Listing Comment Addendum

MLS#: _____ **Address:** _____

Instructions for Marketing, Agent Remarks and Comments

Any form of promotion, such as e-mail addresses, web site addresses, contact names or phone numbers placed in any free form input field (e.g. Marketing Remarks, Comments, Picture Comments, Directions, etc.) is prohibited and is subject to a $100 fine per occurrence. Use "Agent Remarks" for this type of Agent to Agent information. Words, descriptive of race, color, national origin, family status or handicap status should be avoided. *Consult with your Broker for further information and instructions.*

To add "comments" to your listing follow these instructions. (1) Complete the primary input form making sure that the feature choices that have "comments" are checked off. (2) For the features that have comments, be sure to check off the "Comments" choice to let the administrator know that there are comments to be added. (3) Complete the "Listing Comment Addendum." Enter the feature (sometimes called an amenity) in the "Feature" column; enter the Feature's choice in the "Choice" column, 1 per line. Print the Feature and the Choices as clearly as possible and try to enter them exactly and in the same order as they appear on the primary input form. The "comments" will appear on the "Listing Detail" view and the "Listing Detail" report only, no other reports. To view the "Listing Detail" from the Rapattoni MLS system, simply click the MLS# at any time.

Example:

Feature	Choice *(examples)*	Comments (Approximately 40 Characters) *(examples)*
Entry	Open Foyer	24 Foot Open Ceiling
Living Rm	Fireplace	Rookwood Fireplace

Feature	Choice	Comments (Approximately 40 Characters)

Other Counties EAST

Adams Co. E33 AD