

## KEYSTONE HELP

If you need help entering a listing or have questions about Keystone, contact the MRIS Help Desk at 301-838-7200 or 888-838-8200 or email [helpdesk@mrис.net](mailto:helpdesk@mrис.net). If you have suggestions about Keystone, please email them to [suggest@mrис.net](mailto:suggest@mrис.net)

To access Keystone, use <http://keystone.mrис.com>. Make it a Favorite or Bookmark the link in your browser for easy access.

In addition to reading this Help file, there are on-line tutorials available for Keystone. They are located on the MRIS website at <http://mrис.com/tutorials/keystone/>

There are several sections of help below. Use the hyperlinks to move to the section or scroll down the page to read the help.

- [Alphabetical List of all Data Fields and their Location](#)
- [Copy a Listing](#)
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### **LOGIN** [return to top](#)

When you login to Keystone, there is an option called 'Enable Pop-ups'. When you enter data into a listing, there are pop-up windows for entry of the multi-valued options, such as Appliances. If you choose to have pop-up windows, select this option. Note: If you run a program on your PC to prevent pop-ups, you do not want to choose this option.


### **NAVIGATION** [return to top](#)

There are two methods of navigation in Keystone. The links along the top of the page allow you to jump quickly to sections of the program. These include:

- Help
- Logout
- Return to Menu
- Return to Work Area




There is also a Navigation Menu when editing a listing. Use this menu to quickly move from screen to screen within a listing. Each main group has a subgroup. There is an alphabetical listing of all the field names and their corresponding group/subgroup in the help file. Use this if you can't find a field when editing.



To copy a listing, first retrieve the original listing by using the Listing Search. Then use the Copy icon  to make a copy of the listing. The old listing is not affected by using the Copy function.

## **LISTING SEARCH RESULTS** [return to top](#)

Below are items found on the Listings Search Results screen.

- Use  to select a listing to update.
- Use  to View or Print the Listing Report for the listing.
- Use  to COPY a listing. The old listing is not affected by using the Copy function.
- The **Print/Report** button will summarize the listings on the screen in the 'one-liner' format.


By clicking on any of the column headers, you will sort the search results by the column chosen.


## **EDITING A LISTING** [return to top](#)

When entering or editing a listing, use the Navigation Menu to move from screen to screen or use the Save and Continue button. Below are how the three buttons on the screen behave.

- **Save** - This button will Save your listing into your Work Area and keep you on the same screen to continue with data entry.
- **Save and Continue** - This button will Save your listing into your Work Area and move you to the next screen of information to continue with data entry.
- **Submit to MLS** - This will assign a Listing # to a new listing or put an existing listing back into the system with the changes you made to it. If any mandatory fields are missing, it will prompt you for the items needed.

Review the information under the Work Area to understand how it relates to editing a listing. Don't forget to Submit to MLS to put a listing into the system or for changes to be seen through Realtor Workstation or Matrix.

A red asterisk - \* - indicates the field is mandatory. If you forget to enter a mandatory field, you will be prompted by the program to enter it if you try to Submit to MLS without it. The message about the field will appear in red and the warning icon -  - will appear next to the incorrect field.

If there is a Warning message, it will appear in blue with an ACCEPT button. Click on this to acknowledge the warning. Change the listing based upon the warning if needed. The warning icon -  - will appear next to the field receiving the warning.


## **ENTER A LISTING** [return to top](#)

Step-by-step instructions on how to enter a listing in Keystone can be found by going to <http://www.mris.com/> and clicking on "KnowledgeBase (KB)". Enter your MRIS User ID and Password if prompted to do so. Enter 2320 for the Document Number and click 'Go'.

**PUSHPIN** [return to top](#)


- To change the pushpin location, click directly on the map where the listing is located, and the pushpin will move accordingly.
- To move the map, click on the directional controls (North, South, East and West). The pushpin may move off the screen when clicking the directional controls. To redisplay the map, with the pushpin centered, click the "Reset Map View" link.
- If you've inadvertently moved the pushpin to an inaccurate position, you can click the "Restore Original Map Link" and the map will redisplay with the pushpin in its original location.
- The "Zoom In" and "Zoom Out" links allow you to view the map with more or less detail.
- It should be noted that when you click "Save," or "Save and Continue," the map itself is not saved, just the latitude and longitude of the pushpin location. So if you've zoomed in to a greater level of detail, it's not the level of detail that will be saved in the listing and displayed in Matrix. It's just the location of the pushpin (the latitude and longitude).


