

YOU ARE A TEAM.....NOW WHAT?



Now that Metro MLS has transferred all Team Member Listings to the Team, it's your responsibility to enter a specific Team Listing Contact for each listing. This field can be found on the **Main Fields** page of the **Change Listing Screen**

Office/Agent Information		
Team Listing Contact	Frank Beans, 414-778-5400,frank@metromls.com	TEAM USAGE ONLY - Team Listing Contact (TLC)

- **Assign a Team Listing Contact (TLC)** for each of the team listings.

Team Listing Contact Field is a free form (50-character limit & comma delimited for future use – Name, email address, phone number). This field currently does not go out to 3rd party websites. We are in the process of making this available to vendors. It will be up to the vendor to implement.

Limited/unserved: NO	named prospects: N	expiration date: 03/01/2020
Listing Office: Keller Williams Realty-Milwaukee North Shore: keller4 Ph: 414-962-3605 Fax: URL: http://www.kwMilwaukeeNorthShore.com	Team Listing Contact: Will Stalle, wstalle@kw.com, 414-460-8855 Listing Agent: Stalle Realty Group* : stalleteam Ph: 414-967-7900 Cell: Fax: Email: mstalle@kw.com	LA Address: 205 E Silver Spring Dr Whitefish Bay, 53217 LO License #: 937586-91 LA License #:

The information contained herein is provided for general information purposes only. If any of the above information is material or being utilized to determine whether to purchase the property, the buyer should personally verify same or have it confirmed by a qualified expert. The information to independently verify and

- **Incomplete listings**

If an agent has started an incomplete listing prior to the Team going live, that agent or Team Assistant can change the Listing Agent to the Team. After that change, save the Incomplete Listing and now all team members will have access to this incomplete listing.

- **Have you received an email from ShowingTime?**

Click the link included in the email from ShowingTime. If you do not click the link, your agent profile will not link to the Team in ShowingTime. Once you have confirmed this Team membership in ShowingTime, you will have access to all the Team listings ShowingTime appointments, directions and information.

- **Update the Team Listings in ShowingTime.**

Each specific team listing that has been entered prior to the Team going Active, must be updated in ShowingTime. From each Team Listing, click on the **Edit Listing**.

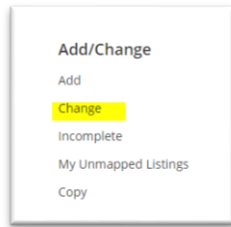
The image shows two screenshots from a real estate software interface. The left screenshot, titled "Active Team Listings", shows a table of listings. One listing is highlighted with a red circle around the "Active / 16 / 1353" status. An arrow points from this listing to the right screenshot. The right screenshot, titled "Scheduled Marketing Activities", shows a list of activities: "Open House", "Tour of Homes", and "Enable/Disable ShowingTime". The "Enable/Disable ShowingTime" activity is highlighted with a yellow background. A text box between the screenshots says "Then click on the **Enable/Disable ShowingTime** button." with an arrow pointing to the highlighted activity.

A black box will appear at the top of the ShowingTime listing. Click on **Save Changes** and the ShowingTime access to the Team Listing will be updated.

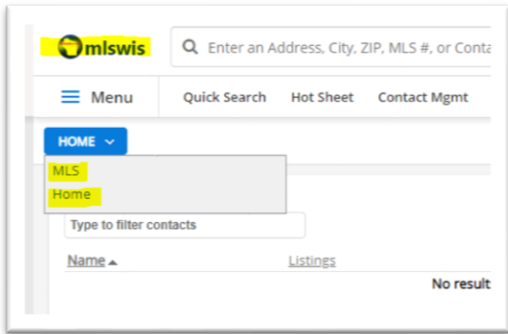
The image shows a screenshot of the ShowingTime Appointment Center interface. On the left is a navigation menu with "Home", "Messages", and "Showings". The main content area shows a listing for "3018 N Downer Ave, Milwaukee (1637435)". A black box at the top of the listing contains the text: "The instructions for this listing are not complete. We've gone ahead and filled in your notification preferences; please verify these are correct for this listing, make any other changes to the listing, and click 'Save' to complete your instructions." Below this text are two buttons: "Save Changes" (highlighted with a red circle) and "Undo Changes". Below the black box are tabs for "Default Configuration", "Restrictions & Exceptions", and "Listing Data".

- I need to Edit a Listing now that I am in a Team!

