



Plumas Association of REALTORS®

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MLS GLOSSARY

APN NUMBERS

There are three APN Numbers in Paragon 5: APN Book, APN Number and Additional APN (Yes/No field with free text field for explanation).

APN book number field is MANDATORY, because it will determine which area you will be able to enter the listing to.

APN numbers are separated into three or four sections: Book, Page, Parcel, and Tax Rate District when the fourth field is used.

If you have a non-conforming APN, you may select to use the 000 in the page and parcel numbers.

Non-conforming APNs may include:

- Condominiums
- Leasehold properties
- Business Only listings
- New APN pending

Note: If the property has more than one APN, list them in the Additional APNs field, or use this field to explain the non-conforming APN.

CLASS CODES

Residential

Site Built, Conventional

Residence was built from the ground up

Site Built, Unconventional

Portions or components of the residence were built off site and delivered to the property, includes log homes, modular homes, and kit homes.

Home required special engineering (e.g. built in flood plane)

Manufactured

Homes built off-site and delivered on axles in one or more sections. May or may not be on a perimeter foundation. (See also Tax Rolls vs. HCD)

Condo/Townhouse

Residences share common areas and exterior walls

Lake Front

Owning property which borders the shoreline

Other

Any residence that does not fit within the definitions supplied above.

Note: "Additional Living Unit" is a Yes/No feature of the residential database

Lots/Land

Single Family Lot

A vacant lot in a residential zoned neighborhood

Acreage

Vacant lot of one or more acres, either in a residential zones neighborhood or elsewhere

Duplex/Multi-lot

Zoned for multiple family units (2-4 living units)

Agricultural land

Land zoned for agricultural use

Timberland

Land zoned for timber production use

Lake Front

Owning property which borders the shoreline

Unimproved Commercial

Land zoned for commercial use

Other

Land that does not conform to the definitions supplied above

Business/Commercial

Business Only

Only the business is available. The real estate is not included in the listing

Building Only

Only the real estate is available. Business conducted on the premises is not included in the listing.

Building and Business

Both the business and the real estate and available in a single listing agreement

Other

Listing that does not conform to the definitions supplied above

Multi-Family

- Apartments
Five or more residential units
- Duplex
Two residential units
- Triplex
Three residential units
- Fourplex
Four residential units

Note: Single family home with Additional living unit is not considered “Multi-Family”. If you are listing a home with an Additional living unit, use the Residential type.

Ranch

Acreage properties with home(s) and improvements that allow it to be used for ranching purposes

Photographs in the MLS

A primary photo is required on all listings, except where sellers expressly direct that photographs or other graphic representations of their property not appear in MLS compilations.

- Residential and commercial primary photo must be an exterior photo of the building itself, and/or another correlating with the street address.
- Proposed construction and “under construction” listings may have elevations, floor plans, or progress photo as a primary photo. If using a photo of a completed building to show what the building might look like upon completion, it must be marked clearly on the photo that it is an example and not the actual building itself. Upon completion of the construction, the primary photo must be updated to show the property in its “completed” state, even if the listing has been sold or expired.
- Land listings may use a plot map or an assessor’s parcel map in lieu of a photo. If a photo is used, it must be of the property itself. “View” photos may be used in the additional photos field.
- “View” photos are limited to views that are actually visible from the property.
- Since the purpose of photos is to represent the property, they cannot contain depictions of the listing office’s “for sale” signs or other signs wherein advertising (for example, the contact information) is prominently displayed, including QR codes.

Den/Study A room in the house that is not normally used as a bedroom, or was specifically designed to accommodate an office or library. A bedroom with a home office in it is NOT a den/study

Escrow Per California Civil Code Section 1057:
“A grant may be deposited by the grantor with a third person, to be delivered inn the performance of a condition, and, on delivery by the depository, it will take effect. While in the possession of the third person, and subject to condition, it is called an escrow”

Per California Financial code Section 17003:
Escrow means any transaction wherein one person, for the purpose of effecting the sale, transfer, encumbering, or leasing of real or personal property to another person, delivers any written instrument, money or evidence of title to real or personal property, or other thing of value to a third person to be held by such third person until the happening of a specified event or the performance of a prescribed condition, when it is then to be delivered by such third person to a grantee, guarantor, promisee, promisor, oblige, obligor, bailee, bailor, or any agent or employee of any of the latter

Homeowners Association Information

All properties subject to a Homeowners Association must state so in the listing, and information regarding that HOA is to be provided in the features section. It is recommended you use your CAR form HOA and attach to the listing in the “Associated Documents” section to provide complete information.