**ICONS** [return to top](#)

 - Indicates a mandatory field has been missed. Also used for warnings.


 - Update/edit a listing

 - View or Print the Listing

 - Copy a listing to a new one.

 - Auto-fill information from a Public Record into a new listing.

 - Delete a listing from your Work Area (not from the system)

 - Use PushPin to generate a map

**PROFILE SHEETS** [return to top](#)

Profile sheets are available on [www.mris.com](http://www.mris.com) at [http://mris.com/download/forms/profile\\_sheets/index.cfm](http://mris.com/download/forms/profile_sheets/index.cfm)

**ALPHABETICAL LIST OF ALL DATA FIELDS AND THEIR LOCATION** [return to top](#)

# [1](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Keystone Field Name	Keystone Navigation Menu Group	Keystone Navigation Menu Sub-group	Field Name in Matrix
# Boats -Non Power	Property	Water	NonPowerBoatsPermitted

# Boats -Power	Property	Water	PowerBoatsPermitted
# Building Sites/Lots [Lot-Land only]	Lot	Description	BuildingSites
# of Assigned Spaces	Lot	Parking	AssignedParkingSpaces
# of Bedroom Perc [Lot-Land only]	Lot	Description	BedroomPercs
# of Buildings	Building	Features	Buildings
# of Carport Spaces	Lot	Parking	CarPort Spaces
# of Docks	Property	Water	Docks
# of Efficiency [Multi-Fam. only]	Financial	Investment	EfficiencyUnits
# of Elevators	Building	Features	Elevators
# of Fireplaces	Building	Features	Fireplaces
# of Floors	Building	Features	BuildingFloors
# of Floors/Unit	Building	Unit	UnitFloors
# of Garage Spaces	Lot	Parking	GarageSpaces
# of Hours on Kickout	General	General	LastContingencyHoursOnKickout
# of L1 Bedrooms	Building	Floor Plan	LowerFloor1Bedrooms
# of L1 Full Baths	Building	Floor Plan	LowerFloor1Baths
# of L1 Half Baths	Building	Floor Plan	LowerFloor1HalfBaths
# of L2 Bedrooms	Building	Floor Plan	LowerFloor2Bedrooms
# of L2 Full Baths	Building	Floor Plan	LowerFloor2Baths
# of L2 Half Baths	Building	Floor Plan	LowerFloor2HalfBaths
# of Levels	Building	Features	Stories
# of Main Bedrooms	Building	Floor Plan	MainFloorBedrooms
# of Main Full Baths	Building	Floor Plan	MainFloorBaths
# of Main Half Baths	Building	Floor Plan	MainFloorHalfBaths
# of OHD [Comm. Only]	Building	Features	OHD
# of One Bedroom [Multi-fam. only]	Financial	Investment	OneBedroomUnits
# of Perc Sites	Lot	Description	PercSites
# of Silos	Property	Farm	Silos
# of Single Room [Multi-fam. only]	Financial	Investment	SingleRoomUnits
# of Tenant Dwelling	Property	Farm	TenantDwelling
# of Three Bedroom [Multi-fam. only]	Financial	Investment	ThreeBedroomUnits
# of Two Bedroom [Multi-fam. only]	Financial	Investment	TwoBedroomUnits
# of U1 Bedrooms	Building	Floor Plan	UpperFloor1Bedrooms
# of U1 Full Baths	Building	Floor Plan	UpperFloor1Baths
# of U1 Half Baths	Building	Floor Plan	UpperFloor1HalfBaths
# of U2 Bedrooms	Building	Floor Plan	UpperFloor2Bedrooms
# of U2 Full Baths	Building	Floor Plan	UpperFloor2Baths
# of U2 Half Baths	Building	Floor Plan	UpperFloor2HalfBaths
# of Window Units	Building	Utilities	WindowUnits
1st Trust Balance	Financial	Mortgage	FirstTrustBalance

