MLS PROCEDURES

ADDING A LISTING

Active Listings

The MLS uses profile sheets for data entry into the Flexmls computer system. Properties are divided into seven categories: (1) Single Family, (2) Two Family, (3) Vacant Land, (4) Multi-Family, (5) Condominium, (7) Commercial/Industrial, (8) Residential Rental. These profile sheets are available from the MLS office or online from the Flexmls system or at MetroMLS.com . According to section 1.0 of the MLS Rules you are required to submit, to the Service, any non-broker owned residential listing located in the state of Wisconsin within 1 business day from midnight of the contract date This requirement takes effect Jan. 1, 2027.New construction is required to be submitted after occupancy can be given. There is no listing fee for listings entered by members. Listings entered by MLS staff will incur a listing fee at the then current rate.

If a property is a single-family condo you may either enter it in the Condominium category as type = "Single Family Detached" or in the Single-Family category as type = "deeded Condo". **YOU MAY NOT ENTER IT IN BOTH CATEGORIES**. If the property is entered into both categories the MLS will delete the property in the Single Family category and sanctions will be levied. Traditional attached, multi-unit and high-rise condo units must continue to be listed in the condo category.

All information on the profile sheet is searchable in the Flexmls system. Please enter all information that is applicable to the property. The profile sheets are two sided and include – Main Listing Data Fields, Details, Directions, Showing Information, Public Remarks, Private Remarks and Room Sizes.

Properties to be Auctioned

Properties that are to be auctioned may be entered into the system as an Active listing, even if pre-auction showings are not available, as long as the listings include the following:

1) As with all listed properties in the MLS, cooperation is required on all Auction properties entered into MLS.

2) List Price: The opening bid for the auction, buyout price, or $1 can be used as a placeholder. When closing out an auction property in the MLS, the listing agent is responsible for changing the list price to the starting bid price. Failure to do so will result in the current sanction value.

3) Showing Info: If the property can't be shown it is required to put No Access Due to Auction.

4) Public Remarks: The remarks section is to be used to describe the property. Agent/Broker contact information may not be displayed under any circumstances. Inappropriate information will be removed and the office will be sanctioned at the current rate. Please include the Auction Status in Public Remarks to increase search ability, as well as if the price indicated is an opening bid price or buyout price.

5) Private Remarks: This is for information you want other brokers to have and prints in "Private Reports". It does not print in "Public Reports". Information such as remarks about concession type, mortgage information, virtual tours etc. can be entered here. It is also recommended that Auction information be included in this section to enhance search ability. Website information can be included here to take people to the auction site.

6) Terms/Misc: In Foreclosure/REO (Real Estate Owned), Auction must be selected for search ability.

New Construction/To be Built Listings

New Construction properties are required to be included in the compilation once the property has received an occupancy permit and is under a valid listing contract with a licensed real estate professional. New Construction properties that sell outside of the MLS compilation are required to be entered into the MLS for comparable purposes within the closing guidelines as outlined in Section 2.3 of the MLS rules.

Main Listing Data Fields: Think of Data Fields as fill-in-the-blank. Boxes that are shaded gray are optional. If you skip a required field the Flexmls system will not allow you to continue until an answer has been provided.

Office Code – An office code is only required if the MLS is going to enter the listing. Each office has its own unique code. An alphabetical Office and Membership roster is published each month and a link is available for print or review from Flexmls. Membership information is also available from the Flexmls system under **office/member**.

Agent Code - Each agent is assigned their own unique agent code. An alphabetical Office and Membership roster is published each month and a link is available for print or review from Flexmls. Membership information is also available from the Flexmls system under **office/member**. The information listed in the Listing agents **PROFILE** in the Flexmls system is the information that will appear in the listing data.

Address - Use normal spacing when entering an address - no punctuation is necessary. Street names should be entered completely as they appear in the Tax Information records. The following street tags should be used. Failure to enter street tags may result in listings not mapping correctly on the Flexmls system or appearing correctly in the History records.

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		

Enter the street name as it appears in the Tax Information records.
If the property address contains both a N/S and E/W in the address enter as follows: **N12W34467 MAIN ST**
***an actual number should be inserted, no space, for suffix examples containing (#). Lt0, Pcl2…etc.**

State - Enter the two character code used by the US Post Office.

Zip Code – Enter the five digit zip code.

County – Enter the county from the drop down menu on the Flexmls system.

