



March 10, 2023

SHOWING/PREVIEWING HOMES

Please remember to leave your card, turn off lights, lock doors, leave the animals in or out and leave the house as you found it. The MLS is receiving complaints. Thank you.

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.

STATUS CHANGES

(Price Changes, Extension, Pendlings, Releases, Sales)

If these changes are made in your office or if you have made these changes yourself, you DO NOT need to send a copy of the Status Change form into the MLS. The only time the MLS needs a copy of the Status Change form is if you want the MLS to make the changes for you.



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