1st Trust Int Rate	Financial	Mortgage	FirstTrustInterestRate
1st Trust Orig Date	Financial	Mortgage	FirstTrustStartDate
1st Trust P and I	Financial	Mortgage	FirstTrustPrincAndInterest
1st Trust Yrs Remaining	Financial	Mortgage	FirstTrustYearsRemain
2nd Trust Balance	Financial	Mortgage	SecondTrustBalance
2nd Trust Int Rate	Financial	Mortgage	SecondTrustInterestRate
2nd Trust Orig Date	Financial	Mortgage	SecondTrustStartDate
2nd Trust Pand I	Financial	Mortgage	SecondTrustPrincAndInterest
2nd Trust Yrs Remaining	Financial	Mortgage	SecondTrustYearsRemain
Additional Compensation	Listing	Contract Info	AdditionalCompAmount
Additional Income Sources [Comm., Multi-fam. only]	Financial	Investment	AdditionalIncomeSources
Address	All	All	Address
Address	Property	Address	Address
Advertised Subdivision	Property	Community	AdvertisedSubdivision
Age	Building	Features	Not available use YearBuilt
Agricultural District	Property	Tax Info	AgriculturalDistrict
Agricultural Tax Due	Property	Tax Info	AgriculturalTaxDue
Alternate Agent ID #	Participants	Agent	AltAgentID
Alternate Broker Code	Participants	Broker	Listing Broker Code
Amenities	Building	Features	Amenities
Annual Gross Operating Income [Comm., Multi-Fam. only]	Financial	Investment	GrossIncome
Annual Ground Rent	General	General	GroundRent
Annual Net Operating Income [Comm. only]	Financial	Investment	PropertyNetOperatingIncome
Annual Operating Expenses [Comm., Multi-fam. only]	Financial	Investment	Expenses
Annual Rent Income	Financial	Investment	RentIncome
Appliances	Building	Features	Appliances
Application Acceptance Date	General	General	ContractDate
Area	Property	Location	Area
Association Fee [Comm. only]	Financial	Fee	AssociationFee
Average Rent [Multi-fam. Only]	Building	Units	Corresponding data fields in Matrix are: Efficiency1AvgRent, OneBedroomAvgRent, TwoBedroom1AvgRent, ThreeBedroom1AvgRent
Balloon	Financial	Mortgage	PrivateFinanceBalloonYears
Basement Entrance	Building	Features	Basement Entrance
Basement Type	Building	Features	BasementType
Basement Y/N	Building	Features	Basement Y/N

Basement Y/N	General	General	Basement Y/N
Best Use	Property	Farm	FarmUse
Block/Square	Property	Location	BlockorSquare
Blocks To Ocean	Property	Water	BlocksToOcean
Building Permits Comm. [Comm., Lot-Land only]	Lot	Description	BuildingPermits
Buyer-Agent Compensation	Listing	Contract Info	Commission
Capitalized Value - Ground Rent	General	General	CapValueGroundRent
City/Town Tax	Property	Tax Info	CityTownTax
Clear Span Ceiling Height [Comm. only]	Building	Measurements	ClearSpanCeilingHeight
Comm/Ind. Misc [Comm. only]	Building	Features	CommIndustrialMisc
Commercial/Industrial Type [Comm. only]	Building	Features	CommIndustrialType
Common Area Maintenance (CAM) [Comm. only]	Financial	Fee	CAM
Community Name	Property	Community	CommunityName
Condo/Coop Fee	Financial	Fee	CondoCoopFee
Condo/Coop Frequency	Financial	Fee	CondoCoopPaymentFreq
Condo/Coop Project Name	Property	Community	CondoCoopProjectName
Contract Date	General	General	ContractDate
Contract Info	Listing	Contract Info	ContractInfo
Cooling Fuel	Building	Utilities	CoolingFuel
Cooling System	Building	Utilities	Cooling
County	Property	Location	County
County Tax	Property	Tax Info	CountyTax
Current Financing/Loan	Financial	Mortgage	CurrentFinancing
Date Available	General	General	DateAvailable
Designated Representative	Listing	Contract Info	DesignatedRepresentative
Development Status [Comm., Lot-Land only]	Lot	Description	DevelopmentStatus
Dining/Kitchen	Building	Features	DiningKitchen
Directions	Property	Location	Directions
Disclosed Dual Agency	Listing	Contract Info	DualAgency
Disclosures	Listing	Contract Info	Disclosures
Dock Type	Property	Water	DockType
Documents	Listing	Contract Info	Documents
Door Hgt Drive-In [Comm. only]	Building	Measurements	DriveInDoorHeight
Earnest Money Deposit	Financial	Mortgage	EarnestMoney
Election District	Property	Location	ElectionDistrict
Electrical Service [Comm. only]	Building	Utilities	ElectricService
Elementary School	Property	Community	ElementarySchool

