

Learning a new program can be overwhelming. Please view the following resources and frequently asked questions for submitting listings to Paragon RANW MLS. Our staff is available M-F 8:30-5pm for questions or help @ 920-739-9108. Paragon Customer Care is available M-F 6 AM-8PM, Sat 9 AM-3PM, Sun 11 AM-3PM @ 877-657-4357.

STREET NAMES

- For Hwy Type Streets, please enter in the first Street Name field the property address as indicated on either the CRS Record or the Tax record - such as State Rd 42 - see example below.
- None should be filled in in the Street Type field.
- Also, please enter in the Street Name field 2, the property address as HWY 42, to allow continued ease of searching, and for history on properties in Paragon. **See example below.**

The screenshot shows a 'Property Details' form with the following fields filled out:

- County: KEWNE - Kewaunee
- Tax Municipality: PIERC - Pierce, Town of
- Tax Municipal Sub-Area: NONE - None
- School-District: 0070 - Algoma
- Street Number: N7234
- Street Type: None
- Street Name #1: STATE RD 42
- Street Name #2: HWY 42
- City (Mailing): ALG-C - ALGOMA
- Address State: WI
- Address Zip Code: 54201

DATES

The list date should be entered as the original list date indicated on the contract.

PRICE

The most current price change or extension amendment should be uploaded if applicable.

SEE REMARKS

Anytime Other-See Remarks is entered for a Source, a Room Description or a Coded Feature there must be an explanation given in the public remarks.

Examples:

R Source For Year Built #

- Year Built Source Codes:**
- | | |
|---------------------------|------------------------|
| 1. Appraisal | 6. Developer |
| 2. Assessor/Public Record | 7. Other – See Remarks |
| 3. Blueprint | 8. Plat Map/Survey |
| 4. Broker/Agent | 9. Seller |
| 5. Builder | |

Unfinished Room Description; please write in above:

3-Season Room	Bathroom	Bedroom
Other-See Remarks	Rec Room	Screen Porch
Sun Room		

WT = WATER (Required):

<input type="checkbox"/> Community Well	<input type="checkbox"/> No Water	<input type="checkbox"/> Private Well	<input type="checkbox"/> Shared Private Well
<input type="checkbox"/> Municipal Public Water	<input type="checkbox"/> Other – See Remarks	<input type="checkbox"/> Sand Point Well	

FOR PROPERTIES THAT HAVE WATER FRONTAGE:

It is required for Waterfront properties to include a **GIS or map IMAGE** of the Body of Water **AS A PHOTO** in MLS's 90-PHOTO allowance (see below). **The request for a GIS image is to allow the viewer to see the property in relation to the body of water.** Additional actual photos of the property showing the waterfront would also be beneficial for both cooperating agents and public viewers.

RANW MLS Waterfront Policies and definitions, for all Property Types:

The property/owner must:

- 1) own frontage abutting a basin, bay, channel, lake, river, or "other" body of water; that allots lawful riparian or littoral rights;
- 2) properties with "only deeded water access" do not qualify as "waterfront";
- 3) **require the inclusion of a GIS image or map image which allows the viewer to see the scope of the property in relation to the body of water (You may use the Paragon Aerial Map view images, see the step by step How-To)**
- 4) require if "Other" is selected, an explanation is to be included in Public Remarks identifying what the Body of Water is;
- 5) the body of water is no longer required to be on the DNR Bodies of Water list, with the exception of a body of water that is referred to as a pond in name;
- 6) if the body of water has "Pond" in the name, the body of water will need to be on the DNR Bodies of Water list, for example: Reservoir Pond or Chute Pond in Oconto County;

Riparian and Littoral Rights: Riparian and littoral rights refer to rights that are incidental to ownership of land adjacent to or abutting navigable water, such as streams, rivers, lakes, ponds, and some flowages. Historically riparian referred to streams, rivers and, in most cases, lakes and ponds, while littoral pertained to large bodies of waters, such as oceans and great lakes. In Wisconsin we have seen the term "riparian" used to apply to the rights of property owners abutting all types of navigable water, including great lakes. We use both terms here to be inclusive.

- **HOW TO [Obtain Paragon's GIS/Map Photo](#)** (required for Waterfront listings)

FOR PROPERTIES THAT HAVE FINISHED SQUARE FOOTAGE IN LOWER LEVEL:

It is required for any property that has finished square footage in the lower level to also include **a photo** of the lower level finished square footage. See Page 3 for more information on finished square footage. Please upload this photo at the time of your listing in order for your listing to be confirmed and visible on Paragon MLS.

