used exclusively for business purposes…i.e. office, retail, industrial, warehouses etc. or is zoned business, commercial or industrial.

Commerical For Lease – Business Properties offered "For Lease" are allowed for entry into the MLS.

Please do not enter NEW Rental Properties as "FOR RENT". Please use RESIDENTIAL FOR LEASE OR COMMERCIAL FOR LEASE CLASS.

Enter AUCTION Properties into the correct Class - Select "FOR AUCTION"   Sale/Rent/Auction **R** [For Auction ∨]

Please use the LEASE selection when closing the property in Paragon NOT Sold.

IRMLS STATUSES

- ■ **A - Active**
  - ■ Back on Market
  - ■ Price Change
  - ■ Listed Coming Soon
  - ■ Contingent
    - ■ Accepting Back Up Offers
    - ■ *First Right*
    - ■ 3rd Party Approval
    - ■ Sudden Death/Kickout
    - ■ Other

- ■ **SOLD**
- ■ **Pending**
- ■ **Expired**
- ■ **Withdrawn**
  - ■ Withdrawn – Permanent
  - ■ Cancelled
  - ■ Temp Off Market
  - ■ Withdrawn Duplicate
- ■ **Leased**

ACTIVE STATUS (A) – Active Status is selected when a NEW For Sale/For Lease property is entered into Paragon. Active Status requires the property is available to Show. The listing will remain in the Active status until the status is manually changed or automatically updated i.e. expired. Listings in the Active Status are set to expire on 12 midnight on the expire date. *NEW listings are NOT be flagged as NEW.*

BACK ON MARKET – (BMK) - BMK is an active sub-status. This status is used to bring a property from any Off Market Status to an Active as long as the contract is still valid. **One Example**: Property is in Pending status, the sale falls through – BMK is selected to bring the property "back on the market". The listing will be in a BMK status for 5 days before moving back to an Active Status.

PRICE CHANGE – (PC) Price Change is an Active Sub-Status is selected when a listing price is changed. The listing will reflect a "Price Change" status for five days and then revert to an Active Status.

CONTINGENT – Contingent Status is an ACTIVE status that is selected when the seller has accepted an offer that meets one of the following conditions. *Contingent status listings must be available to show and will continue to syndicate and display on IDX sites.

    COBU – Cont-Accepting BackUp Offers: Active sub-status - used when seller accepts an offer but wants to consider back ups. Showings will continue. Listing syndicate and display on IDX & VOW sites. Listing will remain in the Active Contingent status until it is manually changed to another status, i.e. pending etc.

    COFR – Cont-First Right of Refusal: Active sub-status - seller accepts an offer with a 1st right of refusal with a specific timeframe (24, 48, 72 hrs etc) for the buyer to meet the conditions of the offer. Timeframes can be noted in Agent Remarks. Must be available to show. Listing will continue to syndicate and display on IDX and VOW sites. The Active Contingent status will remain until it is manually changed to another status, i.e. pending etc.

    COSD – Cont-1stROR-Sudden Death: Active sub-status - used when the seller accepts an offer with a First Right of Refusal that expires or "dies" immediately upon acceptance of another offer. No notice to the buyer is required. COSD is an active status and listing must be available to show. Listing will continue to syndicate and display on IDX and VOW sites. The Active Contingent status will remain until it is manually changed to another status, i.e. pending etc.

CO3PA – Cont-3rd Party Approval: Active sub-status - used when a 3rd party signature is required to finalize acceptance of an offer. CO3PA is an active status - listing must be available to show. Listing will continue to syndicate & display on IDX and VOW sites. The Active Contingent status will remain until it is manually changed to another status, i.e. pending etc.

COO – Cont-Other – This status was used primarily for mapping purposes. IRMLS does not recommend using "Cont-Other" unless circumstances require it. COO is an active status and any listing in this status must be available to show. The listing will continue to syndicate and display on IDX and VOW sites. The Active Contingent status will remain until it is manually changed to another status, i.e. pending etc.

LISTED COMING SOON – is a sub-status of Active. Listings with a delayed showing date MUST be entered into the LCS status. Seller signs a Listing contract and a "Listed Coming Soon Authorization Form" that includes the Showing Start Date and the terms of the LCS Status. LCS status is available for 21 days or less from Input Date. LCS will automatically change to ACTIVE on the Start Showing Date if not changed manually before. LCS will expire automatically on the expire date. Properties in the LCS Status may be publically marketed not NO Showings will be allowed. LCS Status is included in syndication and IDX feeds.

SOLD – is an Off Market Status that is used when the Property is sold and closed. Sold Status is included in IDX, VOW and Syndication feeds and may be displayed for the public.

PENDING – is an Off Market Status that is used when the seller has accepted an offer and the property is no longer available to show. Only the Pend Date is required for all MLS users. The "proposed closed date" is NOT a required field for all IRMLS users but your local MLS may have opted to make it required for your members. Pending status will be included in IDX, VOW and syndication feeds and may be displayed to the public. Days On Market (DOM) will stop at Pend Date. DOM = List Date to Pend Date.

EXPIRED – is an Off Market Status. Listings in the Active and Withdrawn status will "auto expire" at "12 am" on the expire date meaning the listing will show expired at the start of the Expire Date. Expired is an off market status - Listings will be removed from syndication sites and IDX sites. Listing Agent will receive auto expire notifications beginning 5 days in advance. Notices will be sent nightly until the listing expires or has been extended etc. Expire dates are only viewable by the listing agent and Listing Broker/Office staff. Expired status will not display on Syndication and IDX sites but may be available on a VOW site.

