

Paragon Profile Field Manual

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1	Property Type: RR	This is how the Tax Assessor has classified the property. You can find this information by going to the Mesa County Tax Assessor Website.
2	List Date:	The Date the listing contract was signed by the Sellers.
3	Expire Date:	Date the listing expires per listing agreement
4	Area:	1= Grand Junction, 2= North Grand Junction, 3= NE Grand Junction, 4= SE Grand Junction, 5= Clifton, 6= Orchard Mesa, 7= Redlands, 8= Fruita, 9= West Grand Junction, 10= East Orchard Mesa, 11= Palisade, 12= Collbran/Mesa/Molina/Vega, 13= NW Grand Junction, 14= Outside Mesa County, 15= Glade Park, 16= Whitewater/Gateway, 17= Debeque, 18= Loma, 19= Mack
5	List Price:	Price as stated in the Listing contract.
6	Property Status:	What is the current status of the property i.e. Active
7	Street #:	Numerical number of the address.
8	Direction:	N,S,E, W that might be in the street address
9	Address:	Street name
10	Unit #:	Number or letter of the unit i.e. #1A
11	City:	The city the property is located in and receives mail from the US Postal Service.
12	State: CO	The state the property is located in.
13	Zip Code:	Zip code of the property plus it's 4 number. The 4-digit number can be easily found through the US Postal Services zip code directory or on assessor's website.
14	Subdivision Name:	Name of subdivision, found in the legal description or title work.
15	Elementary:	Enter the name of the Elementary School providing service for the area in which the property resides
16	Middle School:	Enter the name of the Middle School providing service for the area in which the property resides.
17	High School:	Enter the name of the High School providing service for the area in which the property resides.
18	Showing Desk:	Phone number to set up showing for subject property.
19	Parcel #:	The tax schedule number of the property. This comes from the Tax Assessor.

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20	Zoning:	What the city or county have the property legally zoned for. Call county or city planning.
21	Lot Size:	0-.25, .25-.99, .99-etc.
22	Lot Dimensions:	Length x Width. If irregular must interpolate. Look at plat for dimensions.
23	Lot Size Source:	Assessor, plat, measure, appraisal etc.
24	Total Acres:	Total number of acres the property includes and/or will be conveyed with the property.
25	Rented Lot:	Is the lot for rent? Y/N
26	Real Estate Incl: N/A	Y/N-Is real estate included in this listing. This does include leasehold property if no.
27	Approx Irrig Acres:	Approximate amount of land serviced by irrigation water.
28	Irrig Water: Y/N	Y/N Is there irrigation water available for the property? Must be irrigation water, not potable water.
29	Irrig District:	Enter the name of the Irrigation provider. If your water is delivered through the CIC, putting CIC is acceptable.
30	Irrig Description:	How the water delivered (i.e. Pressurized, ditch, pump, flood, sprinklers, gravity, etc.)
31	Elevation:	Enter the elevation of the property. Elevation can be found in multiple places.
32	Fronts:	Which direction does the house face. As you walk out the door are you facing East, West, North or South? Or Combo - NW, SE.
33	How Built:	Factory or Site Built.
34	Year Built	Original Year Built. If Actual/Effective Year Built applies, put in Remarks. The date of the original building permit.
35	Year Remodeled:	Year that home was remodeled. Should have appropriate building permits.
36	Energy Rated:	Does the home have an energy rating? Y/N
37	Energy Rating:	If the home is energy rated what is it. Describe the type of rating and from what source.
38	Current Use:	What is the property currently being used for. (i.e. bed and breakfast, automotive shop).
39	Apx Upper Sqft:	Square footage of the Upper level of home.

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40	Apx Main Sqft:	Square footage of the Main level of home.
41	Apx Lower Sqft:	Square footage of the Lower level of home.
42	Apx Fin Bsmt Sqft:	Square footage of the finished portion of the basement.
43	Apx Unfin Bsmt Sqft:	Square footage of the unfinished portion of the basement.
44	Total Apx Sqft:	Total heated square footage of the property (does not include the garage)
45	# Bedrooms:	Number of bedrooms, which must have closet and proper ingress and egress. The non-conforming bedroom(s) must be noted with a Y or N on the "Conforming" line.
46	# Baths:	Total number of bathrooms that have a plumbing fixture as plumbers or builders describe it. Each plumbing fixture is a 1/4 (i.e. Sink=1/4, toilet=1/4, if bath has both=1/2 bath.
47	Bath Description:	The breakdown description of the bathrooms. (i.e. 1/4, 3/4, 1/2, full, half,1.75)
48	Bathroom(s) Level:	Described in Features Section.
49	Master Bdrm Lvl:	What level of the home is it on?
50	Master Bedroom Size:	What are the dimensions of the room?
51	Master Bdrm Conforming: N/A	Does the master meet building codes for a conforming bedroom. Y/N.
52	Bdrm 2 Lvl:	What level of the home is it on?
53	Bedroom 2 Size:	What are the dimensions of the room?
54	Brdm 2 Conforming: N/A	Conforming bedroom meaning meets building codes for ingress/egress, must contain a closet and an escable window. With out meeting the conforming features above, if missing a feature then it is non-conforming.
55	Bdrm 3 Lvl:	What level of the home is it on?
56	Bedroom 3 Size:	What are the dimensions of the room?
57	Bdrm 3 Conforming: N/A	Conforming bedroom meaning meets building codes for ingress/egress, must contain a closet and an escable window. With out meeting the conforming features above, if missing a feature then it is non-conforming.
58	Bdrm 4 Lvl:	What level of the home is it on?
59	Bedroom 4 Size:	What are the dimensions of the room?

