

SWMLS New and Custom Homes Comps Policy

1. Builder will complete and submit a Comp Only Listing Form available as a paper form, electronic PDF, or online web form. This form will contain all the required fields and photos for entry, as well as some other optional fields that can be completed for additional information if they so choose. (See Addendum for Required Fields)
2. With the submission of the form, builder or lender must include the following documents. SWMLS Staff will verify that these documents are included, and the property will not be included in the data compilation without these documents proving the legitimacy of the comp.
 - a. Original Contract
 - b. Change Orders
 - c. Floorplan with Dimensions
 - d. Certificate of Occupancy
3. The Authorization to Submit Comparable Sale Information must also be signed by the buyer and the seller and included with the documents to submit information to SWMLS.
4. SWMLS Staff will input the listing into a separate property type called "New/Custom Home Comp"
 - a. Add Listing Screen will have a large message that clarifies that entry is for Staff Only.
 - b. Automatic system will be setup to detect if someone other than staff enters a listing into that property type, and listings entered there by non-staff will be deleted immediately.
5. SWMLS Staff reserves the right to independently verify any information that is provided, and will not enter invalid or inaccurate information into the data compilation.
6. All data submitted to SWMLS is subject to the Rules and Regulations of the Service, including the Copyright provisions outlined in Sections 10-13.
7. Properties in this property type will only be entered after the sale is completed, as evidenced by the required documents.
8. The data in this property type is intended for the sole use by SWMLS Members, Subscribers, and Participants including Realtors and Appraisers and to be shared with their clients for comparable sale purposes. All fields and listings are considered private and will not be syndicated to outside third parties via any data feed.

Required Fields for SWMLS New and Customer Homes Comps

Required Fields – Main Fields

- 1) Street Number
- 2) Street Name
- 3) Street Suffix
- 4) City
- 5) County
- 6) State
- 7) Zip Code
- 8) Subdivision
- 9) Purchase Type
 - a) Home Only
 - b) Home with Land
- 10) Property Sub-Type
 - a) Attached
 - b) Detached
 - c) Manufactured
- 11) Number of Bedrooms
- 12) Number of Bathrooms
 - a) Baths – Full
 - b) Baths – 3/4
 - c) Baths – 1/2
- 13) Total Square Footage
- 14) Total Lot Acreage
- 15) Lot Size Source
- 16) Garage Spaces
- 17) Builder Name
- 18) Initial Contract Price
- 19) Initial Contract Date
- 20) Final Price
- 21) Certificate of Occupancy (CO) Date
- 22) Landscaping – Yes/No
- 23) Pool – Yes/No
- 24) Solar – Yes/No

Fields that are required but will auto-populate

- 1) Area
- 2) Zone Atlas
- 3) Legal Description

Required Photos – (Cell Phone Quality is ok)

- 1) Kitchen
- 2) Bathrooms
- 3) Living Room
- 4) Specialty Rooms
- 5) Master Bedroom
- 6) Backyard

Required Fields – Details

- 1) Sewer
 - i) Aerobic Septic
 - ii) Cesspool
 - iii) Engineered Septic
 - iv) Holding Tank
 - v) Mound Septic
 - vi) Other
 - vii) Perc Test On File
 - viii) Perc Test Required
 - ix) Private Sewer
 - x) Public Sewer
 - xi) Septic Needed
 - xii) Septic Tank
 - xiii) Shared Septic
- 2) Water Source
 - i) Cistern
 - ii) Other
 - iii) Private
 - iv) Public
 - v) Shared Well
 - vi) Spring
 - vii) Well
- 3) Low Voltage
 - i) Automatic Blinds
 - ii) Automatic Sprinklers
 - iii) Central Vacuum
 - iv) Integrated Audio
 - v) Integrated Control systems
 - vi) Outdoor Lighting
 - vii) Smart Enabled
 - viii) Security System
 - ix) Other _____
- 4) Specialty Rooms
 - i) Basement
 - ii) Exercise Room
 - iii) Game Room
 - iv) Guest House
 - v) Guest Suite
 - vi) Library
 - vii) Media Room
 - viii) Safe Room
 - ix) Security Room
 - x) Wine Cellar
 - xi) Other _____