THIS IS FOR BROKER LOAD ONLY - THIS DOCUMENT DOES NOT GO INTO DETAIL ON OTHER FUNCTIONS IN THE MLS OR METRO SYSTEM. Please see the Blue Help in the upper right of every page, User Guides Or video tutorials.   Or visit metromls.com   Metro Support Manuals or Video Library.

All Office Sign On's have the ability to Enter and Edit listing.
Agents can only Enter / Edit listing with Broker Authorization. Admin must activate this feature.
Broker office personnel should use the Company/Office Sign on. 5 Can be signed on at the same time.

FlexMLS & Milwaukee Metro MLS
The Marinette County Board of Realtors MLS Inc. is in partnership with Milwaukee Metro MLS as our MLS Vendor or more simply, we use their system and are a part of Metro MLS. However the Marinette MLS is still its own company, _we follow the Marinette MLS Bylaws and Rules of Procedure_ . Not Metro. Metro is just our vendor for the MLS program. But Metro provides our members with support.

Communicating with the MLS   **Note: Allow up to 48 hours for reply.**
Preferred method is to email the MLS Admin at: **marinettemls@gmail.com**
You may also call or text the admin at 715-923-0609   *email is still preferred*
The MLS Admin is a part time position. They are NOT on call 24/7!

Issues or Technical Support with Metro, Supra Lock Boxes, Showing Time, WireData call them direct.

- ** **Metro MLS Technical Support**: 414-778-5450   suport@metromls.com
- ** **Showing Time**: You can call Metro Technical Support or 800-379-0057 suport@showingtime.com
- ** **Metro Admin Support**: 414-778-5400   admin@metromls.com
- ** **WIRE data Corp.** . (tax program in the MLS system) 414-778-6154
- ** **Supra** (Electronic Lock Box's) 877-699-6787   5am-7pm PST 7 Days a week
    If you use the ELB's you can also go to Supra Web for help or for authorization codes.

Almost all forms, documents, and info can be found at: www.mcbor.net   MLS Tab

Required Video Training:
Any new or existing agent that will have Broker Load ability, must watch the training videos for entering a listing. Please get a list of these video's from the MLS Admin. These videos can be found at:
metromls.com   Hover over Member Support   click on Video Library.

There are also manuals you are welcome to read and print under this section as well.

Broker Load / Updating Listings
All listings are Broker Load, which means the agent/office is responsible for entering it into the MLS. The MLS Admin - does NOT enter listings for agents/office.   Each Broker/Office decides how they would like to enter listings, either by their office admin or the actual agent. Please check with your Broker.

This also goes for updating an existing listing. Either your office Admin will or you as an agent will. You will need to verify with your Broker/Office.

TIME FRAMES

* 4 Calendar Days to enter new listings - Day 1 is calculated by one of the following:
    1. The following or next day after the Contract Start Date
    2. Date signature(s) is/are received by Seller(s)
    3. Date the agent received the contract back by email, mail, or personal delivery.
      In #3 - proof of email, mail, or personal delivery will be required if past the 4 day window.

* 4 Calendar Days to update a listing: Active With Offer, Pending, Sold, Price Change, Expiration Date.
    Calculated from the date the LC Amendment is signed, day 1 is the following or next day.

* Documents that are required to be uploaded into the MLS:
    Listing Contract - must be uploaded at time listing is entered. No listing can be active with out the
    contract in the MLS. Listing Contracts must remain in MLS at all times - even after sold or expired.

    Listing Contract Amendments - in the MLS listed as LC Amendment. These would be price changes,
    expiration date change, withdrawals, listing content, anything that makes you change the MLS listing.

    Condition Reports & Lead Based Paint - required to be uploaded in MLS - if available or applicable.

    Maps & Surveys - Required for Vacant Land. Optional for Residential/Multi Family/Commercial.
    County GIS map is acceptable, or an actual survey, or both.

HELPFUL HINTS FOR DATA ENTRY:
    * **DO NOT** have your caps lock on!
    * Not ever single field in the MLS is in this reference manual. Some are simply self explanatory.
    * There is a **HELP** button in the upper right, click on the down arrow, there is a "help with this page"
       selection. It will help or guide you through what ever page you are currently on.
    * Spell check as you go along.   You may get an error report for spelling, but fines do not apply.
    * Metro system is TAB based and this guide will reference those "tabs".
    * In the system, anything that is PINK is required. However the Marinette MLS does require some
       additional files as required. Please take note through this document.

