



February 11, 2022

DUPLICATE LISTINGS
What are the rules?

A property cannot be listed more than once in the MLS except as a duplicate listing. Properties listed at more than one price because of different features or additional work being completed are not allowed.

- 1. \$5.00 fee – both for broker load listings and for MLS input. You may submit payment with the property data sheet or you will be billed by email.
2. Only across Property Types (not areas). You can input a stand alone condo with no common walls in as both residential site built and condo.
3. The words "Duplicate Listing" must be in the remarks of both listings and the box for Duplicate Listing must be checked.
4. When a change is made on the property, both list numbers must be changed!
5. When the property sells, you must send in a Sold Closed status change on one number and notify the MLS of the duplicate listing number. The duplicate listing will be removed from the system.

REPORTING FSBO SALES TO THE MLS

You can report FSBO sales to the MLS as long as you follow the rules below:

- (1) Broker must have written permission from client to enter the information into the MLS;
(2) Property Data Form is required
(3) All required information must be filled out;
(4) The SubType must be Non-MLS Sold
(5) Must have an exterior photo;
(6) "See Remarks" is unacceptable for required "Feature" fields unless they actually have the information in the remarks section – Sold Closed will not be processed until this information is filled in;
(7) The only status available for this SubType is "PBL". Once the MLS receives a notice of Closed Sale, MLS will change the listing office and listing agent to "Non MLS" and enter the sale side of the transaction (sale price, office, agent and terms).