Municipality - Enter the municipality on the tax records and available from the drop down menu on the Flexmls system. If the municipality is not available in the drop down menu enter “to be assigned” and the MLS will enter the correct information. The municipality to be entered is not necessarily the Post Office or zip code municipality – it is the taxing authority for that property.

List Price - Enter only the dollar amount - without dollar signs, commas or cents.

Flood Plain – Enter Yes/No/Partial/Unknown - Is the property in a flood plain area?

Tax Key Number - Enter the tax key number as it appears in the **Tax Records** program in Flexmls. If the property does not have a tax key number (i.e. new construction) enter NOT ASSIGNED.

Taxes - Round up to the next dollar amount. Use full pay amount as indicated in WireData. Enter dollars only.

Tax Year – Enter Taxes as of what year.

Lot Description - Any characters can be entered – meets and bounds, exact dimensions, approximate acreage, square footage, etc.

Estimated Acreage - Enter the actual or estimated number of acres and Source.

Zoning - Enter zoning type for this property.

Listing Date - The date the listing begins (according to Term of Contract as indicated on the listing contract). Enter numeric month, day, year. (October 15, 2010 would be entered as 10/15/10)

Expiration Date - The date the listing expires. The listing will expire at midnight on that date. Enter numeric month, day, year (November 15, 2011 would be entered as 11/15/11).

Seller Offers Concession – If the Seller is offering concessions for the purpose of home improvements or services, you may indicate this in this field.

Broker Owned - Indicate "yes" if the property is owned by a licensed real estate broker/agent. The owner is not necessarily the listing broker. If broker owned upload Broker Owned Confirmation aka MLS form 11 found under the Resources tab of MetroMLS.com.

Named Prospects – Indicate "yes" if there are named exceptions to the listing contract. This includes named exceptions to the Term of Listing Contract as well as protected buyers from previous listing agreement.

Exclusive Agency Contract – This type of listing contract authorizes the broker cooperate with brokers but also allows the seller to procure their own buyer.

Limited/Un-Serviced Listing – Indicate "yes" if the listing broker is not performing one or more items listed in Section 1.2.1 of the MLS Rules.

Owners Names – This field is not required. If the property is an "REO" or "Bank" owned, it is recommended that you indicate that or the name of the bank in this field.

Property PIN/Prompt Response ID - This optional field is used internally by offices for company specific ID schemes.

Rooms – Enter the total number of rooms. The property assessment or an appraiser can verify correct number of rooms.

Bedrooms – Enter the total number of bedrooms. The property assessment or an appraiser can verify correct number of bedrooms.

Full Baths Main - Enter the total number of full baths on the Main level. The property assessment or an appraiser can verify correct number of bathrooms.

Half Baths Main – Enter the total number of half or partial baths on the Main level. The property assessment or an appraiser can verify correct number of half baths.

Full Baths Upper - Enter the total number of full baths on the Upper level. The property assessment or an appraiser can verify correct number of bathrooms.

Half Baths Upper – Enter the total number of half or partial baths on the Upper level. The property assessment or an appraiser can verify correct number of half baths.

Full Baths Lower - Enter the total number of full baths on the Lower level. The property assessment or an appraiser can verify correct number of bathrooms.

Half Baths Lower– Enter the total number of half or partial baths on the Lower level. The property assessment or an appraiser can verify correct number of half baths.

Estimated Year Built – Enter the actual or estimated Year Built and Source.

Estimated Total Square Feet – Enter the actual or estimated Square Footage and Source. This field should not include unfinished Square Feet.

Est. Finished Above Grade Square Feet – Enter the actual or estimated finished above grade Square Footage and Source. This field does not include Square Footage located below grade (exceptions: raised ranch, split level).

Est. Finished Below Grade Square Feet – Enter the actual or estimated finished below grade Square Footage and Source. Contact the Municipal Assessor. Each municipality has their own rules for below grade Square Footage. You cannot include in this field unfinished Square Footage. (See Estimated Unfinished Square Footage Field).

Garage Spaces - Enter the number of spaces and indicate "A" - Attached, "D" - Detached, or "N" - none.

School District – Select the appropriate school district name from the dropdown menu.

High School – Select the appropriate high school name from the dropdown menu.

Middle/Intermediate School – Select the appropriate middle/intermediate school name from the dropdown menu.

Elementary School – Select the elementary school name from the dropdown menu.

