

General

- MLS #s for Steamboat listings from the old system will have an "S" at the beginning. To search by MLS #, be sure to add an "S" in front of the original MLS #. Steamboat listings newly entered in Matrix will have a randomly-generated MLS #, just like any other REcolorado listings.
- DOM on existing listings will be recalculated based on REcolorado calculations. CDOM will be populated with the recalculated DOM value.
- The following information is being moved from Steamboat Paragon to Matrix:
 - All listings and associated photos and supplements
 - Price and status changes in listing history
 Note: Because Listing history was created and stored in a very different method in Steamboat Paragon, customers may notice some differences when viewing history in Matrix.
 - Contact information (name, email, etc.).
 Note: The Paragon contact must have at least the first name, last name, and email to be imported to Matrix
- The following information is not being moved from Paragon to Matrix. Customers should archive this information during the parallel period.
 - o CMAs
 - Saved search criteria
 - o Activity associated with contacts, including sent emails
- Off-market Steamboat listings will follow the same photo and supplement retention policy as other REcolorado listings.

Required Fields

The following REcolorado required fields did not have an equivalent in Steamboat Paragon and must be completed before submitting a change to a listing.

- Confirm Internet Display & Syndication Settings
- Level information for Bedrooms and Bathrooms
- SqFt Above

The following fields allowed different data format in the Steamboat system than what we allow in Matrix, and may need to be updated or completed before changes can be submitted.

- Buyer Agency Compensation
- Transaction Broker Compensation
- Earnest Money

The following fields had equivalent(s) in Steamboat Paragon for many listings. If we were unable to map an equivalent value, these fields will need to be completed before submitting changes to the listing.

- Basement Size (Residential listings only)
- County

Note: This field was not populated on many Steamboat listings. We are planning to backfill based on the address of the property, but there may be listings where County can't be determined by address.

- Parking Type and Spaces
- School District
- Seller Type
- SqFt Finished
- SqFt Total
- Note: Additional fields could be required depending on property type.

Fields Not Required on Existing Listings

The following fields may not be populated on Steamboat Paragon listings, and will NOT be required when editing an existing Steamboat listing. They will be required when entering a <u>new</u> listing into Matrix.

- Construction and Exterior Materials
- Cooling
- Earnest Check To
- Elementary/Middle/High School Note: Steamboat Paragon only included the School District. For School Districts that had only

one Elementary, Middle, or High School, the school was populated on listings.

- Exclusions
- Financial Terms
- Fuel Type and Heating Type
- Lot Size Acres and Lot Size SqFt
- Roof
- Submitted Prospect
- Tax ID
- Year Built
- Zoning

The following fields did not have equivalent data from Steamboat Paragon listings, and have been populated with default values. Customers will need to make their own selections when entering a new listing into Matrix.

- Price Type defaulted to List Price for any "For Sale" listing, and to Rental Price for any "For Lease" listing.
- All Steamboat listings are being opted in to all syndication channels:
 - o Denver Post
 - o Homes.com
 - o Homes & Land
 - Mountain Homes Illustrated
 - o Realtor.com
 - o Zillow
- Listing Syndication Date will be set to the date listings become available in RETS for Syndication partners.

Data Mapping

Many Steamboat Springs Paragon fields have a direct equivalent to an REcolorado field (for example, address fields, list price, most date fields, etc.). For other fields, use the list below to find which REcolorado fields/options should be used.

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Type→ Stick Built, Single Family, Mobile/Manufactured, or Residential Mixed Use	Property Type→Residential Property Subtype→Detached Single Family Style populated based on "Levels of Primary"
Type →Farm/Ranch in Residential	Property Type→Residential Property Subtype→Farm/Ranch Style populated based on "Levels of Primary"
Type →Condo or Fractional/Timeshare	Property Type→Residential Property Subtype→Attached Single Family Style→Condo # of Stories in Unit populated based on "Levels of Primary"
Type→ Townhouse	Property Type→Residential Property Subtype→Attached Single Family Style→Townhouse # of Stories in Unit populated based on "Levels of Primary"
Type→ Multi-Plex	Property Type→Residential Property Subtype→Attached Single Family Style→Other Multi-unit # of Stories in Unit populated based on "Levels of Primary"

