INTRODUCTION TO MLS/PARAGON

Welcome

To the system and the Spokane MLS. We're glad to have you aboard!

Denise Ware, Spokane Association of REALTORS®

Web Addresses

- www.spokanerealtor.com
- www.warealtor.org – Legal & Tech Hotlines
- www.realtor.org
- www.homesnap.com
- sar.paragonrels.com (Paragon – NOTE no www.)

Property Classes

- (RS) Residential Single Family Improved
    - Sub-type A   Residential site built
    - Sub-type B   Condo
    - Sub-type C   To Be Built
    - Sub-type D   Manufactured Home with land
    - Sub-type E   Manufactured Home leased land
    - Sub-type F   Non-MLS Sold
- (RI) Rental Income 2+ Units
- (CM) Commercial land, building or business
- (LL) Unimproved Land and Acreage
- (FR) For Rent

Duplicate Listings

➢ Allowed across property classes only

➢ MLS # in Remarks that identifies the duplicate

➢ At closing, one listing will be marked as Sold and the other deleted

Mandatory Properties

All properties within Spokane, Whitman, Pend Oreille, Stevens & Lincoln County

The following are NOT Mandatory
- ▶ Manufactured Homes on Leased Land
- ▶ Commercial
- ▶ Rental Income over 4 units

EXEMPT LISTINGS

If a property owner requests an exempt listing, the property shall not be entered into the MLS for at least 90 days after submission of the MLS Exempt Listing form to the Association. The MLS Exempt Listing form must be **submitted to the Association by the end of the next business day** of any advertising or marketing.   Seller may petition the MLS Steering Committee for a waiver of the 90 day period.

See MLS Rules & Regulations, Article I, Section 1.4, Exempt Listings.

Transaction Desk form MLS Exempt Listing Form – SAR_MLSELF

Deadlines

❖ New mandatory listings and changes must be entered into the system or submitted to SAR by the end of the *next business day*.

❖ All listings must have a primary photo and WA listings must have an Exhibit A uploaded by the end of the *next business day*.

Members must attend Listing Input class & have Office Participant authorization to be granted listing input/maintain access

Listing Status

pg 10

On market listings

ACT	Active
ANS	Active/No Show
NEW	New *
PCH	Price change *
EXT	Extended expire date *
BOM	Back on market *
BOMR	Back on market released*
CTGB	Contingent with Bump Clause
CTGS	Contingent Short Sale

Off market listings

TOM	Temp off market**
PND	Pending sale
PBL	Pending @ list
PNDI	Pending-Inspection
SOLD	Sold Closed
XPD	Expired listings
FELL	Offer fell through
RLSD	Released contract
LEAS	Leased listings

*Reverts to Active after 7 days

**Still Under Contract

Only Office Broker or Office Staff can change a listing to Released or change Expiration Date

MAPS

- **MAIN AREAS (PRIMARY) 10,20,30,40,50,60,70,90**

- **SUB-AREAS (MAJOR) A110-A943 (SUB-AREAS MUST BE PRECEDED BY THE LETTER "A" FOR AREA)**

- **GRIDS (AREA/GRID) 000-182 (ALWAYS 3 DIGITS)**

- **BLOCK NUMBERS**

    - **N/S of Sprague ie N12**

      E/W of Division ie E5

      No Longer Required for Any Listings

SEE PAGE 7 OF PARAGON REFERENCE GUIDE

CALL FOR CORRECT INFORMATION ON

SCHOOLS, WATER, SEWER & ZONING

SEE PAGE 8 OF PARAGON REFERENCE
GUIDE FOR PHONE NUMBERS
& ZONING ABBREVIATIONS

Federal Fair Housing Guidelines

Avoid words that could be discriminating.

Be sensitive to wording used to describe properties.

Don't talk about people

See **Page 9** for Examples

Check out https://fairhaven.realtor/ for NAR's Fair Housing Simulation

Public Handouts & Public Remarks Rule

No names, offices, phone numbers, email addresses or websites are allowed in **Public** Remarks or Listing Photos

Reports containing Compensation, Agent Remarks, etc should <u>not</u> be given to members of the public

NOTE! Virtual tours must link to photos of the property, not just the agent's website

AGENT REMARKS

- ❖ Agent name, phone #, website address

- ❖ Confidential information for a buyer's agent

- ❖ Gate or security codes

- ❖ Bonuses to selling office

- ❖ Active/No Show date information

AGENT REMARKS ARE FOR OTHER AGENTS ONLY
NEVER GIVE OR EMAIL TO BUYERS!

FINE$

NO PHOTO

LATE LISTINGS

MISSING OR INCORRECT REQUIRED DATA

AGENT CONTACT INFO IN PUBLIC REMARKS, PHOTOS or PUBLIC HANDOUT FIELDS

NO OFFICE SIGNS IN PHOTOS

PASSWORDS – NOT WITHIN GUIDELINES OR FOR DISCLOSING