

Be sure to read [Understand the Green Transaction](#) section first. You'll learn how **Listing Input, Searching for Green Homes, Financing, Appraisal and Closing** differ slightly when dealing with green or energy efficient homes.

As far as fields go, the biggest thing to remember is that often the characteristics that make these features important are naked to the invisible eye. Therefore, each field that appears in MRED's ConnectMLS was carefully selected by a panel of MRED members both with additional green home experience and without, from all MRED market areas. The fields are organized to protect against [greenwashing](#), protect you from liability based on what is represented in the fields, and are designed to encourage third-party verifications, either from building sources or directly from the seller.

This section has two units:

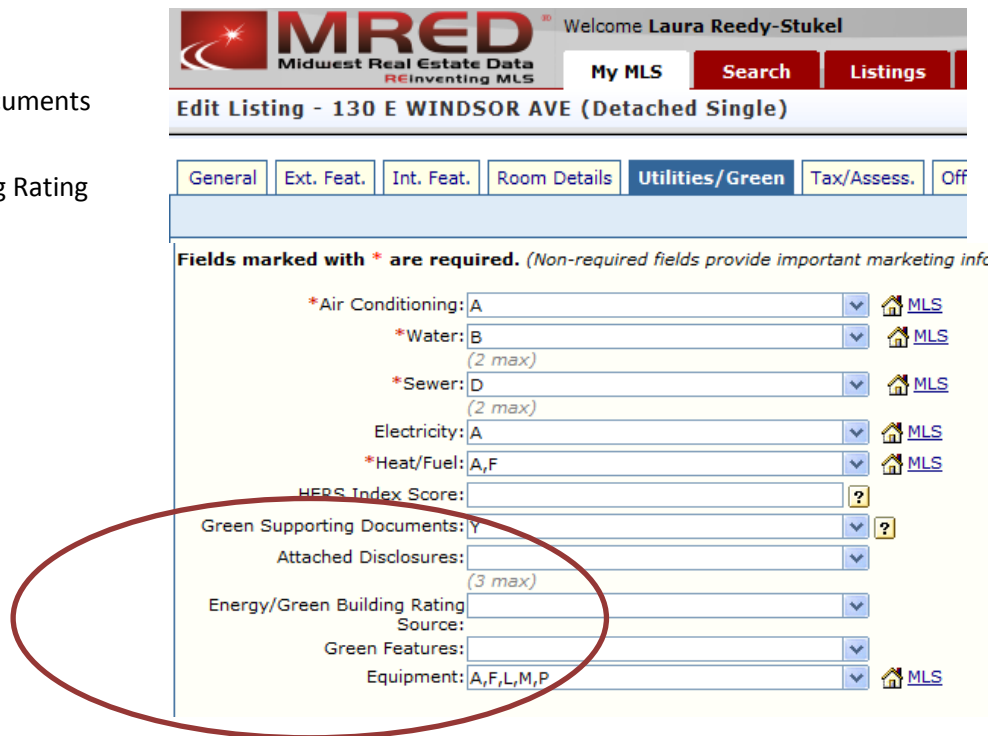
[Listing Input Fields](#)

[Green Homes Search Fields](#)

Listing Input Fields

You will only find four specific fields for green information in ConnectMLS. These fields are located in the Utilities/Green tab of ConnectMLS.

- HERS Index Score
- Green Supporting Documents
- Attached Disclosures
- Energy/Green Building Rating
- Green Features



Fields marked with * are required. (Non-required fields provide important marketing info.)

- *Air Conditioning: A
- *Water: B (2 max)
- *Sewer: D (2 max)
- Electricity: A
- *Heat/Fuel: A,F
- HERS Index Score: ?
- Green Supporting Documents: Y
- Attached Disclosures: (3 max)
- Energy/Green Building Rating Source: ?
- Green Features: ?
- Equipment: A,F,L,M,P

Listing a home with green features is a three-step process:

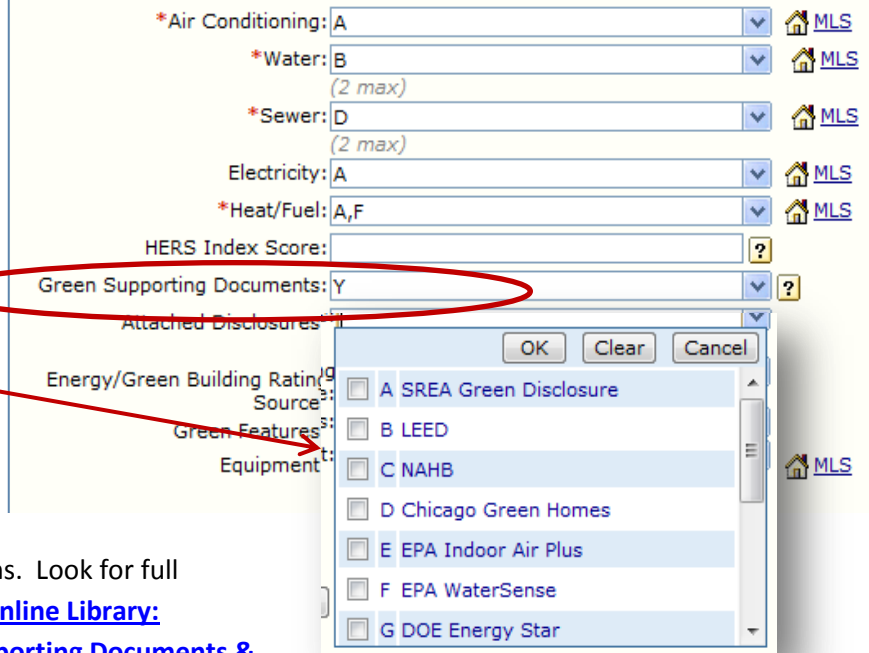
Step 1 - **Flag** the home as green. The fields to do this are designed to protect you or your seller by sharing documents about the green features of a home, or sharing any assessments by a professional third-party.

