

# Coming August 3rd: Listing Forms Change

## Includes New Supplement Forms!

Each year, the RMLS™ Forms Committee, which is comprised of  volunteer Realtor® subscribers, recommends changes to the Listing Input Forms to be approved by the Board of Directors. The annual Forms Change will be released on August 3rd, 2011 from the suggestions made in 2010.

[Click here to view the Listing Forms Change Summary document.](#)

[Click here to watch the Utilizing Supplement Forms tutorial!](#)

**Extended Outage:** The upcoming changes to Listing Load will require some additional time to update the website. As a result, RMLSweb will be in maintenance mode from 7 p.m. on Tuesday, August 2 to 7 a.m. Wednesday, August 3. Please plan your work schedule around this outage.

**Five New Supplement Forms Available On RMLSweb:** We are adding new Supplement forms for Additional Structure(s), Amenities, Condo, Farms & Ranches and Water Rights.

- There are Supplement form navigation links at the top of the “Listing Load: Edit Listing” page and also in between the individual form sections. These links will take the user to the Supplement form section at the bottom of the page.
- To add an Amenities, Additional Structures or Water Rights Supplement form, the user must check the “include” box on the far right side of the Supplement section bar in order to see the Supplement fields and to input information into them. The Supplement forms for Auction, Farm and Condo cannot be selected or unselected with a check box. These will be included as required by

selecting an Auction price type, a Property Type of Condo or a Property Type of Farm (or Farm/Forest).

- When viewing a report within RMLSweb, users will have the option to “Show/Print Supplements” at the top of the page.

**Below are some of the significant changes to the forms:**

**Year Built Description Field:** Starting on August 3rd, this field will become required for all Residential listings. We will backfill this field (fill in the Year Built Description for you according to certain criteria), but suggest that if you have ACT, BMP, PEN or WTH listings that are Residential, to select the Year Built Description before August 3. We are also adding a RESALE option to this field. The criteria we are using for our backfill process is as follows:

- If the Year Built Description is blank and Occupied By is Proposed or Under Construction, then the Year Built Description will become Proposed or Under Construction.
- If the Year Built Description is blank and the List Date is within the last 5 years, then Year Built Description becomes UNKNOWN.
- If the Year Built Description is blank and the List Date is older than 5 years and Status is ACT, BMP, PEN or WTH, then the Year Built Description becomes UNKNOWN.

**Farms and Ranches:** Due to the addition of the Farms and  Ranches Supplement form, we will be converting Farm listings to either Residential (RES) or Lots and Land (LND) categories, according to specific criteria. The conversion of Farm listings to either RES or LND is based on the following criteria:

- If Habitable Residence is Yes, then the listing will be converted to RES
- If Habitable Residence is No, then the listing will be converted to LND
- If Habitable Residence is blank (meaning it was a pre-

RMLS listing), and the number of bathrooms is greater than zero, then the listing will be converted to RES, otherwise it will convert to LND.

**Want to know more about the changes?** Attend one of our RMLS*web* updates classes at your local RMLS™ office. See the Training Calendar to find a class near you.

**Questions?** Contact the RMLS™ Help Desk at 503-872-8002 or toll-free at 877-256-2169.