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Type→ 1/2 Duplex	Property Type→Residential Property Subtype→Attached Single Family Style→Other Multi-unit # of Stories in Unit populated based on "Levels of Primary" Architecture→Paired/Duplex (1 unit)
Type→ Farm/Ranch in Land	Property Type/Subtype→Land Site Type→Ranch
Type →Residential/Acreage	Property Type/Subtype→Land Site Type→Residential
Type →Agricultural	Property Type/Subtype→Land
Type →Development Land (PUD)	Property Type/Subtype→Land
Type →any Commercial or Industrial option (Commercial Garage, Loding/Motel/Hotel/B&B, Business w/Real Estate, Business Only, etc.)	Property Type→Income Property Subtype→Commercial Business Type→mapped based on selected Type Site Type→mapped based on selected Type If Type was "Business Only", text has been added at the beginning of Broker Remarks.
Type→ Farm/Ranch in Commercial	Property Type→Income Property Subtype→Commercial Site Type→Ranch
Status →Active →Pending →Pending/Short Sale Approval →Sold →Expired →Withdrawn	Status → Active → Under Contract → Under Contract and Contingent Approval Conditions → Have signed offer → Sold → Expired
Area	Buyer Tour Region
Development	Development Name
Levels of Primary	Style for Residential Detached Note : 2 was mapped to 2 Story, and 3 or 4 was mapped to 3+ Story. Bilevels or Trilevels will need to be manually adjusted after full cutover.
Levels of Primary	# of Stories in Unit for Residential Attached
Accessibility/Medical	Property Information→Accessible/Handicap Features

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Additional Rights	Water/Mineral Rights
Additional Rights→Easement Benefiting Property Owner	Primary Road→Easement Accessed By→Easement
Additional Comments (when changing to Sold status)	Broker Closing Comments
Air Conditioning	Cooling
Appliances (most options)	Appliances
Appliances→Central Sound	Interior Features→Speakers, Built-In
Appliances→Humidifier	Other HVAC→Humidifier
Appliances →Outdoor Grill →Satellite Dish	Exterior Features →Grill →Satellite Dish
Assumable → Yes	Financial Terms→Qualified Assumption
Basement of Primary →No	Basement Size →None
Basement →Partial Basement →Full Basement	Basement Size →Partial →Full
Basement →Unfinished →Partial Finished →Comp. Finished	Basement Finished →No →Yes →Yes, also Basement % Finished→100%
Baths Full & Three Quarters - Primary	In Paragon, Full and ¾ Baths were not separated. →Full Baths →Equivalent number of "Full Baths" rows
Baths Half – Primary	→Half Baths →Equivalent number of "Half Baths" rows
Bedroom of Primary →Studio or Studio+ →1 to 10, 1+ to 10+	Total Bedrooms + Rows in Detailed Room → Total Bedrooms set to 1, with 1 "Bedroom" added and Room Description of "Studio only" → Total Bedrooms set to 1 to 10 AND equivalent number of "Bedroom" rows
Business Info: Current Use	Business Description
CAM Expense	Maintenance Expense

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Characteristics	Vegetation
→Aspen	→Aspen
→Cleared	→Cleared
→Grass	→Grassed
→Mixed	→Mixed
→Oak	→Oak
→Pine	→Pine
→Sagebrush	→Sagebrush
→Sparse	→Sparse
→Thinned	→Thinned
Characteristics	Site Topography
→Flood Plain	→Flood Plain
Characteristics	Site Description
→Secluded	→Secluded
Commercial/Industrial Potential	Site Type
Condition of Primary	Construction Details
→New	→New Home
Construction Type and Exterior	Exterior Materials and Construction
Construction Type	Other Available Utilities
→EE – Off Grid	→Off Grid
Co-op Commission-How Paid	Added to Broker Remarks prefaced by "Comp Paid By"
Crops	Vegetation
Deed Restricted →Yes	Restrictions →Deed Restrictions
Disclosures →First Right of Refusal	Restrictions→First Right
Documents on File	Reports Available
Electric	Electricity
Exterior Amenities	Parking Information
→RV Parking	\rightarrow Parking Type of RV with 1 space
Exterior Amenities	Parking Features
→Concrete Driveway	→Driveway-Concrete
→Heated Driveway	→Driveway-Heated
→Paved Driveway	→Driveway-Asphalt

