



News, Updates & Information on the BCAR MLS

Rules – How to enter an Address?

I have received many, many questions on this topic. I wanted to take a moment and clarify EXACTLY how to enter an address in the new MLS. This is especially important for all of the members that list on Oak Island. Please pay special attention to HOW you enter the direction of a street (NE, SE, etc.) and HOW you enter a numeric street name.

The screenshot shows an address entry form with the following fields and labels:

- (A)** *Street # - Modifier: A text input field for the street number.
- (B)** Modifier: A text input field for the modifier.
- (C)** Direction: A dropdown menu for street direction.
- (D)** *Street Name: A text input field for the street name.
- (E)** Suffix: A dropdown menu for street suffix.
- (G)** Unit #: A text input field for the unit number.
- (H)** *City: A dropdown menu for the city.
- (I)** *ZIP Code: A text input field for the ZIP code.

- (A)** Street # - the # on the mailbox/outside of home that represents their Street # Address
- (B)** Modifier – if you have a two family home and one side of home receives mail to 134 **A** and the other receives to 134 **B** enter A or B into the modifier box
- (C)** Direction – represents the direction of the street as stated on the street sign
- (D)** Street Name – name of street * if the street is a numbered street enter number only, DO NOT enter *th, st, rd* after the number)*
- (E)** Suffix – represents the street name type (Street, Road, Place, etc...)
- (F)** Post Direction – represents the direction of the street as stated on street sign
- (G)** Unit # - enter if you have selected Condo as Property SubType
- (H)** City – select the city
- (I)** Zip – zip for mailing

Examples to describe the above:

You have a listing that is located at 57 NE 47th Street on Oak Island. You would enter the following:

Address		*Street # - Modifier	Direction	*Street Name	Suffix
		57	Northeast	47	Street
Unit #			*City	*ZIP Code	

You have a listing that is located at 303 3rd Place SE on Oak Island. You would enter the following:

Address		*Street # - Modifier	Direction	*Street Name	Suffix
		303		3	Place
Unit #			*City	*ZIP Code	

DO NOT enter the direction of the street into the Street Name field

DO NOT enter th, rd, st after a street name

DO NOT type out the street name (Third instead of 3)

DO NOT enter 03 for 3rd Street, simply enter the single digit number

DO enter the mailing address city

DO use the city Boiling Spring Lakes

It is important that everyone is completely consistent entering their data AND that everyone cleans up their existing listings. Keep in mind, that the mapping features within the MLS utilize the data that you enter into these fields. If you do not enter your listings correctly, it will not map. As a result, someone may be doing a Radius/Map Search or Address Search and NOT find your listing.