

How to
Locate Governing Documents



Multiple Listing Service of Southern Arizona

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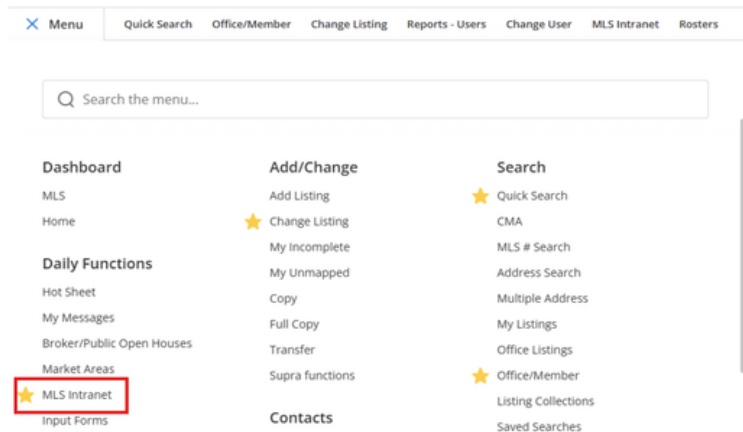
(520) 382-8800 opt. 3



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Step by Step Instructions: FlexMLS

1. Login to your MLSSAZ account, go to FlexMLS and open the menu and select “Intranet”
 - 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. When the MLS Intranet options are visible, expand the “MLSSAZ Governing Doc” by selecting the + (plus) sign to see a list of documents. By selecting the document, a window will open for you to fully view, download, and save to your device





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FAQs

1. Why do I need to know how to find these documents?

- a. It is important to be able to locate these documents for when you have questions about anything regarding policies, rules, etc. If you want to know if certain information can be input into a listing, you can review rules and regulations to determine if you can.
- b. Ctrl + F on your keyboard on the document you are in and type in a key word to quickly browse through what comes up in the search results or review table of contents to see which section you must review.

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