WITHDRAWN – Off Market Statuses

Cancelled: This status is used when the listing contract has been terminated and the listing has been removed from the MLS. Cancelled is an Off Market Status and will not be available for display on syndication and IDX sites.

Withdrawn: This status is used when the listing is permanently removed from the MLS but the contract remains in effect /active between the seller and the listing office. A listing in Withdrawn status will not be available to show and will not display on syndication or IDX sites. The withdrawn status will automatically expire on the expire date. The listing agent will receive expire date notification.

Temp Off-Market: This status is used when a seller "temporarily" suspends showings for an existing listing for a legitimate reason. Temp Off-Market is an Off Market status but the contract is valid. Examples: the seller goes on holiday, has a death, a house fire, or has a temporary circumstance where the seller does not want the property shown. If the seller signs a new listing contract but needs time to clean the carpet, the Listed Coming Soon status MUST be used. Temp Off-Market is an Off Market Status and will not display on IDX or syndication sites. Temp Off-Market cannot be used for New Listings that have a delayed showing date. The Listed Coming Soon Status is for New Listings with a delayed showing date. LCS Authorization Form is required.

LEASED – LEASED Status is used to "Close" out a Leased property. The status MUST be "Leased" before the property can be closed. Used for listings in the Residential and Commercial Lease Class. A leased has been "closed" and the listing is taken off the market. *PLEASE DO NOT ENTER AS "FOR RENT"

PENDING FIELDS – Only the Pending Date is required when reporting the listing Pending.

SOLD INFORMATION

(284)Proposed Closing Date

`mm/dd/yyyy`

(285)Pending Date (REQUIRED)

`mm/dd/yyyy`

(289)Selling Agent 1

(291)Selling Office 1

If the Selling Agent & Office are pre-populated in Paragon; click on the Magnifying Glass at the end of each field to update the agent & office.   If an agent, who belongs to another IRMLS board, sells your listing; please DO NOT use Non Member. Instead; click the magnifying glass at the end of the Selling Agent field and type the agent's name. Highlight and select the agent from the list in Paragon. DO NOT use a non-member agent.

Selling Agent 1   Nicholas Molnar

Selling Office 1   Realst8.com LLC

The MLS system includes a "NonMember" Agent & Office from each association. Select the NonMember Agent from the Listing Agent's local board ONLY when an agent outside of IRMLS sells your property. Northwest IN MLS, Metropolitan Indianapolis BLC, Terre Haute MLS, Southern IN MLS etc.

289 – **Selling Agent** – NonMember Bedford (Example)

291 – **Selling Office** – NonMember BED (office will auto-populate when agent is selected)

Every local has a NonMember Agent and Office record in Paragon. Select the NonMember record ONLy when an agent outside of IRMLS sells your listing.

NONMEMBER NEIAR

NONMEMBER ECBOR

NONMEMBER BL

NONMEMBER NCIAR

NONMEMBER WhiteCo

NONMEMBER BED

NONMEMBER UP

NONMEMBER KBOR

NONMEMBER SB

NONMEMBER LAF
NONMEMBER MEIAR
Private Sale

REaltor

NONMEMBER RACI

NONMEMBER SWIAR

*Listing Agent is defined as the Agent whose name is on the Listing Contract.   Selling Agent is defined as the Agent whose name is on the Purchase Agreement. *It is up to the local board staff to validate the information should any issues arise.*

IRMLS SOLD Fields - * = required

*How Sold	*Selling Price	* Closed Date
*Pending Date	*Type of Sale	*Total Concessions Paid
*Selling Agent	*Selling Office	

LISTING

💾 Save   📊 Tax Autofill   📊 *Price Analysis*   🔄 Reset Fields   **R** Required Only   🟢 Open All   🔴 Close All

SOLD INFORMATION

(282)	How Sold **R**		🔍
(283)	Selling Price **R**	, 000	
(284)	Closing Date	mm/dd/yyyy 📅	
(285)	Pending Date **R**	mm/dd/yyyy 📅	
(286)	Type of Sale **R**		🔍
(287)	Total Concessions Paid **R**		
(302)	Concession Paid By	⌄	
(15)	Sold/Concession Remarks		
	2,000 characters left.		
(288)	Sold Info: Place of Fin.		
(39)	Appraiser Square Footage		
(289)	Selling Agent 1		🔍
(291)	Selling Office 1		
(290)	Sell Team		🔍
(292)	Co-Selling Agent		🔍
(293)	Co-Selling Office		
(295)	NonMLS Sales Agent		
(296)	NonMLS Sales Office		

*How Sold: Type of Financing

*HOW SOLD

☐	ASSM	Assumable
☐	CASH	Cash
☐	CONT	Contract
☐	CONV	Conventional
☐	FHA	FHA
☐	INDA	Indiana Housing Auth
☐	LSOP	Lease/Option to Buy
☐	FHL	USDA-Guaranteed
☐	USDA	USDA-Subsidized
☐	VA	VA
☐	OTHR	Other

*Type of Sale

* TYPE OF SALE

☐	AUCTION	Auction
☐	ESTATE	Estate Sale
☐	PRIVATE	Private Seller - The Seller holds the note (Land Contract)
☐	REO/F	REO/Foreclosure
☐	SHORT	Short Sale
☐	TR/EXC	Trade/Exchange
☐	TRAD	Traditional - Mortgage through the Bank

Total Concessions Paid: Enter the amount of money the Seller paid toward closing costs or 0

Sold/Concession Remarks: Use this field to describe the concessions paid by Seller. In order to qualify as a "Concessions" it must be a financial concession made by the seller to facilitate the sale of the property.