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Exterior Amenities OR Extras →Paved Road →Unpaved Road →Curbs/Sidewalks	Primary Road →Paved Road →Gravel Road →Curb/Gutter
Exterior Amenities OR Extras→Seasonal Stream, Stream, River, Lake, Pond	Site Topography
Exterior Amenities →Built In Hot Tub, Free Stand Hot Tub →Dog Pen →EE-Greenhouse →Gutters →Pool →Shed →Tennis Court-	Exterior Features → Hot Tub/Spa → Dog Run → Greenhouse → Gutters → Pool, Private → Utility Shed → Tennis Court, Private
Exterior Amenities →Firepit →Outdoor	Fireplace Types →Firepit →Outdoor
Exterior Amenities→Guest House	Other Finished SqFt Description → Guest House
Exterior Amenities OR Extras→Barn	Outbuilding Type→Barn Additional Structures Available→Yes
Exterior Amenities→Corral/Stable	Horse Facility Type→Stable
Exterior Amenities→Water Storage Tank Extras→Water Tank	Water Source→Cistern
Exterior Features→Gas Pumps, Loading Docks, Landscaping, Heated Gutters, Lighting	Exterior Features
Exterior Features OR Extras →Parking 0 - 10 Spaces →Parking/10-24 Spaces →Parking/25-49 Spaces →Parking/ 50 + Spaces →RV Parking →Parking/Covered	Parking row with Parking Type → Parking Lot →# Spaces → 1 and "0-10 Spaces" to Features →# Spaces → 10 and "10-24 Spaces" to Features →# Spaces → 25 and "25-49 Spaces" to Features →# Spaces → 50 and "50+ Spaces" to Features → Parking Type of RV with 1 space → Parking Type of Covered Parking
→Garage	→Parking Type of Garage (Detached)
Extras→Corral	Features→Corrals
Extras→ Fishing, Hunting	Possible Use
Extras →Greenhouse	Outbuilding Type→Other Additional Structures Available→Yes Outbuilding Description→Greenhouse

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Extras →Hay Storage	Outbuilding Type→Barn/Storage Additional Structures Available→Yes Outbuilding Description→Hay Storage
Extras→Heated Shop	Outbuilding Type→Workshop Additional Structures Available→Yes Outbuilding Feature→Heated
Extras→Horse Facilities	Horse Property→Yes
Extras→Indoor Arena	Horse Facility Type→Indoor Arena
Extras→ Livestock Shelt	Outbuilding Type→Other Additional Structures Available→Yes Outbuilding Description→Livestock Shelter
Extras →Machine Storage	Outbuilding Type→Barn/Storage Additional Structures Available→Yes Outbuilding Description→Machine Storage
Extras→Other Livestock Permitted	Livestock – Other Animals Allowed → Yes
Extras→Outbuilding	Outbuilding Type→Other Additional Structures Available→Yes
Extras →Outdoor Arena	Horse Property Features→Outdoor Arena
Extras →Shop	Outbuilding Type→Workshop Additional Structures Available→Yes
Extras→Water Rights	Water/Mineral Rights→Water Rights
Extras →Workshop	Interior Features→Workshop (Interior)
Fireplace →Electric →Fireplace Insert →Free-standing →Gas Log or Ventless Gas Heater →w/Blower	Fireplace Types →Electric →Insert →Free-standing →Gas/Gas Logs →Recirculator
Fireplace →Pellet Stove →Wood Stove	Heating→Stove AND Heating Fuel→Pellet Heating Fuel→Wood
Fireplace →In Family Room →In Living Room →In Master Bedroom	Fireplace Locations →Family Room →Living Room →Master Bedroom
Fireplace \rightarrow 1, 2, or 3 or more	# of Fireplaces