Elevator Use Fee	Financial	Fee	ElevatorUseFee
Expiration Date	General	General	StatusChangeDate
Exposure	Property	Water	Exposure
Exterior Construction	Building	Features	Exterior
Exterior Features	Lot	Description	ExteriorFeatures
Extra Unit Description	Building	Unit	OtherStructures
Farm Buildings	Property	Farm	OtherStructures
Farm Operation	Property	Farm	FarmOperation
Farm Y/N	General	General	Farm
Farm Y/N	Property	Farm	Farm
Federal Flood Insurance Available	Listing	Contract Info	FederalFloodIns
Federal Flood Zone Code	Listing	Contract Info	FederalFloodZone
Fenced Acres	Lot	Description	AcresFenced
Fin SQFT Above Grade	Building	Measurements	AboveGradeAreaFinished
Fin SQFT Below Grade	Building	Measurements	BasementAreaFinished
Fireplace Type	Building	Rooms	Corresponding data fields in Matrix are: FamilyRm1FirePType, LivingRmFirePType, etc.
First Name	Participants	Agent	ListAgentFirstName
First Trust Balance	Financial	Mortgage	FirstTrustBalance
First Trust Int Rate	Financial	Mortgage	FirstTrustInterestRate
First Trust Orig Date	Financial	Mortgage	FirstTrustStartDate
First Trust P and I	Financial	Mortgage	FirstTrustPrincAndInterest
First Trust Yrs Remaining	Financial	Mortgage	FirstTrustYearsRemain
Floor [Comm. only]	Building	Features	Floor
Floor Area Ratio (FAR) [Comm. only]	Lot	Description	FloorAreaRatio
Flooring	Building	Rooms	Corresponding data fields in Matrix are: FamilyRm1Flooring, LivingRoomFlooring, etc.
Folio Number	Property	Location	Folio
Foundation	Building	Features	Foundation
Front Foot Fee	Financial	Fee	Front Foot Fee
Furnished Y/N	Building	Features	Furnished
Gross Monthly Rent [Multi-fam. only]	Financial	Investment	Gross Monthly Rent
Gross SQ FT [Comm. only]	Building	Measurements	GrossSQFT
Handicap	Building	Features	Handicap
Heating Fuel	Building	Utilities	HeatingFuel
Heating System	Building	Utilities	Heating
High School	Property	Community	HighSchool
Historic Designation ID	Listing	Contract Info	HistoricID