LISTINGS WITH ERRORS:
    Listings with Errors or that have incomplete data will receive an ERROR REPORT.
    3 Days to Correct Errors before a fine will be imposed.
    4 things are needed for a listing to be considered "Complete" in the system:
                1. All Required Fields must be filled in.
                2. A Valid & Signed Listing Contract - must be uploaded into the MLS under Documents.
                3. Property location must be Geo-Coded.
                4. Must have the required Photo per the property type. See Photo Section
    ** Listing that are not corrected or entered properly are subject to be withdrawn from the MLS. **

FINES:
"When the MLS Administrator sends a notice of incomplete listing or listing error, subscribers have 3 calendar days
 to correct the listing. Starting on day 4, a fine of $20.00 and then $5.00 per day will be imposed for every additional
 until the listing is corrected. Fine not to exceed $50.00 per filing. The fines will be billed to the Principal Broker on a
 monthly basis. *(Amended 5/16) (This section and fine schedule to include missing or removed photos or documents
 per section 1.2 F - Amended 7/18)"* Unpaid fines are subject to the billing rules & service termination.

** Fileds that are required in the MLS by our Rules but don't show required in the system are:
    Owner Names,   All Squre Footage Fields,   Body of Water Name,   Bump Clause in Private Remarks, Construction

ADD or COPY A LISTING

Add is creating a new listing from scratch.

Copy is exactly that, making a copy of a previously entered listing.

* You can only COPY a previous listing of your own/company, you can not copy a listing from another agent or company, even if it is the same property address. Nor can you copy ANY photos at any time. If you select COPY, enter the old MLS number, not all fields will copy, you will still need to go through the entire listing to edit and ensure it is accurate.

Add a Listing

This is the first screen that will come up along with the 5 Tabs you will use.

GENERAL TAB: Select Property Type
                                 Select Listing Member

ADDRESS TAB:

Street # - enter the full number including any letters or directional. There is a field for Street Direction but in our area, the direction is part of the actual street number. Do not use Street Dir field.

Street Name - Watch your Spelling!

Street Type - there is no separate field/box for type. Use the following abbreviations after the name:

Avenue	Ave	Drive	Dr	Parkway	Pkwy	Terrace	Ter
Boulevard	Blvd	Lane	Ln	Place	Pl	Trail	Trl
Circle	Cir	Lot	Lt	Road	Rd		
Court	Ct	Parcel	Pcl	Street	St		

Unit#/AddlAddr - could be used for Apartment, Suite, etc.…

County -   ** Make sure for Menominee MI you select Menominee MI - there is a Menominee WI
                 If the county is not in the list, please contact MLS Admin / Metro to have it added. All
                 WI counties should be in the list and several in the UP of Michigan.

Municipality - Taxing: Should be on the tax bill or GIS system. Make sure you verify!
State - WI or MI
Zip - mailing zip code - look on tax bill or go to www.usps.com to look it up

<u>Tax Key Number</u> -   Marinette County are to be entered with no - or . in them (dash or period) You MUST
    enter the entire ID, do not leave off any Zero's! Example: 024-00848.001 enter as   02400848001
    For other counties like Oconto, & MI listings, enter all numbers and letters.   All WI counties should
    pull up the WireData tax info, if it does not please check with Metro support.

Notes for Address:

Look at the tax bill or Wire data - what ever it says on the tax bill or in Wire data is what you use!
The address may look funny, but it's the only way to match up the tax info in the MLS and properly
map and geo code the property. Highway and County Roads its critical you look them up!

Example: For this property, Hwy 64 must be typed in as " State Road 64" or it wont match or come up.

Geo Coding   Once you are done with the address and hit next, you will have to geo code the property.
    A map will come up, if it comes up on the property you can use that location, if it does not, then you
    have to manually locate the property by clicking and dragging the map so the property is under the
    push pin.   It is a REQUIREMENT you property locate your listing.