GENERAL MLS FIELD OVERVIEW

Association ID Field – Each MLS is assigned a 2 character code that represents their MLS. The field indicates which Board the listings originated from. Use Caution when searching by the Association ID field because this eliminates all listings in your area that were entered by a member from a different association. **Example:** An Elkhart Agent searches by Price=$100,000 - # of Bdrms =2 & Assoc ID =EL. The search will not bring up 5 listings in Elkhart County that have 2 bedrooms and are 100,000 because they were entered by a South Bend agent.

Original List # – Converted Listings were all issued a new List Number in Paragon (except UPSTAR.) The List # originally assigned to the Listing was placed in the Original List Number field.   This field is only used for converted listings.

MLS # Field – Paragon assigns a List number to each listing entered into Paragon. The first 4 numbers represent the year the listing was added to the MLS. At the start of each year, the MLS number starts over with the new year and the rest of the number is assigned based on the order the listing was entered. 202300001

Property Sub-Type – IRMLS has 7 Property Classes & each Class has a Sub-Type to help users narrow down their search to specific types.

Residential, Residential Lease, *Farms/Ranch Class Sub Types

Site Built: includes traditional building style and "modular" homes. *Modular Homes are considered site built but can be noted under Architectural Style - #33 Modular

Mobile/Manufacturing: these two words are synonymous. Mobile was the first term used and later changed to Manufacturing. Both words refer to a home that is built with a permanent chassis and is regulated by Federal Law. Must convey title to real property before it can be entered in the MLS.

Condo/Villa: used when selling individual units, either with an attached or detached wall (stand-alone) property, that does not include land but does include shared interest in the common space.

*Outbuildings Only – Available in Farms/Ranch Class. When selected, fields related to a house will be "hidden"

Investment Class Sub-types

		Description
☑	APTB	Apartment Building
☐	APTC	Apartment Complex
☐	DUPL	Duplex
☐	EIGH	Eightplex
☐	FIVE	Fiveplex
☐	FOUR	Fourplex
☐	OTHR	Other
☐	SEVP	Sevenplex
☐	SIXP	Sixplex
☐	TRIP	Triplex

Lots and Land Sub Type

		Description
☐	AGRI	Agricultural Land
☐	COM	Commercial Land
☐	IND	Industrial Land
☐	RESI	Residential Land

Commerical/Commerical Lease Sub-Types – 15 SubTypes

AGR	Agricultural
H/M	Hotel & Motel
HEAL	Health Center
HOUSE	House
IND	Industrial
MAN	Manufacturing
MIX	Mixed Use
OFFI	Office
OTH	Other/Unknown
R/B	Restaurant/Bar
RETA	Retail
SEN	Senior Housing
SP/EN	Sport & Entertainment
SPEC	Special Purpose
WARE	Warehouse

Style Field – The style field is intended to describe the # of Stories rather than a specific type of construction. Construction style types such as Ranch, Cape Cod, and Bungalow etc can be found in *Features - Architectural Style.*

Style

- ☐ 1S   One Story
- ☐ 1SH   One and Half Story
- ☐ 2S   Two Story
- ☐ 2SH   Two and Half Story
- ☐ 3S   Three Story
- ☐ BL   Bi-Level
- ☐ MS   Multi-Story (3+)
- ☐ OTH   Other
- ☐ QL   Quad-Level
- ☐ TL   Tri-Level
- ☐ TWH   Townhouse

- ☐ 1   A-Frame
- ☐ 2   Bungalow
- ☐ 3   Cabin/Cottage
- ☐ 4   Cape Cod
- ☐ 5   Colonial
- ☐ 6   Contemporary
- ☐ 7   Converted House
- ☐ 8   Duplex
- ☐ 9   Earth Home/Berm
- ☐ 10   Foursquare
- ☐ 11   French Provincial
- ☐ 12   Geodesic
- ☐ 13   Georgian
- ☐ 14   High Rise
- ☐ 15   Historic
- ☐ 16   L-Type
- ☐ 17   Lofted
- ☐ 18   Log
- ☐ 19   Mid Rise
- ☐ 20   Mission
- ☐ 21   New England
- ☐ 22   Patio/Garden Home
- ☐ 23   Ranch
- ☐ 24   Salt Box
- ☐ 25   Shotgun
- ☐ 26   Spanish
- ☐ 27   Square
- ☐ 28   Traditional
- ☐ 29   Tudor
- ☐ 30   Victorian
- ☐ 31   Walkout Ranch
- ☐ 32   Other
- ☐ 33   Modular
- ☐ 34   Craftsman
- ☐ 35   Pole Barn

IRMLS Areas –Required - The AREA field equals County. All Indiana Counties are available in the AREA field. Counties outside of Indiana are added upon request (*local Bd staff email support@irmls.net*) Please note, the AREA field is a core MLS field that is linked to critical functions in the MLS system and cannot be renamed to COUNTY.

Township – Required - Township is a relational table field meaning only the townships in a selected AREA/County will display at input. All Indiana Townships are available in Paragon. Townships in contiguous states can be added upon request by board staff.

