Address Formatting for MLS

Excerpts taken from "MLS/Office Procedures" found on metromls.com.

Taxing Municipality

Municipality - Enter the municipality on the tax records and available from the drop down menu on the *flexMLS* system. If the municipality is not available in the drop down menu enter "Not in List-To Be Verified" and the MLS will enter the correct information. The municipality to be entered is not necessarily the Post Office or zip code municipality – it is the taxing authority for that property.

Special Address Types

State and County Roads: Enter the street name as it appears in the Tax Information records. Highways with an alpha character (CtyHwy B) should be entered as **County Road B** if that is how it appears in the tax records. Highways with a numeric character (Hwy 12) should be entered as **State Highway 12 or US Highway 12**.

Fire House Addresses: If the property address contains both a N/S and E/W in the address enter as follows: **N12W34467 MAIN ST**

Vacant Land: If an official lot # or address has not been assigned to the parcel, the parcel should be entered into the system as Lt0 (Street Name). If the street is not yet available, please use the subdivision name as the street name. Once the address becomes available, please update the address in MLS, or contact the admin department to make the change.

Street Type Abbreviations

Below is a list of the appropriate address abbreviations, please note that there is not a period or other punctuation contained in the abbreviations:

Avenue: Ave	Drive: Dr	Road: Rd
Boulevard: Blvd	Lane: Ln	Street: St
Circle: Cir	Parkway: Pkwy	Terrace: Ter
Court: Ct	Place: Pl	Trail: Trl

Zip Code +4

You are required to include the appropriate zip code +4 will all listings entered. To confirm the correct +4, please visit usps.com. It is important to note that, some properties, especially condo's, can have a different +4 for the building, as well as the condo unit. When searching the +4 for a condo on usps.com, include the word "unit" before the unit number (usps.com: Quicktools: Look up a Zip Code).

Look Up a ZIP Code™

By Address	By Company	Cities by ZIP Code™

Look up ZIP Codes™ by street address, city, and state. Or, find all ZIP Codes™ within a city and state.

You can also enter a street address and ZIP Code™ to get a standardized version of the address.

*indicates either a city and state OR street address and ZIP Code™ combination are required

Enter only English in all fields

*Street Address

Apt / Suite / Other

*City

*State
Select

ZIP Code™

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