

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 (one listing per property type)

General Address	Main Fields Details Rooms Units Broker Distribution
General Listing Info	ormation
Property Type:	✓
Listing Member:	Residential
Co-listing Member:	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#,	Listing Member:		
click to select	Co-listing Member:	Please enter 3 or more characters	

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

Address

General	Address	Main Fields	Details	Broker Dist	ribution				Show All Fields	\vee
Street #		Direction	[Street N	Street Name]			Suffix	~	Post Direction	Apt/Unit #
[City]			[State/F	Province]	[Zip Code]	[County]	[Country]	[Tax Coo Uses Da	de] ashes for Tax Co	de
		•	•]	•	•	_			
					Populate Ta	ax Data				



Add Listing

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

Main Fields

[Listing Date]	
[Status]	Active V
[Expiration Date]	Active
[Expiration Date]	Coming Soon

Active – Active properties with no offers or contingencies.
Online Offers Only - Used for any property where offers are submitted online, such as online auctions.
Active Contingent – An offer has been accented but the seller is still permitting showing appointments and is accenting backup
effort
offers.
Pending Short Sale Approval – seller has accepted an offer and is awaiting short sale approval from the lender.
Signature Pending – Seller has verbally accepted an offer and is pending a signature(s).
Cancellation Provision – there is a provision to cancel the current offer with a replacement offer.
Dending An offer has been accepted and the collex is not allowing chewing empiritments or haskup offers
Pending – An other has been accepted and the sener is not anowing showing appointments of backup others.
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.
Expired - Listing agreement has expired
Canceled – Listing agreement has been canceled.
Closed – Property has been sold.
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 with before multiplication by the MIC (During of 2 and 02/2021)
to be withheld from public dissemination by the MLS (Revised 02/2021)

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.				
2 Master Baths	Exhaust Fan			
Bidet	Composting Toilet			
Dual Flush Toilet	Double Vanity			
Soaking Tub	Jetted Tub			
Low Flow Showerhead	Pedestal Sink(s)			
Separate Shower(s)	Shower & Tub			
Shower Only	Walk-in Tub			
Water Sense Shower Head	None None			
Other	Countertops			



Add Listing

Broker Distribution

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

General	Address	Main Fields	Details	Broker Distribution	
Seller Op	t Out				
Seller	Directs List	ing to be Exclu	ided from	Internet	
Seller	Directs Ad	dress to be Ex	cluded fro	m Internet	
Seller	Directs Lis	ting to Not Be	Used in A	/Ms on Internet	
Seller	Seller Directs Listing to Not Allow Comments on Internet				
Broker Li	Broker Listing Distribution Options				
Show	Address or	n Realtor.COM			
🔽 Realt	or.COM				
Show	Show Address On IDX				

Click Add Listing

Click Save Incomplete when:

🔙 Add Listing	Save Incomplete
Show All F	ields 🗸

- 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 must be uploaded to Documents before the listing may be activated.