



November 15, 2019

**PROTECT YOURSELF – GET THE REQUIRED SIGNATURES BEFORE ACTING!!!**

Are you entering a listing in Paragon without the seller’s signature(s)? Are you changing a price or extending a listing in the MLS without the seller’s signature(s)? Although the MLS does not require you to send the paperwork in (unless the MLS is making the change for you), you must have the required signatures prior to entering the listing or making the changes in the MLS. This is for your protection. Remember, the Property History Report shows the date and time (Central Time) that a listing is input or modified.

**MLS RULES and REGULATIONS**

**Section 1.1 LISTING PROCEDURES:**

“ . . . A Property Data Sheet shall be submitted to the Association for each such listing by the next business day after all signatures to the listing agreement have been obtained. . . .”

**Section 1.6 CHANGE OF STATUS OF LISTING.** Any change in listed price or other change in the original listing agreement for which a Property Data Sheet has been submitted, shall be made only when authorized in writing by the seller and notice, signed by the seller or listing Participant, shall be filed with the service by the next business day (excepting weekends, holidays and postal holidays) after the authorized change is received by the listing Participant.

**Section 1.7 WITHDRAWAL OF LISTING PRIOR TO EXPIRATION.** Listings of property for which a Property Data Sheet has been submitted, may be withdrawn from the Association by the listing Participant before the expiration date of the listing agreement provided notice is filed with the service signed by listing Participant and seller or by the listing Participant authorizing the withdrawal.

**WHO IS THE PARTICIPANT? SAR Bylaws, Section 16.3** “Any REALTOR® member of the Spokane Association of REALTORS®, or any other Association/Board who is a principal of a real estate firm or a managing broker or branch manager acting on behalf of such a principal, and who is licensed as a real estate managing broker without further qualification, shall be eligible to participate in the MLS upon agreeing in writing to conform to the MLS Rules and Regulations, and to pay the costs incidental thereto. . . .”

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**“EXHIBIT A” Required on All Properties**

The MLS Steering Committee recommended and the Board of Directors approved the requirement that an “Exhibit A” be uploaded as an Associated Document on all properties within the next business day of the listing being input in the MLS - to be added to the Citation Policy Tier 1 violation under Section 9 of the MLS Rules and Regulations with revisions to the best practices to be as follows eliminating our previous third option:

**In order of best business practices, Exhibit A could be:**

1. The “Exhibit A” page from a preliminary commitment issued by a title company;
2. A copy of the last recorded deed labeled as “Exhibit A”. Listing broker should confirm with seller(s) nothing has changed (including events such as a dedication for a road along a side of the property, a boundary line adjustment, a condemnation or other partial taking of part of the property by a governmental body, etc.).

