MLS "QUICK REFERENCE" HANDOUT

Everything you enter into the MLS must be as accurate as possible. If incorrect data is used, CMA's and appraisals that all of us rely on may be jeopardized, not to mention the legal ramifications involved. Please follow these guidelines.

REASON FOR MLS RULES

- Blanket unilateral offers of **COOPERATION** & **COMPENSATION** to the other Participants
- Expedite the sale of real estate
- **It is mandatory that all required listings be placed in Navica.**
- Submit suggestions to the MLS Committee for its consideration for changes or additions
- Call SWVAR to clarify any rule you have questions about.

COMPLIANCE

- Listings are checked daily.
- Agent and Broker are notified by email if there are any violations of the MLS Rules.
- Violation(s) must be corrected within 24 hours.
- If violation is not corrected, a $25 fine is assessed.
- If violation is not corrected and/or fine not paid within 10 days, user's service will be suspended until all violations are corrected and fine has been paid.
- If you feel violation has been sent to you in error, you must notify the SWVAR office within 24 hours of receiving the violation.

GUIDELINES

ENTERING A LISTING:

- Listings must be entered with 48 business hours (2 Business Days).

- A picture must be on the listing at the time of entry. The primary photo should be of the property (*not the view*) and may not have any personalization (i.e. sign in yard with agent/office name, agent's car in picture with sign, etc.)

- Bedroom Rule: In order to count a room as a bedroom, it should have a window <u>and</u> a closet. However, the utility of the area should be considered when determining number of bedrooms.

- If property is on a septic system you should confirm the number of bedrooms the septic system was built for from:

  o County Health Department

  o The Health Department is not always "anxious" to provide this information if not easily accessible. You should pursue this diligently to confirm the permit. If they cannot locate one, then you can specify the number of bedrooms in the home as long as it meets the "bedroom rule".

  o If you list a home with a septic permit indicating fewer bedrooms than are obviously in the home, you can list the actual number of bedrooms but you must note in the comment section that the home is perked for fewer bedrooms.

PROPERTY TYPE:

- Must Use the Correct Property Type
- Manufactured: Singlewides & Doublewides are considered Manufactured and must be listed as such.

BUYER'S BROKER INFO:

- You must put the amount of the compensation you are offering to the cooperating buyer's broker. (i.e. % or $$ amount)
- This is the commission amount you are paying to the buyer's agent.

NUMBER OF ACRES OR LOT SIZE:

- *You must have one or the other*. The only exception is for Condos. The deed (which you should be getting at the time of the listing) normally refers to the plat and page number. This will give you the lot size and/or acreage. If the deed does not refer to a plat, the acreage is usually stated within the deed.
- When entering lot size, start on the front and note measurements from left to right.
- How to find: Deed, Tax Records, Owner, Measure it, etc.
- If necessary, note in remarks where information was obtained (i.e. owner states property is 10 acres, etc.)

OWNER/BUYER NAMES:

- Last name, first name of all owners/buyers must be listed. If there is insufficient space, type in as much information as you can, then insert an asterisk (*), go into the comments section, insert the referring asterisk, and continue listing names of owners. Initials should not be used unless they are considered the owner's real name and shows on the deed as such.

DEED BOOK AND PAGE NUMBER OR INSTRUMENT NUMBER:

- Must have either Deed Book or Instrument number. You must include page # when using deed book.
- For Rentals/Leases this information is optional.

Hint: Court House Retrieval (CRS) makes this easy to find. You can even auto populate your listing using CRS Tax Data!

SCHOOLS:

- This is important to verify as some homeowners want to buy in certain school districts.

ZONING:

- Zoning should be confirmed.

YEAR BUILT:

- Year Built is required. If unable to find on deed, etc. Check with the property owner. If the date is questionable, put an asterisk in this field (1 asterisk if this is your first notation in the comments, 2 asterisks if this is the second notation, etc.). Then go into the comments section and place the

appropriate number of asterisks and provide what information you have (i.e. *Seller indicates the year built was sometime in the 1930's.*)

ROOM MEASUREMENTS and LEVEL:

- The "Level" is a required field. (Use drop down to choose the level)
- Room measurements are not a required field at this time, however, this is important to buyers and you are encouraged to include this in your information.

DIRECTIONS:

- Must be **clear and concise**. Starting point should be from an interstate exit or may include a major highway or intersection (use Cardinal Directions – **N, S, E, W**, etc) and that the name of the road, not just the route number should be used. Indicate turns by left or right, with street names and indicate the side of the road where property is located and mileage from one point to the next.
- No personalization allowed in directions.

FEATURES:

- Don't forget to select any feature that applies.
- If "Other" is chosen under features then make a written reference to it in the remarks section.

TAXES and TAX MAP NUMBERS:

- Must use CURRENT information
- If property is in town/city limits – must have both town and county taxes if applicable.
- Must have a valid tax map # *(if more than one tax map number, put additional #'s in remarks.)*
- For Rentals/Leases this information is optional.

Hint: Court House Retrieval (CRS) makes this easy to find. You can even auto populate your listing using CRS Tax Data!

CHANGING STATUS OF LISTING:

- All changes in the status of the listing must be entered into the MLS within 24 business hours.
- 2 Business Days to change status when sold.
- When entering the sold data, the buyer's full name must be entered in the MLS.
- *Note: When changing status to "Contingent" you must indicate the **reason for the contingency***!

PERSONALIZATION:

- No Agent Names
- No Office Names
- No Phone Numbers
- No Website Address
- No Bank Advertising

None of the above are permitted in the Public Remarks, Private Remarks, Directions or Addendum or the Photos!

Exceptions:
1) Builder's names to highlight quality of home.

2) Owner's name/Phone Number if applicable.

PHOTOGRAPHS:

- Main Photo is **Required** at the time listing is input into system.
- For Residential, Main Photo must be of road frontage of property. **(Can be an Aerial Photo on Residential but the 2nd photo must be of road frontage or how the property is accessed that is not an aerial)**
- If Land, main photo may be of best-selling feature of property; however, 2nd photo must be of road frontage.
- *No personalization* allowed in any photo.
- Cannot use photos that you do not belong to you. (i.e. tax photos, photos from other listings, etc.)

KEYBOX SERIAL NUMBER:

Please put one of the following:
- The SWVAR Ibox Serial Number
- "TN" or "NRV" Box
- "COMBO Box"
- "None"

HOME OWNER ASSOCIATION FEE:

- Must put amount and frequency!
- Use the features section to explain what it covers or enter in the remarks section.