

LISTING INPUT SECURITY LEVEL APPLICATION

I am applying for an input/maintenance security level to *(choose only one)*:

- Level 4: Access to input and edit **my own Listings or another Agent's through Assume Identity**
- Level 5: Access and editing capabilities to all **Brokerage Listings**
- Level 6: Access and editing capabilities to all **Firm Listings** (main office and branches)

Input and Maintenance Class:

- I attended and signed-in at an Input and Maintenance class on: _____ (enter class date)
- I completed the online Input and Maintenance class on: _____ (enter class date)

Only after attending class and return of this form IMLS Listing Input Security Level MAY Be Granted to the Agent.

Name of Applicant: _____ Paragon Login/MLS ID #: _____

Name of Brokerage: _____ Branch (if applicable): _____

I hereby submit an application for IMLS Listing Input Security Level in the Intermountain Multiple Listing Service (IMLS). In the event I am approved for access, I agree to abide by the Polices, Rules and Regulations as approved by the IMLS Board of Directors and the National Association of REALTORS®. I understand that my access to IMLS is contingent upon my abiding by these Polices, Rules and Regulations, and my continued employment with an IMLS Participant or a REALTOR® who is licensed with an IMLS Participant.

Signature of Applicant

Date

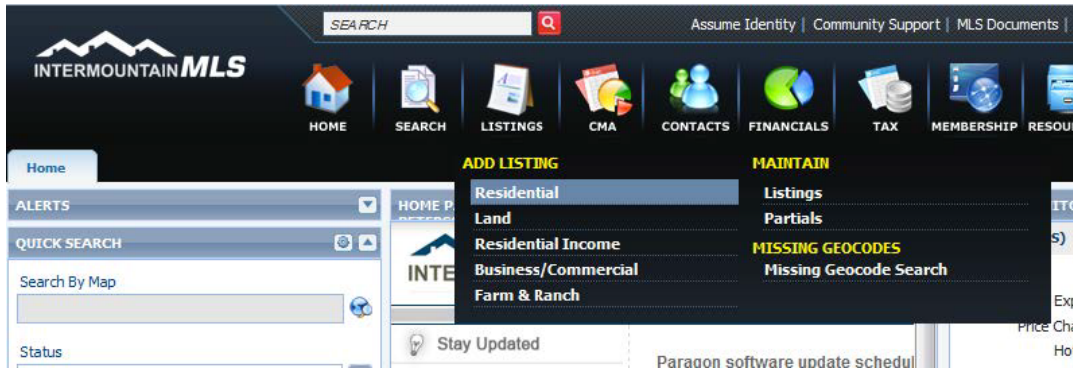
Signature of IMLS Participant (Designated Broker)

Broker Name (please print)

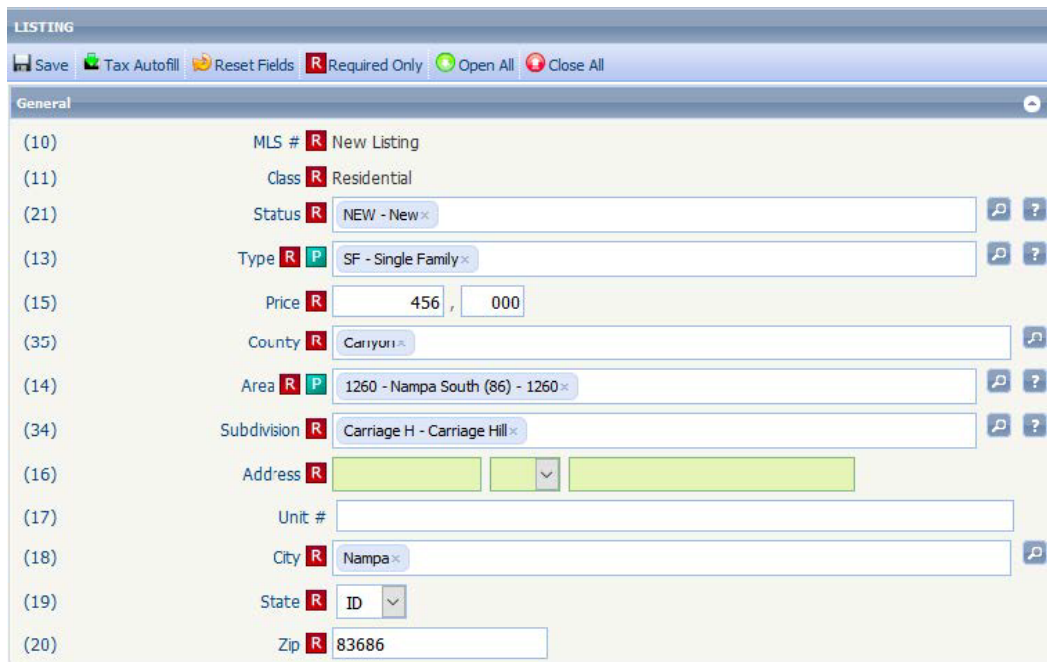
Please return this form to Chris Peterson at cpeterson@intermountainmls.com

INPUTTING A LISTING IN PARAGON

1. From the toolbar click on Listings → Add Listing → Residential (or other property class)



2. The input screen loads (similar in appearance to Paragon search screen)



LISTING

Save Tax Autofill Reset Fields Required Only Open All Close All

General

(10) MLS # **R** New Listing

(11) Class **R** Residential

(21) Status **R** NEW - New

(13) Type **R P** SF - Single Family

(15) Price **R** 456,000

(35) County **R** Canyon

(14) Area **R P** 1260 - Nampa South (86) - 1260

(34) Subdivision **R** Carriage H - Carriage Hill

(16) Address **R** [Redacted]

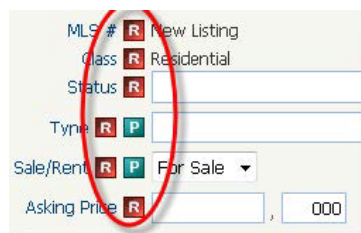
(17) Unit # [Redacted]

(18) City **R** Nampa

(19) State **R** ID

(20) Zip **R** 83686

3. Fill in all of the Required Fields. Required Fields have a blue box with an “R” in them. **These fields must be complete for the listing to be accepted.**



MLS # **R** New Listing

Class **R** Residential

Status **R** [Redacted]