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Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Fixtures / Equipment→Yes	Features → Fixtures Included
Floor System	Flooring
Foundation	Subfloor / Foundation Type
Foundation →Basement-Finished, Basement Partial Finished →Basement-Unfinished	Basement Finished →Yes →No
Fractional Sub-Type	Partial Ownership Amount
Furnishings→Furnished	Interior Features -> Fully Furnished
Garage Capacity of Primary and Garage Type of Primary	 →Parking Type and # of Spaces combined into Detailed Parking Information →Total Parking Spaces
Gas →Available, Installed, or To Lot Line →Natural Gas →None →Propane	Gas and Gas Type →Gas→Available →Gas Type→Natural Gas →Gas→No →Gas Type→Propane
Heating/Ventilation	Heating Type and Fuel Type
HOA Fee and HOA Per	Master HOA Fee & Frequency
HOA Includes OR HOA Amenities →All shuttle options (Fee Shuttle, Seasonal Shuttle, etc.) →Motorized Trails and Non-Motorized Trails →Right of 1 st Ref	 HOA Includes →Consolidated to "Shuttle Available" →Consolidated to "Trails" →Restrictions→First Right
How Sold	Sold Term
IDX Include	Internet display of listing and Internet display of address Note: Address fields are suppressed only if Internet display of address is set to No. If this field is blank, the address will be allowed for internet display.
Income History	Property Information → Income History Available New Supplement Type of "Income History"
Interior Features OR Interior Amenities →Ceiling Fan →Elevator(s) (on Commercial listings) →Carpet, Tile Floors, Wood Floors, or Vinyl →Smoke Detector →Climate Control	Various interior fields →Cooling → Features→Elevator – Passenger →Flooring →Appliances→Smoke Alarm →Smart Home Features→Thermostat

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Interior Features OR Interior Amenities →Vaulted Ceiling (s), Handicap Access, Walk In Closet, Jet Tub, Window Coverings, Sauna, Indoor Pool, Steam Shower, Security System, Wet Bar, Cable/Wireless Internet, Skylight (s), Security System, Hot Tub, Elevator (on Residential listings) →Commercial specific values→Private Bathrooms, Showroom, Drive Indoors, Shell Only	Interior Features→corresponding selection
Interior Features OR Interior Amenities →Media Room →Wine Cellar	Detailed Room Information →Room Type→Media Room →Room Type→Wine Cellar
Inventory Included → Yes	Features->Inventory Included
Landscaping →EE-Fence, Fence-Wood, Fence-Brick, Fence- Block, Fence-Metal →EE-Drip Irrigation, Sprinkler System →Garden Area →Water Feature →Outdoor Lighting Landscaping →EE-Natural, Natural →EE-Xeriscaping	Exterior Features → Fence → Sprinkler System → Garden Area → Water Feature → Lighting Vegetation → Natural → Xeriscaping
 →Trees Laundry →Room →Upper Level, Main Level, Lower Level, Basement 	 →Wooded Detailed Room Information →Room Type→Laundry →Level→Upper, Main, Lower, or Basement
Laundry→Closet	Laundry→Closet
Lease Expiration	Lease Expiration Date Note: Only dates could be mapped
Lease Type Building 1/2/3	Lease Description
Listing Type	Listing Agreement
Lot Dimensions	Lot Depth and Frontage (Lot Width)