PHOTOS

- **HOW TO [Add Photos](#)**
- **[Photo Size and Format](#) Requirements**

SQUARE FOOTAGE GUIDELINES

- All finished room dimensions that account for the finished sqft reported should be filled in.
- A second photo is required or inclusion on a virtual tour is required, **at time of listing submission if listing includes finished below-grade area square footage**. Photo(s) should be labeled of the lower level finished square footage.

1. If there is a room included in finished square foot field, the rooms are to be reported with dimensions in MLS, the space/rooms must be finished per the MLS definition of finished room.
2. If a room in the lower level/basement does not meet the local/state housing code for a bedroom then the room should be reported as an “other room”, not a bedroom. [*See WRA Legal Hotline Hottips of March 19, 2012.](#)
3. If any finished room dimensions are displayed in the lower level/basement, then the finished square footage of those rooms must be included in the finished below-grade and total square footage fields other than lower-level finished bathroom(s).
4. If any rooms are displayed as finished below-grade square footage, at least one below-grade photo or virtual tour is required. (Required finished below grade photo shall be labeled as such).
5. Only the primary structure finished square footage is to be reported, balance of info may be reported in Remarks.

- [Square-Footage Visual Guide HERE](#)

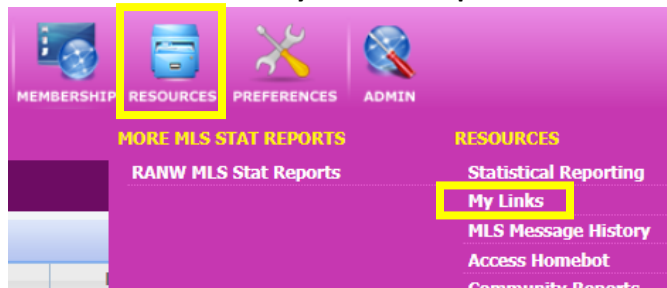
Finished space included in square footage must be:

1. Space that is intended for human occupancy;
2. Heated by a permanently-installed heating system(s)*;
 - Permanently Installed Heat Sources that may be considered for finished rooms: Gas Furnace, Oil Fired Furnace, permanently wired electric heat or other source that operate without human intervention for extended periods of time, with an allowable exception of a Seasonal Dwelling property with no permanent heat sources. (The Season Dwelling may include square footage due to this exception.)
3. Directly accessible from other living areas through a door or by a heated hallway or stairway, except for a finished lower level room or bathroom;
4. Finished, with all walls, floors and ceiling in materials generally accepted for interior finished construction (for example, painted drywall / sheet rock or paneled walls, carpeted or vinyl or hardwood flooring, epoxy floors).
 - **The Finished space must be heated, have finished walls, have a finished ceiling (no exposed floor joists), and have finished floor (painted concrete walls or floors does not count). If one of these four components is missing, the space may still be counted as “finished square feet”, but disclosure of the missing component must be included in RANW MLS Public Remarks.**
 - This finished space rule applies to all room levels.
 - The property exception to this rule would be a Seasonal Dwelling with non-permanent heat source, the Season Dwelling may include the finished square footage, and if there is any form of heat source it is to be include in Public Remarks.

ADDITIONAL RESOURCES – Links to Videos Tutorials and Help Documents:

- [Detailed Guide: RANW MLS Listing Process](#)
- ALL RANW MLS Forms for Listing Submission [HERE](#)
- [CRS Data MLS Tax Suite Video Tutorials](#)
- [Listing Input and Maintenance Training Video](#)
- [Listing Input and Maintenance Tips and Tricks](#)
- [Paragon Help Site](#) – Videos/Webinars/How-Tos and More!
- [Paragon LIVE Webinars](#)
- [Municipal Tax Links](#)
- [WIREX Listings Added to Paragon MLS – Counties added including Florence, Forest, Iron, Langlade, Menominee, MI, Oneida, and Vilas.](#)

*In Paragon, Click on Resources and My Links for important resources such as School District Codes or How to Add Open Houses:



Link	Link Name ↕	Link Type
https://ranw.org/mls/submit-a-listing-to-ranw-mls/municipal-tax-links/	*Municipal Website Links (Taxes)	MLS
https://ranw.org/media/1564/businesscomm2022.pdf	Data Sheet- Commercial	MLS
https://ranw.org/media/1565/condominium2022.pdf	Data Sheet- Condominium	MLS
https://ranw.org/media/1566/duplexmultifam2022.pdf	Data Sheet- Duplex/MultiFamily	MLS
https://ranw.org/media/1567/residential2022.pdf	Data Sheet- Residential	MLS
https://ranw.org/media/1568/vacantland2022.pdf	Data Sheet- Vacant Land	MLS
https://ranw.org/media/1590/basic_sellers-_accessibility_features_report.pdf	Forms- Accessibility Features	MLS
https://ranw.org/media/1591/basic_sellers-_accessibility_features_report_detailed.pdf	Forms- Accessibility Features Detailed	MLS
https://www.ranw.org/media/drjdxhiq/form-auction.pdf	Forms- Auction Form	MLS
https://www.ranw.org/media/diompn5b/form-sellersauthorization.pdf	Forms- Delayed Showings or Office Exclusive	MLS
https://www.ranw.org/media/dumpevtv/form-latelisting.pdf	Forms- Late Listing Waiver Form	MLS
https://www.ranw.org/media/tkei4vnr/form-limitedservice.doc	Forms- Limited Service Listing Attachment (Word doc)	MLS
https://www.ranw.org/media/qreeaf1q/form-propertyinformation.pdf	Forms- Property Information Worksheet	MLS
https://www.ranw.org/media/hinfz3wu/form-sellerpropertyimprovements.pdf	Forms- Seller's Property Improvements	MLS
http://www2.ranw.org/pdf2/HowtoAccessyourTrustFundsAccountonParagon.pdf	How To: Access your Trust Funds Acct on Paragon	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/how-to-add-a-virtual-tour/	How To: Add a Virtual Tour	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/how-to-add-documents/	How To: Add Documents	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/how-to-add-listing-photos/	How To: Add Listing Photos	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/how-to-add-open-houses/	How To: Add Open Houses	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/how-to-architectural-style-definitions/	How To: Architectural Style Definitions	MLS
https://www.ranw.org/media/ldhc3cr5/howto-customizesearchesresults.pdf	How to: Customize Search Screens and Results Spreadsheets	MLS
https://www.ranw.org/media/acalb3xz/fairhousingremarks.pdf	How To: Fair Housing Questionable Words and Phrases	MLS
https://www.ranw.org/media/qmthpeav/howto-filterforranwonly.pdf	How to: Filter Searches For Only RANW Data	MLS
https://www.ranw.org/media/sbfpf2xj/howto-findagentsalesproduction.pdf	How to: Find Agent Sales Production	MLS

Paragon/Resources/My Links Continued...

https://www.ranw.org/media/qixnmb0n/howto-statussheets.pdf	How to: Generate a Status Sheet for Listing Changes	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/	How To: Map/GeoCode your Listing	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/	How To: Measuring & Reporting Square Footage	MLS
https://www.ranw.org/media/f1qealme/municipalsubareas.pdf	How To: Municipal Sub-Area Maps and Descriptions	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/	How To: Obtain Map Image in Paragon for Waterfront Required Photo	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/	How To: Photo Size Info for Listing and Agent Photos	MLS
https://stats.ranw.org/stats/	How To: RANW MLS Stats Reports	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/	How To: Submit a Listing	MLS
https://www.nar.realtor/handbook-on-multiple-listing-policy/policies-mls-	Policies- MLS Antitrust Compliance Policy	MLS
https://ranw.org/media/1399/ranwmls_rules_april2022_clean.pdf	RANW MLS Rules & Regulations April 2022 Clean Version	MLS
https://ranw.org/media/1603/ranwmls_rules_showingchanges_april2022	RANW MLS Rules & Regulations April 2022 Showing Changes	MLS
https://www.ranw.org/media/0ajjpvzw/clearcooperationrules.pdf	Rules: Clear Cooperation Rules	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/complete-your-listing/	School District Codes	MLS
https://ranw.org/mls/supra-lockbox-system/need-an-authorization-code/	Supra: Authorization Code for eKEY app	MLS
https://ranw.org/mls/supra-lockbox-system/wirex-1-day-code/	Supra: One-Day Code	MLS
https://ranw.org/mls/supra-lockbox-system/reciprocal-key-access/	Supra: Reciprocal Key Access	MLS
https://www.ranw.org/media/yiif3z0e/tip-actionicons.pdf	Tip: Action Icons	MLS
https://www.ranw.org/media/nk4coyta/tip-hotsheet-vs-marketmonitor.pdf	Tip: Hotsheet vs Market Monitor	MLS
https://www.ranw.org/media/3v1fp5b0/howto-optintoemail.pdf	Tip: Opt In to Email (After Opting Out)	MLS
https://www.ranw.org/media/kxohlycq/howto-reverseprospecting.pdf	Tip: Run A Reverse Prospecting Report	MLS
https://www.ranw.org/media/3xdpuyke/howto-ranwstats.pdf	Tip: Use RANW's Statistics Reports	MLS
https://ranw.org/mls/submit-a-listing-to-ranw-mls/wirex-listings-added-to	Tip: WIREX Listings in MLS	MLS

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