

How to

Add a Listing



Multiple Listing Service of Southern Arizona

2445 N Tucson Blvd., Tucson, AZ 85716

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(520) 382-8800 opt. 3

What you need before getting started:

- **A Valid Listing Contract**
- **Photos that Follow [Rules & Regulations](#)**
- **Any Document that Must be Attached to Your Listing**
 - Such as the Lead Based Paint Disclosure
- **A Tax ID/Parcel Number**
- **Dates for All Statuses**
 - One great example of why you need these dates handy and need to input them correctly is there are many things that cannot be undone such as a listing leaving a Coming Soon status. There is absolutely no way to revert a listing back into Coming Soon status once it has been moved into another status.
- **Input Forms**
 - Helps you compile and review all information needed to input the listing
 - Can be found in FlexMLS under Menu > Daily Functions > Input Forms
- **Understanding of Our [Rules & Regulations](#)**



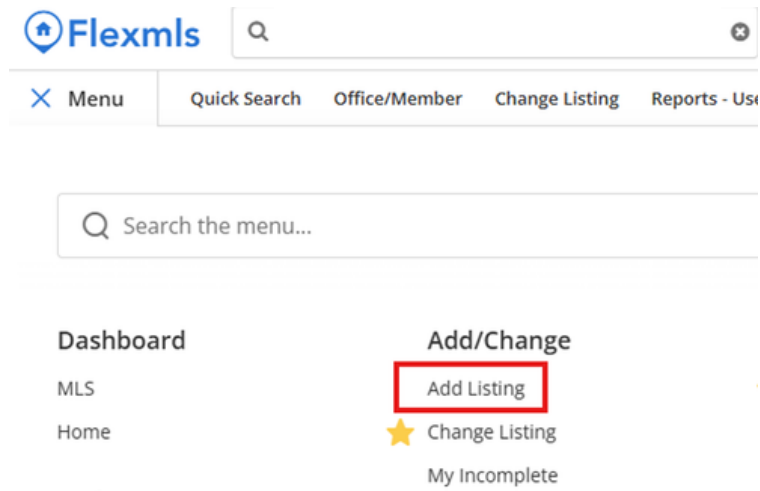
How to

Add a Listing

Step by Step Instructions:

1. Login to your MLSSAZ account, go to FlexMLS and open the menu and select “Add Listing”

a. If this is not at the top of your taskbar, you can favorite this to add to your taskbar by selecting the star that appears to the left of it



2. Begin entering listing information by utilizing the tabs at the top or selecting “Next” on the bottom right

Add Listing –

Instructions continued on the next page



How to Add a Listing

Step by Step Instructions (cont.):

3. Select the correct property type (e.g. residential, commercial, etc.). Once selected, the Parent/Child listing options will appear. Indicate which listing you are entering first (parent or child)

4. Enter Co-Listing Agent info (if applicable). Select “Next” on the bottom right when this tab is complete- your own name will be pre-filled as the Listing Member

a. Note: Enter the Co-Listing Agent’s MLS ID for accuracy

5. On the Address tab, input the property address. Click “Next”



Quick Tip: While many fields aren’t required, adding information accurately is still very important as errors cause violation to be identified or submitted.

Instructions continued on the next page



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Step by Step Instructions (cont.):

6. FlexMLS will assign a GeoCode Location to pin to your listing. Verify the location is in the correct spot and adjust accordingly. Click “Next”



7. On the “Main Fields” tab, complete all required and pertinent fields

Add Listing – Residential [Last AutoSave: 9:29 am]

GENERAL ADDRESS **MAIN FIELDS** DETAILS BROKER DISTRIBUTION

Address Information
Location, Tax & Legal

Comparable Only Listing	No <input style="display:none" type="button" value="?"/>
Tax Year*	<input type="text"/>
Taxes*	<input type="text"/>
Assessments*	<input type="text"/>
Taxes For	Select One <input type="button" value="v"/>
Legal Description*	<input type="text"/>
Area*	Central <input type="button" value="v"/>
Subdivision*	<input type="text"/>
Township*	<input type="text"/>
Range*	<input type="text"/>
Section* <input style="display:none" type="button" value="?"/>	<input type="text"/>
Municipality/Zoning*	Select One <input type="button" value="v"/>
Fire Protection*	Select One <input type="button" value="v"/>
Fema Flood Zone*	Select One <input type="button" value="v"/>



Quick Tip: While many fields aren't required, adding information accurately is still very important as errors cause violation to be identified or submitted.