HOA Fee	Financial	Fee	HOAFee
HOA Payment Frequency	Financial	Fee	HOAPaymentFreq
HOA Y/N	Property	Community	HOA
HOA/Condo/Coop Community Amen.	Property	Community	CommunityAmenities
HOA/Condo/Coop Fee Incl	Property	Community	CommunityFeeIncludes
HOA/Condo/Coop Mgmt	Property	Community	CommunityManagement
HOA/Condo/Coop Rules	Property	Community	CommunityRules
Hot Water	Building	Utilities	HotWater
House Length	Building	Measurements	HouseDimLength
House Width	Building	Measurements	HouseDimWidth
Improvement Amount	Property	Tax Info	ImprovementAssessmentAmount
Incorporated City/Town	Property	Location	IncorporatedCityName
Interior Style	Building	Floor Plan	InteriorFeatures
Investor Ratio	Financial	Investment	InvestorRatio
Land Assessment	Property	Tax Info	LandAssessmentAmount
Last contingency expires	General	General	LastContingencyExpires
Lease Term	General	General	LeaseTerm
Lease/Clauses	Listing	Contract Info	LeaseClauses
Leaseable SQ FT [Comm. only]	Building	Measurements	LeaseableSQFT
Legal Subdivision	Property	Location	Autofilled from Tax Record
Legal Unit #	Property	Location	Autofilled from Tax Record
Length	Building	Rooms	HouseDimLength
Level Location	Building	Unit	EntryLevel
Levels	Building	Rooms	Corresponding data fields in Matrix are: FamilyRm1Level, LivingRoomLevel, etc.
Liber Number	Property	Location	Liber
List Price/Rent Price	General	General	ListPrice
Listing Agent ID#	General	General	ListAgentAgentID
Listing Agent ID#	Participants	Agent	ListAgentAgentID
Listing Date	Listing	Contract Info	ListDate
Listing Number	All	All	ML#
Listing Type	General	General	ListingType
Load [Comm. only]	Building	Features	Load
Loan Amount 1 <sup>st</sup> Trust	General	General	NewTrustAmount
Loan Amount 2nd Trust	General	General	NewSecondTrustAmout
Loan Type 1st Trust	General	General	NewTrustLoanType
Loan Type 2nd Trust	General	General	NewSecondTrustLoanType
Location [Comm. only]	Property	Location	Location
Location Type	Property	Location	LocationType

Lot	Property	Location	LotNumber
Lot - Depth	Lot	Description	LotDimDepth
Lot - Length	Lot	Description	LotDimLength
Lot - SQFT	Lot	Description	Lot Sqft
Lot - Width	Lot	Description	LotDimWidth
Lot Acreage	Lot	Description	Lot Acres
Lot Description	Lot	Description	LotDescription
Low Price	General	General	ListingLowPrice
Main Barn Size	Property	Farm	MainBarnSize
Main Entrance	Building	Floor Plan	MainEntrance
Management	Participants	Property Mgmt	PropertyManagementCompany
Master Plan Zoning	Lot	Description	MasterPlanZoning
Max Space Available [Comm. only]	Building	Measurements	MaxSpaceAvailable
Maximum Lease (months)	General	General	MaxLease
Mean Low Water	Property	Water	MeanLowWater
Metering	Building	Utilities	Metering
Middle School	Property	Community	MiddleSchool
Min Space Available [Comm. only]	Building	Measurements	MinSpaceAvailable
Minimum Lease (months)	General	General	MinLease
Model Name	Building	Features	ModelName
Move-in Fee	Financial	Fee	MoveInFee
Name of Body of Water	Property	Water	BodyOfWater
Navigable Water	Property	Water	NavigableWater
Net Operating Income [Comm. only]	Financial	Investment	RentalNetOperatingIncome
Net SQ FT [Comm. only]	Building	Measurements	NetSQFT
New Construction Y/N	Building	Features	NewConstruction
New Construction Y/N	General	General	NewConstruction
New Financing	Financial	Mortgage	NewFinancing
Number of Garage Spaces	Lot	Parking	Garage Spaces
Occupied Y/N [Comm. only]	Financial	Investment	Occupied
Old Map Book Coordinate	Property	Location	OldMap
Open House Access Info	Listing	Open House	OpenHouseAccessInfo
Open House Access Type	Listing	Open House	OpenHouseAccessType
Open House Agent ID	Listing	Open House	OpenHouseShowingAgentKey
Open House Date	Listing	Open House	OpenHouseBegins and Close
Open House End Time	Listing	Open House	OpenHouseClose
Open House Remarks	Listing	Open House	OpenHouseRemarks
Open House Start Time	Listing	Open House	OpenHouseBegins
Open House Type	Listing	Open House	OpenHouseType
Original Builder Name	Building	Features	BuilderName

