



SOMO Flexmls Data Input Standards

This is to be used as a guide to keep data in the MLS consistent and searchable. By complying with these standards, your listing is more likely to be found in searches and when used appropriately will alleviate any headaches that may come from user input errors.

Square Footage

The finished square footage reported should reflect the living area in the home. By definition, “living area” (sometimes referred to as “heated living area” or heated square footage”) is space that is intended for human occupancy and satisfies all of the following two conditions:

1. Heated by a conventional heating system or systems (forced air, radiant, solar, etc.) that are permanently installed in the dwelling – not a portable heater- which generates heat sufficient to make the space suitable for year-round occupancy
2. Finished, with walls, floors, and ceilings of materials generally accepted for interior construction
(Revised 8/8/19)

Total sqft, finished or unfinished, should not include garages or open-air/screened porches

Address Input

All addresses should be input without any abbreviations. Do not use any abbreviations. For example:

“1234 CR 567” should be input as: “1234 County Road 567” “

“FR and Farm Rd addresses“ should be input as: “4567 S. Farm Road 199”

“St. Hwy” should be input as “789 State Highway XY”

***Search Tip** – You can use the asterisk (*) as a wild search in any text field. If you are searching for everything on a Farm Road, you can search by address using “Farm *” and it will search everything spelled out and abbreviations. This wild card search can be used for any text field in Flexmls.

Room Levels

B= basement - no walk-out (below grade)

L= lower level walk-out (below grade)

1= main level first floor (above grade)

2= second floor (above grade)

3= third floor (above grade)

These standards were set forth and voted on the SOMO MLS Board of Directors on July 10, 2014.

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