

INTRODUCTION TO  
MLS/PARAGON

**Welcome**

To the system and  
the Spokane MLS.  
We're glad to have  
you aboard!

Denise Ware, Spokane Association of REALTORS®

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Web Addresses

- [www.spokanerealtor.com](http://www.spokanerealtor.com)
- [www.warealtor.org](http://www.warealtor.org) – Legal & Tech Hotlines
- [www.realtor.org](http://www.realtor.org)
- [www.homesnap.com](http://www.homesnap.com)
- [sar.paragonrels.com](http://sar.paragonrels.com) (Paragon – NOTE no [www](http://www).)

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Property Classes

- (RS) Residential Single Family Improved
  - Sub-type A Residential site built
  - Sub-type B Condo
  - Sub-type C To Be Built
  - Sub-type D Manufactured Home with land
  - Sub-type E Manufactured Home leased land
  - Sub-type F Non-MLS Sold
- (RI) Rental Income 2+ Units
- (CM) Commercial land, building or business
- (LL) Unimproved Land and Acreage
- (FR) For Rent

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### Duplicate Listings

- Allowed across property classes only
- MLS # in Remarks that identifies the duplicate
- At closing, one listing will be marked as Sold and the other deleted

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### Mandatory Properties

**All properties** within Spokane, Whitman, Pend Oreille, Stevens & Lincoln County

#### The following are NOT Mandatory

- Manufactured Homes on Leased Land
- Commercial
- Rental Income over 4 units

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### EXEMPT LISTINGS

If a property owner requests an exempt listing, the property shall not be entered into the MLS for at least 90 days after submission of the MLS Exempt Listing form to the Association. The MLS Exempt Listing form must be **submitted to the Association by the end of the next business day** of any advertising or marketing. Seller may petition the MLS Steering Committee for a waiver of the 90 day period.

See MLS Rules & Regulations, Article I, Section 1.4, Exempt Listings.  
Transaction Desk form MLS Exempt Listing Form – SAR\_MLSELF

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## Deadlines



- ❖ New mandatory listings and changes must be entered into the system or submitted to SAR by the end of the **next business day**.
- ❖ All listings must have a primary photo and WA listings must have an Exhibit A uploaded by the end of the **next business day**.

Members must attend Listing Input class & have Office Participant authorization to be granted listing input/maintain access

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Listing  
Status  
pg 10

### On market listings

ACT	Active
ANS	Active/No Show
NEW	New *
PCH	Price change *
EXT	Extended expire date *
BOM	Back on market *
BOMR	Back on market released*
CTGB	Contingent with Bump Clause
CTGS	Contingent Short Sale

### Off market listings

TOM	Temp off market**
RLSD	Released contract
PBL	Pending @ list
PNDI	Pending-Inspection
PND	Pending sale
SOLD	Sold Closed
XPD	Expired listings
FELL	Offer fell through
LEAS	Leased listings

\*Reverts to Active after 7 days

\*\*Still Active Listing Agreement

Only Office Broker or Office Staff can change a listing to Released or change Expiration Date

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## MAPS

- ❖ Main Areas -- 10,20,30,40,50,60,70,90
- ❖ Sub-Areas -- A110-A943 (Sub-areas must be preceded by the letter "A")
- ❖ Grids -- 000-182 (always 3 digits)

### Location Block Numbers

N/S of Sprague ie N12

E/W of Division ie E5

**No Longer Required for Any Listings**

*See Page 7 of Paragon Reference Guide*

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## CALL FOR CORRECT INFORMATION ON

SCHOOLS, WATER, SEWER & ZONING

SEE PAGE 8 OF PARAGON REFERENCE GUIDE FOR  
PHONE NUMBERS  
& ZONING ABBREVIATIONS

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### Federal Fair Housing Guidelines



Avoid words that could be  
discriminating.

Be sensitive to wording used to  
describe properties.

Don't talk about people

See **Page 9** for Examples

Check out <https://fairhaven.realtor/>  
for NAR's Fair Housing Simulation

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### Public Handouts & Public Remarks Rule

No names, offices, phone numbers, email addresses  
or websites are allowed in **Public** Remarks or  
Listing Photos

Reports containing Compensation, Agent Remarks,  
etc should not be given to members of the public

**NOTE!** Virtual tours must link to photos of the  
property, not just the agent's website

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### AGENT REMARKS

- ❖ Agent name, phone #, website address
- ❖ Confidential information for a buyer's agent
- ❖ Gate or security codes
- ❖ Bonuses to selling office
- ❖ Active/No Show date information

**AGENT REMARKS ARE FOR OTHER AGENTS ONLY  
NEVER GIVE OR EMAIL TO BUYERS!**

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### FINES



- NO PHOTO
- LATE LISTINGS
- MISSING OR INCORRECT REQUIRED DATA
- AGENT CONTACT INFO IN PUBLIC REMARKS, PHOTOS or PUBLIC HANDOUT FIELDS
- NO OFFICE SIGNS IN PHOTOS
- PASSWORDS – NOT WITHIN GUIDELINES OR FOR DISCLOSING

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