



ADD LISTING GUIDE

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www.mlssaz.com

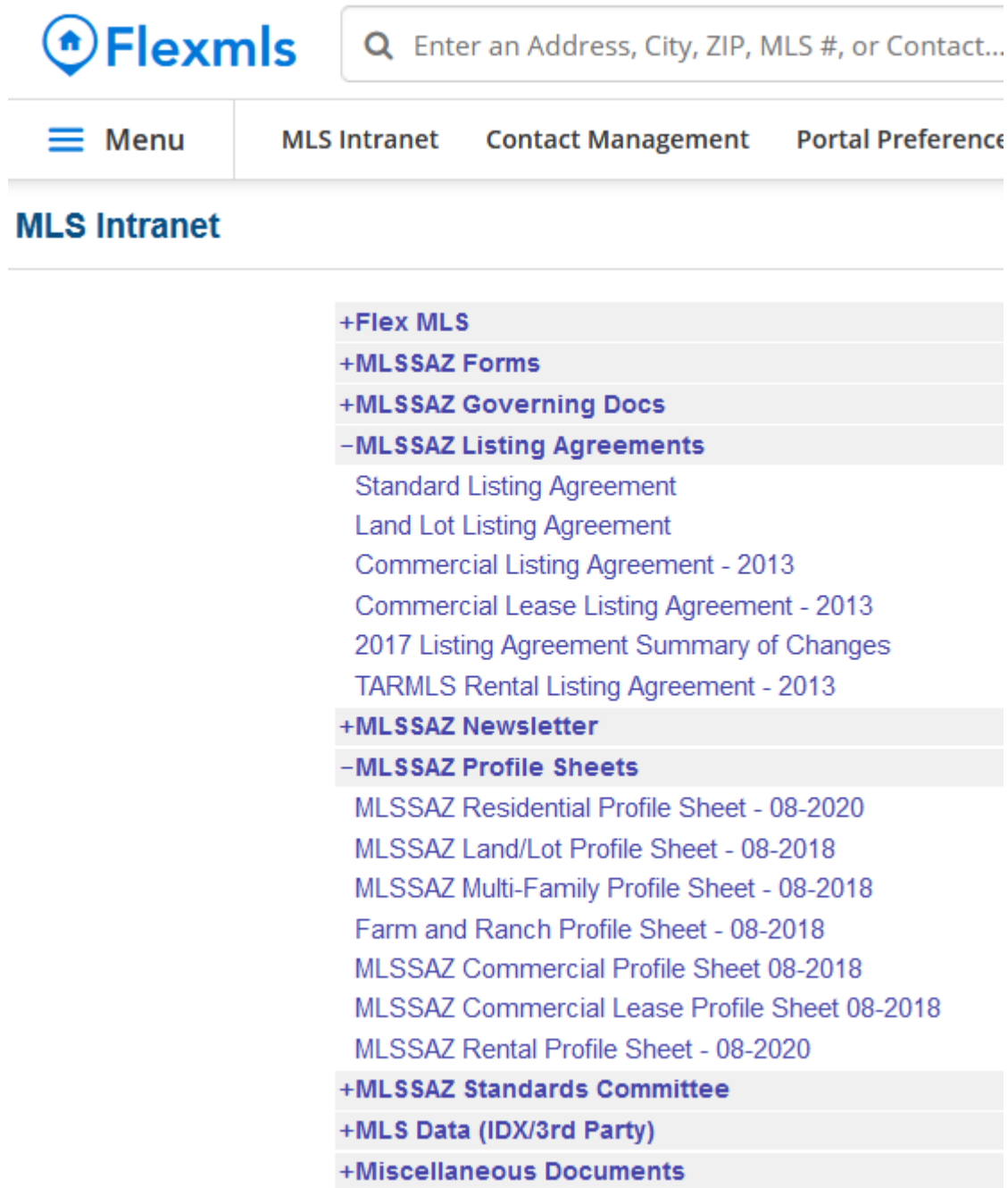
Resources before you get started

CRS Tax Information (link available at www.mlssaz.com message board)

