

ADDRESS FORMATTING & ABBREVIATION GUIDE

Use normal spacing when entering an address with **NO PUNCTUATION**, names should be entered completely as they appear in the Tax Information records. The following street tags should be used. Failure to enter street tags may result in listings not mapping correctly on the FlexMLS system or appearing correctly in the History records.

SUFFIX ABBREVIATIONS

Avenue: Ave	Lane: Ln	Road: Rd
Boulevard: Blvd	Lot: Lt(#)*	Street: St
Circle: Cir	Parcel: Pcl(#)*	Terrace: Ter
Court: Ct	Parkway: Pkwy	Trail: Trl
Drive: Dr	Place: Pl	

** an actual number should be inserted, no space, for suffix examples containing (#). Lt0, Pcl2...etc.*

Address Formatting

Firehouse Addresses: If the address contains a combination of N/S/E/W, the address should be entered as 1 continuous string (no spaces).

[Street #]	Street Dir	[Street Name] ?
N123W4567	▼	Main St

Condominiums: If the address contains a combination of N/S/E/W, the address should be entered as 1 continuous string (no spaces).

[Street #]	Street Dir	[Street Name] ?	Unit#/AddlAddr
1234	N ▼	Main St	5

Duplex/Multiple Address Properties: If the property has more than 1 address, the first address (as indicated in WIREdata) should be entered under Street #, any additional addresses should be entered using the Unit#/AddlAddr Box.

[Street #]	Street Dir	[Street Name] ?	Unit#/AddlAddr
1234	▼	Main St	1235

Vacant Land: Lt0 should be entered for those without an assigned address or actual lot number.

[Street #]	Street Dir	[Street Name] ?
Lt0	▼	Main St

County/State Roads: Enter the street name as it appears in the Tax Information records in WIREdata.