

# List of CSV Import fields

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Importing records from one system to another can be a challenge. To ease the challenge, we have created a CSV import feature which allows you to pick the fields in Realvolve that match the source data. Below is the list of available fields by sections: **Contact**, **Property** and **Transaction**.

**Note:**

\* Indicates that the Record ID of the source record is used for lookup when needed.

\*\* Indicates special fields for Top Producer formatted fields.

## Contact Fields

### Relationship Fields (When Primary / Secondary are connected)

Anniversary	Anniversary (Year)
Anniversary (Day)	Mailing Name
Anniversary (Month)	Greeting

### Personal Details (Primary / Secondary)

Record type	Date of birth (Year)
Client ID	Tags
First Name Last Name	Notes Dates **
Last Name, First Name	Notes
First Name	Home Purchase Anniversary
Last Name	Last Call Date
Prefix	Last Personal Visit Date
Suffix	Source type
Title	Source URL
Company name	Referred By
Client Priority	Referred By ID *
Date of birth	Import Contact ID *
Date of birth (Day)	Unsubscribe
Date of birth (Month)	

### Address - Home

Street Address #1	State
Street Address #2	Zip/Postal code
Street Address #3	Country
City	

**Address - Other**

Street Address #1  
Street Address #2  
Street Address #3  
City

State  
Zip/Postal code  
Country

**Address - Work**

Street Address #1  
Street Address #2  
Street Address #3  
City

State  
Zip/Postal code  
Country

**Email Address**

Home email  
Work email  
Other email

**Fax numbers**

Home fax  
Work fax  
Other fax

**Phone numbers**

Home Phone  
Home Mobile  
Work Phone  
Work Mobile  
Other Phone  
Other Mobile  
Phone Type1  
Phone Number1

Phone Type2  
Phone Number2  
Phone Type3  
Phone Number3  
Phone Type4  
Phone Number4  
Phone Type5  
Phone Number5

**Social Network**

Facebook  
Twitter Handle  
Linkedin  
Pinterest

Google+  
Youtube  
Blog  
RSS

**Website**

Home website  
Work website  
Other website

**Kids**

Kid 1(Name)  
Kid 1(Birthdate)  
Kid 2(Name)  
Kid 2(Birthdate)  
Kid 3(Name)

Kid 3(Birthdate)  
Kid 4(Name)  
Kid 4(Birthdate)  
Kid 5(Name)  
Kid 5(Birthdate)

## Property Fields

### Property Address

Address ID \*

Full Address

House number

Direction Prefix

Street

Street Designator

Suite number

City

County

State/Province

Zip/Postal Code

Country

### Property Details

Listing ID \*

Listing Address ID \*

List Status

Notes Dates \*\*

Notes

Tags

MLS #

List Price

Date Listed

Date Expires

Summary

Unique Features

Important Listing Notes

Other Information

SQFT

Bedrooms

Full Bathrooms

Partial Bathrooms

Cooling

Parcel #

Lot Size

House Style

Zoning

Floors

Heating

Roof

Construction

Exterior

Sewage

Water

Garage #

Garage Type

Year built

Acreage

Dues

Property Tax

Schools

Seller ID \*

Seller Agent ID \*

Legal Description

### Important Date Fields

Date in MLS

Open House Date

Pre Marketing Date

Virtual Tour Date

Marketing Agreement Date

MLS Target Date

Withdrawn Date

### Connections

Website URL

Virtual Tour URL

Blog URL

Pinterest URL

YouTube URL

Photo URL

Realtor.com URL

Trulia.com URL

Zillow URL

**Taglines**

Marketing  
Agent Marketing Narrative

Internet Marketing Narrative  
Our Web Marketing Narrative

**Showings**

Alarm Code  
Gate code  
Lockbox Number  
Shackle Code

Other Code  
Directions  
Showing Instructions

## Transaction Fields

### Transaction Address

Full Address	Zip/Postal Code
Street Address	County
City	Country
State/Province	

### Transaction Details

Transaction Address ID *	Close Time
Transaction ID *	Signs at Close
Closing Status	Closing Information
Closing Source	Terms
Notes Dates **	Representation
Notes	Closing Type
Tags	Seller ID *
MLS #	Seller Agent ID *
Sales Price	Buyer ID *
Acceptance Date	Buyer Agent ID *
Possession Date	Party ID(s) *
Close Date	Party Role(s) **
Contract Date	

### Commission

Total Commission (%)	Buy-Side Commission (%)
Total Commission (\$)	Buy-Side Commission (\$)
List-Side Commission (%)	Net Commission (\$)
List-Side Commission (\$)	

### Questions?

Please direct questions and comments to [support@realvolve.com](mailto:support@realvolve.com).

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