Other Buildings	Building	Features	OtherStructures
Other Fees	Financial	Fee	OtherFees
Other Payment Frequency	Financial	Fee	OtherFeesPaymentFreq
Other Rooms	Building	Features	OtherRooms
Own/Priv Fin Amortized Yrs	Financial	Mortgage	PrivateFinanceAmortizeYears
Own/Priv Fin Amt	Financial	Mortgage	PrivateFinancingAmount
Own/Priv Fin Balloon - # of Yrs	Financial	Mortgage	PrivateFinanceBalloonYears
Own/Priv Fin Cash to Assume	Financial	Mortgage	PrivateFinanceCashToAssume
Own/Priv Fin Int Rate (%)	Financial	Mortgage	PrivateFinanceInterestRate
Own/Priv Fin Yrs	Financial	Mortgage	PrivateFinanceTermInYears
Owner First Name	Participants	Owner	OwnerFirstName
Owner Home phone	Participants	Owner	OwnerHomePhone
Owner Last Name	Participants	Owner	OwnerLastName
Owner Office Phone	Participants	Owner	OwnerOfficePhone
Owner Type	Participants	Owner	Corresponding Matrix data fields are: OwnerFirstName and Owner2FirstName, etc.
Owners Expenses [Comm., Multi-fam. only]	Financial	Investment	OwnerPays
Ownership	General	General	Ownership
Parcel Number	Property	Location	ListingParcelNumber
Parking	Lot	Parking	Parking
Parking Block/Square	Lot	Parking	ParkingBlockOrSquare
Parking Incl. in List Price	Lot	Parking	ParkingIncludedInListPrice
Parking Incl. with Sold Price	General	General	ParkingIncludedInSalePrice
Parking Lot	Lot	Parking	ParkingLot
Parking Ratio [Comm. only]	Lot	Parking	ParkingRatio
Parking Sale Price	Lot	Parking	ParkingPrice
Parking Space #	Lot	Parking	ParkingSpaceNumber
Pass Thru [Comm. only]	Property	Tax Info	PassThru
Pasture Acres	Property	Farm	AcresPasture
Perc Type [Lot-Land only]	Lot	Description	PercType
Pet Deposit	Financial	Fee	PetDeposit
Pets Allowed	Listing	Contract Info	PetsAllowed
Phase	Property	Location	Phase
Photo Option	Listing	Contract Info	PhotoOption
Phys. Dock/Slip Conveys	Property	Water	PhysicalDockSlipConveys
Possession	Listing	Contract Info	Possession
Postal City	Property	Address	City
Potential Livestock	Property	Farm	PotentialLivestock

Potential Use [Lot-Land only]	Lot	Description	PotentialUse
Present Licenses [Comm. only]	Financial	Investment	PresentLicenses
Present Livestock	Property	Farm	PresentLivestock
Present Use [Comm., Lot-Land only]	Lot	Description	PresentUse
Price/SQ FT [Comm. only]	General	General	PricePerSqFt
Processing Fee	Financial	Fee	ProcessingFee
Project Approved	Financial	Mortgage	ProjectApproved
Prop Mgmt Co. Alternate Phone	Participants	Property Mgmt	ManagementAltPhone
Prop Mgmt Co. Fax Number	Participants	Property Mgmt	ManagementFax
Prop Mgmt Co. YYYPhone Number	Participants	Property Mgmt	ManagementPhone
Prop Mgmt Company Name	Participants	Property Mgmt	PropertyManagementCompany
Prop Mgr's First Name	Participants	Property Mgmt	PropertyManagerFirstName
Prop Mgr's Last Name	Participants	Property Mgmt	PropertyManagerLastName
Property Condition	Building	Features	PropertyCondition
Property Type	All	All	PropertyType
Public Road	Property	Community	PublicRoad
Refuse	Property	Tax Info	RefuseFee
Remark Type	Listing	Remarks	Not Applicable
Remarks	Listing	Remarks	Corresponding data fields in Matrix are: Remarks, InternetRemarks or FarmRemarks
Rent Includes	Listing	Contract Info	RentIncludes
Rental Special	Listing	Contract Info	RentalSpecial
Rental Year	Financial	Investment	RentalYear
Repair Deductible	Financial	Fee	RepairDeductible
R-Factor Basement	Building	Measurements	RFactorBasement
R-Factor Ceilings	Building	Measurements	RFactorCeilings
R-Factor Exterior Walls	Building	Measurements	RFactorWalls
Road Frontage	Lot	Description	RoadFrontage
Roads	Property	Community	Roads
Roofing	Building	Features	Roof
Room Length	Building	Rooms	Corresponding data fields in Matrix are: FamilyRoom1Length, LivingRoomLength, etc.)
Room Type	Building	Rooms	Corresponding data fields in Matrix are: FamilyRoom1Length, LivingRoomLength, etc.)
Room Width	Building	Rooms	Corresponding data fields in Matrix are: FamilyRoom1Length, LivingRoomLength, etc.
Sale/Rental	General	General	For Sale (Sale=Yes, Rent=No, choose neither for both)

