



# Address Formatting and Abbreviations 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 tag 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	Boulevard	Bldv	Circle	Cir	Court	Ct
Drive	Dr	Lane	Ln	Lot	Lt(#)*	Parkway	Pkwy
Parcel	Pcl(#)*	Street	St	Place	Pl	Road	Rd
Terrace	Ter	Trail	Trl				

\* 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**-The condo unit number needs to appear in the Unit#/AddlAddr box. The word Unit or the # SHOULD NOT be included.

[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

## **Updated Highway/County/Interstate Roads**

**For the purpose of continuity and clarity in formatting State and Town Roads, please type out the complete name versus what may be indicated as an abbreviation in WireDATA.**

County Road 20

County Highway 140

Highway 50

Interstate 680

Road 123

State Highway 335

State Route 39

US Highway 70

Township Road 20

State Road

**Questions? Please contact Admin Support 414.778.5400 or [admin@metromls.com](mailto:admin@metromls.com)**