



GREATER NORTHWOODS MLS®, INC.

GNMLS quick rules for property listings

- ❖ Listing must be Complete and Accurate. All the facts and just the facts. Room matrix with sizes, entirely above grade GLA, accurate property location, property/construction types, manufactured vs. modular, condo vs. not, accurate photos of property. Follow ANSI standards; ex. guest cottage rooms cannot be included, but may be noted in remarks.
- ❖ Status must always be accurate.
- ❖ On-water means the owned yard ends at shoreline owned by the seller. Deeded access means the homeowner either owns an interest in a waterfront lot or their deed grants them access to waterfront via someone else's property. Shared frontage must be noted. Off-water means the owner has no private rights to shoreline and no lake or river may be named in those fields.
- ❖ No copyright violations allowed, don't copy if you don't know you have signed permission from the real owner of the intellectual property.
- ❖ No posting / advertising someone else's listing without permission.
- ❖ No branding or self-promotion in any form. Listing data sent out is to be neutral except the MLS will display the listing firm name as required by law. No instructions to contact self or 3rd parties and no links to YouTube or any other 3rd party sites. Describe the property for sale.
- ❖ Only ONE listing of property for sale – no double listing ie. No Land + SFD home, etc. No co-list double entry.
- ❖ NO co-listing with anyone not a current GNMLS subscriber. These are not eligible for entry.
- ❖ Any broker or agent ownership interest or potential interest in sale or purchase must be disclosed.
- ❖ Street names should be as shown on property tax bills except all lettered county roads are "CTH (letter)" and all State/Fed highways are "Hwy (number)"; directional (N, S, E, W) goes at the end.
- ❖ Agents on waiver from MLS dues can have NO PARTICIPATION or BENEFIT from GNMLS data or access.
- ❖ All listings need to be entered BEFORE any other public marketing is released OR within 5 business days of becoming a valid contract if there is no marketing.
- ❖ Sale Price reported in the MLS is to include only the real estate transfer price.
- ❖ Properly mark sales as either arms-length or non arms-length – know the difference.
- ❖ All listings should have Property Condition, Lead-based Paint reports and GIS or Survey maps included in the documents.

American National Standards Institute (ANSI)

This is the authority appraisers are required to conform to regarding home measurements and GNMLS supports these guidelines. It is critical to the industry for all parties to follow the same standards in order to determine comparable values. The federal lending authorities are amassing a database of U.S. homes that show standardized square footage of different categories. When an MLS datasheet and/or appraisal report or assessor's data differ from what the underwriter sees in the national database, the application may be delayed or rejected.

It is often said that a REALTOR®'s job is to sell the home and their duty is to the seller client. That is correct but incomplete as made clear by state statutes, the REALTOR® Code of Ethics, and federal laws and rules. For example, if the seller instructs the agent to market the home in an untruthful way, whether that is with extra bedrooms or square footage or inflated insulation values, the firm and the seller open themselves to potential legal liability. Note that remarks in the MLS do not constitute disclosure in Wisconsin.

These ANSI standards apply only to single-family houses (not multifamily buildings) with the purpose of using a common method of measurement that will be accurate and reproducible.

Attached single-family house includes townhouses and duplexes that are divided by walls and do not share utilities. Upper/lower duplexes or apartments are not included in this standard.

Below grade is all of any level that has ground above any portion of the floor at the exterior.

Below grade finished is the sum of all areas below grade that meet the finished requirements.

Ceiling height requirements. Any finished area must have a minimum ceiling height of 7 feet, except under beams and ducts where the minimum ceiling height can be 6 ft 4 in. There is no minimum ceiling height under stairs or sloped ceilings. If the ceiling is sloped, at least one half of the square footage of the entire room must have a minimum height of 7 ft, and finished sq ft is measured only to the point where the ceiling is at least 5 feet.

Detached single-family houses have open space on all sides of the building.

Finished areas are enclosed spaces appropriate for year-round living based on the region's climate and must include walls, floors, and ceilings comparable to the rest of the living space of the house. Only finished area connected to the house by other finished area may be included in finished square footage. Finished areas not connected to the house in this way cannot be included in finished square footage. Examples include a finished room above a garage or a cottage.

Garage is space or a building intended to store motor vehicles. Garages and unfinished areas may not be included in finished square footage.

GLA (Gross Living Area) as used in GNMLS is the total measured Finished areas of levels that are entirely above grade.

Grade refers to the ground level at the finished exterior perimeter.

Level means the floor must be within 2 feet of the horizontal plane to be on the same level.

Square Footage is the two-dimensional area as measured and calculated by this standard. Measurements are to the outside of the exterior walls (or outside of wall between finished and unfinished) and should be measured to the nearest inch.

Stair treads and landings are counted with the floor above. Space under stairs is counted with the floor below. Openings with no floor cannot be counted, for example, double high ceiling area is only counted on the lower level.

Unfinished Area is any part of the house that does not meet the finished area definition.