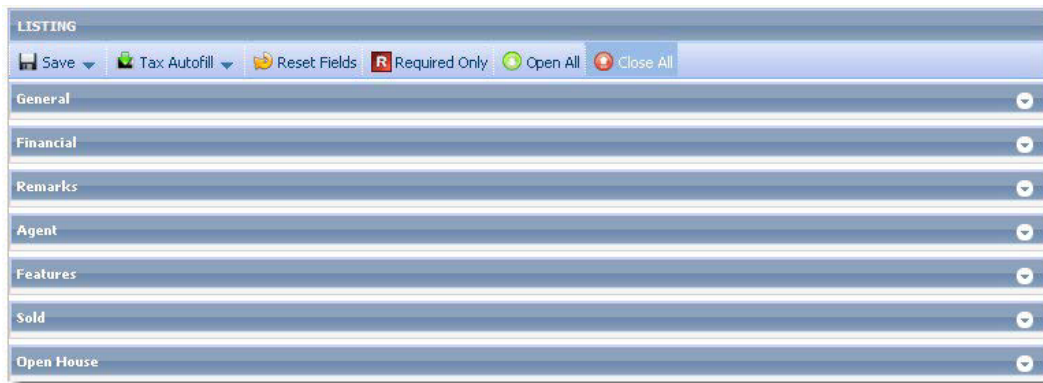
Type **R P** [Redacted]

Sale/Rent **R P** For Sale

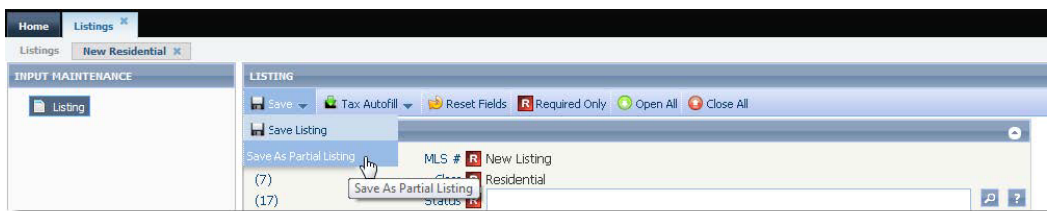
Asking Price **R** [Redacted],000

INPUTTING A LISTING IN PARAGON

4. You can use the Tax AutoFill option (from the blue menu bar) to load information from the tax database (i.e. address & parcel number).
5. There are six different areas for inputting. **You must enter ALL required information** for the listing to be submitted and be assigned an MLS number.



6. After entering the required data and other listing information then choose either Save or Partial Save from blue menu toolbar.

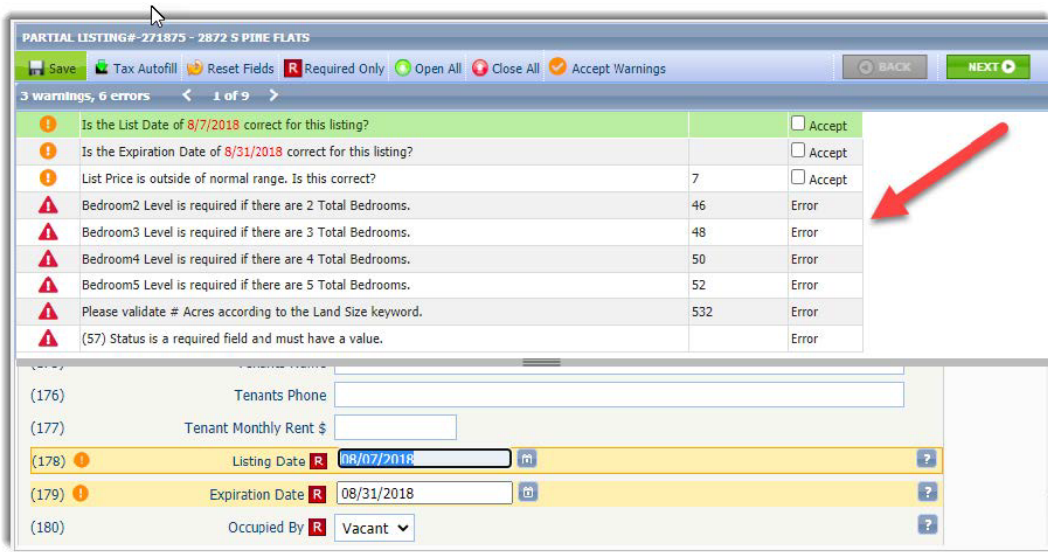


7. If you select partial save you will get a confirmation and a partial listing number that can be used to retrieve the partially saved listing. To retrieve a partially saved listing go to the Listings menu and under "Maintain" choose: "Partial".



INPUTTING A LISTING IN PARAGON

8. When you select “save” paragon will notify you of any errors



PARTIAL LISTING# -271875 - 2872 S PINE FLATS

Save Tax Autofill Reset Fields Required Only Open All Close All Accept Warnings

3 warnings, 6 errors 1 of 9

Is the List Date of 8/7/2018 correct for this listing?		<input type="checkbox"/> Accept
Is the Expiration Date of 8/31/2018 correct for this listing?		<input type="checkbox"/> Accept
List Price is outside of normal range. Is this correct?	7	<input type="checkbox"/> Accept
Bedroom2 Level is required if there are 2 Total Bedrooms.	46	Error
Bedroom3 Level is required if there are 3 Total Bedrooms.	48	Error
Bedroom4 Level is required if there are 4 Total Bedrooms.	50	Error
Bedroom5 Level is required if there are 5 Total Bedrooms.	52	Error
Please validate # Acres according to the Land Size keyword.	532	Error
(57) Status is a required field and must have a value.		Error

(176) Tenants Phone

(177) Tenant Monthly Rent \$

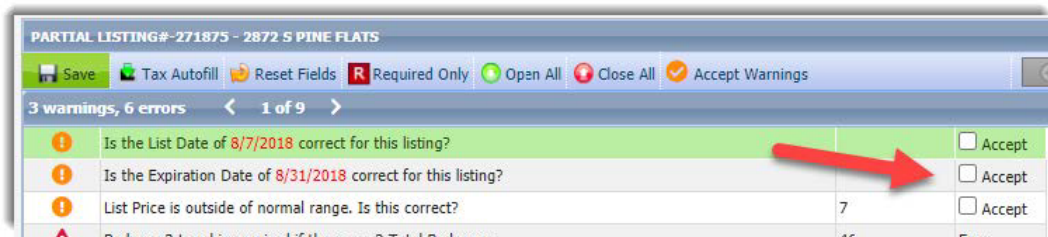
(178) Listing Date 08/07/2018

(179) Expiration Date 08/31/2018

(180) Occupied By Vacant

Errors **MUST BE** corrected to save the listing. If you receive an error that states “accept” and the entered information is correct, then click on “accept” and ***then click on the save up on the top left to accept that information.***

9. Once the errors and questions have been resolved then you can save the listing and paragon will issue an MLS number and you will be taken to the maintenance screen.