Grid – This field is Optional and added for MLS's who use "customized" AREAs. Not all MLS's will use this field. MLS's who do incorporate their AREA values into the GRID field can choose to make the field mandatory for their users.

Planned Unit Development – Defaults to No – User may change to Yes if the property is in a PUD.

Subdivision – Required - The subdivision field is relational table field (AREA/Subdivision).   Only the Subdivisions in a specific AREA/County will display for the User. Note: AREA must be entered before Subdivision.   If a subdivision is not available, please contact your local board. New subdivisions can be added – Local Bd Staff emails irmls support.

Parcel ID is a required field. To remove the requirement – Changed Platted Yes/No from YES to NO.

    Parcel ID = No – Parcel ID must be blank

    Parcel ID – auto formats – Do not enter any dashes or periods

Platted –Yes/No defaults to YES – When the field is YES; Parcel ID is required. If new construction, change Platted to NO – Parcel ID will no longer be required.

Auction Y/N Field – Defaults to NO. For Auction listings; Change Default to YES.

When Auction is changed to YES; the Auction box will have several fields that will be required: Must be changed to FOR AUCTION

    *Auction Date - Required
    *Auction Time - Required
    *Auctioneer License # - Required
    *Auctioneer Name - Required

    Auction Comments – Can be used for comments related to the Auction. (Not Required)

    Auction Reserve Price – Some Auctions have a reserve Price. Since the List Price defaults to 0 for Auctions, this field can be used
    to convey an Auction Reserve Price. (Not Required)

    Auction ZERO LIST PRICE – When Auction Y is selected, the List Price Defaults to Zero when the listing is saved.
    Please note: when a change is made to a listing with a Zero list price, upon saving the listing - an error will appear that says
    the List Price cannot be zero. Please enter a list price and save. The system will default the price back to zero once the listing is
    successfully saved. The List Price and Sale Price must be changed to match once the Auction is done.

IDX Fields –   Paragon has 5 IDX display fields as per NAR IDX rules. – See end of document for detail
        Publish to Internet – Defaults to Yes
        Show Address to Public – Defaults to Yes
        Show Comments on Internet – Defaults to Yes
        *Allow AVM on Internet – Defaults to No. AVM (Automated Valuation Model

"SEND TO" Fields – Fields are used to remove a specific listing from a specific site. The Managing Broker must have a syndication agreement with the Vendor before the field can be used to remove the listing at the request of the seller. Available only to Managing Brokers or Office staff. **The fields cannot be used to SYNDICATE LISTINGS …SEND THE LISTING TO A SPECIFIC SITE. The fields are blank by default. For details see last 2 pages of document.

Special Listings Conditions – Defaults to NONE. Required. Change Default to YES if property meets any of the following criteria:
☐ EST   Estate
☐ NOD   Notice of Default
☐ NONE None
☐ PRBT Probate
REO Y/N – Required NO DEFAULT

REO Buyer Restriction: Field can be used to enter any restrictions

Short Sale Y/N – Defaults to NO – Required (Does not syndicate)

School District – Required - Includes all Indiana School Districts – District displays based on County (AREA) selected.

Lot Size Fields – ** will auto calculate based on value entered into other fields
        *Lot Dimensions
        *Approx. Lot Size Acres
        **Approx. Square Footage

Room Sizes -Length X Width — Length and width are separate fields and do not accept decimals or half numbers i.e. 10.5 – the Bedroom size Fields are required based on the Total Number of Bedrooms entered. Example: Total Number of Bedrooms = 3. Length & Width & Level fields for Bedroom 1, Bedroom 2 and Bedroom 3 must be entered. All other Room sizes are not required. Note: Rooms without a length or width will NOT display on syndication sites.

* MLS reports must be manually configured so the length and width fields display next to each other.
  *Exception: All Fields Detail Report is a system default and includes all the fields on the input screen.

Square Footage Fields - *Required & Auto-calculate

*Above Grade Unfinished SqFt
*Above Graded Finished SqFt = Main Level SqFt + Upper Level SqFt
Main Level SqFt
Upper Level SqFt
*Below Grade Finished SqFt
*Below Grade Unfinished SqFt
*Total Below Grade SqFt = Below Grade Finished SqFt + Below Grade Unfinished SqFt
*Total Finished SqFt = Above Grade Finished SqFt + Below Grade Finished SqFt
*Total SqFt = Above Grade Finished + Above Grade Unfinished + Total Below Grade SqFt

Square Footage Source Field – (select the source of the square footage information]

SQUARE FOOTAGE SOURCE

☐	A	Assessor
☐	B	Builders Data
☐	E	Estimated
☐	L	Landlord
☐	O	Other
☐	P	Taped
☐	S	Seller
☐	U	Not Applicable
☐	V	Survey

Age – This field is an auto calculating field using year built and the year 1800. The field is disabled for Off Market listings.

New Construction – This field Defaults to No.

☐	CUST	Custom
☐	NO	Not Applicable
☐	SPEC	Spec

Inside City Limits Yes/No – Defaults to Blank – Zoning is ONLY required if INSIDE City Limits = Yes or No – Leave Inside City Limits field BLANK if you don't want to enter Zoning

Inside City Limits = Yes - City Zoning is required
Inside City Limits = NO - County Zoning is required.