Main Fields Tab: Active or Delayed

Active   Property is listed, its available to show, Seller is ready to look at and accept offers

Delayed   This is for property that you have listed, but the Seller wants to delay showings for a bit.
Property must have a signed listing contract, Seller must indicate what date showings can start.
Listings can be delayed in the system up to 15 days and no more. Delayed means NO SHOWINGS by
anyone, including the listing office/agent! This also means Seller is not ready to look at or accept offers.
See the Delayed Status detail sheet for more info. Hefty Fines Apply for agents to misuse this!

<u>Location</u>   **Postal Municipality is the City used for the Mailing Address. Check the Tax Bill or with Seller
<u>Taxes & Dates</u>
        Taxes - round up to the nearest dollar
        Tax year - the year of the tax bill or GIS you are referencing the taxes from.
            ** Remember to update your listings every January with the new year and amounts
        Parcel 2 etc.…   Enter any additional parcel numbers here.
        Est. Acres - verify off the tax bill or GIS system.
        Zoning - per the Seller / Municipality / Tax Bill
        Listing Date and Expiration Date are the <u>dates that are on the listing contract.</u>
<u>Listing Information</u>
        Sub Agent & Buyer Agent Commission
        Enter a Number first - either the dollar amount or the percent number
        Type - next box select if it is $ or %
        Broker Owned - if Broker or Firm own the property
        Names Prospects - Protected Buyers
        Electronic Consent - if seller has signed a consent for electronic delivery and/or signatures
        Excl. Agency Contract - means this listing was exclusive to the listing Broker/Office Only
        Vary Commission - if it is a Variable Commission
        Limited/Unservices - Limited Service Listing
**   Owner - is required** even though this field is not pink!   Last name of Owner
        Property Pin - is exclusive for the listing office for Office Number Listing or what ever

<u>Property Information</u>

        # of Rooms - is not required but it does help the appraisers if you fill this out.

        Bedroom - legal bedrooms. Not walk trough's or below grade unless meet requirements.

        Enter all the bathroom fields that apply.

              Full bath is a Shower Only, Tub Only, Tub Shower Combo. Half is toilet and or sink

        Est. Year Built - Ask the Seller, look at old appraisal, call the assessor.   Check assessordata.org

**   **Est. Total Sq. Ft. - is required - all levels of finished square footage.**

**   **Est. Fin AboveGr SqFt - is required   All above grade finished square footage.**

**   **Est. Fin BelowGr SqFt - is required   All below grade finished square footage.**

**   **Est. Unfin BelowGr SqFt - is required   Total below grade or basement unfinished sq footage.**

[Est. Total Sq. Ft.]		
[Source Total Sq. Ft.]		
Est Fin AboveGr SqFt	Required	
Source Above Gr SqFt		
Est Fin BelowGr SqFt	Required	
Source Below Gr SqFt		
Est Unfin Below Gr Sq Ft	Required	
Source Unfin Below Gr SqFt		

*   0 is a valid value.

* Sources should also be filled in

        Garage Spaces - is how many vehicles can actual park inside.   If there is no garage put 0

        Garage Type - Attached, Detached, or None

<u>Schools & Misc.</u>

        School District - will generate based on the municipality entered

        High, Middle, Elementary: Enter as applicable.

        Subdivision - if there is actually a subdivision name. You may enter it.

        HOA Dues/Year - Home Owners Association Dues, enter yearly amount.

**   **Body of Water - <u>IS REQUIRED if the property is actually on water.</u>** You need to enter the

           proper body of water name! Look at a map. The Bay is actually Green Bay.

           There is no Lake Michigan in this area. Look all up and their spelling.

           <u>If there is no name, such as a private pond, enter Private or No Name</u>

<u>Directions, Showings, Remarks</u>

        Directions - all country properties must have directions. City property can or just put City

        Showing Info - specifics you want any showing agent to know. Will transfer to Showing Time.

        Public Remarks - is what the public will see! No branding, no phone numbers, no web sites

        Private Remarks - only other Realtors will see this info. Any details you want them to know.

        Inclusions - enter everything included by a comma.

        Excluded - enters Sellers Personal Property & list anything specific.

        Negotiable items - can be listed under either section but indicate Negotiable.

DETAILS TAB: In this section you will check box all that apply under each heading.

