



# SPOKANE ASSOCIATION OF REALTORS®

## MLS WEEKLY NEWS & INFO



August 27, 2010

### CLOSED SALES DEADLINE

Cutoff for August 2010, closed sales will be Wednesday, September 1, 2010 at 10:00 a.m. All sales **must be sent to the MLS by this date and time** in order to be reported for the month of August.

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### DID YOU KNOW OR HAVE YOU FORGOTTEN?

#### 1. Keys and Keyboxes

- Active Keys are not to be loaned out to anyone – no matter the circumstances. You may be subject to a \$1,000 fine when you are caught! You could be required to surrender your keypad to the Association without consideration (per Active Key Lease and KIM Use Agreement).
- Only the Supra electronic Keyboxes (iBox) are to be placed on listings filed with the Spokane MLS. No combo LBX's – there is NO security with that box.

#### 2. Websites

- Did you know that those of you who have websites that say you have all the listings that are in the MLS or that the public can search the MLS like the REALTORS® do are not painting a true picture in your advertising?
  - Not all properties are included in the IDX and there are several that are not publishing the addresses like many websites claim.
  - The public is not accessing the MLS – they are accessing listings that are flagged to appear on the Internet through public IDX broker/agent websites.  
Misleading wording: View all Spokane area listings.  
Corrected wording: View all public Spokane area listings.

#### 3. Paragon passwords

- Giving out your Password to log onto Paragon is strictly prohibited. Did you know that you are giving them personal information on your contacts you have in Paragon? You are giving them entrance to confidential information? You and many others are paying for this service and you're giving it away? **If you are sharing your account with an assistant, make sure you have an agreement on file with the SAR for that individual. To file an agreement, go to MLS Documents in Paragon, select MLS Forms, and complete our Assistant Access Agreement and return it to the SAR.**

#### 4. Photos – Required on improved property in Spokane County within 7 days of input (excluding new construction).

- The Primary (or main/first) photo must be of the front entrance of the property.
- No clipart allowed
- No advertising of the company/agent allowed on photo (including additional photos)
- No address or contact numbers on the photo (including additional photos)

#### 5. The primary focus of a Virtual Tour must be to property photo(s) not an agent/office website.

#### 6. No Contact Information in Legal or Public Remarks Section.

- Do not enter any contact information such as names, phone numbers, email addresses, web site addresses or service provider information in the Legal or Remarks section of the listing.
- All contact information, bonus information, special conditions and/or contingencies, showing information or information regarding access to the property must be entered into the Agent Remarks portion of the listing and through showing instructions.



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