

Entering Addresses into the MLS

There are always inquiries regarding searching for addresses in the MLS system and not being able to find a listing.

Scenario: You search for **123 Oak Street** using the Address Search and come up with 0 listings, then you complete a Listing Number Search and find the listing.

Why does this happen? The following instructions will hopefully resolve this issue.

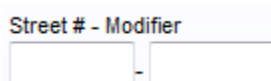
In the MLS System, when entering new listings into the system, there are specific areas in which the different parts of an address must be entered in order for that listing address to be searched on in the future. For instance, if the number “123” is not entered into the Street# field and instead is entered into the Street Name field along with the street name “123 Oak”, this will prohibit the system from finding the listing when someone is completing an Address Search.



Make sure that the following information is entered into the correct fields!!!

Here is an Example...

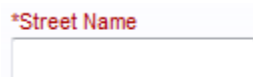
123-A North Oak Street, New Albany, Indiana 47150



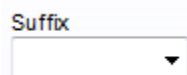
Enter the numeric Street number into the **Street #** field, then the “alpha” portion into the **Modifier** field **123 - A**. Lot numbers can also be entered into the Modifier field.



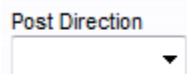
If the street name **STARTS** with a direction such as North, South, Etc., enter it here by using the drop down arrows to make your selection. For example: North Oak Street, select **North** from the **Direction** drop down.



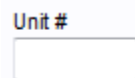
Enter the Street name only—do not enter lot number, suffix, or direction. The name of the street “**Oak**” should be entered into the **Street Name** field.



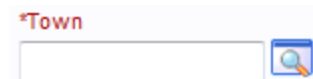
Street, Road, Avenue, Boulevard, etc. can be chosen from the **Suffix** drop down menu. Select the “**Street**” from this field only, do not add the work Street into the Street Name field.



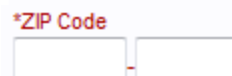
Enter nothing If in the example above, the street was Oak Street North, then you would enter North from the **Post Direction** drop down menu.



Enter lot numbers or condo unit numbers into the **Unit #** field if applicable.



Enter the name of the City into the **Town** field. “New Albany”



Enter the appropriate Zip Code into the **Zip Code** field.

If you have any questions, please contact [Shawn Cornell](#) at the REALTOR® Building, 812.941.7472.

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The Southern Indiana REALTORS® Association exists to maintain and enforce the REALTOR® Code of Ethics, to provide our members with state-of-the-art programs, products, and services that are more affordable and accessible collectively than individually, to advocate a high standard of education and professionalism, to influence public policy and political affairs which promote and protect private property rights, and to enhance the public image of our REALTOR® members.