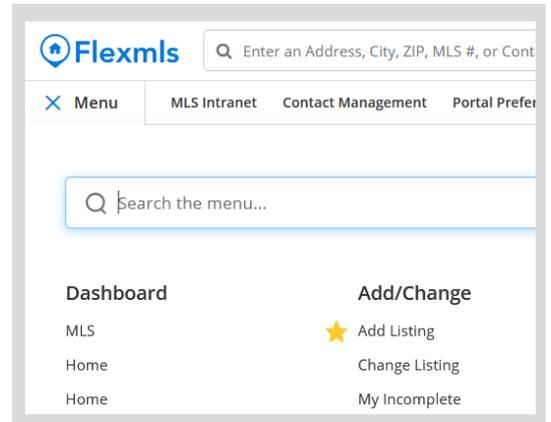




Add Listing

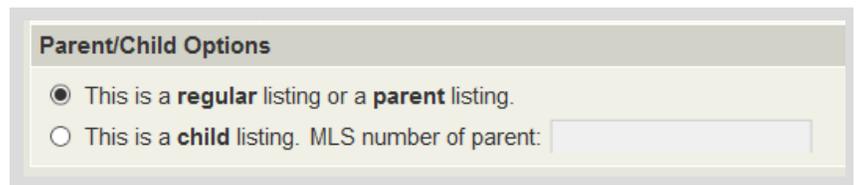
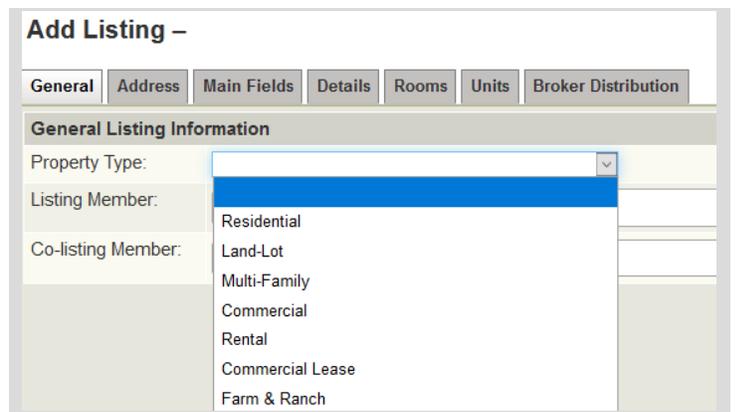
Click Menu

Click Add Listing* under Add/Change category
*please speak with your broker if you do not see one or more of these options

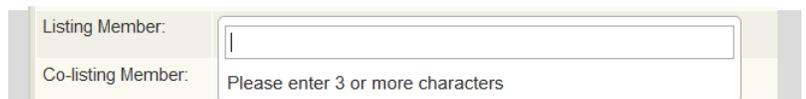


General

Choose Property Type from the drop-down list (one listing per property type)

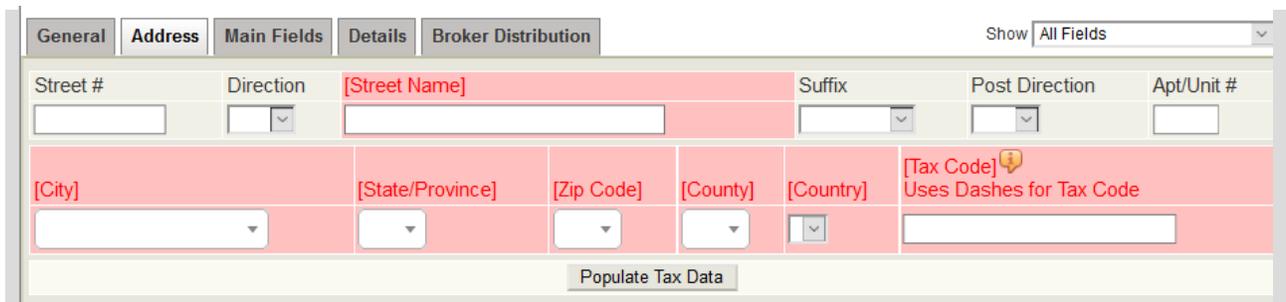


Enter Listing Member by name or MLS ID#, click to select



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

Address





Add Listing

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

Main Fields

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

STATUS DEFINITIONS

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 accepted but the seller is still permitting showing appointments and is accepting backup 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.

Pending – An offer has been accepted and the seller is not allowing showing appointments or backup offers.

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 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.	
<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

General	Address	Main Fields	Details	Broker Distribution
Seller Opt Out				
<input type="checkbox"/> Seller Directs Listing to be Excluded from Internet				
<input type="checkbox"/> Seller Directs Address to be Excluded from Internet				
<input type="checkbox"/> Seller Directs Listing to Not Be Used in AVMs on Internet				
<input type="checkbox"/> Seller Directs Listing to Not Allow Comments on Internet				
Broker Listing Distribution Options				
<input checked="" type="checkbox"/> Show Address on Realtor.COM				
<input checked="" type="checkbox"/> Realtor.COM				
<input checked="" type="checkbox"/> Show Address On IDX				

Click Add Listing

Click Save Incomplete when:

<input type="button" value="Add Listing"/>	<input type="button" value="Save Incomplete"/>
Show	All Fields <input type="button" value="v"/>

- 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.