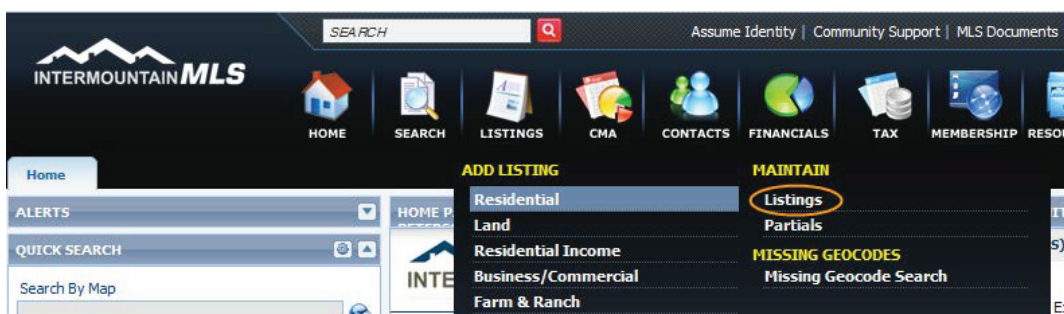
PARTIAL LISTING# -271875 - 2872 S PINE FLATS

Save Tax Autofill Reset Fields Required Only Open All Close All Accept Warnings

3 warnings, 6 errors 1 of 9

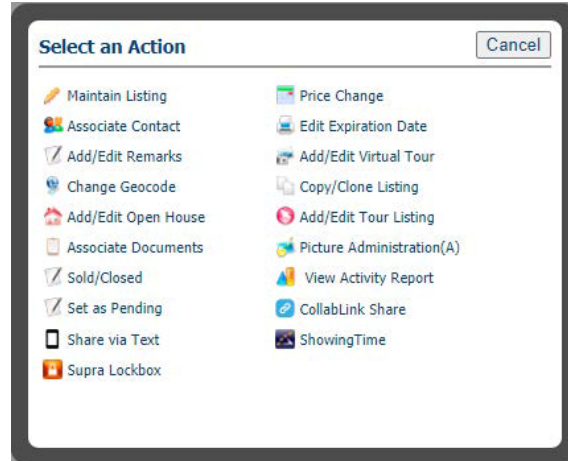
Is the List Date of 8/7/2018 correct for this listing?		<input type="checkbox"/> Accept
Is the Expiration Date of 8/31/2018 correct for this listing?		<input type="checkbox"/> Accept
List Price is outside of normal range. Is this correct?	7	<input type="checkbox"/> Accept
Bedroom3 Level is required if there are 3 Total Bedrooms.	46	Error

10. After entering a listing go to the “listings” menu and select “Maintain Listing”



INPUTTING A LISTING IN PARAGON

11. To maintain a listing or perform additional tasks you can select from the “Select an Action” Menu



12. **Maintain Actions:**

Maintain Listing: Opens the full listing to change any part of the listing.

Price Change: Pops up a small window that allows you to change the price without opening the entire listing.

Associate Contact: Allows a contact (Seller) to be associated with a listing

Expiration Date: Pops up a small window that allows you to change the Expiration Date without opening the entire listing.

Remarks: Pops up a small window that allows you to change the Remarks & Agent Remarks without opening the entire listing.

Add/ Edit Virtual Tour: Pops up a small window that allows you to enter the URL (web page address) for the virtual tour without opening the entire listing.

Change GeoCode: Pops up a small window that allows you to change the map location of the listing; *so that the listing does not indicate “no map available”.*

Copy/ Clone Listing: Allow for duplication of listing information. If copying an active listing the address must be different in order to receive an MLS number.

Add/ Edit Open House: Enter Open House Information

Add/Edit Tour Listing: Enter Tour information (i.e.: Brokers Tour)

Associate Documents: Allows for documents to be uploaded to the listing that can be viewed in the Associated Documents View. Documents can also be faxed onto Paragon (see below).

Picture Administration: Pops up a small window that allows you to upload the listing pictures.

View Activity Report: Shows saved search, email and other activity for the listing.

Set as Pending: Allows for Pending information to be entered

Sold/ Closed: Allows you enter the Sold information for a listing

CollabLink Share: Allows listing link to be shared (collab center-type view)

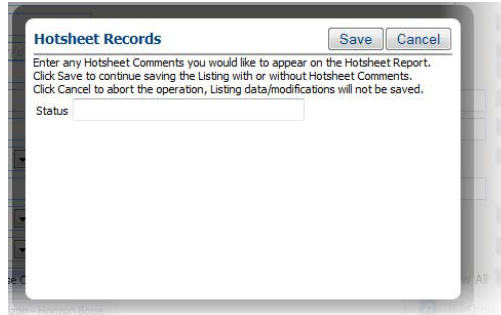
ShowingTime: Manage ShowingTime Settings

Supra Lockbox: Logs into Supra Web to assign lockboxes to properties and check showings.

INPUTTING A LISTING IN PARAGON

Input & Maintenance Tip:

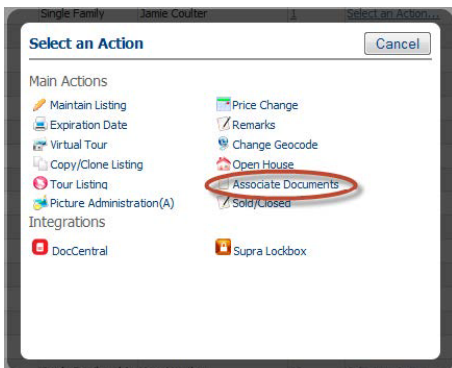
When maintaining a listing (marking as **pending**, **sold**, or other changes) you may see message about “Hotsheet comments” whether you enter comments or not you must click “continue” for the change to be saved. If you do not click continue then your change will be lost, and the listing will remain as it was.



