

SELECTING THE CORRECT PROPERTY TYPE

Selecting the appropriate property type is crucial when inputting a listing into Rapattoni. By default, it's set to residential, but you can expand the dropdown menu to explore additional options like Multi-Family and Lease/Rent. It's important to note that once a property type is chosen and **you've moved from Step 1**, it cannot be modified. Careful selection from the outset ensures accurate representation and saves time in the long run.

If a listing is entered under the wrong property type, email Support@CincyMLS.com so MLS Staff can assist in accurately resolving the matter.

The screenshot shows the 'Enter New Listing' form in the Rapattoni system. The form is titled 'Enter New Listing' and is currently on 'Step 1: Enter APN or Address'. A blue instruction bar reads: 'Please make your selections (*red indicates required field), then click "Place Pin on Map".' The 'Property Type' dropdown menu is expanded, showing the following options: Residential (selected), Land, Multi Family, Commercial, and Lease/Rent. Other fields on the form include: *County, *Tax ID#, *Street# - Modifier, Direction, *Street Name, Suffix, Post Direction, Unit #, *Tax Dist/Municipal, and *ZIP Code. At the bottom of the form are two buttons: 'Clear All Fields' and 'Place Pin on Map'.

Note: Lease/Rent is only for residential listings. Please email Support@CincyMLS.com for instructions to add commercial and land properties for lease.

TUESDAY TIP
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