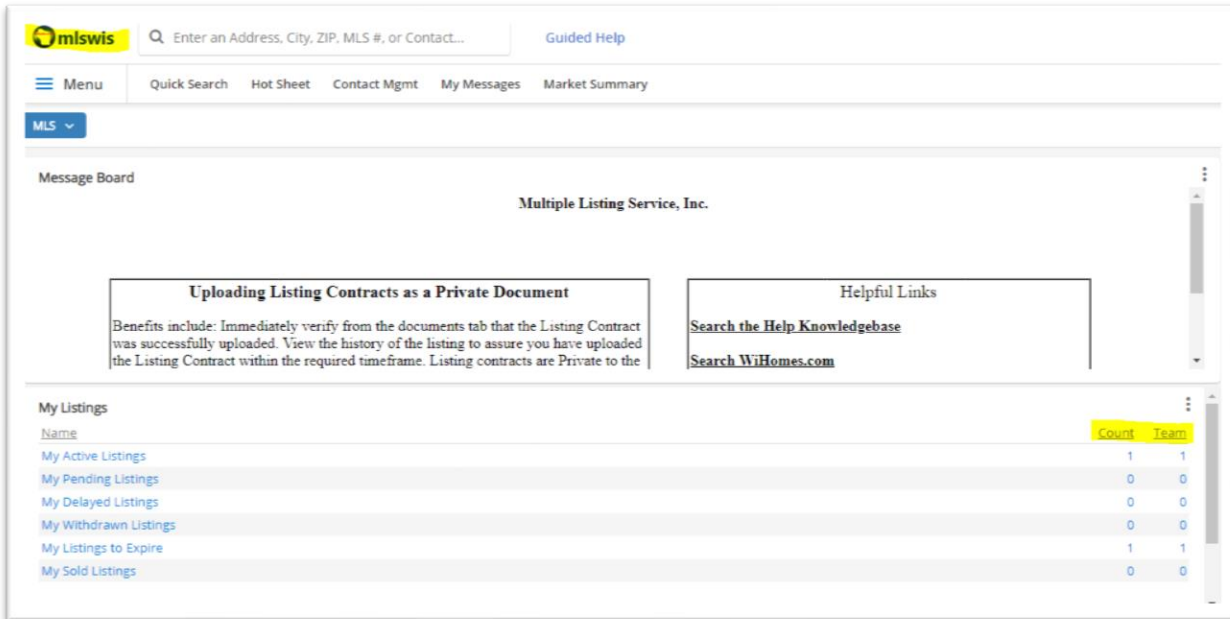
When an agent has a listing to update that is their own listing, the agent can use the Change/Edit screen.



When there is a TEAM listing all changes will need to be done through the **DASHBOARD**. In the **My Listings** gadget, is available in both the **MLS** and the **HOME DASHBOARDS**.

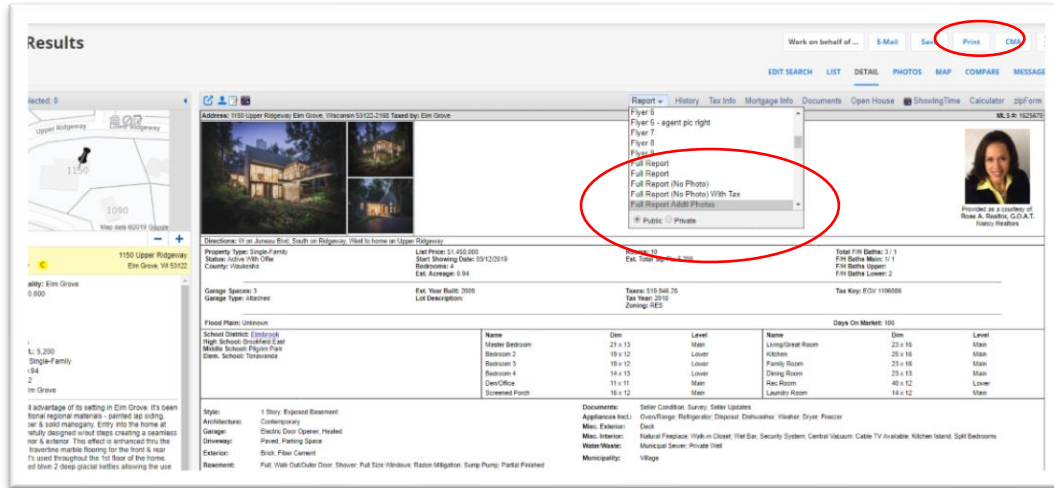


In the My Listings Gadget, each Team Member can see the 2 columns **COUNT** and **TEAM**. Click number below the word TEAM to access all TEAM listings.