Instructions continued on the next page

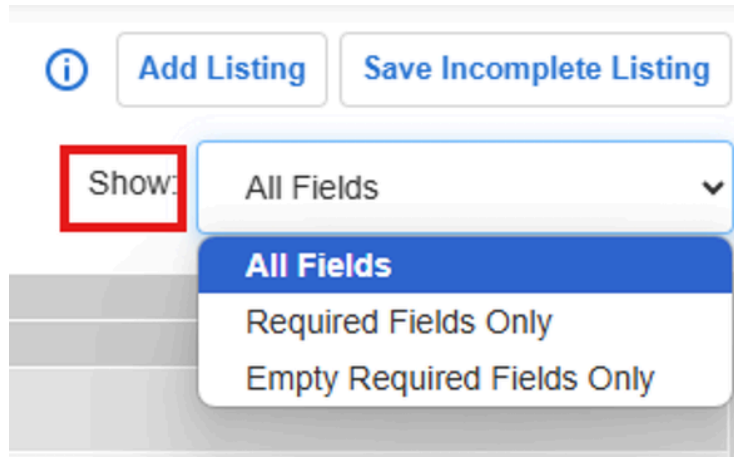


How to

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Step by Step Instructions (cont.):

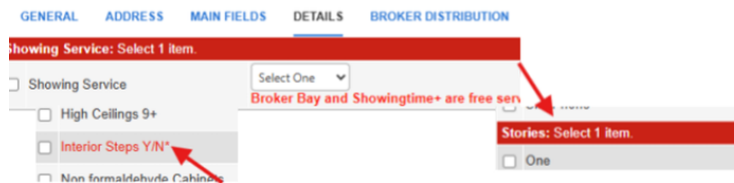
8. Utilize this filter icon on the top right to spot any missing data



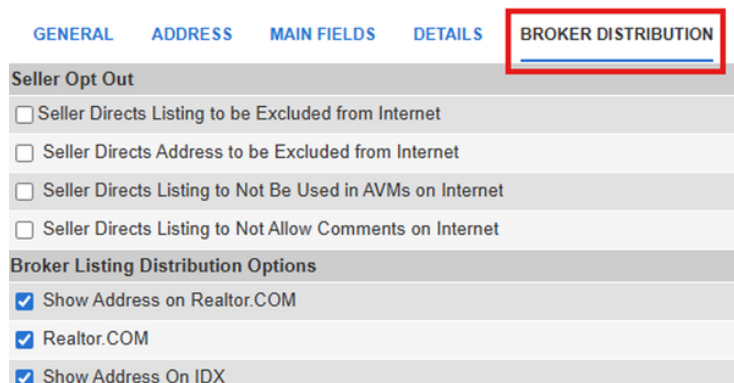
9. Complete the Details tab- use your input to guide entry of specific property features. Include important features (solar panels, decks, etc.) to help buyers filter searches accurately

a. *Note: READ the top of each section of the details page as there are certain requirements within the fields and asterisked items in those sections you must fill*

Add Listing – Residential 123 N Test Lane, Tucson, AZ



10. In the Broker Distribution tab, make appropriate selections. IF your seller has requested limited syndication, check the appropriate boxes