[Lead Paint Disclosure](#) - if the home was built prior to 1978, the Lead Based Paint Disclosure must be uploaded to Documents before the listing may be activated

Coming Soon Status – [Coming Soon/Exempt/Delayed Form](#) (signed, where applicable)

Property Profile Sheet/Listing Agreement (signed)



The screenshot shows the Flexmls website interface. At the top left is the Flexmls logo. To its right is a search bar with the placeholder text "Enter an Address, City, ZIP, MLS #, or Contact...". Below the search bar is a navigation menu with four items: "Menu", "MLS Intranet", "Contact Management", and "Portal Preference". The "MLS Intranet" item is selected, and its sub-menu is displayed below. The sub-menu is titled "MLS Intranet" and contains the following items:

- +Flex MLS
- +MLSSAZ Forms
- +MLSSAZ Governing Docs
- MLSSAZ Listing Agreements
 - Standard Listing Agreement
 - Land Lot Listing Agreement
 - Commercial Listing Agreement - 2013
 - Commercial Lease Listing Agreement - 2013
 - 2017 Listing Agreement Summary of Changes
 - TARMLS Rental Listing Agreement - 2013
- +MLSSAZ Newsletter
- MLSSAZ Profile Sheets
 - MLSSAZ Residential Profile Sheet - 08-2020
 - MLSSAZ Land/Lot Profile Sheet - 08-2018
 - MLSSAZ Multi-Family Profile Sheet - 08-2018
 - Farm and Ranch Profile Sheet - 08-2018
 - MLSSAZ Commercial Profile Sheet 08-2018
 - MLSSAZ Commercial Lease Profile Sheet 08-2018
 - MLSSAZ Rental Profile Sheet - 08-2020
- +MLSSAZ Standards Committee
- +MLS Data (IDX/3rd Party)
- +Miscellaneous Documents

MLSSAZ Listing Policy

MLSSAZ Rules & Regulations Section 1, pg 11 – [Listing Procedures Definitions](#)

Mandatory Types:

Listings of the following types, located within the service area of MLSSAZ, taken by Participants on a “Listing Agreement” shall be delivered to the MLS, in the form of a “Profile Sheet,” or input directly into the MLS system within two (2) business days after all necessary signatures of the Sellers have been received by the listing Broker:

- a) Single Family Residence, Townhouse/Condominium, Manufactured or Mobile Home for sale or exchange.
- b) Vacant lots and acreage for sale or exchange.
- c) Two-Family, three-Family and Four-Family residential buildings for sale or exchange.

If the seller(s) requests that the input of the listing be delayed for any reason, a [Coming Soon/Exempt/Delayed Authorization Form](#) must be completed, signed, and submitted to the MLS within two (2) business days of its signing by seller(s). (Amended 5/2020) (M)

MLSSAZ Rules & Regulations Section 1.10, pg 16 – [Status Definitions](#)

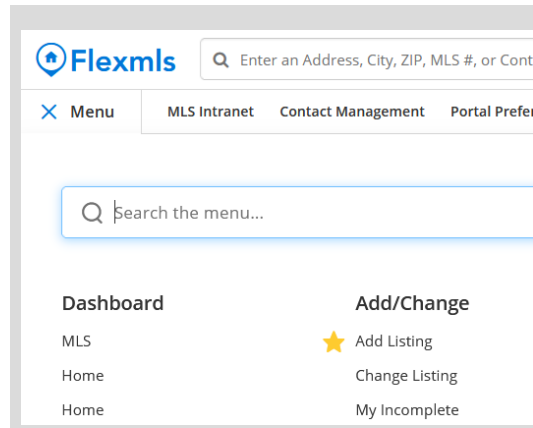
STATUS DEFINITIONS
<p>Active – Active properties with no offers or contingencies.</p> <p>Online Offers Only - Used for any property where offers are submitted online, such as online auctions.</p> <p>Active Contingent – An offer has been accepted but the seller is still permitting showing appointments and is accepting backup offers.</p> <p>Pending Short Sale Approval – seller has accepted an offer and is awaiting short sale approval from the lender.</p> <p>Signature Pending – Seller has verbally accepted an offer and is pending a signature(s).</p> <p>Cancellation Provision – there is a provision to cancel the current offer with a replacement offer.</p> <p>Pending – An offer has been accepted and the seller is not allowing showing appointments or backup offers.</p> <p>Temp off Market – The seller has requested that the property be temporarily taken off market. Listing may be brought back on market without a new listing agreement.</p> <p>Expired – Listing agreement has expired.</p> <p>Canceled – Listing agreement has been canceled.</p> <p>Closed – Property has been sold.</p> <p>Coming Soon – A Coming Soon listing is a listing taken by a Participant on a “Listing Agreement” that is, by direction of the Seller to be withheld from public dissemination by the MLS. (Revised 02/2021).</p>

