



ADDRESS FORMATTING & ABBREVIATION GUIDE

Use normal spacing when entering an address with **NO PUNCTUATION**, names should be entered completely as the property address appears in the WIREdata Tax Information records. Failure to enter street tags may result in listings not mapping correctly in Flexmls or appearing correctly in the History records.

SUFFIX ABBREVIATIONS

This is not an all-inclusive list. Find more examples on the second page.

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	Trace: Trce

** 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*	Street Suffix*
N123W4567	▼	Main	St ▼

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

Street #*	Street Dir	Street Name*	Street Suffix*	Street Post Dir	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*	Street Suffix*	Street Post Dir	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* ?	Street Suffix*	Street Post Dir
Lt0	▼	Main	St ▼	▼

Addresses with a Post Direction: Enter information into the field when an address contains a directional suffix after the street name.

Street #*	Street Dir	Street Name* ?	Street Suffix*	Street Post Dir
1234	▼	Second	St ▼	N ▼

Highway, County, Interstate Roads: If the property's address does not have a street suffix, you must select the single dash mark in the Street Suffix drop-down menu.

Street #*	Street Dir	Street Name* ?	Street Suffix*
1234	▼	County Road X	- ▼

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. When in doubt, email admin@metromls.com.

- County Road 2
- County Highway 14
- Highway 50
- Interstate 680
- Road 123
- State Highway 335
- State Route 39
- US Highway 70
- Township Road 20
- State Road