

When Remarks or Legal Description Are Longer Than the Character Limit

ITSO MLS® Rule 2.13 requires that contact information, virtual tour information, multi-media URLs, and remarks sit in the designated area of the listing and not be copied into another field, except where the Rules allow it. Putting each type of information in its own field helps REALTORS® find what they need quickly.

Designated fields first

Enter as much of the text as you can in the field meant for it. That is where other REALTORS® look first.

Examples of designated fields include:

- Legal Description for the legal description of the property
- Offer Remarks for comments about the presentation of Offers
- Showing Remarks for conditions and information related to showing the property
- Public Remarks for public property remarks

Do not paste the same remarks into multiple fields when the text already fits in the designated field.

When the text is too long

Sometimes the text is longer than the character limit for that field. For example:

- A condo Legal Description may not fit in Legal Description
- Offer instructions may exceed the limit in Offer Remarks

In those cases, put as much as possible in the designated field. Continue the leftover text in Private Remarks.

How to continue text in Private Remarks

When you continue text in Private Remarks, say clearly that it continues from another field. That helps other REALTORS® and helps you avoid a Listing Data Checker (LDC) notice.

Example in Private Remarks:

Continued from offer remarks: please attach Schedule B to all offers.

Use the same pattern for a legal description, for example: "Continued from legal description:" followed by the remaining text.

Tips

- Fill the designated field first. Use Private Remarks only for the overflow.
- Always label the overflow (for example, "Continued from offer remarks:" or "Continued from legal description:").
- Do not move the whole remarks block into Private Remarks when it still fits in the designated field.
- For what belongs in each remarks section, see Rules 2.16 to 2.21 in the ITSO MLS® Rules.
- For the designated-field rule, see Rule 2.13.
- For full rules, see the ITSO MLS® Rules.

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