Zoning Codes – Custom
MEIAR – Mideastern IN
ECBOR – Elkhart County
WHITE COUNTY
BEDFORD IN
SOUTH WEST INDIANA
South Bend
Bloomington

GENERAL ZONING TABLE:
LAFAYETTE
NCIAR – North Central
Washington County
UPSTAR – Fort Wayne
NEIAR - NorthEastern
KBOR - Kosciusko
RACI - Kokomo

City Zoning – Custom City Zoning codes are available for the MLS's that submitted custom codes. See above. All Other locals opted to use the "General Zoning Code Table". In that case, Zoning will default to the General City Zoning values – Look Up field.

County Zoning – if Inside City Limits = No then County Zoning is required

Zoning Description – This field allows up to 40 characters to describe any special conditions relating to Zoning.

Water Utility Field – If "Well" is selected, the following "Well Related" fields are required:

WATER UTILITY	
☐ CITY	City
☐ CSTRN	Cistern
☐ NONE	None
☐ OTHR	Other
☐ PRIV	Private
☐ PUBL	Public
☐ SPR	Spring
☐ UNK	Unknown
☐ **WELL**	**Well**
☐ WELLN	Well Needed

*Well Type – becomes required
*Well Size – becomes required

Baths: Required Field
#Full Baths – Total of # of Full Baths Main + # of Full Baths Upper + # of Full Baths Lower (auto calculates)
Half Baths – Total # of Half Baths Main + # of Half Baths Upper + # of Half Baths Lower (auto calculates)

Pool Y/N – This field Defaults to NO. If Pool = Yes, Pool Type is required.

Garage Y/N – If Garage = Yes, the following fields are required:
    Garage # of Cars
    Garage Type
    Garage Length
    Garage Width

Waterfront Y/N – This field Defaults to NO. If the property is located on a body of water or has access to Water then Waterfront = Yes should be selected. If Waterfront = Yes is selected, the following fields are required:
    *Water Frontage (number field)
    *Water Name (Name of water – too long to list)
    *Water Type
    *Water Access
        Lake – Lake Type

*Water Type – IF Water Type = Lake - Lake Type is Required

☐ CRK	Creek
☐ LAKE	Lake
☐ NONE	None
☐ OTHR	Other
☐ POND	Pond
☐ RIVR	River

*Lake Type – Pick One to Describe the type of Lake

☐ ACCS	ACCESS TO SKI LAKE
☐ NOSKI	N O N S K I L A K E
☐ OTHR	OTHER
☐ SKIL	Ski Lake

***Water Access – Pick One Value to describe the type of water access**
- ☐ BFRNT Bayfront
- ☐ CHFR Channel/Canal Front
- ☐ EASE Easement/Other
- ☐ FRNT Frontage Lot
- ☐ LAKE Lakefront
- ☐ RVRF Riverfront

Water Frontage – Not required - Free form field - Enter the amount of property frontage

Chanal/Canal Frontage – Not Required – Free Form Field – Enter the amount of frontage on Canal or Channel

Water Name – Required if Waterfront = Yes. Choose the body of water name (contact local board if name does not display on list)

WATER FEATURES - Features Field – May choose multiple values – Select all that apply
1 Association
2 Boat Docking Rights
3 Boat Lot
4 Deeded
5 Gated Lakefront
6 None
7 Pier/Dock
8 Pier/Dock Available
9 Private Beach
10 Public Beach
11 Recorded
12 Walk to Lake Access

Required Disclosures:

Contract Type – Default: Exclusive Right to Sell. Change if the listing is an Exclusive Agency Listing.
>   **Exclusive Right To Sell**: seller signed a contract exclusively with a real estate agency to sell their property
>   **Exclusive Agency Listing** – seller signed a contract exclusively with a real estate agency but the seller retains the right to sell the property

Variable Rate Y/N – Defaults to No. Select Yes when the seller has agreed to pay two different commission amounts – one amount if the property is sold by the listing office and another amount if sold by a co- op office.

Excluded Party – This field Defaults to None. User will need to change the Default if any parties are excluded from the paying a commission when the property is purchased.

EXCLUDED PARTY
- ☐   EXCL   Excluded Party
- ☐   NONE   None

Owner Real Estate License Y/N – This field Defaults to NO. User will need to change the Default to Yes if Owner is Licensed.

Agent/Owner Related Y/N – This field Defaults to NO. User will need to change the Default to Yes if the Agent is Related to the Owner.

INFORMATION OF NOTE

MLS Reports – Paragon includes many different reports and layouts. Each local is allowed 2 local reports; however, users have access to all reports. Keep in mind; Most reports only include a "subset" of MLS fields. The only report that includes **ALL fields is the All Fields Detail report**. The layout does not have a "pretty" layout but this report includes all fields. For that reason, users who enter listings in the MLS should always pull this report after the listing is entered to make sure the data is accurate. Appraisers should also use this report so they have access to ALL the listing fields.

Default Fields – To help streamline the input process, listing input includes several Default fields. Please note, ALL DEFAULT fields should be verified and changed as needed before the listing is saved. If a Default does NOT apply, please select the value that does fit.

Conditional Logic –. IRMLS uses conditional logic fields in Paragon to keep the data accurate. Example: Area (County) – Township. When a County is selected, only the townships located in the selected County will display.

Inline Auto Complete – Some fields have a lot of values (selections) to choose from. To find the value quickly, simply type the first letter or two of the word in the field box or click on the magnifying glass and type the letters in the modal window search box.