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Lot Description →Border Greenbelt → Border Public Land, Public Land Access →National Forest Access →On Bus Route →Ski In, Ski Out →Walk to Ski →Water Frontage → Corner Lot, Cul-de-Sac, On Golf Course Lot Description	Site Description → Adjacent to Greenbelt → Borders Public Land → Borders National Forest → Near Public Transit → Ski In / Ski Out → Near Ski Area → Waterfront → Corresponding option in Site Description Site Type
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Lot Description →Rolling, Steep, Flat/Level, Gentle Slope	Site Topography
Lot Description →Cleared, Wooded	Vegetation
Lot Description →Horses Allowed →Other Livestock Permitted	→Horse Property→Yes →Livestock-Other Animals Allowed→Yes
Main Level Master→Yes	Room Type→Master Bedroom Room Level→Main
Number of Buildings	# of Additional Structures / Outbuildings
Occupant Text field that included text such as "owner", "seller", "tenant", "vacant", etc. Text values mapped where possible to Property Information.	Property Information →Owner Occupied →Tenant Occupied →Vacant
Orientation Multiple options could be selected, including combinations such as North/South/West.	Faces Direction Only one option populated as this is a single- select field.
Owner Carry →Yes	Financial Terms→Owner Will Carry
Owner Financing →Yes	Financial Terms → Private Financing
Personal Property Tax	Personal Property Tax Expense (Commercial listings only)
Pets →Yes →Restricted →No →Owner Only	Restrictions →Cats OK, Dogs OK →Pet Restrictions →No Animals →Pets only allowed for owner

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Phone →Available →To Lot Line	Other Available Utilities →Telephone →Telephone Near
Porch and Patio	Exterior Features → equivalent Balcony, Deck, Porch, and Patio options
Possible Use	Site Type
Property Description →EE-On Bus Route →Seller Will Divide →Flood Zone/INS Required Rentals	Site Description→Near Public Transit Property Information→Subdividable Site Topography→Flood Plain Rentals Allowed
REO/Bank Owned →Yes	Seller Type→Bank/GSE
Reservations/Pre-Sale→Yes	Property Information →Reservations/Pre-Sale
Residential Potential (Land) →Single Family →Single Family w/Caretaker →Duplex, Triplex, Fourplex →Multiple Homes	Site Type →Residential →Residential AND Caretaker/Multiple Homes Allowed →Residential AND Multi-Family →Residential AND Caretaker/Multiple Homes Allowed
Restrictions →Yes or Call LO for Details	Restrictions→Other Other Restrictions→Has restrictions, call listing agent
Revenue Source	Income Includes Description
Renewable Energy Sources	Green Features
Right of First Refusal→Yes	Restrictions →First Right
Road Frontage	Frontage
Roads/Access →Easement →Public →Public Winter Maintenance →Public Summer Maintenance, Seasonal Access	Accessed By →Easement →Public Road →Year Round →Seasonal
Roads/Access →Private	Access Maintained By →Private

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Roads/Access →Easement →Gravel →None →Paved →4WD Recommended, Unimproved	Primary Road →Easement →Gravel Road →No Road →Paved Road →Dirt Road
Roads/Access →Gated	Site Description →Gated Community
Room Comments (Living Room, Kitchen, Den, Laundry, Great Room, etc.)	Room row added for corresponding Room Type , and text added to Room Description
Shed Comments	Outbuilding Type→Other, comments text added to Outbuilding Description
Shop Comments	Outbuilding Type→Workshop, comments text added to Outbuilding Description
Short Sale Potential →No →Yes	Status Conditions →None Known →Short Sale
Showing Instructions	Showing Notes Note: Paragon had multiple select values; these have been combined into the Matrix Showing Notes text field.
Special Assessment Amount/Per	Restriction s → Special Assessment Text added to Special Assessment Description
Sprinkler System (Commercial listings) →Wet →Dry	Features →Fire Sprinkler – Wet →Fire Sprinkler – Dry
SqFt on Commercial Listings →Office Total →Residential Total →Retail Total →Warehouse Total	New Commercial SqFt Total Fields
Subdividable →Yes	Property Information→Subdividable
Trade/Exchange→Yes	Financial Terms→Exchange

