



August 12, 2022

SHOWINGS REMINDER

Please remember to follow the showing info. Be considerate of the seller’s property. Do not allow anyone to eat, drink, smoke, dispose of trash, use bathing or sleeping facilities, or bring pets. Leave the house as you found it (lights off, doors locked, etc) unless instructed otherwise. Also be sure to leave your card and put the key back in the lockbox. Please be respectful of the Public, Property and your Peers.

LBX REQUIREMENTS ON LISTINGS IN THE MLS

If you have a LBX on your listing in the service area of the Association, it must have an electronic LBX (iBox). You may still have a combo box, but you must also have the electronic LBX.

If complaints are received of only having a combo box on your listing in these areas, you are subject to a fine.

MLS Rules & Regulations

Section 1.20 LOCK BOX SYSTEM. The Association shall provide a Lock Box system which Participants and subscribers who are eligible for MLS access shall use subject to the execution of a lease agreement. The Lock Box system shall be used for the purpose of legitimate real estate business. This lease agreement shall provide that keys may not be used under any circumstances by anyone other than the keyholder. This system shall be provided by a recognized Lock Box vendor and it shall comply with current NAR security requirements. If a Participant or Subscriber places any Lock Box on a listing for the purpose of providing access to the property by other MLS Participants and Subscribers in the service area of the Association, an Association approved electronic Lock Box is required. Electronic Lock Boxes will be required even if a third party (e.g., a lender) mandates the use of other types of Lock Boxes. In such situations, both types of Lock Boxes shall be used.

HOW TO REPORT A SOLD CLOSED ON A FSBO

The Property Data Form is now required as well as the following:

- (1) Broker must have written permission from client to enter the information into the MLS;
(2) Subtype must be Non MLS Sold
(3) All required information must be filled out;
(4) Must have an exterior photo;
(5) "See Remarks" is unacceptable for required "Feature" fields unless they actually have the information in the remarks section - Sold Closed will not be processed until this information is filled in;
(6) The only status available for this SubType is "PBL". Once the MLS receives a notice of Closed Sale, MLS will change the listing office and listing agent to "Non MLS" and enter the sale side of the transaction (sale price, office, agent and terms).