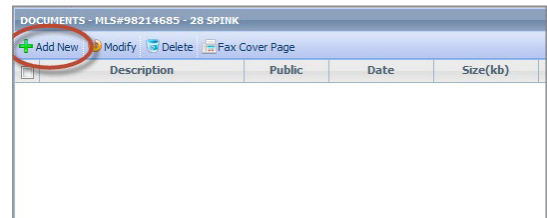
Adding Documents to Listings:

Associate Documents

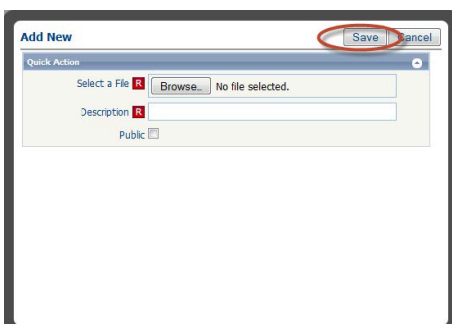
1. From the “Select an Action” Menu Choose “Associate Documents”



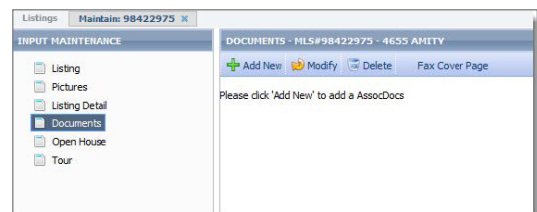
2. Click “Add New”



3. Browse to the file on your computer, put a name for the file in the “Description” field, click “Save”.



This will add the document to your listing



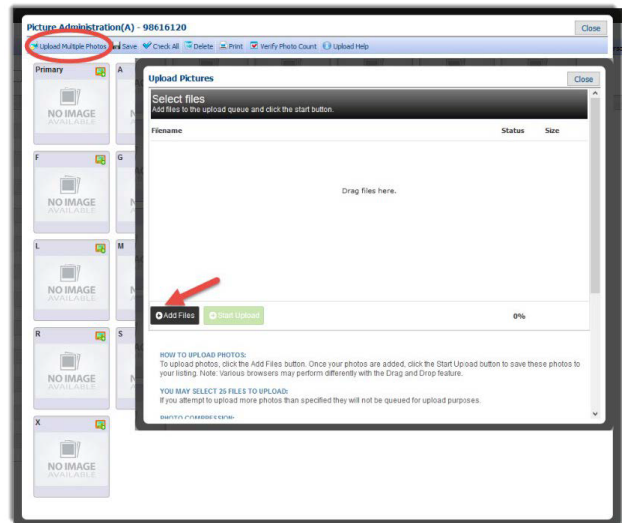
INPUTTING A LISTING IN PARAGON

Picture Administration - Adding Photos:

Pictures are required on residential listings. IMLS requires at least one front exterior photo for every Residential listing within 1 day of inputting the listing into IMLS with the exception of “To Be Built” or “Under Construction” properties. Non-Residential Listings DO NOT Require photos.

Picture Administration:

1. To add photos to a listing select “Picture Administration”
2. Click “Add Photo” to create a location for the photo,
3. Click “browse” to find the photo on the computer
4. Click open on the selected photo,
5. A “busy” (hour glass) cursor and message will appear telling you that the photo is uploading
The photo will appear once uploaded



Drag and Drop the images to rearrange -

1. Click and drag on the photo and place it where you want it
2. Click “save” to make the change permanent

Once the pictures are uploaded and arranged, labels can be added to each

Additional information:

Photo Upload Help

Photo Compression:
If a photo is over 781K in file size, the image will be compressed to 781K. Note: this could result in a reduction in quality. For users who upload photos larger than the 781K limit, it is recommended that the images do not exceed 15MB in file size.

Image Size:
Image size refers to the resolution of the photo. Paragon requires a resolution of 3072 x 2304 or less. If a photo is under the 781K limit but has a resolution of image size larger than 3072 x 2304, compression will occur. If a photo resolution is less than 640 x 480 it will not upload. In MS Windows, the image size of a photo can be accessed by mousing over the image—details will display in a pop up.

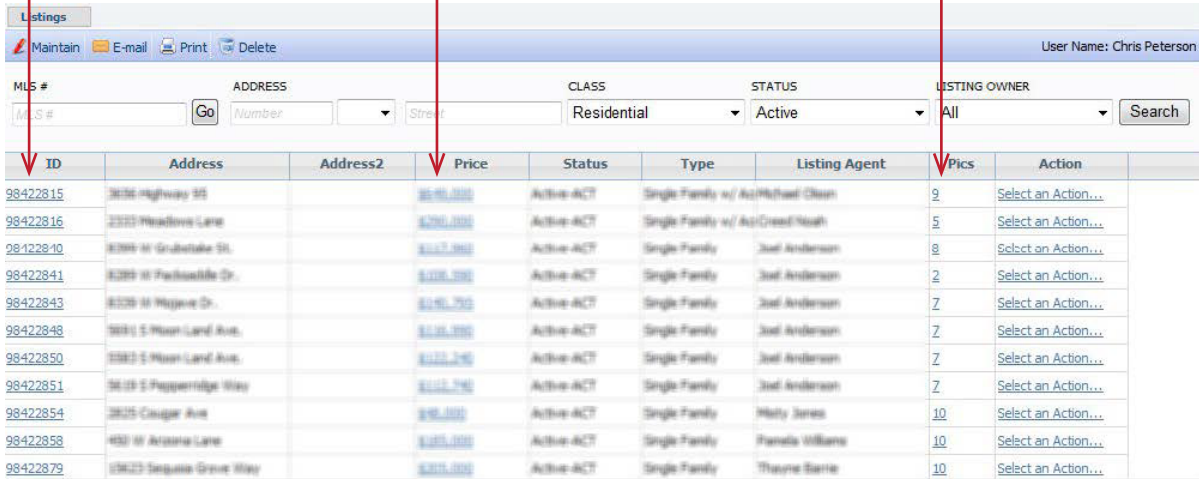
INPUTTING A LISTING IN PARAGON

Listing Maintenance Shortcuts:

Click on the MLS# to go to full listing maintenance

Click on the #Pics to manage photos

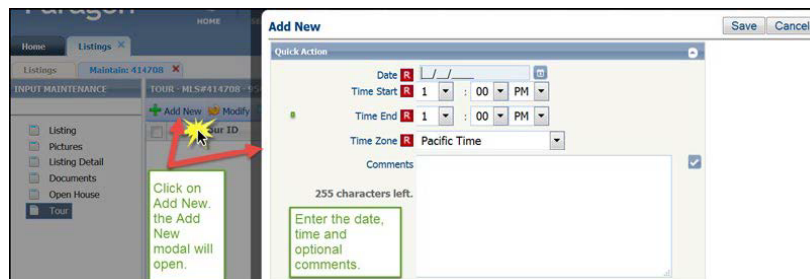
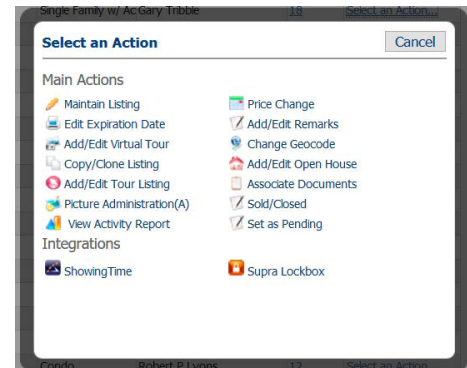
Click on the price to change the price



