



THINGS TO KNOW ABOUT FLEXMLS

'Save Incomplete Listing' button on the top right

Flexmls autosaves as you enter information

Lot Size in Paragon was a length x width field, in Flexmls it is an acreage field

Lot Size Dimensions = Lot Dimensions in CRS

Required field Lot Size Acres = Acreage in CRS

Zoning is a drop-down field so it is searchable from the NYS Assessors guide. Each locality may have additional zoning that is appropriate to place in the remarks or as an attached document.

If a mistake is made in choosing the class of the listing it would have to be completely re-entered unless the listing had been activated, it could then be copied.

Feature groups under the 'Details' tab are in alphabetical order unless the two fields directly relate (example: a Y/N field next to the features)

Above Grade Finished Area: finished area within the structure that is at or above the surface

Below Grade Finished Area: finished area within the structure that is below ground

Living Area: the total living area within the structure

Building Area Total: total area of the structure, both finished and unfinished

Auto emails are called Subscriptions and need to be opted in to

Add at least 1 photo before a listing goes live to ensure it is included in subscription emails

Incomplete listings have no termination date unlike Paragon

Check your saved searches for accuracy

Condition has been removed from the MLS

2-family is no longer a property type but is now the property subtype 'Duplex' under Multifamily

Descriptions of the fields (next to the boxes you fill) will become question marks that you can click to view the information

Expired listings will show on the map for members only (private)

School districts are now under tax data

Market Summary is only filtered by location

There is no NEW Status, but each new listing is marked with a 'New' sticker for 5 days

The 'Active Under Contract' status is changing to 'Contingent - Continue to Show' for greater accuracy to the public and members. Since it will no longer be an active status, the DOM will no longer accrue.