



July 9, 2021

## DID YOU KNOW OR HAVE YOU FORGOTTEN?

### 1. Active/No Show

- If showings are not available at the time a listing is entered into the MLS, the status must be Active/No Show
- **Note that if you put a listing in as New with a future showing date you are in violation of the Active No Show policy. For a listing to be New in the system, it must be available for showings.**

### 2. Paragon Passwords

- Giving out your Password to log onto Paragon is strictly prohibited. Did you know that you are giving them personal information on your contacts you have in Paragon? You are giving them entrance to confidential information? You and many others are paying for this service and you're giving it away?

### 3. Duplicate Listings - What are the rules?

- A property cannot be listed more than once in the MLS except as a duplicate listing. **Properties listed at more than one price because of different features or additional work being completed are not allowed.**
- **\$5.00 fee** – both for broker load listings and for MLS input. You may submit payment with the property data sheet or you will be billed by email.
- **Only across Property Types (not areas).** You can input a stand alone condo with no common walls in as both residential site built and condo.
- The box for Duplicate Listing must be checked on both listings
- When a change is made on the property, both list numbers must be changed!
- When the property sells, you must send in a Sold Closed status change on one number **and** notify the MLS of the duplicate listing number. The duplicate listing will be removed from the system.

### 4. No Contact Information in Public Remarks Section.

- Do not enter any contact information such as names, phone numbers, email addresses, web site addresses or service provider information in the Remarks section of the listing.
- All contact information, bonus information, special conditions and/or contingencies, showing information or information regarding access to the property must be entered into the Agent Remarks portion of the listing and through showing instructions.

### 5. Reporting of change in status on listings

- Status changes are to be reported to the Association or changed in Paragon by the next business day.
- Sales – By the next business day by the Listing Participant (this includes Contingent Sales).





July 9, 2021

#### 6. Reporting of Sold Closed

- The list firm is to report the Sold Closed to the MLS. Make sure all information including the Actual Sale Price, Sale firm, Sale broker and Terms are reported.
  - **Take Note on Cross Sales** – Make sure you report the **correct Sale Firm and Sale Broker on cross sales.**
  - **Sales Price** – Please report the “**correct**” sale price on your listings.
  - **Type of Financing** – Required on all sales.

#### 7. Photos – Required on improved property in the service area of the Association by the next business day after input (excluding new construction).

- The Primary (or main/first) photo must be of the exterior of the structure.
- No clipart allowed
- No advertising of the company/agent allowed on photo (including additional photos)
- No address or contact numbers on the photo (including additional photos)
- If a seller does not want a photo in the MLS, the agent must submit to the Association a letter so stating, signed by the seller, within the next business day of the listing being input into the MLS.

#### 8. Keys and Keyboxes

- Keys are not to be loaned out to anyone – no matter the circumstances. You may be subject to a \$1,000 fine when you are caught! You could be required to surrender your key to the Association without consideration.
- If you have a LBX on your listing in the MLS, it must have an electronic LBX (iBox). You may still have a combo box, but you must also have the electronic LBX.

#### 9. Websites

- Did you know that those of you who have websites that say you have all the listings that are in the MLS or that the public can search the MLS like the REALTORS® do are not painting a true picture in your advertising?
  - Not all properties are included in the IDX and there are several that are not publishing the addresses like many websites claim.
  - The public is not accessing the MLS – they are accessing listings that are flagged to appear on the Internet through public IDX broker/agent websites.  
Misleading wording: View all Spokane area listings.  
Corrected wording: View all public Spokane area listings.