ID	Address	Address2	Price	Status	Type	Listing Agent	Pics	Action
98422815	3635 Highway 95		\$6,900,000	Active-ACT	Single Family w/ Ac/Pool/Hot Clean		9	Select an Action...
98422816	2255 Meadow Lane		\$2,700,000	Active-ACT	Single Family w/ Ac/Great Neah		5	Select an Action...
98422810	8289 W Grubstake St.		\$1,117,900	Active-ACT	Single Family	Joel Anderson	8	Select an Action...
98422841	8289 W Parkside Dr.		\$1,038,200	Active-ACT	Single Family	Joel Anderson	2	Select an Action...
98422843	8229 W Wigwag Dr.		\$1,915,700	Active-ACT	Single Family	Joel Anderson	7	Select an Action...
98422848	5831 S Moon Land Ave.		\$1,138,200	Active-ACT	Single Family	Joel Anderson	7	Select an Action...
98422850	5832 S Moon Land Ave.		\$1,137,240	Active-ACT	Single Family	Joel Anderson	7	Select an Action...
98422851	5833 S Pepperridge Way		\$1,117,740	Active-ACT	Single Family	Joel Anderson	7	Select an Action...
98422854	3825 Cougar Ave		\$95,000	Active-ACT	Single Family	Mely Jones	10	Select an Action...
98422858	450 W Arizona Lane		\$1,035,000	Active-ACT	Single Family	Farah Williams	10	Select an Action...
98422879	13623 Sequoia Grove Way		\$835,000	Active-ACT	Single Family	Thayne Barre	10	Select an Action...

How to add an Open House

1. Go to Listing Maintenance
2. To the right of the listing choose "Select an Action"
3. Click on "Add/Edit Open House"
4. Enter the information for your open house



You can add multiple open houses on multiple days and times

INPUTTING A LISTING IN PARAGON

Residential Data Input Form Instructions

The following are the required fields for residential listings

STATUS – Choose the status of the listing, new listings should be entered as “New”.

Statuses are as follows:

- Active: Active, Coming Soon, New, Back On Market, Contingent Finance, Contingent Sale, Contingent Multiple, Contingent Other and Contingent Short Sale.
- Sold: Sold and Unpublished Sold
 - Unpublished Solds: Listings that are sold but were not entered into the IMLS at the request of the seller and entered as an Office Exclusive.
- Pending
- Expired
- Withdrawn: Temporarily Off Market and Cancelled
- Rented

Status Definitions:

New: Listing is NEW to an office, or it has been 30 days or more since listed at same office

Back On Market: Re Listed in less than 30 days at same office (also used when pending or TOM and being changed to an active status)

Coming Soon: Internal IMLS marketing automatically updates to “New” status after 14 days

NOTE:

Coming Soon Listings:

- *Must be entered into Paragon with “Coming Soon” status by NEXT BUSINESS DAY after marketing*
- *Upload executed **MLS Status Disclosure Form** (w/ Coming Soon checked) into listing associated docs*
- *After 14 days automatically changes to “New” status*
- *Coming Soon Listings CAN NOT be shown (no open houses)*
- *Coming Soon Listing cannot be cancelled & relisted as Coming Soon until after 30 days off market status*

Contingent(s): An offer is contingent on SOMETHING and other offers are being **accepted**. A bump clause is required in the Agent Remarks. If other offers are not accepted listing should be Pending

Pending: Accepted offer **not** continuing to market

Note- Reporting times for listing entry and changes

*Submitting new listings - **Next business day***

*Submitting all changes to listings - **Next business day***

*Submitting a Waiver of Benefits - **Next business day***

*Submitting photos - **Next business day after listing is input into MLS system***

INPUTTING A LISTING IN PARAGON

Note-

*If a listing changes to an off-market status (ie. expired or cancelled) and is re-listed in **30 days or less, it shall come back as BACK ON MARKET, not NEW** (unless listed at a new brokerage). Violation of this policy will result in fines of \$100 - 1st Offense, \$250 - 2nd Offense and \$500 - 3rd offense.*

STATUS RULE- TEMPORARILY OFF MARKET

Section 1.5.1 Temporarily Off Market: A Temporarily Off Market listing is one that becomes unavailable for showing during the listing term of the contract. In order to place a listing in the Temporarily Off Market status, the seller's authorization is required and must be input into to the MLS within one business day.

TOM LISTINGS ARE:

- unavailable for showing / Seller “pausing” listing / Not cancelled
- While in Temporarily Off Market Status
 - When it will come back or why not in agent remarks
 - no showings by ANY IMLS Member
 - Temporarily Off Market listings will not be included in any IDX or MLS listing syndication feeds; however, they will accumulate Days on Market.

When the Temporarily Off Market time period has expired and the listing becomes available for showings again, the listing must be transferred to an Active status on the date that it can first be shown. Once the Property is included in the Multiple Listing Service database as an active listing, the property will be available for showing by licensed agents and will be included in IDX and MLS listing syndication feeds.

Any Participant and/or Subscriber that shows or permits showings of properties that are in the Temporarily Off Market status will be assessed a fine of \$500.00 and may be in violation of the NAR Standard of Practices. Repeat offenders of this rule will be reviewed by the MLS leadership and may result in service suspensions or additional fines being assessed.

TYPE – This field allows you to select one option from a list of residential property types. Please choose the property type that most closely matches your listing’s physical characteristics based on the definitions provided. Listings cannot be listed in more than one property type.

Single Family - **A stick/site/manufactured/modular built home** with no common (or shared) exterior walls on a single parcel of *less than one acre* **on foundation**.

INPUTTING A LISTING IN PARAGON

Single Family with Acreage - A **stick/site/manufactured/modular built home** with no common (or shared) exterior walls on one or more parcels of land totaling *one acre or more* **on foundation**.

Condo - A single dwelling with or without shared (attached) walls where no individual lot ownership exists. Unit number rather than lot and block define legal descriptions.

Townhouse - A single dwelling with or without shared (attached) walls that is part of a community that shares common area, but ownership of lot is included in the property.

Mobile/Manufactured/Modular Home on Rented Lot - A mobile, manufactured or modular home that is located on a rented lot.