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Type of Dwelling(s) (Allowed) →Single Unit →Single Family w/Caretaker (Attached or Detached) →Duplex, Triplex, Fourplex →Multiple Homes	Site Type →Residential →Residential AND Caretaker/Multiple Homes Allowed →Residential AND Multi-Family →Residential AND Caretaker/Multiple Homes Allowed
Utilities →Cable →Natural Gas →Separate Meters	→Other Available Utilities→Cable TV →Gas Type→Natural Gas →Utility Metering→Separate Gas/Water/Electric
Utilities→Electric, Propane, Solar	Fuel Type
Utilities / Rental (Commercial listings)	Owner Paid Utilities
Virtual Tour	Virtual Tour 1
Video Field	Virtual Tour 2
Waterfront (text description field)	Added to end of Broker Remarks
Water Heater	Other HVAC → new Water Heater options
Water Rights (text description field)	Added to end of Broker Remarks
Water Supply →Municipal Water, Municipal Available, Public Available, Public Water →Holding Tank →Spring →Well Private →Well Shared →Tap Fee Paid	Water Source →Public →Cistern →Spring →Well →Community →Water Tap Paid→Yes
Windows/Lighting→Skylights, Storm Windows, EE-Triple Pane, EE-Double Pane	Interior Features
Window Treatments → Blinds, Shutters, EE- Thermal Blinds, Shades, All, Curtains/Drapes	Interior Features → Window Coverings
Warranty Program→Builder Warranty, Seller Purchased, Warranty Available	Property Information →Buyers Warranty
Year Established	Year Established Note: Text in this field may have been dropped as Matrix Year Established is a numeric field

Steamboat Springs Paragon Field / Option	REcolorado Field / Option
Paragon Commercial input had various fields	Additional Structures
related to additional structures, such as Dock	Rows were added to Additional Structures with
Doors, Drive-in Doors, square feet, etc.	corresponding information populated.
→Year Built Building 1/2/3	\rightarrow Year Built in Structure row
→Stories Building 1/2/3	→Stories in Structure row
\rightarrow Dimensions Building 1/2/3	\rightarrow Dimensions in Structure row
→Total SqFt Building 1/2/3	\rightarrow Total SqFt in Structure row
→Finished SqFt Building 1/2/3	→Finished SqFt in Structure row
Manufacturing SqFt Building 1/2/3	→Structure Features→SqFt for Manufacturing
→Office SqFt Building 1/2/3	→Structure Features→SqFt for Office
→Retail SqFt Building 1/2/3	\rightarrow Structure Features \rightarrow SqFt for Retail
→Residence SqFt Building 1/2/3	→Structure Features→SqFt for Residential
\rightarrow Doors Dock Building 1/2/3	\rightarrow Structure Features \rightarrow SqFt for Dock Door(s)
\rightarrow Doors Drive-In Building 1/2/3	→Structure Features→SqFt for Drive in Door(s)

FAQ

Will my contacts, saved searches, or CMAs be moved over to REcolorado Matrix?

- Contact information (name, email, etc.) from Steamboat Paragon is being moved over to REcolorado Matrix. Contacts must have at least a first name, last name, and email address to be moved to REcolorado Matrix.
- Saved searches are not being moved to REcolorado Matrix. During the parallel period (when you have access to both Paragon and Matrix), you should review your saved searches to identify which ones you need to recreate in Matrix.
- CMAs are not being moved to REcolorado Matrix. You should archive Paragon CMAs before cutover.

How will Steamboat listings appear on REcolorado.com?

The Steamboat listings in Matrix will be available on REcolorado.com, just like any other REcolorado listing.

Will photos have the REcolorado watermark on them?

Photos that were added in the Steamboat Paragon system will have any watermark that was applied in that system. Any photos for listings that are updated or added in REcolorado Matrix will have the REcolorado watermark.

Why do listing MLS #'s have an "S" at the beginning?

Some of the Steamboat Paragon listing numbers overlapped with older listing numbers in Matrix. Listings being imported from Steamboat Paragon will have an "S" at the beginning to prevent duplicate listing numbers. Steamboat listings entered into Matrix will have randomly-generated MLS #'s, just like any other listing entered into Matrix.

Is property listing history available?

Yes, price and status changes made in Steamboat will display in listing history in Matrix. Any price or status changes that are made to listings in the REcolorado Matrix MLS system will also display in listing history.

Because Listing history was created and stored in a very different method in Steamboat Paragon customers may notice some differences when viewing history in Matrix.

Why does DOM or CDOM have different values in Matrix?

Listings imported from Steamboat Paragon had their DOM and CDOM recalculated according to REcolorado's DOM calculations, and will be updated based on REcolorado's DOM and CDOM calculations going forward.