ADD LISTING

Click Menu

Click Add Listing* under Add/Change category

*please speak with your broker if you do not see one or more of these options



General

Choose Property Type from the drop-down list

MLSSAZ Rules & Regulations Section 1.20, pg 19 – [One Listing Per Property Type](#)

Add Listing –

General Address Main Fields Details Rooms Units Broker Distribution

General Listing Information

Property Type:

Listing Member:

Co-listing Member:

Residential
Land-Lot
Multi-Family
Commercial
Rental
Commercial Lease
Farm & Ranch

Parent/Child Options

This is a **regular** listing or a **parent** listing.

This is a **child** listing. MLS number of parent:

Enter Listing Member by name or MLS ID#, click to select

Listing Member:

Co-listing Member:

Proceed with each tab and complete all mandatory (red) fields at a minimum

Address

General	Address	Main Fields	Details	Broker Distribution	Show	All Fields
Street #	Direction	[Street Name]	Suffix	Post Direction	Apt/Unit #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
[City]	[State/Province]	[Zip Code]	[County]	[Country]	[Tax Code] Uses Dashes for Tax Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Populate Tax Data						

Be sure to choose the correct status and include dates on the signed listing agreement

Main Fields

[Listing Date]	<input type="text"/>
[Status]	Active
[Expiration Date]	Active
	Coming Soon

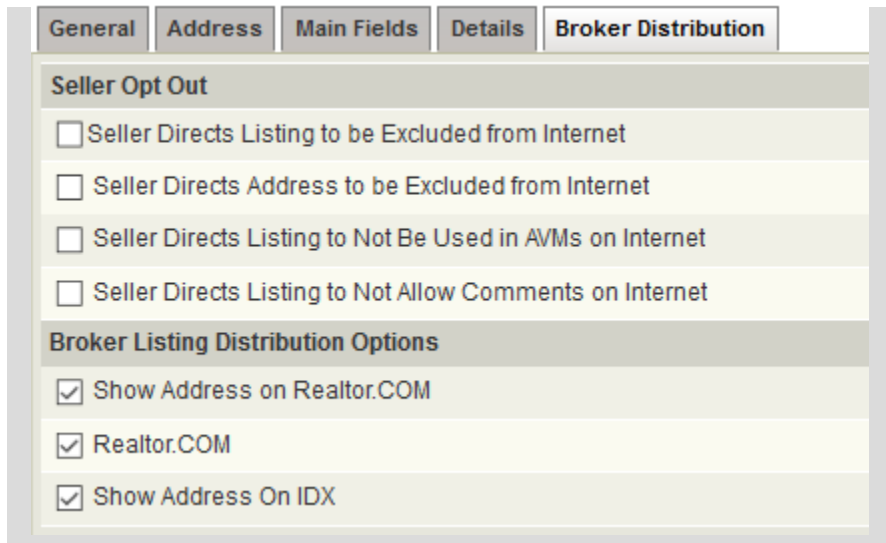
Details

Each property category will show the # of options that must be selected for that category in red at the top (choose none for the minimum option of 1 and if you have no other features)