Mobile/Manufactured/Modular Home on Owned Land - A mobile, manufactured or modular home located on owned land.

Recreational Land with Home - A home on land that could be determined to be recreational.

AREA – This field allows you to select one option from a list of available AREAS in our MLS. The listing will be in one (1) area only. Area Maps for all counties served by IMLS are available on the MLS website www.intermountainmls.com and maps for Ada and Canyon County can also be purchased at the MLS office. Also, use the Area Maps link on the Paragon Homepage for reference. The following are the current areas defined by IMLS. Listings *outside the areas defined by IMLS* should be placed in the Out of Area category.

SUBDIVISION – Choose the appropriate subdivision code from the drop-down table. If the subdivision code for your listing is not listed, **please call the MLS to have it added**. Once the code has been added you will be able to input the proper subdivision code for your listing. Please do not use the “not applicable” code unless the listing truly is not in a subdivision. Many of our members use subdivision as part of their search criteria and listings that are in the wrong subdivision code will be excluded from their search results.

ADDRESS – Address is a split field that includes three separate fields. Place the house number in the first field, the direction (N, S, E, W, etc.) in the second field and the Street Name in the third field. All street names that contain numbers (such as 1st Street or 52nd Ave.) should use the numerical values for searching consistency. Please enter the address accurately.

CITY – Choose the city that corresponds to the address.

STATE – Choose the proper state from the available drop-down menu.

INPUTTING A LISTING IN PARAGON

COUNTY– Choose the correct county from the drop-down menu.

ZIP CODE – Enter the appropriate 5-digit zip code.

INTERNET INCLUDE – Choose NO if you do not want your seller’s property to be on the Internet.

INTERNET ADDRESS DISPLAY– Choose NO if you do not want your seller’s property address to be displayed on the internet.

DISPLAY COMMENTS – Choose NO if you do not want consumers commenting on your seller’s property through IDX or VOW sites.

DISPLAY AVM – Choose NO if you do not want your seller’s property to be used as part of an Automated Valuation Model (AVM) in IDX or VOW sites.

MAPPING – Pops up a small window that allows you to change or assign the map location of the listing. If no map selected for the listing, then the listing will not be available for mapping searches.

FOR SALE/RENT – Select the appropriate selection from the drop-down options.

ASKING PRICE – Enter the list price for the property in whole dollar amounts without punctuation.

TYPE OF OWNERSHIP - Fee Simple - the entire and absolute interest property. It is free of any special limitation, condition subsequent or executory limitation. It is the highest and most enlarged estate conferring an unlimited power of alienation (i.e., power to transfer). The private ownership of property (real estate) in which the owner has the right to control, use and transfer the property at will.

Less Than Fee Simple – Properties that do not meet the fee simple definitions.

GARAGE – Enter the value in the field. Value must be based on actual garage capacity. Extra deep garages in many cases do not qualify as full extra car spaces.

LAND SIZE – Select one range value from the available list. Lot size should be based on information available from public records. Number of acres must match the land size selection.

AGE – Select one range value from the available list. Age should be based on year built, not year of remodel or addition. To Be Built and Under Construction should be updated to New once construction is complete.

INPUTTING A LISTING IN PARAGON

LEVEL – Select one value from the available list that best matches the property.

DIRECTIONS – 100 characters free text type to provide property directions. For best results begin from a main intersection and use N, S, E, and W to indicate travel directions most accurately.

OF ACRES – Enter the total number of acres in digits up to 2 decimal places (ex. 1.52). This information should be derived from public records whenever possible. Number of acres must match the land size selection. **This is required on all listings.**

YEAR BUILT – Enter the year the home was originally built. This information should be derived from public records whenever possible.

LOT SIZE LENGTH/WIDTH – Enter the shortest length and the frontage width of the lot in linear feet. Lots with an irregular shape should be entered as IRR. Lots with four (4) sides are NOT irregular. Use CRS Data to find this information. This is required.

IRRIGATION DISTRICT – Indicate if an Irrigation District is assigned to the listing and the name of the irrigation district. If “Y” is selected for irrigation district, then the irrigation district name is required.

BUILDER – Indicate the name of the builder who constructed the property if it is available.

SCHOOL INFORMATION – School District is a drop-down field as are Elementary, Jr. High and Sr. All residential properties are assigned school boundaries. If your seller does not know the school boundaries, you can contact the appropriate school district or visit the school district website.

Please do not use the “OUT OF AREA” code *unless the listing truly is not in a school boundary within our provided table*. Many of our members use SCHOOLS as part of their search criteria and listings that are in the wrong SCHOOL code will be excluded from their search results. If a new school needs to be added to the MLS system, please contact MLS technical support staff.

FINISHED SQUARE FOOTAGE - Indicate the total approximate finished square feet followed by the amount of finished square feet above grade and the amount of finished square feet below grade. Above grade finished added to below grade finished should equal the total finished square feet. "Below-Grade" is space on any level which has living area, is accessible by interior stairs, and has earth adjacent to any exterior wall on that level. If earth is adjacent to any portion of a wall, the entire level is considered "Below-Grade".

INPUTTING A LISTING IN PARAGON

UNFINISHED SQUARE FOOTAGE - Indicate the total approximate unfinished square feet followed by the amount of unfinished square feet above grade and the amount of finished square feet below grade. Above grade unfinished added to below grade unfinished should equal the total unfinished square feet. "Below-Grade" is space on any level which has living area, is accessible by interior stairs, and has **earth adjacent** to any exterior wall on that level. If earth is adjacent to any portion of a wall, the entire level is considered "Below-Grade".

DETACHED ADDITIONAL DWELLING TOTAL APPROX. SQFT - This field is for properties that include an additional building that can be occupied. Such as, a guest house, a detached garage with living area, or other free-standing structure that is **separate from the main house**.

Calculated Fields: Both Baths and Square footage are calculated fields, paragon calculates the totals. (i.e. - Bathrooms UP (+) Bathrooms MAIN (+) Bathrooms DOWN = Total Baths and Approx. Finished Square Feet (+) Approx. Unfinished Square Feet = Total Approximate Square Feet). If data is left out of entered incorrectly it will impact the accuracy of your listing information. Please verify that all of your listings have the appropriate square footage being reported for finished and unfinished. In addition, please verify your values for bathrooms on each level. This will ensure accurate information in the new Paragon 3 system.

ROOM LEVEL & SIZES – Indicate the room size for every bedroom and living room to the closest linear foot and the level (main, up or down) for each room that is applicable to your listing. Bedroom and Kitchen sizes are required. If no master bedroom exists use measurements from the largest bedroom. Room level is required, size is not.