- **To send out a Report to Clients for a Team Listing.**

To generate a public or private report, click on **Full Report Addtl Photos** in the report drop-down at the top of the Listing, selecting Public or Private.



Then Press Print.

Address: 1150 Upper Ridgeway Elm Grove, Wisconsin 53122-2168 **Taxed by:** Elm Grove MLS #: 1625670

11430 W. North Avenue
Wauwatosa, WI 53226
Phone: 414-776-5400 150
Fax: 414-776-6143
Email: angela@melromis.com
http://www.melromis.com

Provided as a courtesy of
Rose A. Realtor, G.O.A.T.
Nancy Realtors

Directions: W on Juneau Blvd, South on Ridgeway, West to home on Upper Ridgeway

Property Type: Single-Family **List Price:** \$1,450,000 **Rooms:** 10 **Total F/H Baths:** 3 / 1
Status: Active With Offer **Start Showing Date:** 03/12/2019 **Est. Total Sq. Ft.:** 5,200 **F/H Baths Main:** 1 / 1
County: Waukesha **Bedrooms:** 4 **Est. Acreage:** 0.94 **F/H Baths Upper:** 1
F/H Baths Lower: 2

Garage Spaces: 3 **Est. Year Built:** 2009 **Taxes:** \$19,846.28 **Tax Key:** EGV 1106086
Garage Type: Attached **Lot Description:** **Tax Year:** 2018 **Zoning:** RES

Flood Plain: Unknown		Days On Market: 106				
School District:	Name	Dim	Level	Name	Dim	Level
High School: Brookfield East	Master Bedroom	21 x 13	Main	Living/Great Room	23 x 16	Main
Middle School: Pilgrim Park	Bedroom 2	19 x 12	Lower	Kitchen	25 x 16	Main
Elem. School: Tonawanda	Bedroom 3	19 x 12	Lower	Family Room	23 x 16	Main
	Bedroom 4	14 x 13	Lower	Dining Room	23 x 13	Main
	Den/Office	11 x 11	Main	Rec Room	40 x 12	Lower
	Screened Porch	16 x 12	Main	Laundry Room	14 x 12	Main

Style: 1 Story, Exposed Basement **Documents:** Seller Condition, Survey, Seller Updates
Architecture: Contemporary **Appliances Incl.:** Oven/Range, Refrigerator, Disposal, Dishwasher, Washer, Dryer, Freezer
Garage: Electric Door Opener, Heated **Misc. Exterior:** Deck
Driveway: Paved, Parking Space **Misc. Interior:** Natural Fireplace, Walk-in Closet, Wet Bar, Security System, Central Vacuum, Cable TV Available, Kitchen Island, Spill Bedrooms
Exterior: Brick, Fiber Cement **Water/Waste:** Municipal Sewer, Private Well
Basement: Full, Walk Out/Outer Door, Shower, Full Size Windows, Radon Mitigation, Sump Pump, Partial Finished **Municipality:** Village
Heating Fuel: Natural Gas **Accessibility:** Bedroom on Main Level, Laundry on Main Level, Full Bath on Main Level, Open Floor Plan, Ramped or Level Entrance, Ramped or Level from Garage, Level Drive
H/C Type: Forced Air, Central Air

Bath Description: Off MBR, MBR Bath Walk-in Shower, At least one Bath tub

Remarks: This home takes full advantage of its setting in Elm Grove. It's been constructed of traditional regional materials - painted lap siding, Lannon stone, copper & solid mahogany. Entry into the home at every point was carefully designed w/out steps creating a seamless transition btwn interior & exterior. This effect is enhanced thru the choice of the same travertine marble flooring for the front & rear entry walkways that's used throughout the 1st floor of the home. The house is situated btwn 2 deep glacial kettles allowing the use of floor to ceiling glass windows w/out divide on the entry level to create a sensation of living in a street level aerie. The consistent use of limited finish materials extends this visual harmony enhancing the concept of home structure as work of art.

Inclusions: Entry Hall Table w/LED Light, Oven/Range, Refrigerator, Dishwasher(x2), Disposal, Washer, Dryer, Extra Freezer and Refrigerator in Laundry Room, Home Warranty

Exclusions: Seller's Personal Items, Picture Hanging Rails, Draperies Throughout, Master Bedroom TV Mount and Bedside Lamps, Master Bath Magnifying Mirror, Key and Electronic Safes, Remote Operated Security Cabinet Lock, Microwave, Toaster Oven

Listing Office: Keller Williams Realty-Milwaukee North Shore - Keller **LO License #:** 937566-91

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 Provided by Rose A. Realtor, G.O.A.T. on Wednesday, June 20, 2019 11:01 AM

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