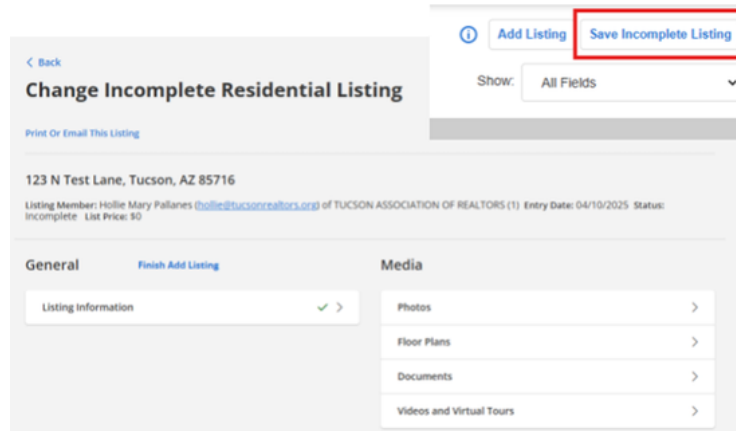
Instructions continued on the next page



How to Add a Listing

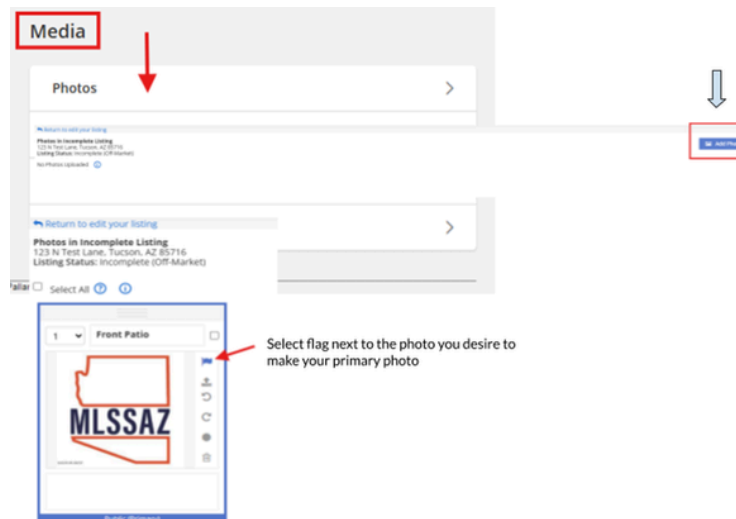
Step by Step Instructions (cont.):

11. When you are finished with all tabs, select “Save Incomplete Listing”. You will now be directed to the media upload screen



12. To upload, select “Photos under Media and click “Add Photos”. Title each image and set your primary Photo. Review our Rules & Regulations before you upload any media

a. *Note: .jpg, .jpeg, .gif, .tiff, .bmp, .png, .pgm, .ppm, and HEIC photos are acceptable files to upload. The maximum photo size is 15 MB or 3000x2000 pixels. Follow the same process to upload Floor Plans*



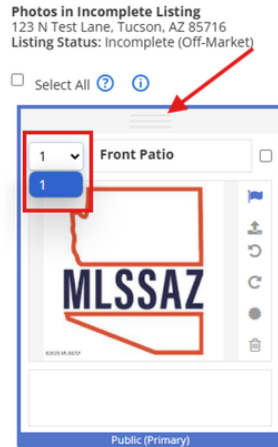


How to

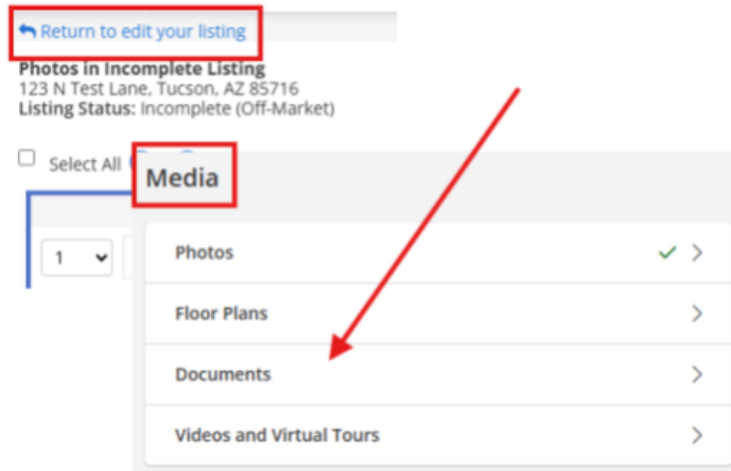
Add a Listing

Step by Step Instructions (cont.):