Input Tip-

*To avoid confusion on number of rooms in a listing, **a room in a listing can only be defined once**. For example, a room cannot be counted as both a bedroom and an office in a listing placed in IMLS.*

#BEDROOMS PER LEVEL – Enter the number of bedrooms for the property. To qualify as a bedroom the room must include a closet and window(s) that meet current code requirements. You must include level and size information for every bedroom in order to save the listing.

BATHROOMS PER LEVEL – Indicate the number of bathrooms on each level of the dwelling. Toilet and sink equal .5 (half) bath and Shower and or Tub equals 1 (full) bath. **There is no .75 (3/4) bath.**

FEATURES: Required: Exclusive Right to Sell/ Agency, Source of Square Feet, List Class & Construction.

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List Class: Exclusive Right to Sell/ Agency – The Exclusive right to sell listing is the conventional form of listing submitted to the Multiple Listing Service in that the seller authorizes the listing broker to cooperate with and to compensate other brokers. The Exclusive Agency listing also authorizes the listing broker, as exclusive agent, to offer cooperation and compensation on blanket unilateral bases, but also reserves to the seller the general right to sell the property on an unlimited or restrictive basis.

WATER- Community service: A public water system that serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents (e.g., a municipality, subdivision, mobile home park, apartment complex, or nursing home).

The features section of our MLS allows users to select as many or as few features as they wish related to the information specific to the property. Users are encouraged to select ***every feature that applies*** to their listing as the features section is often used when searching to include or eliminate properties based on their features.

ASSOCIATION FEES – Field is numeric to indicate a dollar amount for setup or transfer for Homeowner’s Association membership.

ASSOCIATION FREQUENCY – Select the choice from the drop-down menu.

ASSOCIATION SETUP/TRANSFER FEE – Field is numeric to indicate a dollar amount for setup or transfer for Homeowner’s Association membership.

LOCAL IMPROVEMENT DISTRICT - Yes/No field to indicate if the property is located within a local improvement district and subject to LID fees. In many cases Seller’s will know this information, otherwise contact the local planning and zoning authority or tax assessor.

TAXES – Numeric field to indicate the annual dollar amount of property taxes on the listed property. This information is available from public records.

TAX YEAR – Numeric field to indicate the year for which the taxes are for.

HOMEOWNER EXEMPTION - Yes/No field to indicate whether a Homeowner’s Property Tax Exemption currently exists on the listed property.

FLOOD INSURANCE REQ’D – Yes/No field to indicate whether or not Flood Insurance is required on the listed property. The Seller should know this information but if they do not, flood maps and information are available at www.fema.gov

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LEGAL DESCRIPTION – Enter the legal description of the property. There is room for 255 characters including spaces. This information is available from public records.

PARCEL NUMBER – Enter the parcel number of the property. This required information is available in public records. Accurate parcel numbers are important as they allow users to cross reference to available public records information. Without the parcel number paragon cannot link the listing to the tax record. **This is required on all listings.**

FINANCING REMARKS – Enter up to 25 characters of free text information related to the financing options for the property. Examples may include details of owner carry or lease purchase information.

POTENTIAL SHORT SALE, REO/BANKED OWNED, IN FORECLOSURE, AUCTION, HUD OWNED – Select Yes or No depending on property

REMARKS – Enter up to 1024 characters of free text information related to the property. This field can be used to market unique features regarding your specific listing. Listing specific information is all that is allowed in the remarks section. **No agent, office, or marketing information is allowed.** Agents should use caution in ensuring that no potential fair housing violations or other offensive language are included. This field is often displayed on public websites.

AGENT REMARKS – Enter up to 512 characters of free text information related either to the property or the transaction. Focus of the information in this field should be on information provided to the agent or broker, not necessarily the public. Some examples might include information about pets in the listing or specific information on the owners. Information on “bump clauses” for listings marked “contingent” should be included in this field as well. **No unrelated third-party marketing allowed.**

LIST AGENT – Choose the appropriate listing agent from the drop-down menu. Agents not active members in good standing with IMLS will not qualify to submit listings to MLS.

CO-AGENT – Choose the appropriate co-listing agent from the drop-down menu. Agents not active members in good standing with IMLS will not qualify to submit listings to MLS.

SELLING AGENT TO PRESENT OFFERS DIRECTLY TO SELLERS – Select Y for Yes and N for No based on list agents preference for how offers should be presented. IMLS rules require that offers be presented to the listing broker/agent unless specific written permission is given to present them directly to the seller. This field serves as written permission if marked Yes.

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VARIABLE RATE COMMISSION – Select Y for Yes and N for No. All listings submitted to MLS with variable rate commissions must be disclosed. **This is when the seller agrees to pay a specified commission if the property is sold/leased by the listing broker without assistance and a different commission if the sale/lease results through the efforts of a cooperating broker;** or one in which the seller/landlord agrees to pay a specified commission if the property is sold/leased by the listing broker either with or without the assistance of a cooperating broker and a different commission if the sale/lease results through the efforts of a seller/landlord) shall be disclosed by the listing broker by a key, code or symbol as required by the MLS. **The listing broker, in response to inquiries from potential cooperating brokers, must disclose the differential.**

CO-OP BROKER COMPENSATION - The compensation specified on listings published by the MLS shall be shown in one of the following forms:

1. By choosing a percentage of the gross selling price
2. By choosing a definite dollar amount.

Co-Op Broker Compensation (yes/no and the \$ amount or percentage). This field is used to identify the compensation offered to another agent or broker that is representing a buyer in either a buyers or sellers agent capacity. If you wish to discriminate between buying and selling agent you must disclose it in the agent remarks (Buyers agent works with a client and Sellers agent works with a customer, see Agency Disclosure Brochure from IREC).

****Please note Selling Agent is not the Listing Agent. MLS Rules state specifically: The Board Multiple Listing Service shall not have a rule requiring the listing broker to disclose the amount of total negotiated commission in his or her listing contract, and the Board Multiple Listing Service shall not publish the total negotiated commission on a listing which has been submitted to the MLS by a Participant.****

LISTING SERVICE – Full Service (Listing broker will provide all services in the transaction including negotiation and presentation of offer) **Limited Service** (Listing Broker is providing limited service in the transaction which may or may not include negotiation and presentation of offer) **MLS Entry Only** (Agent provides entry into the MLS only and does not typically provide negotiation or presentation of offers).

OWNER or TENANT NAME/PHONE INFO – Although *not required* fields, this information is helpful if you have indicated in showing instructions that they should contact the seller before using the lockbox.

