

July 11, 2025

### SHOWINGS REMINDER

Please remember to follow the showing info. Be considerate of the seller's property. Do not allow anyone to eat, drink, smoke, dispose of trash, use bathing or sleeping facilities, or bring pets. Leave the house as you found it (lights off, doors locked, etc) unless instructed otherwise. **Also be sure to leave your card and put the key back in the lockbox.** *Please be respectful of the Public, Property and your Peers.*

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### 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.

1. **\$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.
2. **Only across Property Types (not areas).** You can input a stand alone condo with no common walls in the MLS as both residential site built and condo.
3. The box for Duplicate Listing must be checked.
4. When a change is made on the property, both list numbers must be changed!
5. 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.

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### PRICE CHANGE ON NEW LISTINGS

Have you ever put in a new listing and discovered that the price was entered incorrectly?? This has happened to all of us at one time or another and when you go in to change the price, the status automatically changes to Price Change. The best thing to do is to call the MLS or send the correction in to the MLS on a status change form with an explanation of what happened and that the listing should remain NEW. The Original List Price will also reflect the correct price. There is no charge for this and it ensures that the listings status is marked correctly and that the List price and the Original List price match.

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### AGENT TO AGENT REMARKS

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. Keep in mind the fines are being strictly enforced.