

Subdivided Listings

Because there exists a need on the MLS System for certain properties to be listed as a larger property and to also allow the same property to be listed as multiple smaller properties, MLS users have the ability to subdivide. For example, the owner of a 100 acre property may want to sell either the entire 100 acres or be willing to sell the properties in smaller acreage, such as two 50 acre properties.

Listings may be entered, searched and maintained as a main listing with up to 5 sub-listings. Each sub-listing is, in effect, a full listing in the appropriate category.

You can have one main listing and up to 5 sub-listings. The main listings and sub-listings can be the same category or of different property categories. The sub-listings can be of different property categories. The terminology used will be 'main listing' and 'sub-listing'. The main listing must be added first. Sub-listings do not have to be added in the same session as the main listing.

NOTE: "Will Subdivide" is a required field. If "Will Subdivide" is "Y" on the main listing and there are sub-listings, then the user cannot change the "Will Subdivide" field on the main listing to "N" unless all the sub-listings are changed to W or WC status with no chance of changing sub-listings back to an active status.

When in the Add/Edit Property List, you'll notice that listings with the "Will Subdivide" field set to "Y" will be in bold print. Select the main listing to which you wish to add sub-listing(s) and select "Change Status/Price." This is where you'll find the option to Add sub-listings.

If "Will Subdivide" is "N" on the main listing, user can revise to "Will Subdivide" to "Y" and then follow the procedure described earlier.

** Expiration date should always be the same on main and sub-listings.

Extending main listing will extend sub-listings

When the main listing is taken off of the market (status code P, S, W, WC, X), all of the sub-listings will be put in status WS, unless the sub-listing status is S, L, X or WS.. Also, all of the history records for the sub-listings not in status S, L, X or WS will have a status flag of "S" added to them. This will prevent the sub-listings from showing up in statistics, searches and updates.

Users have the ability to save the main listing as a temporary listing as they have had in the past. Once you begin adding the sub-listings, it has to be a continuous process until completed.