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60	Bdrm 4 Conforming: N/A	Conforming bedroom meaning meets building codes for ingress/egress, must contain a closet and an escable window. With out meeting the conforming features above, if missing a feature then it is non-conforming.
61	Bdrm 5 Lvl:	What level of the home is it on?
62	Bedroom 5 Size:	What are the dimensions of the room?
63	Bdrm 5 Conforming: N/A	Conforming bedroom meaning meets building codes for ingress/egress, must contain a closet and an escable window. With out meeting the conforming features above, if missing a feature then it is non-conforming.
64	Kitchen Lvl:	What level of the home is it on?
65	Kitchen Size:	What are the dimensions of the room?
66	Eating Space: N/A	Does the kitchen have room for an eating area such as a breakfast bar, etc.
67	Dining Rm Lvl:	What level of the home is it on?
68	Dining Rm Size:	What are the dimensions of the room?
69	Dining Rm Type:	Is there a formal dining room or a combination with the kitchen?
70	Laundry Rm Lvl:	What level of the home is it on?
71	Laundry Rm Size:	What are the dimensions of the room?
72	Laundry Rm Location:	Where is the laundry room located? Drop down menu.
73	Living Rm Lvl:	What level of the home is it on?
74	Living Rm Size:	What are the dimensions of the room?
75	Family Rm Lvl:	Is there a separate room designated as the family room? And what level is it on?
76	Family Rm Size:	What are the dimensions of the room?
77	Other Rm1 Name:	What is the other room? i.e. Bonus Rm, Library, Exercise, Study, etc.
78	Other Rm1 Lvl:	What level of the home is it on?
79	Other Rm1 Size:	What are the dimensions of the room?
80	Other Rm2 Name:	What is the other room? i.e. Bonus Rm, Library, Exercise, Study, etc.
81	Other Rm2 Lvl:	What level of the home is it on?
82	Other Rm2 Size:	What are the dimensions of the room?
83	Other Rm3 Name:	What is the other room? i.e. Bonus Rm, Library, Exercise, Study, etc.
84	Other Rm3 Lvl:	What level of the home is it on?

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85	Other Rm3 Size:	What are the dimensions of the room?
86	Garage Type:	Is it attached, detached, carport, spaces, basement, none, or other.
87	Garage Capacity:	How many vehicles can be parked in the "Garage Type"(next field)
88	Garage Dimensions:	What are the dimensions of the garage?
89	Electric Company:	Enter the name of the Electric Provider to the property.
90	3 Phase:	Does the property have 3 Phase? Yes/No/Unknown
91	Gas Co:	Enter the name of the gas provider for the property.
92	Water Company:	Who provides the potable water for the home i.e. City, Ute, Clifton.
93	Sewer Company:	Name of sewer supplier.
94	Display on Internet: N/A	Do you want the property displayed on the internet? Y/N
95	Address Display: N/A	Address will be displayed on other Realtor webpages Y/N.
96	Allow Comments:	Allow Blogging comments regarding listing?
97	Allow AVM:	Allow Automated Valuation Method-Allows external programs to place a value on subject property.
98	Share with Zillow: Y/N	Allow property to be displayed on Zillow? Y/N
99	CIC: Y/N	Is there a Common Interest Community for the property.
100	CIC Dues:	The amount the Common Interest Community charges the home owner.
101	CIC Frequency:	The frequency in which the CIC Dues are paid (i.e. Annual, Quarterly, Monthly)
102	HOA Transfer Fee:	What is the cost of the Home Owner Association fee?
103	CIC Web Address:	The web address of the CIC if they have one.
104	Buyer Agency Comm.%/\$:	The percentage or dollar amount offered as compensation to Buyer's Agent
105	Trans Broker Comm. %/\$:	The percentage or dollar amount offered as compensation to Transaction Broker.
106	Variable Commission:	Is the commission rate different for the listing agent if there is not a cooperating broker involved in the transaction?
107	Earnest Money Deposit \$:	How much is the seller wanting for earnest money according to the listing contract.
108	Earnest Money Holder:	Who will deposit and hold the earnest money in an escrow account.
109	Limited Service:	Less than full MLS and real estate brokerage service.
110	Special Assessment: Y/N	Is there a special assessment on the property

