



April 12, 2019

“ACTIVE/NO SHOW STATUS”

Your leadership approved using an “Active/No Show” status when you put a listing in Paragon that is not available for showing for a specified amount of time (including “coming soon”).

If you are entering a listing that is ready to be marketed but is not available for showing you still need to disclose the date the property will be available to show in the Agent Remarks but now you will also need to check the “Active/No Show” status instead of “New” when inputting. This will flag your listing in the MLS as well as on websites.

- No showings by anyone are allowed during this period of time.
Once you make the listing “Active” you will not be able to put it back as “Active/No Show”.
Properties marked as “Active/No Show” will still go out in syndication feeds as well as auto notifications and the collab center.

Click here to view the FAQs for Active/No Show and other changes that went into effect October 1, 2018.

“EXHIBIT A” Required on All Properties

The MLS Steering Committee recommended and the Board of Directors approved the requirement that an “Exhibit A” be uploaded as an Associated Document on all properties within the next business day of the listing being input in the MLS - to be added to the Citation Policy Tier 1 violation under Section 9 of the MLS Rules and Regulations with revisions to the best practices to be as follows eliminating our previous third option:

In order of best business practices, Exhibit A could be:

- 1. The “Exhibit A” page from a preliminary commitment issued by a title company;
2. A copy of the last recorded deed labeled as “Exhibit A”. Listing broker should confirm with seller(s) nothing has changed (including events such as a dedication for a road along a side of the property, a boundary line adjustment, a condemnation or other partial taking of part of the property by a governmental body, etc.).

PLEASE DON’T USE 0 AS A GRID NUMBER IF YOU ARE UNSURE

If you don’t know what grid your property is in, putting 000 does not work. 000 is an actual grid located in Southeast Spokane County near Rockford. We are getting quite a few complaints about listings entered in grid 000 that are actually located in other areas. If you do not have a grid map handy, the grid map is online. Just click on the Maps button on the home page of Paragon, or you can always call the SAR office if you are unsure of the grid for a property.

