

TO: CTX MLS Subscribers
FROM: Board of Directors of the Central Texas MLS

In an effort to make our MLS as efficient and reliable as possible, several changes have been made recently:

1. Owner's name is a mandatory field. If the Owner's name is withheld at Owner's request, indicate that in the space provided.
2. Caldwell County Subdivision has been added under the General Tab. Call the San Marcos Board Office with additions to this category.
3. The second line for address has been renamed "Unit No."
4. Bed and Breakfast has been added under "Features-style" for Residential Listings and under "Primary use" for Commercial Listings.

The following abbreviations for data entry have been implemented as well:

Interstate Highway.....IH (IH 10 or IH 35)

State/US Highway.....Hwy (Hwy 46)

Farm-to-market Road.....FM (FM 725)

County Road.....CR (CR 235)

Others include: St. Rd. Dr. Blvd. Cir. Pl. Ln. Tr.

IMPORTANT CTX MLS RULES AND REGULATIONS:

1. Listings must be entered in the MLS within 2 working days.
2. All listings shall be complete in every detail.
3. All changes to a listing (status, price, etc.) are to be reported in the MLS within 24 hours.
4. Sales must be reported immediately.
5. All residential listings must have a photo within 30 days or it is deleted.