

# LISTING INPUT TRAINING

Welcome

To this Listing Input class  
for the Spokane MLS.

Denise Ware, Spokane Association of REALTORS®

1

## 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

2

## 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

3



### 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)

MLS/Paragon Reference Manual Page 5

4

## 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

5

## Property Classes

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

6

## 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](mailto:Angie@SpokaneRealtor.com)

7

### Under contract listings

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



\*Reverts to A (Active) after 7 days  
 \*\*Does not show in active searches

### 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)

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

8

## 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.

9

## 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!)

10

## 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)



11

## 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.

12

## 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

13

## PUBLIC HANDOUT & PUBLIC REMARKS RULES

### **Information not allowed – \$500 FINE possible!**

No names, phone numbers or emails  
(agent, owner, title company, tenant, etc)

No Web addresses  
(Virtual Tour, Agent, Builder)

**Embedded Videos and 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

14

## 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"

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

15

SCHOOLS, WATER,  
SEWER & ZONING

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

16



## Federal Fair Housing Guidelines

Be sensitive to wording used to describe properties.

Avoid words that could be discriminating.

Don't talk about people!



MLS/Paragon Reference Manual Page 9

17



**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

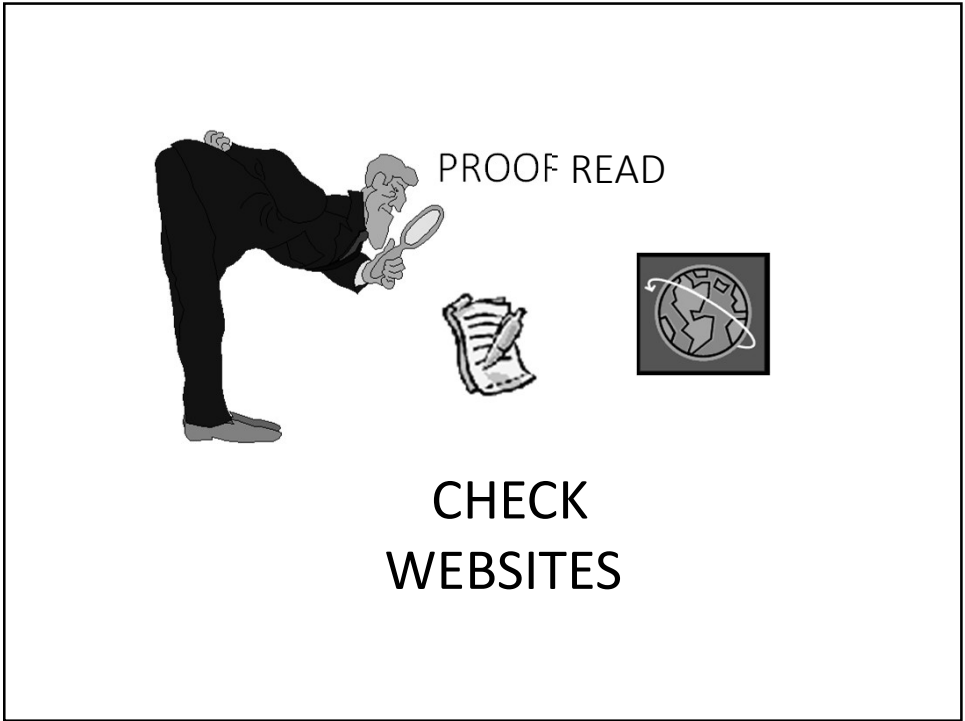
AGENT CONTACT INFO IN REMARKS, PUBLIC HANDOUT FIELDS OR PHOTOS

DISCLOSING PASSWORDS

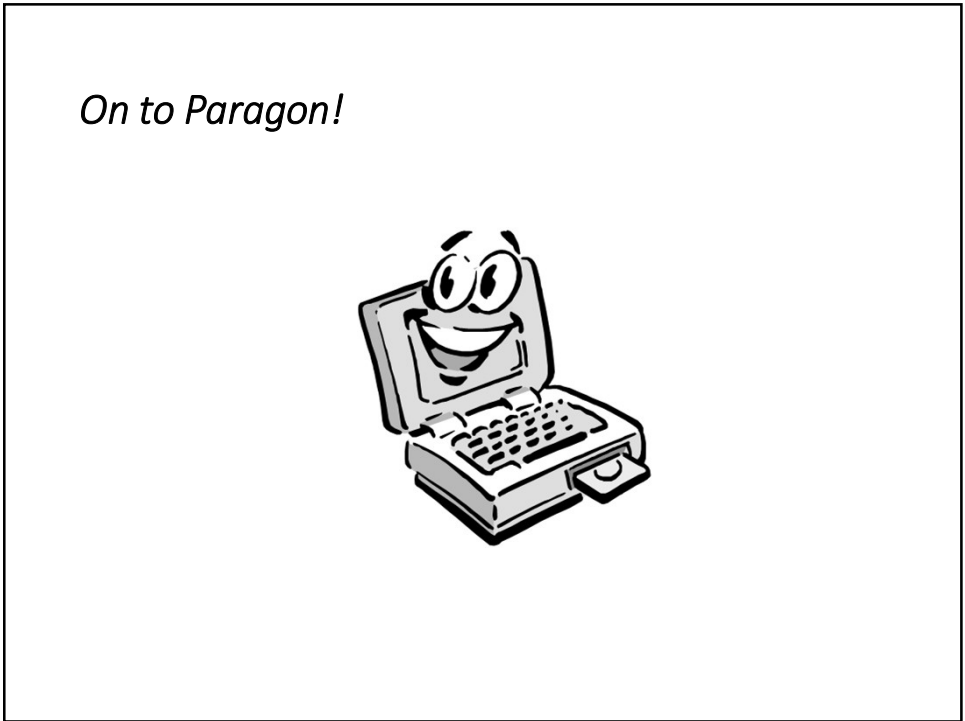
MLS/Paragon Reference Manual Pages 20-21

MLS Citation Policy and Rules and Regulations can be found on Paragon in  
MLS Documents > General Information

18



19



20