   Type   ** Type of Construction must be check marked and also a choice selected. REQUIRED**

        Waterfront property - check the box next to "Waterfront On Lot"

        This is also where you mark **Shore land Zoning or Waterfront Access**

Waterfront Features - select all that apply

Lot Description - select all that apply   This is where you select **"Wetlands"**

Style - select the one that best describes the property

Architecture - select the one that best describes the property or Other
Rest of the fields are self explanatory

ROOMS TAB:
Very limited on Rooms and no description available.
Select Level: M - Main   U - Upper   L - Lower/Basement

BROKER DISTRIBUTION TAB:
Seller Opt out section - Check mark those that apply.
Broker Listing Distribution - both should be checked unless you do not want this listing to be syndicated.
Excluded listings should be agreed to in writing by Seller.

ADD LISTING - SAVE AS INCOMPLETE
** **We suggest you first <u>save the listing as incomplete.</u>** This will allow you to enter all your photos and documents, edit anything necessary before it is sent live to the MLS and syndicated sites. If you add listing right away, it is possible the syndicated sites will be missing data until the following day

If you Add Listing, it will be live right away!   You still need to edit and add your photos and documents.

Add: Photos and Documents
Documents Required:
<u>Listing Contract</u> - Required for all listings and all property types. No Exceptions.   Must remain in MLS.
          If not in the MLS, listing is considered incomplete and will be fined and or withdrawn.
<u>LC Amendment is Amendment to Listing Contract</u> - Required when MLS data is changed. Price Change
          Expiration Date, Withdrawal, Cancellation. All are to be entered and all to remain in the MLS.
<u>RECR & Add S / Lead Based Paint</u> - Required if they are provided by the Seller.
<u>Vacant Land</u> - Map is required. Either Survey or GIS.
<u>Other Documents</u> are optional. There are a lot of different types you can provide. You can also use
          some documents names multiple times such as Survey for CSM, Plat, GIS…

*** Listing Contract and LC Amendment are confidential and only seen by the agent/broker & Admin.
          All other documents are public and visible by everyone.

Photos:
Required Photos: All property types, one main photo is required.   Vacant Land can be Aerial Photo.
          Residential, 2 Family, Multi Family, Condo, Commercial - one photo of the front of the house
          or buildings required. Does not have to be the main photo until it is sold.
Sold Listing: All entered photos are to remain in the MLS. The main photo of Residential, 2 Family,
          Multi Family, Commercial - when sold has to be of the front of the building/house.
Copying Photos - is strictly prohibited with out written permission of the other agent/broker.

MLS Rules for Photo's in the MLS are as follows:

*NO signs in pictures
*NO branding on photos by the office or agent
*NO wording or writing on Pictures except a date stamp
*NO photos can be copied from another office/agents listing without written consent of that office broker/agent/participant.
*Photo provided to the office/agent by seller are the property of the seller and while in the MLS fall under the rules where within, and trademark rules. Seller has full authority to provide those same photos to other office or agents for marketing and MLS purposes.
*Only pictures of the actual property being sold, no local land marks or amenities!!!
Game animal photos are allowed if they are of game taken on the actual property, all game photos should be tasteful and not graphic, and/or make the photo black and white.
*NO editing of photos to make them misleading. NO photo shopping to add items. ** We caution the use of zoom or wide angle lenses.
*One Super imposed photo is allowed, only up to 2 photos and only for the main photo.
*All listing required 1 main photo – all property types. 1 Exterior photo of house/building/land. Vacant land can be of the property or an aerial photo or map.
*Once photos are entered into the MLS, they may be edited, switched out, changed, but upon a listing being sold, withdrawn, cancelled, or expired photos are to remain in the MLS and are not to be deleted. (keep in mind the history will show if photos are deleted so no one can say they were never entered)
Land listings require a map, either as a photo or document (If the map is attached as a document, land listings must still have a photo of the property in the system)
*NO photos shall contain people in them.
Unlimited photos are allowed, however consider the scale in which you do this, only the first 25 are syndicated through the MLS.
*Blurry photos, sideways photos, duplicate photos, are NOT allowed. You will be asked to remove them.
*FSBO and Single Party Listings entered into the MLS require 1 main exterior photo. Additional photos are optional but once entered fall under the same rule as above.