13. To reorder images, drag the image using the three-line icon or select order numbers



14. If you have documents to upload, return to the edit page and choose "Documents" under *Media*

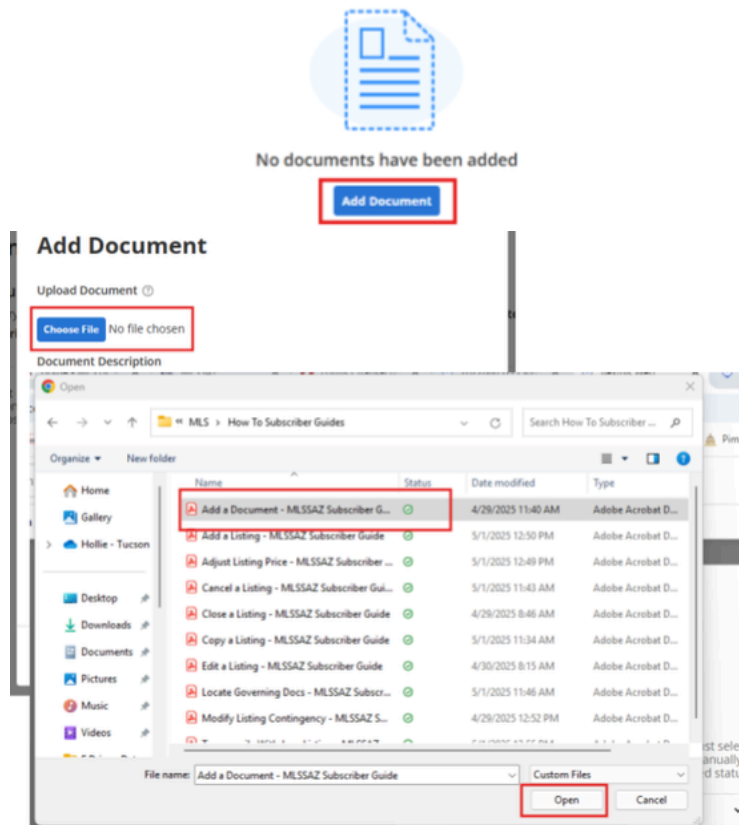




How to Add a Listing

Step by Step Instructions (cont.):

15. Select "Add Document". Click "Choose File" and select the document to be uploaded and click "Open"



16. Select a description from the drop down menu choices or type your description and select "Save"

Document Description

When adding a Lead Based Paint Disclosure, you must select the Lead Based Paint Discl option from the Description drop down box. Manually typing the Description will result in your listing remaining in the Unapproved status.

Document Description

Select a Description

Documents

- Green Documents
- Lead Paint Discl
- Seller Disclosure
- Other

PUBLIC PRIVATE

Cancel Save

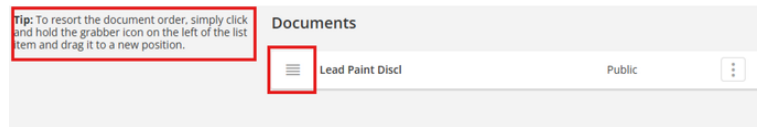
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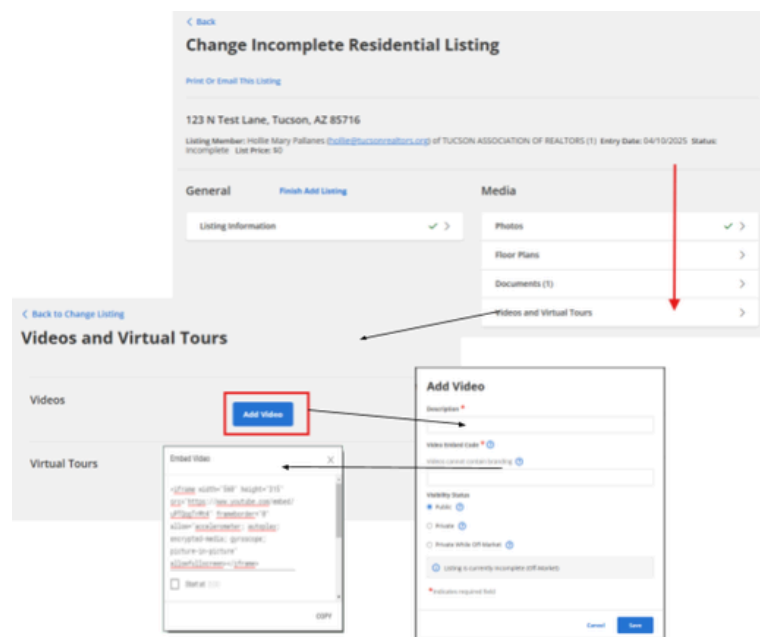
Step by Step Instructions (cont.):

