

Tips and notes for the conversion

WEBSITE: Debbie has been updating the MCBOR website with information. Check this page FREQUENTLY! The main MLS Dashboard information will be posted here. So important updates and information will be put on this site. Bookmark this page for ease of access. Everything conversion related is can be found at:

<https://www.mcbor.net/mls.html>

Listing Date is not available to be seen by anyone except the listings agent/office. You will however see the DOM – Days on Market. You will not see the date any listing expires either, except your own listings. Once expired, the status change date will be updated.

Brokers – how to opt in for List Hub and Syndication on Metro: go to mcbor.net - MLS tab scroll down and click on Broker Syndication. Please review and make sure to read the reference guide and understand your options!!!

For clarification: **Multi Family** is 3+ units, 2 Family is just that, 2 units or a duplex. Buildings that are commercial spaces with rental units above are commercial listings.

Brokers & IDX USERS: IDX being taken care of behind the scenes with Metro's team. If on the 12th or 13th you have issues with listings not loading to your company web site, please contact Chuck DeTroye at Metro at chuckd@metromls.com. New rates or fees for IDX or Rets feeds may apply. An email was sent out on 7/10 with rate information. All questions about IDX should be sent to Chuck DeTroye at Metro.

REMEMBER: All listings will get a new MLS number! Update your Files Accordingly.

The new version of the Marinette **BLRM** will be out soon! Remember our rules apply for dates and deadlines and fines. We will clarify these on the BLRM.

PORTALS: The old version of the portal is now the default (in the MET System). METRO recommends you using the old version until all the bugs are worked out of the new version. If you wish to use the new one anyway, follow this path to make the change: Menu>Portal Preferences> Other (Under Other you can switch between the portal version you would like)

PRIVATE REMARKS: Data that no longer had a valid field to convert to, dropped into private remarks. Look through your listings to see if you need to update your descriptions to include any of these details.

BATHROOMS: All Bathrooms will need to be **updated in all listings:** Full or Half. That is it. Full is Tub/Shower, Just Tub, Just Shower, Half is Toilet or Toilet & Sink. The system also has it split by what level.

Property Status Types:

- a. **Active Listing:** Property is available to be shown and seller will look at /accept offers. There is no more putting a listing in Active status in the MLS but the Seller is not allowing showings yet. Active is exactly that – Active and ready to show! If a Seller wants to get it listed and paperwork done, but needs time to finish projects or prepare the house – then the listing is entered in the MLS as Delayed.
- b. **Delayed Listing:** No Showings by anyone including listing office until a certain date indicated by the Seller, but no more than 15 days out from contract date. During this time, Seller is not looking at offers and are not showing the property. See attached details on Delayed Listing Status. This is new for Mnt. Fines apply to those that violate Delayed Status. Seller must indicate in writing in the listing contract to delay a listing. We will be following Metro's version of fines for violations on Delayed Status! Delayed is to be initiated by the Seller, this is NOT for Realtors to ask the Seller to do in order for the LA or LO to pocket the listing or have more time to find a buyer! You will be fined! Delayed is when the seller wants to go ahead and get the documents done, but still need time to finish up projects or get the house ready for showings. There is NO MORE *property cannot be shown until* for Active listings – Delayed must be used.

Accepted Offer Status Types:

****NO PEND STATUS IS ELIMINATED****

All listings with accepted offers must be reported as either Active with Offer or Pending:

- a. **Active With Offer:** Seller is still showing and accepting secondary offers. Listings do not fall off internet sites, it is still Active, but notifies other Realtors there is an offer on it. Either with or without a bump.
- b. **Pending:** No more showings and Seller will not accept Secondary Offers.

Photo Rules Change: Min of 1 main photo of the exterior of the home/building is required, photos cannot be removed once the property status changes (withdrawn, cancelled, or sold). Photo's are considered historical data to the MLS once entered. Anyone removing photo's will be fined accordingly!

Sellers Name is Still Required even though the field is not red or pink.

Non MLS member sold by: Use MLS-MNT, NON Make sure you use the MNT one! An email was sent with more detailed information on this on Monday 7/9

Room levels: no more numbers: M main U upper L lower B basement Update your listings to reflect this in MET

New Field: Named Prospects: If you have named exceptions to the listing contract. Excluded Buyer(s) or protected Buyers.

Exclusive Agency Contract: this allows the seller to still procure their own buyer without owing the listing broker a commission. Mark this NO if the listing is a standard Exclusive Right to Sell.

Total Number of Rooms is required. Count them or contact the assessor.

There are more fields to enter data:

- a. Public Remarks – 800 characters
- b. Private Remarks – this was our agent to agent remarks, private from public, where you can indicate specific things the other Realtors might need to know or let their Buyers know.
- c. Showing Instructions – instructions for showings only – also enter this data into Showing Time.

UPAR Guest Pass Should be done by the end of the month. Details to follow!

Our Time Frames and Fees will remain the same as they have been. The only changes to our fees are:

- We will follow Metro's fee schedule for those violating the Delayed Listing option
- Photos SHALL NOT be removed, our normal fee schedule for incomplete listings will be used for violations here. \$20 and then \$5 per day until corrected, max fine of \$50. Repeat offenders are subject to additional reprimand by the BOD.

The Public MLS search that was on the MCBOR web site has been removed. The public search site is wihomes.com and we will have a link put on the web site.

We do not have an exclusion Form for the MLS. This is if the Seller is wanting their listing excluded from the MLS or internet sites or their name confidential, Seller written instructions as such needs to be on the listing contract. Since there is not listing in the MLS to upload it to, it needs to be emailed to the MLS.

Type of Construction of Home: Ours system was Stick Built, Manufactured, Modular - This detail in the Metro system is different.

ALL HOMES ARE CONSIDERED STICK BUILT, unless you check a box to indicate that it is a Mobile/Manufactured. You are required to indicate if it is Mobile or Manufactured. In the future, they may add a box for Modular / Sectional. Mobile or Manufactured is all homes that have a serial number and or a HUD plate. Make sure you understand the difference and how to identify them. A Modular or Sectional home is considered stick built in the Metro system.

When entering or searching, under the EXTERIOR TAB, under ARCHITECTURE, in this section there is a box to check if it is manufactured. You can also search by this field.