Subdivision Name - Spell out the name as completely as possible, do not abbreviate.

Subdivision Dues per year – Indicate any annual dues.

Body of Water - Enter the name of the body of water only. This field should **only** be filled in if the property has deeded water frontage or deeded water access. Do not include public access. If you indicate a name of the water in this field you should indicate under Detail 1 (Type) either Water Frontage on lot or Water Access/Rights.

Estimated Water Front Feet – Enter the estimated water front footage and Source.

Directions -You are encouraged to enter directions to the property. Remember to use terms like “east, west, north and south” instead of “left or right”. If Directions are entered use clear instructions from a main street to the property as cooperating brokers may not be as familiar with the areas as the listing agent. Any inappropriate information (office name, web site, etc.) will be removed and the appropriate sanction will be levied.

Showing Info - Showing instructions should be entered here. This section does not appear on a "Public Report".

Public Remarks - Think of remarks as "free form". The remarks section is to be used to describe the property. You **cannot** enter information about you, your company, other companies, e-mail, web sites, etc. Inappropriate information will be removed and the office will be sanctioned at the current rate. You also must not enter any dollar amounts regarding concessions. The concession type is acceptable.

Private Broker-to-Broker Remarks – This is for information you want other brokers to have and prints in “Private Reports”. It does not print in “Public Reports”. Information such as remarks about the concession type, mortgage information, virtual tours etc. can be entered here. You also must not enter any dollar amounts regarding concessions. The concession type is acceptable.

Inclusions - A free form section to be used to describe inclusions in the sale of property. You **cannot** enter information about you, your company, other companies, e-mail, web sites, etc. Inappropriate information will be removed and the office will be sanctioned at the current rate.

Exclusions - A free form section to be used to describe exclusions in the sale of property. You **cannot** enter information about you, your company, other companies, e-mail, web sites, etc. Inappropriate information will be removed and the office will be sanctioned at the current rate.

Room Sizes - Room Level - The room dimensions should be rounded down to the nearest foot. After the room size, indicate the room level (U-upper; M-main; L-lower). If you enter room dimensions, you are required to indicate the level that the room is on.

Details: Think of the **Details** as multiple choice fields. All **Detail** headers with an "R" following them indicates at least one **Detail** is required for that header. The Flexmls system will not allow you to proceed until the **Details** are complete.

LISTING PHOTO REQUIREMENTS

When adding a listing in Flexmls, you must include at least one main listing photo. Under Metro MLS's transparency-focused photo policy, listing agents must disclose and document any digitally altered listing photos.

Under the requirements, agents must:

- Upload an original, unaltered main listing photo first in the photo collection.
- If an altered version of a photo is included, upload the original, unaltered photo immediately before the watermarked altered version. You must only use the Flexmls watermark feature to add a watermark to any digitally altered photo when uploading it to Flexmls.
- Include the phrase "Photos are Digitally Altered" in the Public Remarks when a listing contains digitally altered images.

An image is digitally altered when software or artificial intelligence is used to add, remove or significantly change its content. Photos can be adjusted for clarity but not in a way that changes the reality or physical properties of the image. This includes:

- Virtual staging (examples include, but are not limited to, adding virtual furniture, changing a kitchen's design or adding a fire to a nonworking fireplace).
- Modifying structures or landscaping.
- Changing views, including but not limited to removing permanent obstructions.

Not digitally altered: Standard adjustments such as brightness, contract, color, cropping or sharpening because they do not change the substance of the image.

Digitally altered photos without the required watermark will be subject to a $10 sanction if removed, and digitally altered primary photos will incur a $10-per-day sanction until replaced.

REPORTING A LISTING

After a listing has been entered into the Flexmls system it will be given an MLS number. This number is used throughout the Flexmls system, web sites and publications. Please make note of the number. You are required to submit **VIA UPLOAD,** mail or drop off, to the MLS, the following information:

1. A copy of the listing contract dated and signed by the seller(s) –any page of the listing contract that contains fillable fields and any appropriate addendums within 1 business day from the Term of Contract as indicated on the listing contract (Federal Holidays are excluded). This requirement takes effect Jan. 1, 2027.

2. An exterior photograph of the property if applicable (MLS Rules Section1.2). We prefer color photos, however, you may submit sketches, renderings, etc. Metro MLS members may upload an unlimited number of photos to the service. No wording of any kind is allowed on photos.

