

# Cheat Sheet for DATA ACCURACY!!!!

*Double check EVERY Listing to avoid fines and ensure they are "complete"*

Make sure your each of your listings has the following:

- 1) **The listing is complete**, all required fields are entered
  - a. Seller's Name is not highlighted Red/Pink but IS required
- 2) **The property is properly Mapped/Geo-coded**
- 3) **The property address will now be the Property Taxing Address** reflected on the tax record!
  - a. The TAXING Municipality will show on your search results with the Postal Address/Municipality in the next box. BUT - On the actual Data sheets on the top, it will read the mailing address in full, then state the taxing municipality next to it. An example is posted on our website.
  - b. Please note this because you are going to see property that will say Peshtigo WI, 54143 – which is a Marinette zip code, or Grover, WI 54157 which is a Peshtigo Zip code. The taxing municipality is in the main address in order to transfer data accurately in WiREX because of how other MLS's report. You will have to think a little bit more on how to search and not get confused when you see the address. Keep in mind you can search by zip, by school district, or by taxing municipality or postal municipality separately.
- 4) **The proper documents are uploaded.** EVERY listing MUST have a listing contract attached
  - a. The contract beginning and ending dates MUST match those on your contract!
  - b. Ensure your documents are showing as PRIVATE or PUBLIC as you intend them to be
- 5) **Photos are uploaded.** At least ONE photo is required per listing!
  - a. Vacant Properties may have a map or clip art in place of a photo
  - b. Pictures of animals or from deer cams are allowed, but they MUST have been taken ON the property.
  - c. Pictures of NEAR BY points of interest are NOT allowed. Only photos of the property are allowed to be uploaded.