Master Bathroom Features: Select between 1 and 8 items.	
<input type="checkbox"/> 2 Master Baths	<input type="checkbox"/> Exhaust Fan
<input type="checkbox"/> Bidet	<input type="checkbox"/> Composting Toilet
<input type="checkbox"/> Dual Flush Toilet	<input type="checkbox"/> Double Vanity
<input type="checkbox"/> Soaking Tub	<input type="checkbox"/> Jetted Tub
<input type="checkbox"/> Low Flow Showerhead	<input type="checkbox"/> Pedestal Sink(s)
<input type="checkbox"/> Separate Shower(s)	<input type="checkbox"/> Shower & Tub
<input type="checkbox"/> Shower Only	<input type="checkbox"/> Walk-in Tub
<input type="checkbox"/> Water Sense Shower Head	<input type="checkbox"/> None
<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Countertops

Broker Distribution

Select Seller options if they choose to Opt Out of any listing distribution features



The screenshot shows a tabbed interface with the following tabs: General, Address, Main Fields, Details, and Broker Distribution. The Broker Distribution tab is active and contains two sections:

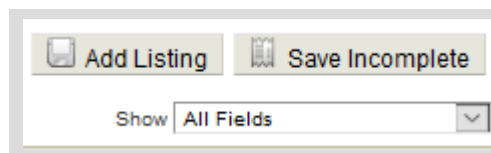
- Seller Opt Out**
 - Seller Directs Listing to be Excluded from Internet
 - Seller Directs Address to be Excluded from Internet
 - Seller Directs Listing to Not Be Used in AVMs on Internet
 - Seller Directs Listing to Not Allow Comments on Internet
- Broker Listing Distribution Options**
 - Show Address on Realtor.COM
 - Realtor.COM
 - Show Address On IDX

Click Add Listing

Click Save Incomplete when:

- Listing is not ready to go live yet
- Photos are to be uploaded at a later date
- Lead Paint Disclosure needs to be uploaded

*If the home was built prior to 1978, a Lead Based Paint Disclosure form must be uploaded to Documents before the listing may be activated.

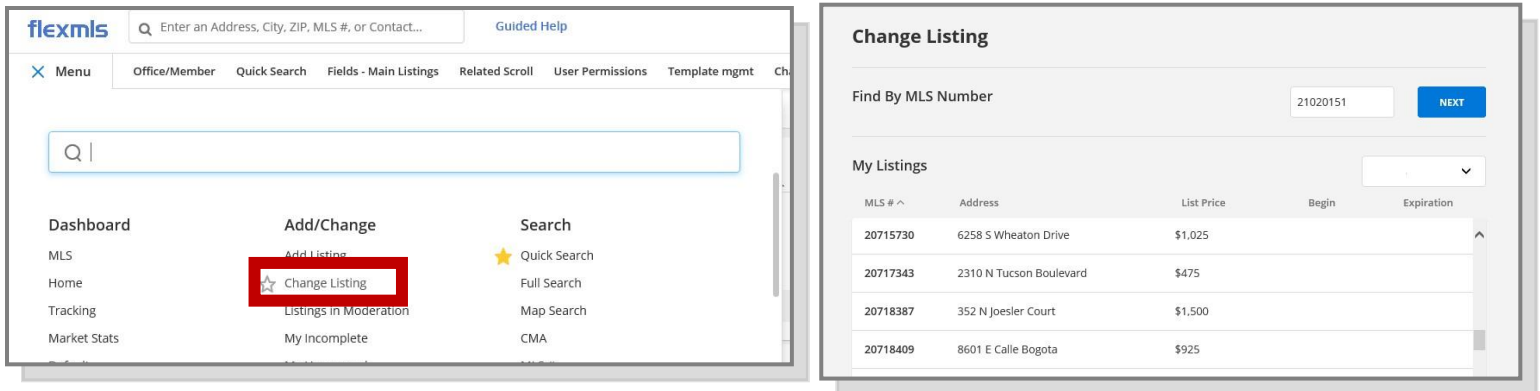


The screenshot shows two buttons: "Add Listing" and "Save Incomplete". Below the buttons is a "Show" dropdown menu with "All Fields" selected.