An acceptable primary photograph (exterior photo) shall be submitted with all residential listings (Categories one (1) Single Family, two (2) Two Family, three (3) Vacant Land, four (4) Multi Family, and (6) Condominium. If after seven (7) days (from Term of Contract) no photo is submitted, the MLS will charge the current sanction until a photo is received (section 7.0). No personal, business or office/company/franchise branding of any kind is permitted on photos in MLS. Photos that contain virtual staging must disclose the existence of the virtual staging in Public Remarks.

3. Virtual Tours must show imagery based on the property listed in service. Virtual tours may be branded with listing company name and logo and/or listing agent name. However, no other branding or contact information will be allowed on the virtual tour listed in MLS.
4. If the MLS is to enter the listing into Flexmls, in addition to the items above, we require a completed, legible profile sheet. Incomplete profile sheets will be returned and you may incur late sanctions.

The MLS checks the following information for accuracy. If you enter incorrect or incomplete information into Flexmls the MLS makes the correction and levies appropriate sanctions. Any language found to violate the Fair Housing Act will have the Agent and Broker contacted for removal of the offending language.

Failure to comply will result in the MLS removing the language and issuing a sanction at the current rate. (MLS Rules Section 7.0)

1. Address - as indicated on the contract and tax records
2. County - as indicated on the contract and tax records
3. Municipality - as indicated on the contract and tax records
4. Tax Key Number - as indicated on the tax records
5. Listing and Expiration Dates - as indicated on the Term of Contract section of listing contract.
6. Disclosures - Named Prospects, Broker Owned, Exclusive Agency Contract, Limited/UnServiced listings, Short Sale.
7. Directions and Public Remarks- may only contain information regarding directions or information about the property – you cannot enter your office/agent info, any web sites, emails, phone numbers, etc.
8. Accurate or estimated values are expected for Estimated Total Square Feet, Estimated Year Built and Estimated Acreage along with the source of the values

DELAYED LISTING

1. In addition to the other possible status specifications, the classifications shall include “Delayed”

a. The purpose underlying having a status of Delayed is:
   i. To allow a designation for those properties that are listed but that require more time to prepare for the market,
   ii. To also remove the current "no showings" with Active issue and iii. To allow for modern Marketing practices with seller consent.
b. Utilization of the Delayed status will allow for all properties to be searched by Participants using the showing date information. This removes the need for Participants to search on copious amounts of external social media sites, email campaigns, etc. and
c. Properties in a Delayed status will not be included in any IDX feeds, displayed on any IDX site, not included in any 3rd party syndication feeds nor will it be viewable on wihomes.com.

2. "Delayed" shall be defined to be those listings which meet the following criteria:
   a. Seller and Realtor desire no showings for a limited time period due to sellers preparing the property for future showings, and
   b. Seller has consented to a marketing plan from Realtor intended on generating interest in the property but not having property available for current showings.
3. Use of the "Delayed" status shall be for a period of time not greater than 21 days and shall require Sellers consent (Note: the Sellers Authorization to Delay Showings from the MLS shall be filled out in its entirety, signed by the Seller(s)/Listing Agent, and submitted to the MLS along with the Listing Agreement).
4. The "Delayed" status shall not be used or implemented to create a "pocket listing" or to circumvent other MLS policies or Rules. It is understood that, unless seller has consented to the terms of the MLS exclusion form, the listing agent or brokerage may not show a property (regardless of its status) where showings and/or ability to submit offers are not being offered to cooperative agents and brokers.
5. Refer to Section 7 of the Rules regarding liquidated damages and other related actions for any violation of the "delayed" status (use or nonuse of status, as may be applicable) or for any misclassification of a listing.
6. A property will be considered delayed under the original term of the delayed intent regardless of new listing agreement addendum or seller request.

Excluded Listing- If the seller, over concerns of protecting their confidentiality, directs the agent to exclude the listing from the MLS compellation including: dissemination of compilation, MLS authorized public websites, Brokerage IDX sites, and from ALL Virtual Office Websites (VOWs), you must submit, VIA email or fax, a copy of the listing contract and a "Request to be Excluded from Multiple Listing Service Inc." which is available online at MetroMLS.com to the MLS within 1 business day from the Term of Contract date, federal holidays excluded. This requirement takes effect Jan. 1, 2027. The only permissible intended purpose of a seller excluding a property from MLS is to allow privacy and provide additional confidentiality. Selling agents found abusing intended use of MLS Exclusion practices could be assessed liquated damages by Metro MLS. Refer to Section 7 of the Rules regarding liquidated damages. The MLS will invoice the office at the current fee. REALTORS® shall cooperate with other brokers except when cooperation is not in the client's best interest as solely expressed in writing by the client without any suggestion, encouragement or proposal by the listing REALTOR®.