Rules of Procedure read as follows:
All Photos and Documents (for all listings types and status) are considered historical data of the MLS and shall not be removed upon a status change or the sale of the property. If a subscriber removes the photos or documents after the sale, withdrawal, or cancellation of a property, fines will be assessed in the same manner and amount as those associated with incomplete listings. Photos and Documents of a listing while active, maybe updated, edited,

Activating Listing

If you save as Incomplete, once photos and documents are in, you have to go into Listing Information & then save as complete. This will put it live in the MLS and out to all the syndicated sites and IDX

You can start a listing, save as incomplete an come back to it later. Incomplete listings are found on your dashboard, under menu, under Incomplete.

After a listing is Active - it will automatically be sent to any IDX feeds and internet sites that we syndiate to. Anytime you update a listing with new data, photo's, price… the next cycle or update will send the new info out to all the IDX and syndicated sites. You should watch for accuracy. If a listing is not updating on the internet, send the listing number to Metro Support, ask them to re-push the listing and make sure it updates properly.

IDX and internet sites are updated many times through the day.

Details on Other Property Types:

Two Family - is exactly that - 2 units in the building, any more you must use Multi Family
   Address Tab: follow the same instructions for residential.
    when there is more than one address on the building, use the address indicated on the tax roll.
   Main Fields Tab:
   Conforming Use: Is properly zoned for 2 or multi family use. Or is being used non conforming.
   Unit: there are specific fields for each unit, Unit 1 and Unit 2 Or U1 & U2
   Rest of the Main fields are similar to Residential.
   Details Tab:
   Select all boxes that apply. These fields are self explanatory.
   Do not forget to fill in the square feet for each unit, Unit 1 is on the Main Fields Tab and Unit 2 is in the
    details tab. Also the heating, rent, security deposit… etc.
   Rooms Tab: Self explanatory #1 is Unit 1 #2 is Unit 2

   Suggest you save as incomplete, update your photos and documents, check for accuracy and then save
   the listing or Add Listing so it goes live.

Multi Family - 3 or more units.
   Address Tab: follow the same instructions for residential.
    when there is more than one address on the building, use the address indicated on the tax roll.
   Main Fields Tab:
   Total Units - total number of rental units in the building.
   Parking Inside - number of inside parking spaces such as garages or underground garages.
   Parking Outside -number of outside parking spaces
   Details Tab:
   There are a lot of required fields that you need to talk to the owner about in order to answer.
   <u>Miscellaneous Section</u>: 0 is acceptable for some of these fields if the seller did not provide the info.
   Read through each section carefully and check mark all boxes that apply.
   DILHR - does the property have a DILHR certificate.
   Code Comp - Code Compliant - is the property code compliant

Condo - All condo listings are to be put in under Condo NOT Residential
   Most fields are very similar to Residential.
   There are some specific questions that pertain to the condo such as Name, # of Units, Pets Allowed,

Vacant Land - General & Address tab are basically the same as Residential
   Main Fields:
   Occupancy Permit required. Will usually be no unless there is an actual dwelling.

[Occ. Permit Required]	N ▾
Price/Acre	
[1 Story SqFt Min]	
[2 Story SqFt Min]	
[2 Story 1st Flr SqFt]	

   The bottom 3 fields pertain to deed restrictions on minimum square footage if a Buyer builds on the
   property. You will have to check to see if there are deed restrictions on square footage.

Comm/Industrial - For all Commercial or Industrial listings.
> Main Fields Tab:
>> Bus/Com/Ind - what is the intended use for the real estate, Business, Commercial or Industrial
>> For Sale/Lease - we do not allow rentals in the MLS, so this should be For Sale
>> Parking - number of parking spaces on the property or servicing the property
> Details Tab:
>> There is a section on Financial Info. Check with the Seller and fill out those that apply.

Residential Rental - We do not allow rentals in the MLS. Do not use this property type.

UPDATING THE STATUS OF LISTINGS

Active With Offer - Property stays in Active Status, Property is still being Shown, and Seller is still looking at or accepting secondary offers.

Pending   Property has an accepted offer, Seller is not allowing any more showings and will not look at or take any secondary offer.

Bump Clause: You have two options, you can show it Active With Offer and in the Private Remarks indicate there is a bump clause and how long it is. Or - you DO NOT have to show the listing Active With Offer - you can leave it Active, but then in the private remarks you MUST indicated there is an offer with a Bump Clause and then indicate how long of a bump clause. Agents need to know because they have to write their offer as secondary!