17. After saving, you will see your documents listed right to the right. If you are unhappy with the order of the documents, you may reorganize them by clicking and holding the icon to the left of the document description and drag it to your desired location



18. Under the *Media* header select “Videos and Virtual Tours”, then select “Add Video”. Type the description of the video in the available text box and add the Video Embed Code. The option to add the video URL is available, but it may not play on national syndication portals/websites

a. *Note: Most video hosting sites allow you to copy the embed code when you choose the Share option for a video. Embed codes usually start with “<iframe” and includes information, such as the width and height of the video.*





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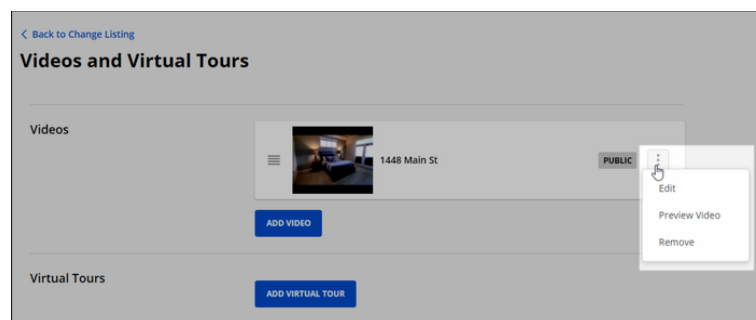
Step by Step Instructions (cont.):

19. Select “Add Virtual Tour” and a window similar to the one that opened when Adding a Video pops up. After adding the description in the appropriate text box, type the full web address (including http://) from your virtual tour provider. As stated in the pop-up window, Virtual Tours CANNOT contain branding

a. *Note: Your Rooms data can be auto-populated when you ass a Matterport digital twin or an iGUIDE virtual tour in the Virtual Tour section of a listing. If you select “Add Data” to have your Rooms data auto-populated from your virtual tour, you will be taken back to the Rooms section to review the data that has now been entered. Any previous Rooms data that had been entered when creating the listing will be overwritten by the virtual tour data. Rooms data that will be filled based on your upload virtual tour include room name and dimensions. Once the data is populated, you can still change or update any Rooms information*

The screenshot shows the 'Videos and Virtual Tours' section of a listing management interface. On the left, there are two sections: 'Videos' with an 'Add Video' button, and 'Virtual Tours' with an 'Add Virtual Tour' button highlighted by a red rectangle. On the right, a modal window titled 'Add Virtual Tour' is open. It contains a 'Description' field, a 'Virtual Tour URL' field with a note 'Virtual Tours cannot contain branding', and 'Visibility Status' options: 'Public' (selected), 'Private', and 'Private While Off-Market'. A message at the bottom of the modal states 'Listing is currently incomplete (Off-Market)'. There are 'Cancel' and 'Save' buttons at the bottom right of the modal.

20. Use the three-dot menu on the right of your uploaded media to preview it before going live





How to **Add a Listing**

Step by Step Instructions (cont.):

21. **Review all listing information. Double check all fields are complete, accurate, and compliant with Rules & Regulations. Publish your listing on the "Listing Information" tab and click "Add Listing". You will now have a live listing and MLS listing ID**





How to

Add a Listing

FAQs

- 1. I accidentally published my Coming Soon listing as Active; can I change the listing back to Coming Soon?**
 - a. This is not possible. Once the status is out of Coming Soon, there is no way to put it back into Coming Soon status. Please review [Coming Soon Listings- Section 1.23](#) in Rule & Regulations for more information. It is important to review all dates you are inputting before publishing a listing.
- 2. When do I close a listing?**
 - a. Status changes, including final closing of sales and sales prices, shall be reported to the multiple listing service by the listing broker within (2) business days after they have occurred. [Section 2.5- Reporting of Sales to the MLS](#)
- 3. Do I really need to use an Input Form?**
 - a. Yes- the input forms allow you to review with your seller pag-by-page what you must input into your listing. It includes information you may have missed in an initial review of the property that would be helpful to add to your listing to help it populate in more searches.
- 4. Where do I find the Rules and Regulations?**
 - a. You can find these on your MLSSAZ.com dashboard under "SSO Applications" or in your FlexMLS under Menu > MLS Intranet > MLSSAZ Governing Docs.

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