MLS must be notified via email (admin@metromls.com) or phone (414.778.5400) of any changes to the status of an excluded property, including being listed as part of the MLS Compilation. Failure to notify the MLS will result in the appropriate sanction (MLS Rules Section 7.0 A5

Properties being excluded from the MLS Compilation are not be publicly advertised
Participants/Subscribers have 1 (one) business day to enter the Excluded Property into the MLS Compilation once advertising of the property has begun. Failure to enter the listing into the MLS Compilation within 1 (one) business day of a property being advertised will be sanctioned the current appropriate sanctions as outlined in Section 7 of the MLS Rules.

New Construction Listings
New Construction properties are required to be included in the compilation once the property has received an occupancy permit and is under a valid listing contract with a licensed real estate professional. New Construction properties that sell outside of the MLS compilation are required to be entered into the MLS for comparable purposes within the closing guidelines as outlined in Section 2.3 of the MLS rules.

One Party Listing/Sold Information Only

Sold Information Only: (i.e. one parcel in a subdivision of twenty) you should submit the required paperwork as you would with a new listing (including photo) after it closes. After the listing is entered into the computer system and given an MLS number, immediately change it to a SOLD status. Listings entered after 4 months of the expiration date will need to be closed by MLS staff for a $10 administration fee.

One Party Listing: You are required to report sold information for all One Party Listings within the timeframe specified in MLS rules 2.3. Follow the procedures for adding a listing, Include in public remarks "one party listing". After the listing is entered into the computer system and given an MLS number, immediately change it to a SOLD status.

FOR SALE BY OWNER (FSBO): Submit the required paperwork-Buyers Agency Agreement (including photo) after it closes. After the listing is entered into the computer system and given an MLS number, immediately change it to a SOLD status. Contact MLS to change the listing agent to NON MLS.

CHANGING A LISTING

Revise Information - This type of change allows you to change or update basic information regarding the listing (i.e. Main Listing Data Fields, Detail, Rooms, Map Location, Remarks). Any changes in the terms of the original listing contract must be entered into the computer system within 1 business day after written authorization from seller(s). This requirement takes effect Jan. 1, 2027. Failure to report changes in a timely manner may result in sanctions (MLS Rules Section 1.4).

Price Change - This change is used when making prices changes. All price changes will appear in the Hotsheet program.

Status Change - This type of change allows you to change the status of a listing. All status changes appear in the Hotsheet program. Members may make changes to their listings. No paperwork is required unless the MLS is to make changes.

1. **New/Active Listing** – A New/Active listing in MLS is a property that is available to Agent and Broker members of the MLS. Available meaning that the listing can be actively shown and actively receive offers. If a listing does not meet the available requirements it cannot be Active. New listings require a new listing contract. You cannot enter a listing as new with an amendment.

2. **Active W/Offer** - Indicates that the property has an accepted offer. However, the listing broker is continuing to show the property and accept secondary offers. These listings will continue to appear in active searches.
3. **Pending Listing** - The listing has an accepted offer. The listing broker is not required to continue showings. Pending date should reflect the Accepted Offer date.
4. **Expired Listing** - The listing contract has been canceled by an amendment before the expiration date.
5. **Withdrawn Listing** – If a seller no longer wants you to market or show their property, but you as the listing broker/agent do not release them from their contract, that listing should be put in as Withdrawn. While a listing is in the status of Withdrawn, it is not available for anyone, including the listing company to show.
6. **Sold Listing** - The property has sold and closed. Properties must be reported as sold within 5 days of closing or sanctions may be levied. Pending date should reflect the Accepted Offer date for the closed listing.
7. **Extended Listing** - The seller(s) signed an amendment to the listing contract extending the expiration date.
8. **Delayed Listing** – It is understood that, unless seller has consented to the terms of the MLS exclusion form, the listing agent or brokerage may not show a property (regardless of its status) where showings and/or ability to submit offers are not being offered to cooperative agent and brokers. A property may not be delayed longer than twenty-one (21) days

ACCEPTED OFFER

Accepted offers must be reported within 48 hours as either Active w/Offer (has an offer but the seller is still allowing showings of the property and is taking secondary offers) or Pending (has an offer and the seller is no longer showing the property) unless there is a "Home Sale Contingency" that includes a bump clause. Failure to report accepted offers may result in a $25 per day sanction.