Second Trust Balance	Financial	Mortgage	SecondTrustBalance
Second Trust Int Rate	Financial	Mortgage	SecondTrustInterestRate
Second Trust Orig Date	Financial	Mortgage	SecondTrustStartDate
Second Trust P and I	Financial	Mortgage	SecondTrustPrincAndInterest
Second Trust Yrs Remaining	Financial	Mortgage	SecondTrustYearsRemain
Section	Property	Location	Section
Security	Building	Features	Security
Security Deposit	Financial	Fee	SecurityDeposit
Seller Desires [Comm. only]	Financial	Investment	SellerDesires
Seller Subsidy	General	General	SellerSubsidy
Selling Agent ID #	General	General	Selling Agent ID
Selling Agent ID #	Participants	Agent	Selling Agent ID
Selling/Leasing Broker Code	General	General	SellingBrokerCode
Selling/Leasing Broker Code	Participants	Agent	SellingBrokerCode
Selling/Leasing Broker Office Number	General	General	SellingBrokerCode
Selling/Leasing Broker Office Number	Participants	Agent	SellingBrokerCode
Settlement Date	General	General	CloseDate
Sewer/Septic	Building	Utilities	SewerSeptic
Show Days	Listing	Contract Info	ShowDays
Show Instructions	Listing	Contract Info	ShowingInstructions
Show Times Closed	Listing	Contract Info	ShowTimeClosed
Show Times Open	Listing	Contract Info	ShowTimeOpen
Showing Contact First Name	Participants	Showing Contact	ShowingContactFirstName, ShowingContactFirst2Name
Showing Contact Home Phone	Participants	Showing Contact	ShowingHomePhone, Showing2HomePhone
Showing Contact Last Name	Participants	Showing Contact	ShowingContactLastName, ShowingContact2LastName
Showing Contact Lease Exp Date	Participants	Showing Contact	LeaseExpiration
Showing Contact Monthly Rent	Participants	Showing Contact	CurrentMonthlyRent
Showing Contact Office Phone	Participants	Showing Contact	ShowingOfficePhone, Showing2OfficePhone
Showing Contact Type	Participants	Showing Contact	Not Applicable
Soil Types	Lot	Description	SoilTypes
Sold Price	Listing	History	ClosePrice
Sold/Rented Price	General	General	ClosePrice
Source of Information [Comm., Multi-fam. only]	Listing	Contract Info	InformationSource
Special Assessment 1	Financial	Fee	SpecialAssessment