Magnifying Glass – When entering a listing, click on the Magnifying Glass to open a Modal window to access all available values.

Question Mark – When entering a listing, Click on the **? box** to learn how the field is used.

Market Monitor – the Market Monitor will reflect the activity from all MLS's. Users who want to see activity for their specific location can select what Areas (County) are reported on the Market Monitor by clicking the Widget box in the upper right corner.

Profile Sheets – Profile "Input" Sheets are available in Paragon>MLS Docs>Input Sheet Folder. IRMLS updates the Profile Sheets as needed. ZipForms & DotLoop - * * double asterisk means the field is required based on a response to a related field.

Office & Agent Numbers – Each office and agent currently has a number assigned to them in the current MLS system. The current numbers will be pre-pended with a two letter code representing their MLS. Each local board also has a Non Member Agent and Office record in Paragon. The NonMember agent record should ONLY be used when the selling agent is from a different MLS.

BOARD NAME	PREPENDED WITH
Upstar	UP
Lafayette	LA
Bloomington	BL
South Bend	SB
Elkhart	EL
Kosciusko	KO
North Eastern	NE
Evansville	SW
Central Indiana	RA
North Central	NC
White County	WH

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Mid-Eastern	ME
Bedford	BD

RULES & POLICIES: IRMLS approved MLS Rules & Regulations must be adopted and followed by all locals. As of February 2024, IRMLS will be working on a complete set of rules for all locals to follow. All IRMLS users will follow the same set of MLS rules across all 13 locals.

IRMLS Support: IRMLS support is only available for local board staff. Members must contact their local board for assistance or questions. Local Board staff can contact support if they do not know the answer or direct the member to Agent support. Members must contact their Local board staff with any questions about IRMLS rules. Local Boards are responsible for MLS compliance, member support; education and promotion of MLS services, membership, MLS billing and collections etc. Agents with How to Use Paragon questions can be directed to Paragon support at 877-657-4357.

Days on Market & Cumulative Days on Market formulas can vary for each MLS. IRMLS defines DOM and CDOM as follows and this formula should not be used for listings coming from another MLS.

IRMLS - Days On Market – Days on Market (DOM) represents the length of time a *listing is or* has been active in the MLS, counting from List Date to Current Date (if Active) or from List Date to Off Market Date (if Off Market). Days on Market (DOM) calculates the number of days a listing is in an ACTIVE status.   DOM starts over each time a new Listing Number is assigned to a listing in the MLS.

Final DOM is calculated from List Date to Pending Date/Expire Date/Off Market Date.

Cumulative Days On Market - Cumulative Days on Market (CDOM) represents the total number of days a *property* has been active in the MLS.

CDOM is calculated by adding the "DOM" for each listing of the same property together.

CDOM "Match" Formula   Off market Status for 30 days or less
                                                                       All property Classes
                                                                       Address, (House # & Street Name) Parcel ID and Unit # (if applicable)

When a new listing is entered in the MLS, Paragon searches for listings that "match" using the criteria above. When a match is identified; Paragon adds the "DOM" for each match to calculate CDOM for the new listing.
 *Contingent Status is NOT included in the CDOM match because it is an active status.
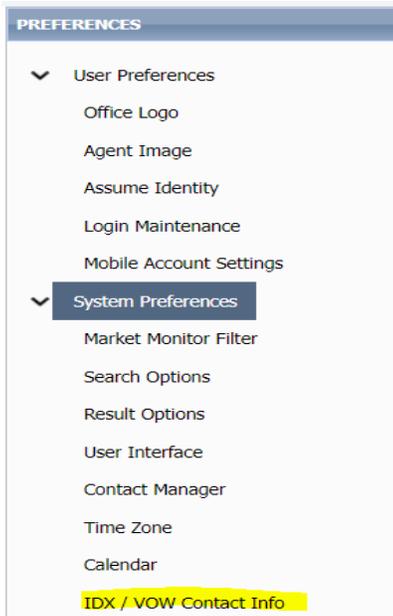
Note: IRMLS has a rule to issue a "warning" when a new listing is entered with the same address as an existing listing, however, this has nothing to do with DOM or CDOM.

RELATIONSHIP FIELDS: IRMLS has many relationship fields. Agents who enter new listings should always start at the beginning of the input screen and complete all the fields in order. If the fields are not answered in order; it may be difficult to save the listing. In that case; all the values entered in the relationship fields must be removed and the agent must re-enter starting with AREA. .

Relationship fields: AREA/Township
                                    AREA/City
                                    AREA/Subdivisions
                                    AREA/School district
                                    School District/High School
                                    School District/Middle School
                                    School District/Elementary

   Inside City Limits – when blank Zoning is Not be required – If Yes; City Zoning is required – If no; County Zoning is required

City-city Zoning
County/County Zoning

BROKER ATTRIBUTION – Managing Brokers can now choose their preferred contact information that will automatically display on IDX Sites; Log into Paragon – Select Preferences – System Preferences – IDX/VOW Contact Information

PREFERENCES

∨ User Preferences
    Office Logo
    Agent Image
    Assume Identity
    Login Maintenance
    Mobile Account Settings
∨ System Preferences
    Market Monitor Filter
    Search Options
    Result Options
    User Interface
    Contact Manager
    Time Zone
    Calendar
    IDX / VOW Contact Info

A dropdown will display labeled as 'Attribution Contact,' and will allow the Managing broker (Security Level 5+) to select from a list of phone numbers and emails. This is an optional field. The dropdown list will default to No Value Selected and includes the following options:
• **No value selected**
• Agent preferred phone
• Agent email
• Office broker preferred phone
• Office broker email
• Office phone #1 – 3
• Office email

The options will only display if the data is entered into Paragon by the local board. If a broker is not assigned to the office, a message will appear indicating, "No broker is currently assigned to this office" and the two broker dropdown options will not appear in the list.