Note: Short Sale properties shall indicate acceptance of an offer at the time the Seller has accepted the offer, even if the bank has yet to approve the offer as submitted.

You are responsible for the accuracy of the data you submit to the MLS. Incomplete or inaccurate listing information can result in your listing not appearing correctly in Flexmls programs and on web sites.

MLS COMPUTER SYSTEM

The MLS computer system, Flexmls, allows members to search listing and tax databases and run various computer programs and functions.

Equipment - The Flexmls system is Internet based and requires a PC and an Internet account. You will need to make certain decisions regarding the computer equipment you need and/or want or evaluate what you currently have. There is a system requirements document available online in Flexmls.

Software - The only software you need to access the Flexmls system is a web browser such as Mozilla Firefox, Chrome or Microsoft Internet Explorer. We recommend and support the last two versions of Mozilla Firefox, Chrome or Internet Explorer. To access the Flexmls system go to MetroMLS.com.

Training Classes - The MLS offers a variety of training classes for members, their associates and staff. These classes are optional, although your attendance is encouraged. There is no charge for these classes. However, reservations are required as these classes are "hands-on" and space is limited.
Registration is available online at MetroMLS.com. There are system manuals available online in Flexmls and at the MetroMLS.com web site.

Internet - The MLS publishes property listings on two web sites. The first web site, www.wihomes.com is the MLS regional site and displays all categories of properties. Listings and picture information are updated twice daily. The second web site is www.realtor.com. This is the official web site of the National Association of Realtors and is updated periodically throughout the day. MetroMLS.com – This is a member web site that provides useful information and references about real estate technology and the MLS. You can access Flexmls as well as various forms such as profile sheets, troubleshooting tips, access statistical information, newsletters and much, much more.

IDX/Broker Reciprocity –Internet Data eXchange or Broker Reciprocity enables participants to display other participant's listing data on their public web sites. Brokers may "opt out" if they desire, but will be presumed to "opt in" by default. Brokers who "opt out" will be unable to display any other participant's listing data on their web sites through this program. Any broker that chooses to "opt out" may later choose to "opt in". Further information, Rules and procedures are available upon request or at MetroMLS.com .

VIRTUAL OFFICE WEBSITES (VOWs)

Section 14.1 (a): A Virtual Office Website ("VOW") is a Participant's Internet website, or a feature of a Participant's website, through which the Participant is capable of providing real estate brokerage services to consumers with whom the Participant has first established a broker-consumer relationship (as defined by state law), where the consumer has the opportunity to search MLS Listing Information, subject to the Participant's oversight, supervision, and accountability. A non-principal broker or sales licensee affiliated with a Participant may, with his or her Participant's consent, operate a VOW. Any VOW of a non-principal broker or sales licensee is subject to the Participant's oversight, supervision, and accountability.

WIREX (Wisconsin Real Estate Exchange) allows you to easily view data from various MLSs throughout Wisconsin. With the data sharing it also includes cooperation with other participating MLS brokers. Whereas the Metro MLS has seven categories of properties, the WIREX data base has only five - single family, condominium, multi family, vacant land and commercial – multi family includes two family listings.
The reports for the listings from other MLSs may have missing information because that information does not exist in their data bases. For example, some of our "Architecture Types" and "Documents on File" are not available options in other MLSs. Other than some of the data/information differences, you will be able to include WIREX listings in your client/customer contact management, CMA's and saved searches.

INVOICES

The MLS prepares its invoices on the first of each month and mails them promptly. Itemized invoices describe all charges incurred during the previous month and current monthly charges. Agent fees and Office dues are billed for the current month (office dues for April will appear on the invoice you receive the

beginning of April). Each member is responsible for keeping their Realtor Association informed, on a timely basis, of any changes in sales associate affiliation to insure the accurate billing for agent fees.

Invoice payment due dates are indicated on the invoice. Online bill pay is available on our website www.metromls.com. Payments received after the due date will incur a late payment charge. Payments can be made with Master Card, Visa, American Express, by check or cash (please do not mail cash). The MLS will assess a fee at the then current rate for checks returned to the MLS as NSF.