- Select Green Supporting Documents
- Select "Yes" if your client can provide one of these documents

Step 2 - **Verify**

- Select up to three documents from the drop-down choices
- Choices include certifications for both new and existing homes, as well as popular scoring, testing and disclosure options. Look for full details in the [Green Room Online Library: Approved MRED Green Supporting Documents & Sponsoring Programs](#).
- Save the listing, then use the document attachment function to attach scanned or .pdf copies of these forms. See Help Desk documentation – [ConnectMLS Transaction Management "Adding a Document"](#)
- If you do not attached the documents to the listing within 10 days the field entries will be removed
- Have the seller complete the [SREA Green Disclosure Form](#) if you do not have other conventional third-party documentation, and/or if your seller wishes to fully outline green products, features and building practices featured in the home

Fields marked with * are required. (Non-required fields provide important marketing info)



The screenshot shows a form with the following fields:

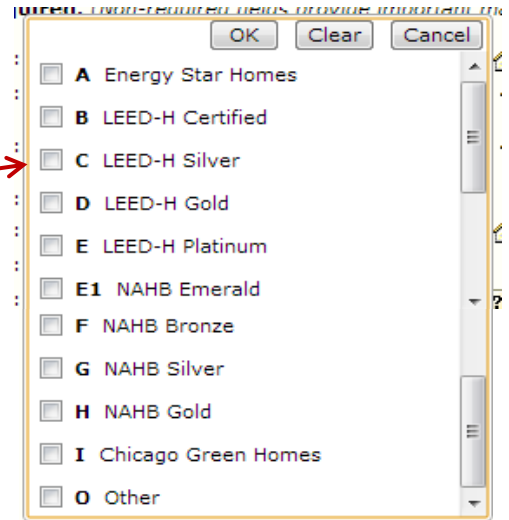
- *Air Conditioning: A
- *Water: B (2 max)
- *Sewer: D (2 max)
- Electricity: A
- *Heat/Fuel: A,F
- HERS Index Score: []
- Green Supporting Documents: Y
- Attached Disclosures: []
- Energy/Green Building Rating Source: []
- Green Features: []
- Equipment: []

The dropdown menu for Green Supporting Documents is open, showing the following options:

- A SREA Green Disclosure
- B LEED
- C NAHB
- D Chicago Green Homes
- E EPA Indoor Air Plus
- F EPA WaterSense
- G DOE Energy Star

Step 3 – Add **details**. Use searchable fields to add other details

- [HERS Index Score](#) field– Enter a searchable numeric score
- [Energy/Green Building Rating Source](#) field - Confirm up to three choices for the green building standard /level achieved for standards like [LEED \(from certified to platinum\)](#) or [NAHB \(from bronze to emerald\)](#)
- **Green Features** field – Select appropriate choices from the drop-downs provided



Look for more fields in other sections

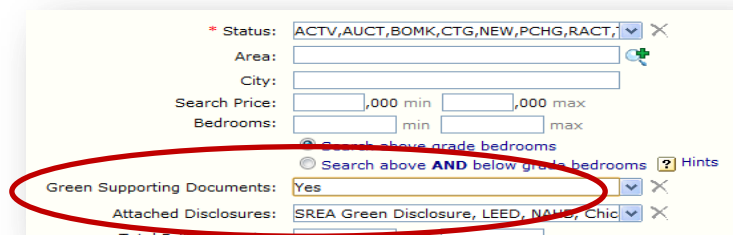
- *Flooring* – Select “sustainable flooring” by room where appropriate
- *Roof Type* – “Other” for Energy Star roofing
- *Interior Property Features* – “Solar Tubes/Light Tubes”
- *Heat/Fuel* – “Solar” or “Other” for geothermal
- *Equipment* – “Air Exchanger”
- *Sales Terms* – “Other” for Energy Efficiency Mortgage

Searching for Green Homes

Level One – Searching Verified Green Fields

- *Green Supporting Documents* field – Find matches by entering “yes”. Searching with this field alone will result in the highest level of verified green/efficient home matches.

Attached Disclosures field – Select from drop-down to find [specific certifications](#)

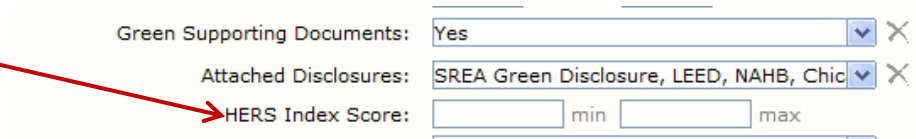



- Once you find listings that have green supporting documentation you can review the actual documents attached to the property. Click *Additional Information* in the upper right corner of the listing.
- Sometimes listing agents can forget to attach supporting documents. If this is the case, use the flagging tool to report the violation.



Level Two – Other Green Fields:

- *HERS Index score* - Enter a numeric range. Read information on [which range to use](#) on MRED’s blog.



- *Energy/Green Building Rating Source* – Search by certification/level. [Many programs](#) range from basic certification to top-levels like Platinum or Emerald. 
- *Green Features* – The list of drop-downs is short, and focused on features that can be easily confirmed with the naked eye. Be sure to ask a home inspector or energy auditor to verify!