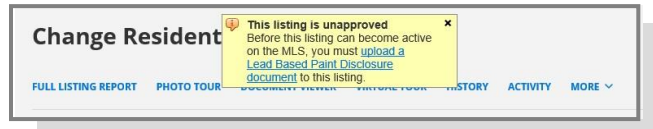
Uploading Lead Based Paint Disclosure

MLSSAZ requires a Lead Based Paint Disclosure document to be added to listings that were built before 1978. A listing with a year built of before 1978 will remain in the Unapproved status until a Lead Based Paint Disclosure document is added. When a listing is Unapproved, it will not be searchable by other MLS Subscribers and will not be available to consumers to search via the various online portals.

To access your Unapproved listing, select **Change Listing** from the **Menu**. Select your listing from the list of available listings or enter the MLS Number of your listing and click **Next**.



All Unapproved listings will display a notice indicating that the listing is Unapproved and will instruct you to upload a Lead Based Paint document.



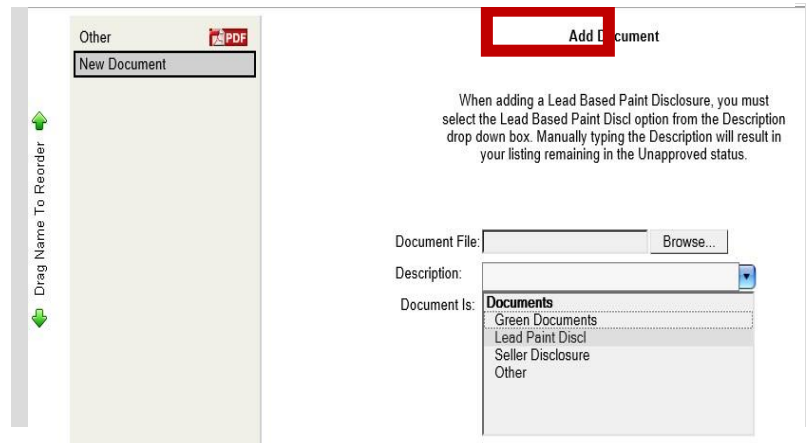
To upload a document, click on the **Documents** icon under the Media header of the change listing screen.

Click the **Add Document** button to start the process of adding the document to your listing.

Click **Browse** to locate the Lead Based Paint Document on your computer.

Select the **Lead Based Discl** from the Description drop-down list.

You must see the drop-down list, or your listing will not be approved.



Add Listing FAQ's

Q. Where do I enter my listing status when adding a listing for the first time?

A.

- Within FlexMLS click Menu then, Add Listing
- Select Property Type
- Click Main Fields Tab
- Locate Contract Information Section
- Select Status

Q. Where can I find the Status Definitions?

A. [MLSSAZ Rules & Regulations Section 1.10 – Status Definitions](#)

Q. What is listing date?

A. The listing date is the date the sellers signed the Listing Agreement and [Coming Soon/Exempt/Delayed Authorization Form](#) (where applicable).

Q. What is the Go Live Date?

A. Go Live Date is the day the listing transitions into active status. It must be within 30 days of the signed [Coming Soon/Exempt/Delayed Authorization Form](#).

Q. Missing subdivision?

A. Check the following:

1. Did you choose the correct MLSSAZ Area for your listing?
2. Does the subdivision match Assessor's records?
3. Is the Subdivision retired?
4. If your subdivision is missing, please provide the parcel/tax id #, address, and expected subdivision name to be added to MLSSAZ Technical Support.

Q. Missing community?

A. Please provide detailed documentations to MLSSAZ technical support for review. (Community additions must be approved by the Technology Committee).

Q. Why is my listing showing Unapproved?

A1. Check that year built wasn't omitted and defaulted to 0

A2. House Built before 1978 - Upload Lead Paint Disclosure. [Click here for step-by-step instructions](#).

Make sure to select Lead Paint Discl from the drop-down menu as your document Description.