When Updating a listing as **Active With Offer** - when you edit your listing, you do not select Pending You Select Edit Current Status (Active)   This is where you select Active With Offer, also select if there are contingencies.   **Active With Offer Date is the date the offer was accepted!**
Pending is also the date the offer was accepted.

Changing the Status of a Listing:
> **Active With Offer**
> Click on Edit Listing
> Under Status, Click on "Edit Current Status (Active)
>
> Under Contingent, Click the down arrow to the right
> Click on "With Offer"   This must be checked
> Check mark the box next to Active With Offer Date
> Enter the date in the next box.
> Click on Save

Expiration Date *
Must match TERM OF THE CONTRACT dates from Listing Contract-line 312

| 12/31/2018 |

Contingent

| With Offer | ▾ |

Fallthrough (BOM) Dt

| Select a date... |

✔ Active W/Offer Date ⓘ

| 08/27/2018 |

Active w/Offer Date is only required when Contingent.

$185,000 W1459 Autumn Wood Ln Peshtigo, WI 54143 **Active** / 1602234 ▾ **C**

In The system the listing will look like this!
Shows Active, you do not actually see it say Active With Offer You will see the lower right Yellow Box with a C in it. This means there is an accepted offer with contingencies.

If there are no contingencies, you will still need to leave the listing contingent to keep it in Active Status Until you are ready to put it in Pending Status.

If the Seller is no longer showing the property or accepting secondary offers, then you update the listing and it MUST BE PUT IN PENDING STATUS.

Pending: Edit Listing, Under Status Select Pend Listing,   Enter the accepted offer date. You are basically taking the listing out of Active With Offer and making it Pending.

Showing Property Closed, DOM & Selling Agent

In Metro, **DOM (Days on Market)** is list date to accepted offer date, not close date.

Sold Date is the actual date the property closed.

All Other Fields when showing a property sold or closed are self explanatory.

Sellers Concessions - Fill in if applicable. Indicate what the concessions were.
   If there was work done or non standard concessions, agents can update the private remarks in the listing.

Selling Agent - is not listed or reported until the property is closed.

Single Party Listings and FSBO Mnt allows Single Party Listings to be enters as comps after they are closed!   FSBO can be entered, but Agent must either get a Single Party Listing Contract or be a Buyers Agent for the Buyer. In either case, the agency contract is required to be filed with the MLS.

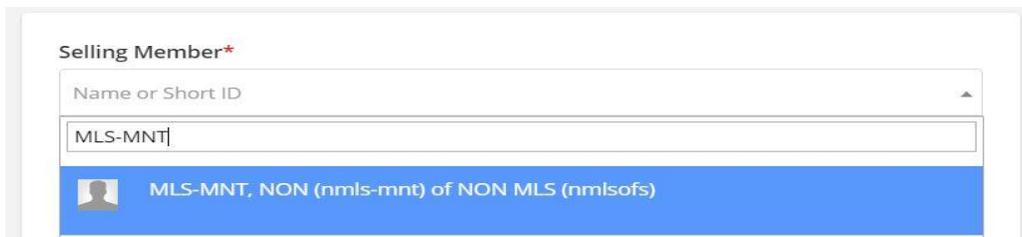**Closed Listings can only be reported ONCE in the MLS**
 If you have a property entered into the system under two different property types, only ONE can be shown sold. Pick which ever property type depicts what the Buyers use was going to be. Both listings should NOT be put under Active with Offer or Pending - only ONE should be, the other should be Withdrawn. If the offer falls through, that listing can be activated again.

12 Days to Edit Sold Listings
Once you show a property sold, you can only go back into the listing up to 12 days to make any changes. After 12 days you will have to contact the Admin or Metro Support to make any corrections or changes.

* note - if you are putting FSBO or Single Party Listings In - there is no time frame to enter them. But if you back date them to the actual listing, pending and sold date, once you update the status to sold, you will be locked out of the listing to do any additional editing. Save the listing as incomplete, make all your updates and changes, then activate it, show it pending and then sold.

NON MEMBER SELLING AGENT   Use the below profile to show an agent as the selling agent when they are not a member in the system.