SANCTION CODES

A $25 sanction will be assessed for listing where data entry of 0, 9999 or any other obvious incorrect data can be obtained from the Public Records available from within Flexmls. The Public Record sources within Flexmls immediately available for use: WireDATA (tax records), Assessor Source List, parcel info maps.

The following codes will appear on the invoice following the MLS number.

E-YB - Estimated Year Built
E-SQFT - Estimated Total Square Feet
E-ACRE - Estimated Acreage

A $10 sanction will be assessed for incorrect or missing information. The following codes will appear on the invoice following the MLS number.

AD – Address
CO – County
EA - Exclusive Agency
MN – Municipality
NP - Named Prospects
ZP – Zip Code
BO - Broker Owned
LD - Listing Date
TX - Tax Key Number
SS – Short Sale
XD - Expiration Date
LS – Limited Service

A $25 sanction is assessed for inappropriate information in the "Public Remarks" or "Directions" section. The codes are as follows.

BN - Bonus Information
DG - Derogatory Information
LA - Agent Name
PH - Phone number
WB -Web Address
EM - Email
OF - Office Name
SH - Showing Information
BO – Broker Owned

MLS MEMBERSHIP

Membership – MLS Membership requires that a Subscriber needs to be a member of a REALTOR Association only if the Participant for that company maintains their REALTOR Membership.

Access for Assistant-The Company/Office/Team/Agent Assistant access has been established to help ensure the integrity of the MLS database and to assist Brokers, Agents and Appraisers with the business of listing, selling and appraising real estate.

1) 1.Company/Office/Team/Agent Assistants are individuals who, under the direct supervision of a Broker, Agent or Appraiser, perform only administrative and clerical tasks that utilize the MLS database and do not require a Real Estate License.
2) 2. If at any time the Company/Office/Team/Agent Assistant becomes a licensed real estate agent or appraiser (including apprentice appraiser), the Office/Personal Assistant must upgrade their access status to the same level as an MLS Participant or Subscriber, as their license and status indicate.
3) 3. Company/Office/Team/Agent Assistants are only authorized to provide MLS information to the Broker, Agent or Appraiser by whom he/she is employed.
4) 4. Company/Office/Team/Agent Assistants may not provide any MLS compilation or information, whether in writing or verbally, to any other person. The personal use of MLS data or information by a Company/Office/Team/Agent Assistants is in violation of the MLS Rules & Regulations.

Team Accounts-The purpose for team status is to allow for members of a Team or Group to function in such a way that all team members have access to the teams listings through their own Flexmls user ID.

1) To request a new team ID or changes relating to the team, the Member Participant of the office must complete and submit the Application Request for New Team Id.
2) "No team may imply that the team is a separate entity from the brokerage firm of its employment," and, "team names may end in only Team or Group".
3) All listings entered under the team, and all closings reported with the team name as the "Selling Agent," will remain with the team forever.
4) All members of a team are required to be listed under the same office code, and be a member of Metro MLS.
5) Metro MLS staff will not substitute the actual selling agent involved in the transaction and named on the purchase agreement with the name of any other team member.
6) Metro MLS Rules and Regulations require listings to be complete and accurate in every detail that is reasonably ascertainable. The individual listing agent identified on the listing agreement must be identified under the "team listing contact" for the listing.
7) Realtor.com, ListHub syndication sites and IDX website vendors receive data feeds from Metro MLS with both the individual listing agent name and team name.

Branch/Satellite Office(s) - The MLS recognizes the concept of branch offices. A Branch or Satellite location is one that is under that same ownership, may or may not be under the supervision of the same Broker/Manager, but is physically located in a separate facility, (this does not include home offices) and which may or may not be advertised as a business location on a brokerage website. However, if an office has Brokerage branded signage outside the building it will be viewed as a branch/satellite office by MLS. Cooperation and communication among Agents and Brokers in an MLS is best facilitated when an Agent's typical place of business is known and easily accessed. When a Branch/Satellite office is setup, MLS assigns a unique identification code and also assigns Agents for each separate branch office at which their business is normally located.

MISCELLANEOUS

MLS Publications - Metro MLS produces two different publications designed to keep our members up to date with changes to the MLS system as well as changes to Policy/Procedures. The publications are called Flex Tips as well as "The Word". These publications are sent directly to your email, once or twice a month. Please check your Profile in Flexmls to verify the email address you wish to receive these important updates on.