Q. Can I go from Active Contingent back to Active if the deal falls through?

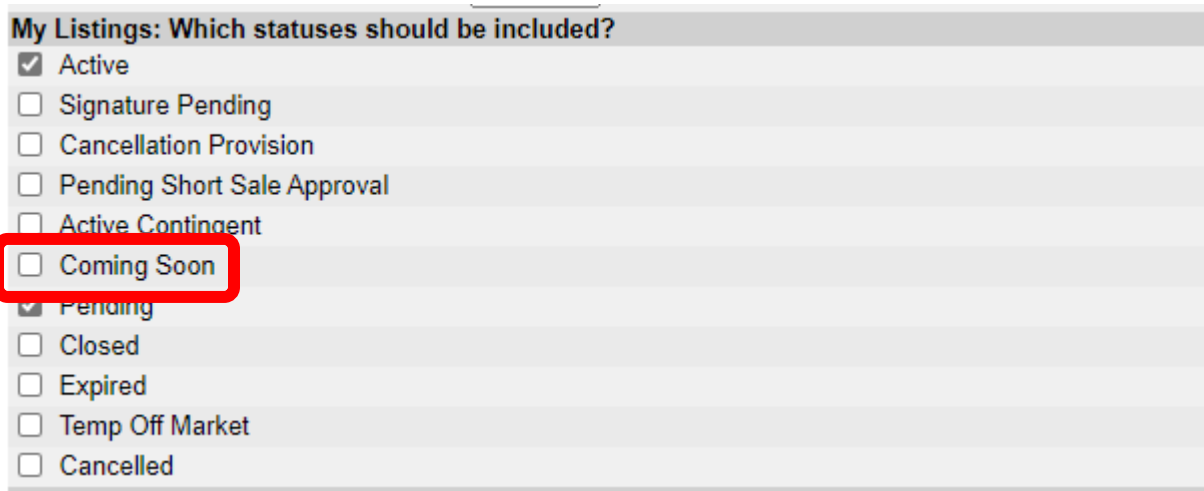
A. Yes, the listing Broker shall report to the MLS, within two (2) business days, the cancellation of any pending sale and the listing shall be reinstated immediately.

Q. Can a listing go from Active Status to Coming Soon Status?

A. No, unfortunately the functionality does not exist. For listings unintentionally made active contact MLS support for assistance at info@mlssaz.com or 520-382-8800, option 3.

Q. I'm having issues posting or viewing my coming soon listing?

- A1. Making multiple changes under incomplete status.
- A2. A future date was saved instead of a current date.
- A3. Double check the Go Live Date is within 30 days of the Listing Date.
- A4. If you are using My Listings, confirm that Coming Soon is also enabled:



Q. How to properly add photos?

- A.
 - It is recommended to download the photos onto the local device you are uploading* from.
 - If you are saving the photos from a file share service, make sure you are saving the large photos and not the quick reference thumbnail photos.
 - Large photos cannot exceed 3000 by 2000 pixels or 2000 by 3000 px.
 - Photo size can't exceed 15MB.
 - Each listing has a maximum of 50 photos.
 - If you want to confirm that each photo has been loaded, upload* them one at a time.
 - If you drag a batch of photos, they will appear one by one. **Note: Upload times may vary.*

Q. How can I see my image properties:

A. For Windows PC

1. Right click the image
2. Select Properties
3. Under the General tab, size will tell you how large the file is
4. Under Details tab, dimensions will tell you how many pixels wide and tall your photo is

For MAC

1. Click Finder on your Dock.
2. Find the image you want to check.
3. Hold Ctrl and Click your image. A menu appears.
4. Click Get Info. A window appears.
5. Expand the General section to see your image's file size.
6. Expand the More Info section to see your image's dimensions.

Q. When to submit Status/Change forms?

A. [MLSSAZ Rules & Regulations Section 1.7 – Change of Status of Listing](#):

Any change in the Listing Agreement, including but not limited to price, terms of sale, withdrawal, and extension, shall be made only when authorized in writing by the seller on the [Status Change Form](#) and signed by the Listing Broker.

a) [Status Change Form](#) shall be filed with the MLS within two (2) business days after the authorized change is received by the Listing Broker.

b) Within two (2) business days of acceptance of a purchase contract for a property entered in the MLS, the MLS listing must be reported as defined on the MLS's [Status Change Form](#).