IDX (Internet Data Exchange)

NAR policy allows participating REALTORS® to contribute their listings to an MLS and, in turn, display the listings of all of the other participating contributors. For additional information visit www.car.org

Listing Date

A listing becomes active when all necessary signatures have been obtained on the listing agreement, including Broker approval signature.

Property Owners Name is required for a complete listing; however, the seller has the ability to direct that his or her name not be included in the MLS.

LISTING TYPES

In California, MLS’s are required to accept a variety of listings. Such listings include:

Exclusive Right to Sell

Residential Listing Agreement – Exclusive (Form RLA)
Non-Residential, Residential Income and Vacant Land Listing Agreement
(NRL-11)
Manufactured Home Listing Agreement for Real and Personal Property
(Form MHL -11)

The broker is entitled to a commission provided only that the property is sold during the listing period, regardless of who procures the buyer. Under an Exclusive Right to sell agreement, the owner relinquishes both the right to list the property with other agents and the right to defeat the broker's claim for a commission by selling the property himself.

Exclusive Agency

Residential Listing Agreement-Agency (Form RLAA)
Under an exclusive agency listing, the broker's right to a commission is protected as against other brokers for the duration of the listing agreement. However, under an exclusive agency agreement, the owner retains the right to sell, encumber or rent/lease the property on his/her own and, in that event, the owner can terminate the agency agreement and the broker has no claim to a commission or other compensation.

Open Residential Listing Agreement – “Open” (Form RLAN)

An open listing is distinguished by the fact that the owner retains the right to revoke the listing at any time, to sell the property him/herself, or to list the property with another broker.

Probate

Use this listing type when entering Probate, Estate of Sale, Bankruptcy, and Lender Approval (“Short Sale”) listings.

Limited Services

Listings in which the listing broker will NOT provide one or more of the following:

Provide cooperating brokers with any additional information regarding property not already on display in the MLS, but instead gives cooperating brokers authority to contact seller directly for information

Accept and present to the seller offers to purchase procured by cooperating brokers, but instead gives cooperating brokers authority to present offers directly to the seller

Advise seller as to the merits of offers to purchase;

Assist the seller in developing, communicating, or presenting counter offers;

Participate of the seller's behalf in negotiations leading to the sale of the listed property.

The listing broker MUST disclose in the addendum section those services that s/he will NOT be performing for the listing.

Entry Only

Listings whereby the listing broker, pursuant to the agreement will NOT provide ANY of the following services:

Provide cooperating brokers with any additional information regarding the property not already displayed on the MLS but gives cooperating brokers authority to contact seller directly for further information;

Accept and present to the seller offers to purchase procured by cooperating brokers but instead gives cooperating brokers authority to present offers directly to the seller

Advise seller as to the merits of offers to purchase;

Assist the seller on developing, communicating, or presenting counter-offers;

Participate in the seller's behalf in negotiations leading to the sale of the listed property.

Manufactured vs. Modular

Manufactured home or a structure transportable in one or more sections designed and equipped to contain not more than two dwelling units to be used with or without a foundation system. Manufactured homes are produced under auspices of the Federal Dept of Housing and Urban Development (HUD) The California Dept of Housing and Urban Development (HCD) is responsible for local enforcement. Manufactured homes produced prior to June 15, 1976 are not HUD certified and are not eligible for conventional financing regardless of foundation system.

Modular is a system for construction of dwellings and other improvements to real property through the on-site assembly of component parts (modules) that have been mass produced away from the building site.

Modular construction is built to standards defined under the Uniform Building Code (UBC), state and local building codes as enforced by the local building department.

New Construction

All listings that are currently under construction or land that will be sold as a construction package MUST state so. The only primary photo permitted will be the "To be built" image or "Under construction" image provided in Paragon 5. Additional photos, floor plans, drawings may be included under additional photos.

STATUS

Status changes MUST be made within 48 hours of a signed contract. Status fields are as follows:

Active

New Listing-will show as a new listing for 72 hours

Active Listing-all active listings

Pending-all listings under a sales contract MUST be listed as “Pending”

Pending Continue to Show-contract is in escrow, but the seller wants to continue to show the property. Listings in this status will continue to show on Realtor.com as active listings

Pending Do Not Show-contract is in escrow and the seller does NOT want it to be shown. The listing will not show on Realtor.com

Pending – CRC (Contingent Release Clause) represents properties that are contingent with a 72-hour release clause.