Additional IRMLS SERVICES

CLARIETY SECURITY – SAFE MLS

IRMLS provides SAFEMLS for all MLS users. Users logging into the IRMLS system for the first time must create a new account in the Clariety system and agree to the Terms of USE. Users will have to answer 3 security questions and agree to the terms of use etc. Once the account has been established, users can access the MLS at any time. Users should not have to change their password once it is set up unless their account has been flagged as high risk. User must enter their log in and password each time they access the MLS to help the system establish a typing pattern. The password must be at least 10 characters but no more than 12. It must have at least 7 letters and at least 1 number or special character

Realtor.com – IRMLS provides data to Realtor.com based on the contract each local association within IRMLS has in place. Local Boards will provide support for members.

RPR – IRMLS provides data to RPR for those associations who have a contract with RPR. Local Boards will provide member support for RPR services

List Hub: Listing Syndication – IRMLS provides data to LIstHub for boards that have a contract with ListHub. Contracts vary from Board to Board. Local Boards will provide member support for ListHub services.

Showing Time: Showing Time is integrated into the MLS system through User Preferences. Go to PREFERENCES>ShowingTime Set UP to access the User's account. Account includes basic agent information – Agent can upload photos, logos etc and customize their showing settings to meet their specific needs.   Showing Time Services are also available through the Showing Time App. Local Boards have the option of purchasing ShowingTime services for Affiliates. Contact support@irmls.net for more information.

ShowingTime OFFER MANAGER – LAUNCHED August 2022 **–** Integrated into Paragon – Turned ON by default. Is managed through Preferences – Offer Manager in Paragon. Offer Manager is intended to boost efficiency and improve communication for a critical part of the real estate process. This increases industry professionalism and helps agents better serve their clients, regardless of their communication style or transaction management platform. Much more than simply registering offers, this platform allows Offers to be submitted via the MLS, complete with multiple read receipts when offers are both successfully Submitted and Viewed. From there, communication is much easier between both the Buyer's Agent and the Listing Agent. Share Brokerage and Agent branded Side-x-Side offer comparisons, send group emails, and more.

ShowingTime MARKET STATS/INFOSPARKS: LAUNCHED IN MAY 2022 - An interactive market analytics tool that is integrated into Paragon. Agents can create and share housing information and create customizable variables for displaying trend analysis and much more. Available as an action item in Paragon on MLS reports.

IRMLS ZIP FORM LIBRARY

IRMLS has a library of forms in Zip forms and DotLoop that includes IRMLS profile sheets and other IRMLS forms. MLS Only Users will need to add the IRMLS library to their account. Profile sheets will also be available in the IRMLS system - MLS Docs – Profile Sheet folder.

Please note: drop down tables will not be available in Zip Forms due to the large number of values. The field value can be added manually by the user.

MLS CONNECT FoR Paragon – Soon to be launched 2024

MLS Connect gives users the option of autofilling their ZipForms with data from the MLS to eliminate the need for double data entry. MLS Connect is available through ZipForms. A user guide is available upon request. *MLS Only members may need to add the MLS Connect service to the ZipForm account. See local boards for assistance.

Paragon Connect - Paragon Connect is MORE than a Mobile App because it offers the latest, more powerful innovation available. Paragon Connect allows IRMLS users to leverage the power of Paragon Desktop on their mobile device or tablet; including full listing input & edit. *Users must have listing maintenance security access.*

- Agent Only
- 100% Responsive
- Data Analytics
- Same Database as the MLS desktop system
- Device Optimized
- Client Centric
- Listing Add & Edit Functionality
- NOT available in the App store or Google Play

LISTING DIV

Listing Div is a compliance checker software program that runs in the background of the MLS and looks for rule violations related to MLS data. The compliance checker is calibrated to work with IRMLS rules. ListDiv Violation Notices are sent to the member and/or local staff. Listing Div issues are managed by the local board. Each local board may have different rules in place for managing violations. IRMLS does NOT fine members for any ListingDiv violation. IRMLS does not fix or override any notices. Local board staff is responsible for the day to day management of ListDiv.

VIRTUAL TOURS – Property Panormana

Free Virtual Tours are offered to IRMLS users through Property Panorama. Listings with 3 photos or more will automatically have a tour created within 60 minutes of entering the property into Paragon. The free base package tour offers a limited number of photos. Some locals provide an enhanced packet to their members which includes a branded and unbranded tour and uses up to 35 photos to create the tour. The tours can be customized to include music and contact information etc.

CRS Tax Data – Launched June 2022

IRMLS launched CRS Tax Data in late June of 2022. CRS Tax offers integrated tax data in searches and reports as well as Stand alone access through CRS. CRS offers integrated tax data for all Indiana counties. The tax information can be found in Paragon>Tax Icon>Tax Integrations>CRS TAX

 Tax Action Items are available on most MLS reports –

CRS Property Report – CRS Map Property – CRS Demographics and CRS Comparables

CRS Tax Autofill is available for listing Input – Simply select Tax Autofill button

Reindiana.com

IRMLS offers a public website that sends all the leads to the listing agent. Agent photo uploaded to Paragon will be send to reindiana.com to be included in the Agent profile. Office Logos/photos will be uploaded effective June 2019.

