



July 15, 2022

REMINDER ABOUT REMARKS SECTION!

Please remember that the public remarks section is to be used only for describing the house. Any “Agent to Agent” remarks (i.e. contact or showing information) must be entered into the Agent Remarks portion of the listing. The agent remarks section is easily viewable on the “1 Page Detail” and the “All Fields Detail” reports.

Section 1.3 LISTING DETAILS. All Property Data Sheets delivered to the Association shall be complete in every detail specified on the form. The listing Participant may not enter any contact information such as names, phone numbers, email addresses, web site addresses, service provider information (such as mortgage companies) or any other text identifying the listing Participant or any affiliated brokerage in any section of the listing which appears in the “public handout” report or attached as public Associated Docs. The Public Remarks are intended for creative ad copy which promotes and showcases the property, not individual brokers or their respective brokerages. All contact information, special conditions and/or contingencies, or information regarding access to the property must be entered into the Agent Remarks section of the listing and through the showing instructions.

CANCEL AND RE-LIST POLICY

Listing a property, canceling it and entering it in as “NEW” is not acceptable. You must have a **minimum of 30 days** after canceling a listing before you can enter it in as a “New” listing **in the same office**. This is a fineable offense and will be closely monitored.

LISTING FLAGS

The following abbreviations are used to flag listings to indicate Status. Active listings that are new or that have had price or status changes are flagged for 7 days, e.g. “NEW” flag then reverts to “ACT” for “Active”.

Status Flag	Definition
NEW	New listings in system 7 days or less
ACT	Active listing, in system over 7 days, no recent status changes
ANS	Active listing being marketed, not available for showing
PCH	Price change in last 7 days
EXT	Extended expiration date in last 7 days
BOM	Offer fell through but listing is not expired
BOMR	Released listing that has been put back on the market.
CTGH	Contingent on Bump Clause
CTGS	Contingent on Short Sale Approval
TOM	Temporarily off market, contract still exists
LSD	Under lease to purchase contract (off market but not closed)
PND	Pending sale (off market but not closed)
PNDI	Pending on Home Inspection
PBL	Pending before listed
SOLD	Sold Closed
EXP	Expired Listing
RLSD	Released listing (contract is cancelled)
FELL	Pending offer fell through, listing is now expired