Pending Executed Contract - is when the Asset Manager for an REO property, or any seller, has given verbal acceptance to an offer, but the fully executed contract has not yet arrived back to the listing Broker. (It saves agents from showing REO properties when there is an accepted offer on the table.)

Short Sale/Real Estate Owned

Pending contingencies are met

Sold

Sold-property was listed on MLS and sale was affected as a result of its being on the MLS

Sold-non MLS-

Seller chose not to list on the MLS (must submit form SEL 10/04 upon listing)

Property was not listed on MLS prior to sale (submit Single Party Compensation Agreement or other substantial documentation upon closing)

Participating broker was not an MLS member (state so in “Sold” information)

Sold After Expired-listing was expired but sale was affected as a result of its presence on MLS.

Expired

Expired listings may be reinstated by submitting written authorization from the seller (Modification of Terms extending the expiration date)

Withdrawn

The listing is withdrawn by the Seller prior to expiration. Withdrawn listings must be in writing and signed by the Seller and Broker.

“Withdrawn” status is an active status in that the listing cannot be solicited by other Brokers until the listing expires. “Withdrawn” is a temporary status designed to cover certain situations, such as remodeling or repair of the premises, seasonal weather conditions, and the Seller-initiated situations, i.e., vacation, illness, divorce, etc.

Cancelled

Cancelled is an inactive status that is used when the contract between Broker and Seller has, in fact, been canceled, regardless of the expiration date.

Use of Remarks

Personal contact information may not be placed into the Remarks section of the listing, nor on the MLS photos. No personal contact information, including listing brokers’ or listing agents’ Web site address may be placed on or around a Virtual Tour submitted to Plumas MLS. Nor can personal and/or office identification be contained in the URL for the same. References to the listing brokers’ (or listing agents) Web site can be included in the “Private Comments” section of the listing.

Tax Roll vs. HCD Fee

All new manufactured homes purchased after June 30, 1980, and those on permanent foundations, regardless of age, are subject to property tax. As with real property, the assessed value of manufactured homes may be increased by no more than 2% annually, unless there is a change in ownership or new construction. Accessories on licensed manufactured homes may also be subject to property tax. Manufactured homes built and sold before June 30, 1980 can be voluntarily transferred to the property tax roll or remain on the in-lieu tax system administered by the State Department of Housing and Community Development (HCD). They can be reached at (805)549-3373 or (800)952-8356.

Tenant Notice

The landlord or the landlord’s agent may give the tenant notice orally, either in person or by telephone

The law considers 24 hours’ notice to be reasonable in most situations.

Before oral notice can be given, the landlord or agent must first have notified the tenant in writing that the rental is for sale and that the landlord or agent may contact the tenant orally to arrange to show it. This written notice must be given to the tenant within 120 days of the giving of the oral notice.

The notice must state the date, approximate time and purpose of entry.

The landlord or agent may enter only during normal business hours (generally 8 a.m. to 5 p.m. on weekdays), unless the tenant consents to entry at a different time.

When the landlord or agent enters the rental, he or she must leave a business card or other written evidence of entry.

Variable Rate Commission

A dual or variable rate commission arrangement is one in which the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance and a different commission if the sale results through the efforts of a cooperating broker; or, one in which the seller agrees to pay a specified commission if the property is sold by the listing either with or without the assistance of a cooperating broker and a different commission if the sale results through the efforts of a seller. The listing broker shall, in response to inquiries from potential cooperating brokers, disclose the differential that would result in either a cooperative transaction or, alternatively, in a sale that results through the efforts of the seller.

Williamson Act

The California Land Conservation Act of 1965, commonly referred to as the Williamson Act, allows certain agricultural properties to enter into a contract to be valued as an agricultural economic unit for a period of at least 10 years. Land and living improvements subject to such a contract are valued annually based on income. Non-living improvements are valued under Proposition 13. The lesser of the following three values is then enrolled on the tax rolls:

- Current market value
- Proposition 13 value
- Restricted value

The result is usually a reduction in the taxable value and thus the annual property taxes.

Zero Lot Line

Placement of a house on a lot so that one wall is on the property boundary

Data Integrity

Any listing entered into the MLS must be complete, including "Sold-Non MLS" listings. Complete listings include a primary photo, except where the sellers expressly direct that the photographs or other graphic representations of their property not appear in MLS compilations.

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