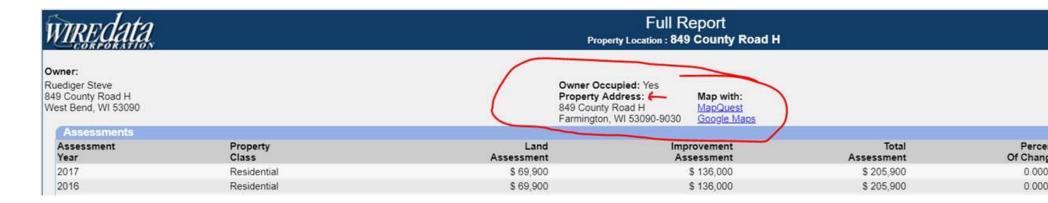
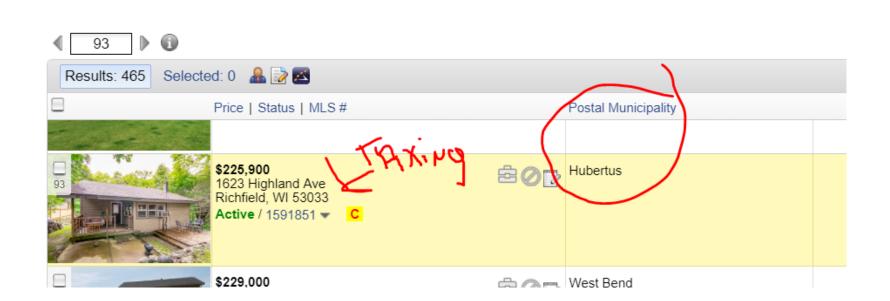
When entering a listing, use the property (taxing) address that's reflected on the tax record (see below).

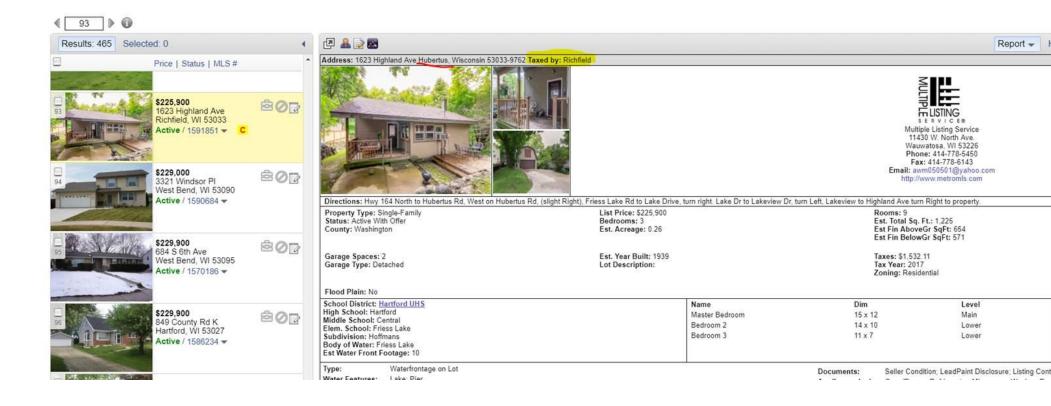


Both property and mailing address will show on search results and data sheet (see below)



Search Results

Work on behalf of a contact



Use the Property Address in Tax for adding listings. There is not a separate field for the street suffix, that goes in the Street Name field. Click on the red circle with the ? mark to get a pop up for with a list of the proper street abbreviations. (Like the one shown below)



Correct Procedures for Entering an Address

When entering an address please use normal spacing - no punctuation is necessary. Street directions are optional, as they do not always apply. Street names should be entered completely. The following street tags should be used. Failure to enter street tags correctly/completely may also result in listings not mapping properly in the *flexMLS* system or on other web sites.

Avenue	Ave	Court	Ct	Parkway	Pkwy	Street	St
Boulevard	Blvd	Drive	Dr	Place	PI	Terrace	Ter
Circle	Cir	Lane	Ln	Road	Rd	Trail	Trl
Lot	I t#	Parcel	Pcl#				

Enter the street name as it appears in the Tax Information records. If the property address contains both a N/S and E/W in the address enter as follows: N12W34467 Main St