Local Board Dashboards – IRMLS offers a Dashboard for all local boards that can be branded and fully customized with local logos etc. A monthly fee does apply. Contact support@irmls.net for further information

Lock Boxes and Keys – Key & Lock Box service remains with the local Boards. Reciprocal access is in place for all boards except SouthWest. IRMLS offers Supra and SentriLock Key service to any member whose board does not provide Key service or members who have a key but need the other key service. Example: Boards A offers SentriLock service and Board B offers Supra service. An Agent with Board A works with Buyers in Board B and needs to access the Supra lock boxes. Agent A may purchase a Supra key app through IRMLS. Each local MLS will continue to administer their lock box system. The Paragon system does have a field that allows agents to indicate the type of lock box on the property.   Paragon offers several fields related to Key Service.
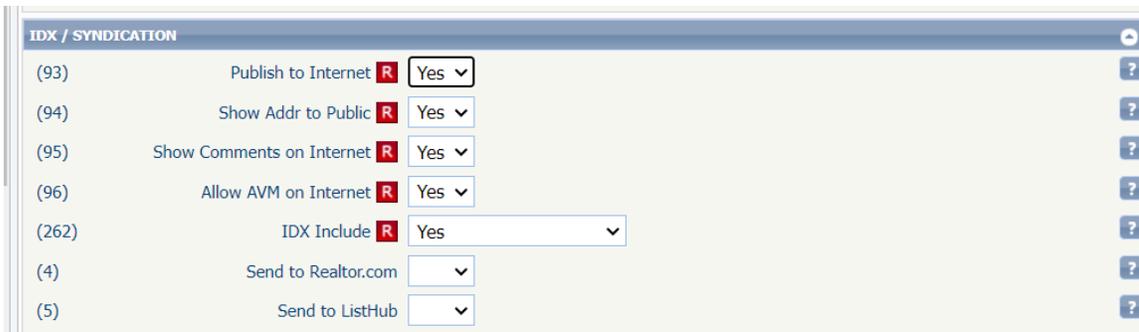
IRMLS IDX & SYNDICATION FIELDS & RULES

IRMLS centrally manages all "back end" Data requests and Licensing agreements on behalf of all local boards. This includes IDX, VOW, Back Office and Brokerage listings. Managing Brokers who are interested in obtaining IRMLS data for IDX, Back Office, VOW should contact IRMLS at idx@irmls.net or call 574-651-7868. rDesk IDX Smart framing solution is also available . Agents can have access to IDX at the approval of the Participant (Managing Broker)

IRMLS provides MLS data to approved IDX/VOW/Back Office vendors working with Managing Brokers. IRMLS also provides MLS data to vendors who provide MLS tools and services to IRMLS. Local boards are responsible for providing customer service and support for their members. IRMLS is responsible for managing system wide issues. IRMLS provides support services to local board staff when they can't find an answer or resolution. Most Syndication contracts are with the local board or the Managing Broker and may vary from Board to Board.

Fields in the MLS related to IDX and Syndication: Note: click the ? [?] *for more information about the field.*

IDX DISPLAY – IDX is a NAR policy where Participants in an MLS give consent to other Participants to display each other's listings on their website in compliance with the IDX display rules. Agents also have access to an IDX display with their Managing Broker's permission.

VOW Display – Virtual Office Website is available only to Managing Brokers. Basically VOW is a real estate company on the internet. VOW's may also offer an IDX search. Access to listing data within a VOW requires disclosure and password protected logins. IDX can be offered without a login.

Syndication – is only available to Managing Brokers based on the contract signed by the local board or IRMLS or the managing broker. Syndication is available through List Hub (a syndicator who works with 50+ partner sites) based on the contract signed by the local board. Managing Brokers CANNOT syndicate listings by using the "Send To" fields in the MLS. The Send To Fields were added to give Managing Brokers an easy way to remove a single listing from a specific site(s) at the request of the Seller. If the Seller does NOT want their listing to display Realtor.com or ListHub; change the Send To field to NO.

NOTE: *All IDX/Vow fields default to YES – these fields are required by NAR*

1. Publish to Internet – When "NO", the listing will be in the RETS feed for Vendors to display or not display based on the type of vendor (IDX/VOW vs Syndication). When "No" all other IDX fields will be marked NO.

2. Show Address to Public – Address is included in the RETS feed – When Marked No, the Vendor will remove the address from display on their website.

3. Show comment – When "No" vendor to follow "do not display comments made by the public" rule.

4. Allow AVM – When "No" vendor will not display AVM (automated value model) Note: vendor may opt not to display the listing.

5. IDX Include – When "NO", the listing will not be available in RETS

Syndication fields available to Managing Broker and ADMIN staff Only. Syndication fields were added to Paragon to give Managing Brokers a way to easily remove a listing from display on a specific site at the request of the seller. Before the fields were added to Paragon; the Managing Broker had to contact each vendor directly to request a listing be removed from display on their site.

6. Send to Realtor.com – No – Realtor.com removes the listing from Realtor.com

7. Send to ListHub – No – ListHub removes the listing from display on ListHub Channel partners