

## **The FlexMLS Subdivision Field**

### **Subdivision Field:**

The Subdivision Field is now “table-driven”. This means that, during listing entry, the publicly-accepted name of the subdivision should be entered. However, if the property is not in a subdivision, or not in a subdivision with a publicly-accepted name, then just enter “N/A”. When a subdivision looks something like this: “1/4 of the John Smith estate”, it does not belong in the Subdivision field, but in the Subdivision Map field. The table of over 1,800 subdivisions within the Roanoke Valley can be easily updated. If a new subdivision is missing from this table, the subdivision name can be quickly added by RVAR staff.

The end result of the Subdivision Table is that (over time) the subdivision names will be spelled correctly, and will be more effectively searched.

**The Subdivision Lookup Tool:** To search on one or more subdivisions, follow these steps:

(1) Open the “Subdivision Lookup Tool”: From the search screen, click on the magnifying glass next to the Subdivision field (leaving the field itself blank).

(2) Build a list of subdivisions on which to search: (a) Enter the first few letters of the first subdivision. (b) Then click on the “Look Up” button. (c) Select the subdivision from the list provided by the lookup tool. (d) Then click the “Add Selected” button. You will see the selected subdivision appear as the first in a list of subdivisions on which you are going to search. The list can be made up of only one or many subdivisions. If you need to add to the list of subdivisions on which to search, repeat steps 2(a) – 2(d).

(3) Once your list of subdivisions is complete, then click on the “Done” button. This will close the lookup tool, and insert your list of subdivisions as search criteria.

### **When a Subdivision Name does not Appear in the Subdivision Table:**

When it is discovered that a subdivision name needs to be added to the Subdivision Table, an online form exists to accommodate the request. The link is located on the FlexMLS dashboard in the “Links” section.

### **When Entering a Listing that is not in a Subdivision having a “Publicly Accepted” Subdivision Name:**

When entering a listing that is not in a subdivision having a “publicly accepted” subdivision name (examples: Frank L. Butz estate; West Salem Construction; ½ Smith estate, South Roanoke), you will likely not find these listed in the Subdivision table (and correctly so). Enter N/A and click on the “Look Up” button. You should immediately notice a special “N/A” field show. This is confirmation that N/A will appear in the Subdivision field for your listing.