Special Assessment 2	Financial	Fee	SpecialAssessment2
Special Permits	Listing	Contract Info	SpecialPermits
Special Tax Assessment	Property	Tax Info	SpecialTaxAssessment
State	Property	Address	State
State Tax	Property	Tax Info	CountyTax
Status	General	General	Status
Street # Suffix	General	General	StreetException
Street # Suffix	Property	Address	StreetException
Street Direction	General	General	StreetDirSuffix
Street Direction	Property	Address	StreetDirSuffix
Street Name	General	General	StreetName
Street Name	Property	Address	StreetName
Street Number	General	General	StreetNumber
Street Number	Property	Address	StreetNumber
Street Type	General	General	StreetSuffix
Street Type	Property	Address	StreetSuffix
Style	Building	Features	Style
Sub-Agent Compensation	Listing	Contract Info	SubAgentCompensation
Tap	Property	Tax Info	TapFee
Tax ID Number	Property	Tax Info	TaxID
Tax Map Number	Property	Location	TaxMap
Tax Year	Property	Tax Info	TaxYear
TBM Map Book Coordinate	Property	Location	MapCoordinate
Tenancy [Comm., Multi-fam. only]	Financial	Investment	Tenancy
Tenant Responsible	Listing	Contract Info	TenantPays
Tenants CENTERS	Listing	Contract Info	TenantsCENTERS
Term 1 (special assessment)	Financial	Fee	SpecialAssessmentRemaining
Term 2 (special assessment)	Financial	Fee	SpecialAssessment2Remaining
Tillable Acres	Property	Farm	AcreTillable
Topography	Lot	Description	Topography
Total Assessment	Property	Tax Info	TotalAssessment
Total Bedrooms	Building	Floor Plan	Bedrooms
Total Finished SQFT	Building	Measurements	LivingArea
Total Full Baths	Building	Floor Plan	BathsFull
Total Half Baths	Building	Floor Plan	BathsHalf
Total Silo Capacity	Property	Farm	SiloCapacity
Total Taxes	Property	Tax Info	TotalTaxes
Total Units	Building	Unit	TotalUnits
Townhouse Type	Building	Features	TownhouseType
Transfer Development CENTERS	Lot	Description	TDR

Transportation	Property	Community	Transportation
TV/Cable/Com	Building	Features	TVCableComm
Type	Building	Features	Type
Type of Carport	Lot	Parking	CarportType
Type of Contingency	General	General	LastContingencyType
Type of Garage	Lot	Parking	GarageType
Type of Renting Agency	General	General	RentingSellingAgencyType
Type of Selling Agency	General	General	RentingSellingAgencyType
Type of Stables	Property	Farm	OtherStructures
Underlying Mort Balance	Financial	Mortgage	UnderlyingBalance
Underlying Mort Int Rate	Financial	Mortgage	UnderlyingInterestRate
Underlying Mort Orig Date	Financial	Mortgage	UnderlyingStartDate
Underlying Mort P and I	Financial	Mortgage	UnderlyingPrincAndInterest
Underlying Mort Yrs Remaining	Financial	Mortgage	UnderlyingYearsRemain
Unfin SQFT Above Grade	Building	Measurements	AboveGradeAreaUnfinished
Unfin SQFT Below Grade	Building	Measurements	BasementAreaUnfinished
Unit Number	General	General	UnitNumber
Unit Number	Property	Address	UnitNumber
Unit Type	Building	Units	Not applicable
Vacancy Rate (%) [Comm., Multi-fam.]	Financial	Investment	VacancyFactor
Vacation Y/N	General	General	Vacation Y/N
Vacation Y/N	Property	Community	Vacation Y/N
Value Range Pricing Y/N	General	General	VRP
Variable Rate Compensation	Listing	Contract Info	VariableRateComp
View/Exposure	Lot	Description	Exposure
Walls/Ceilings	Building	Features	WallsCeilings
Water	Building	Utilities	Water
Water Access	Property	Water	WaterAccess
Water Front	Property	Water	Water Front
Water Frontage	Property	Water	WaterFrontage
Water Oriented Y/N	General	General	Water Oriented
Water Oriented Y/N	Property	Water	Water Oriented
Water View	Property	Water	WaterView
Water/Sewer Hookup Fee	Financial	Fee	WaterSewerHookupFee
Width	Building	Measurements	HouseDimWidth
Windows/Doors	Building	Features	WindowsDoors
Withdrawal Date	General	General	StatusChangeDate
Wooded Acres	Lot	Description	AcresWooded
Year Assessed	Property	Tax Info	AssessmentYear
Year Built	Building	Features	YearBuilt

Year Converted	Building	Features	YearConverted
Year Renovated	Building	Features	YearRenovated
Zip 4	Property	Address	Zip4
Zip Code	Property	Address	Zip5
Zoning Code	Lot	Description	ZoningCode

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