

LISTING INPUT TRAINING

Welcome

To this Listing Input class
for the Spokane MLS.

Mandatory Properties

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

The following are NOT Mandatory

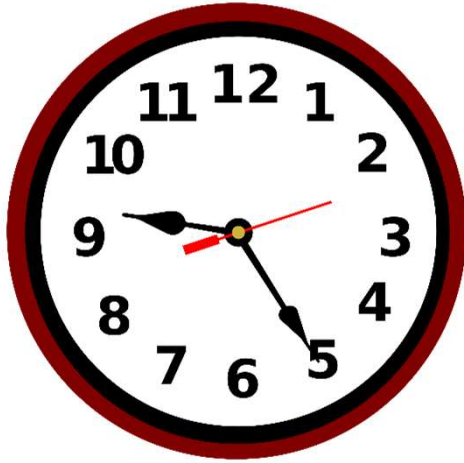
- Manufactured Homes on Leased Land
- Commercial
- Rental Income over 4 units

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



Deadlines

- New listings and contractual changes e.g. price, terms, pending, etc. must be entered into the system or submitted to the MLS:

**BY THE END OF THE NEXT BUSINESS DAY that
advertising begins**

- SAR staff input- 10 AM daily (M-F) (Except Holidays)

BEFORE YOU MAKE A LISTING LIVE



Be sure you have all required signatures on the Property Data Form



Search by address to confirm that there is not an existing Active, Pending, or Temporarily Off Market listing already in the system

Property Classes

- (RS) Residential
- (LL) Lots and Land
- (CM) Commercial
- (RI) Rental Income
- (FR) For Rent

Duplicate Listings

- Allowed for different property classes only
- \$5.00 fee per listing
- REMEMBER! Change both listings
- Enter the duplicate listing number on BOTH listings and say YES to Duplicate Listing field on both
- At closing or when status goes off market send a Status Report Form to MLS (ie. Sold Closed report) include 2nd listing number to delete (use Form 4139) or email Angie@SpokaneRealtor.com

Under contract listings

| | |
|------------|-----------------------------|
| ACT | Active |
| ANS | Active/No Show |
| NEW | New * |
| PCH | Price change* |
| EXT | Extended* |
| BOM & BOMR | Back on market* & BOM Rlsd* |
| CTGB | Ctg. With Bump Clause |
| CTGS | Ctg. Short Sale |
| TOM | Temp off market** |



Off market listings

| | |
|------|-----------------------|
| LSD | Leased |
| PBL | Pending before listed |
| PNDI | Pending Inspection |
| PND | Pending |
| SOLD | Sold |
| RLSD | Released contract |
| XPD | Expired |
| FELL | Sale fell (XPD only) |

*Reverts to A (Active) after 7 days

**Does not show in active searches

Only Office Broker or Office Staff can change a listing to RELEASED status or change Expiration Date.

Only SAR staff can change a listing from RELEASED to BOM-R

SAR Staff Only Functions

- Change original price on new listing
- Put Released listing back on market
- Change expired listings (MLS can extend up to two weeks after the expiration with Office Participant approval.)
- Delete listings
- Members can submit Form 4139 for any of these changes or to request listings be Released. Please pay attention to what signatures are required on the form.

Address Input & Search

Every listing must have a street name (50 char)

Single letter streets enter as **C** no (dash or quotes)

Numbered streets enter as **1ST, 2ND**

Spelling is critical!

Avoid periods or punctuation if possible

Any additional location information goes **AFTER** the street name or in the Address 2/Unit # field

Spell out proper street names e.g. “**North River Dr**”

Street Types are critical for mapping, use abbreviations e.g. **RD** (No periods!)

Property Photos

- **All listings** are required to have a Primary photo
- Primary photo must be of exterior for improved property
- 50 Total photos allowed
- Exemptions –
 - New Construction
 - Owner request (letter sent to SAR)



EXHIBIT A

- All Washington MLS listings are required to have an Exhibit A posted by the end of the next business day following input into the MLS
- If an Exhibit A is not available, the last recorded deed may be uploaded and labeled as Ex A. The Legal Description is what is important here for the Purchase & Sale Agreement

PUBLIC REMARKS

- 1024 Searchable characters
- Public Disclosure items, e.g. Non-Egress bedrooms
- Features (from Property Data form page 4) when “See Remarks” is checked
- Unique features or amenities
- Use a period and space to end sentences
- DO NOT USE ALL CAPS FOR YOUR REMARKS

PUBLIC HANDOUT & PUBLIC REMARKS RULES

Information not allowed - \$500 FINE!

- No names, phone numbers or emails
(agent, owner, title company, tenant, etc)
- No Web addresses
(Virtual Tour, Agent, Builder)

Virtual Tour – Non-Branded CANNOT contain any broker or office names or contact info

Virtual Tour – Branded CAN contain listing broker or office contact info

AGENT REMARKS

- 512 Searchable characters
- Agent info allowed: name, phone #, website
- Gate or security codes
- Variable or dual selling office compensation
- Confidential information for a buyer's agent
- Features fields marked "See Remarks"
- Bonuses offered must state "to selling office"
- Active/No Show Information

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

SCHOOLS, WATER,
SEWER & ZONING

CALL FOR CORRECT INFO

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

Federal Fair Housing Guidelines

Be sensitive to wording used to describe properties.

Avoid words that could be discriminating.

Don't talk about people!





**NOTICE GIVEN AND ONE BUSINESS DAY TO CORRECT
BEFORE FINE IS ISSUED** – Fines start at \$500 for tier 1

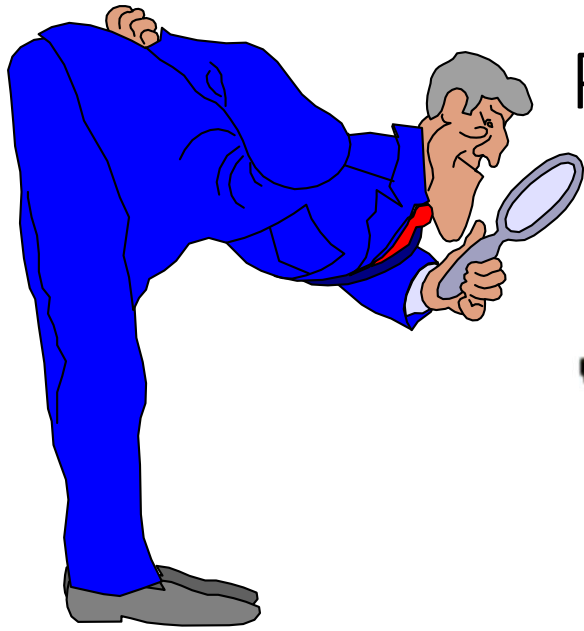
NO PHOTO

LATE LISTINGS/STATUS CHANGES

MISSING OR INCORRECT REQUIRED DATA

AGENT CONTACT INFO IN REMARKS, PUBLIC
HANDOUT FIELDS OR PHOTOS

DISCLOSING PASSWORDS



PROOF READ



CHECK
WEBSITES

On to Paragon!