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111	Special Assessment Description:	What is the special assessment for & how much is it? (i.e. sewer improvement, irrigation) etc.
112	Tax Year:	The year that you have taken the property tax amount from.
113	Taxes:	The amount of the property taxes for the subject property.
114	Title Company:	Name of the Title Company providing Title Insurance.
115	Sale Type:	What type of sale HUD, N/A, REO, or Short Sale.
116	Available for Auction: N/A	Is the home going up for auction in the future? Yes or No
117	Broker Relationship:	Seller Agent or Transaction Broker.
118	Possession:	When can a buyer take possession of the subject property.
119	Seller Name:	The last name of the Seller/Owner of the property. Must be the actual name, NOT just owner. Unless stated otherwise in the listing agreement.
120	Seller Licensed:	Is the property owned by a licensed agent? Y/N.
121	Public Remarks:	Comments about the property only. This field shows in the public view and public print out's. You MAY NOT put any personal or contact (phone, virtual tours, website) information here. Websites are not allowed. You MAY NOT have any branding in this field. Be careful, choose words not to discriminate.
122	Agent Confidential Remarks:	You may put personal remarks here and here only! This area is only for Realtors to see. (i.e. motivated sellers, bonus information, etc.) Auction website may go here.
123	Directions:	How does one drive to the property? After or before a main street. Also not left but South is more helpful.
124	Closing Date:	What is the date the property closed based on the settlement sheet?
125	Concessions \$	What is the amount of the of the Concessions paid.
126	Concessions Description:	What were the Sellers Paid Concessions to the Buyer. What amount if any(i.e. \$5,000 closing costs & prepaid items or other assets).
127	Contract Date:	What was the date the property went under contract? It is the date all parties execute the Contract to Buy and Sell.
128	Non Member Saleperson: N/A	Selling agent is licensed with the state but not a member of our local board. Y/N
129	Seller/Realtor Concessions: Y/N	Any Seller/Realtor Concessions?

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130	Selling Agent:	Must be selling agent
131	Selling Office:	Must be selling office.
132	Sold Price:	Must be actual sales price of the property according to the settlement statement.
133	Access/Medical Inclusions:	Described in Features Section.
134	Appliances:	Described/used in Features Section - Dropdown.
135	Association Amenities:	Described in Features Section. For example, is there a clubhouse, park, tennis court, swimming pool, etc.?
136	Basement/Foundation:	Described in Features Section.
137	CIC Includes:	Described in Features Section. What does the CIC Dues pay for?(i.e. Irrigation, Water, Building Insurance, Landscaping)
138	Construction:	Described in Features Section.
139	Cooling:	Described in Features Section. What type of cooling unit does the property have(i.e. evaporative cooler, central air, window mount a/c).
140	Documents on File:	Described in Features Section. Are there any disclosures, plat maps, CICs etc.
141	Energy Features:	Described in Features Section. What are the energy features i.e. windows.
142	Exterior Features:	Described in Features Section.
143	Exterior Siding:	Described in Features Section.
144	Fence:	Described in Features Section. What type of fencing.
145	Financing:	How was the property purchased? i.e. Cash, VA, FHA, etc.
146	Fireplace:	Described in Features Section.
147	Floors:	Described in Features Section.
148	Heating:	Described in Features Section.
149	Interior Features:	Described in Features Section.
150	Landscaping:	Described in Features Section.
151	Limited Service Provides:	Described in Features Section.
152	Lot Description:	Described in Features Section.
153	Other Rooms:	Any other rooms not mentioned?
154	Patio/Deck:	Described in Features Section. What type of patio/deck?
155	Roof:	Described in Features Section.

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156	Sewer:	Described in Features Section.
157	Showing Instructions:	Described in Features Section. Agent must comply w/showing instructions in MLS. Be precise in the descriptions.
158	Street Desc/Access:	Described in Features Section.
159	Style:	Described in Features Section. What is the style of the home?
160	Terms:	Described in Features Section. What the Sellers may accept as per listing agreement. This DOES NOT mean that the property will qualify for such specified financing.
161	Water:	Described in Features Section. i.e. Cistern, well, city, public or private.
162	Original List Price:	What is the price home orginally listed for?