LIST DATE – The list date should indicate when marketing begins. New listings must be submitted to the MLS by **Next business day** after the commencement date to avoid a “lag time” fine.

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EXPIRATION DATE – The expiration date is not available for viewing by agents other than the listing agent. It is used to auto expire the listing on the expiration date. There is no grace period for expired listings. It is important that agents get extensions prior to the expiration date. All listings include an expiration date; agents can only see their own expiration dates.

Input Tip-

Manipulating Listing Data to Avoid Cumulative Days on Market (CDOM) or Property History. Violation Amount: \$100 - 1st Offense, \$250 - 2nd Offense, \$500 – 3rd Offense.

Note-

Office Exclusives: If a listing will not be entered into the MLS **by Next (1) business day** due to customer/client request then the listing will be provided to IMLS as an Office Exclusive (pocket listing) and the **MLS Status Disclosure Form must be used**. **Office Exclusives CAN NOT be marketed as COMING SOON.**

SHOWING INSTRUCTIONS – Choose one value from the available list. Use Agent Remarks to indicate any special additions to showing instructions.

OCCUPIED BY – Select one value from the available list. Please do not refer to occupancy status in the remarks section.

SOLD INFORMATION:

HOW SOLD- Choose the option that matches how the property was sold. Conventional, FHA, VA, Assumption, etc.

PENDING DATE- The date the offer was accepted

CLOSING DATE- The date the property closed

REAL PROP CONTRIBUTIONS- Additional objects contributed by the seller typically in new construction that are affixed to the property such as a fence, landscaping, or sprinklers.

CLOSE COST CONTRIBUTION \$-Points paid by seller on behalf of buyer, seller-paid buyer closing costs, cash or cash allowances not escrowed, down payment assistance, additions or alterations not considered deferred maintenance, and personal property not usual and customary to such transactions conveyed from seller to buyer having an agreed upon monetary value.

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SOLD PRICE- Sold Price **MUST** be disclosed.

SOLD INFORMATION: *Unpublished Solds* – This is a subcategory of the Sold Status that is a place for **Excluded properties** that are now sold and being placed into Paragon for comps. You are required to enter the correct listing and selling date for these properties. This helps give a more accurate picture of all sold properties and their market time. **THIS IS REQUIRED FOR OFFICE EXCLUSIVES**

Rule Section 11.3: (Inclusion of listing data when marking SOLD) Participants or Subscribers **may not change or remove listing information, including photos, that pertains to the property, upon a status change** unless it is to (1) supplement or correct the remarks to give additional information pertaining to that status change, (2) delete client, owner or occupant names, telephone numbers or other personal information, security codes, lockbox codes, or email addresses, or 3) correct inaccurate information. All data submitted to the MLS will remain in the database for historical and other purposes approved by the service.

LISTING QUICK REFERENCE GUIDE

Here are the four listing types that IMLS supports and approves per IMLS and NAR MLS rules and policies

Please note - IMLS does not support pocket listings. If you are marketing a listing, it must be entered in the MLS system as one of the listing types below.

	Traditional Listing	Coming Soon	Temporarily Off Market	Office Exclusive
When does the listing need to be submitted to IMLS?	Within one business day after public marketing begins	Within one business day after public/coming soon marketing begins	It would already be in the MLS as a Traditional or Coming Soon listing	Within one business day of a contract being secured
When does a status change need to be submitted to IMLS?	Within one business day of the status change	Within one business day of the status change	Within one business day of the status change	
When is public marketing allowed?	One business day prior to the listing being entered into the MLS	One business day prior to the listing being entered into the MLS	One business day prior to the listing being entered into the MLS	Public marketing is not allowed, including yard signs
When are showings allowed?	The day the property is entered into the MLS	When the status changes from "Coming Soon" to "NEW," which, if not done sooner will automatically happen in 14 days after entered	Only when the property status is or has been changed back to "Active"	Showings of the property are not allowed to agents outside of brokerage
When does Days on Market (DOM) calculation start	The day the property is entered into the MLS	When the status changes from "Coming Soon" to "NEW," which, if not done sooner will automatically happen in 14 days after entered	The date the property was entered into the MLS - TOM status does not stop the DOM count	It does not as an Office Exclusive
What paperwork is required?	The contract establishing a relationship with the seller	Traditional listing paperwork AND: MLS Status Disclosure form with "Coming Soon" selected	Traditional listing paperwork AND: No additional paperwork, only Seller's request to change status to TOM	Traditional listing paperwork AND: MLS Status Disclosure form with "Office Exclusive" selected
Additional Information		Coming Soon status is valid for 14 days and will then automatically change to "New" for 3 days and then to "Active" MLS Status Disclosure form must be uploaded to "Associated Docs"	Agent Remarks must be updated to indicate when/if the property is coming back on market Seller's Authorization form must be uploaded to "Associated Docs"	MLS Status Disclosure form must be uploaded to "Associated Docs"

STATUS DISCLOSURE FORM

Unless your property has an Active status in the MLS, your property is:

- NOT DISPLAYED ON OTHER BROKER WEBSITES
- NOT DISPLAYED ON REALTOR.COM
- NOT DISPLAYED ON INTERMOUNTAINMLS.COM
- NOT SEARCHABLE IN LISTINGBOOK
- MISSES 1000'S OF POTENTIAL BUYERS
- NOT SEARCHABLE IN MLS MOBILE APP

Choose **ONE** Status:

- Coming Soon (Entered as a listing in MLS. All listing rules apply. Not disseminated to 3rd party sites. Automatically changes to New after 14 days. Cannot be re-entered as coming soon until after 30 days off market. Cannot be cancelled prior to 14 days and relisted as Coming Soon until after 30 days off market. Can be changed to an active listing in MLS prior to 14 days.)
- Office Exclusive (Cannot be publicly shown or marketed, this will result in a fine up to \$1,000. Must be entered into MLS as Unpublished Sold after property closes.)

Upload form to associated documents in Paragon.

I hereby certify that the brokerage: _____ has informed me of the benefits available to me via the Broker's association with Intermountain MLS.

By instructing the Agent/Broker to only place my property in the MLS as a Coming Soon status, or Office Exclusive, I understand that:

- _____
(seller(s) initial) 1. My property will not be included and will not be automatically updated on national and/or local Agent/Broker websites
- _____
(seller(s) initial) 2. My property may sell at a lower price than might otherwise be obtained

However, as I have approved delaying/withholding my property from being an Active listing in the Multiple Listing Service, I hereby release the Broker from claims for any damages I would suffer as a result of this decision. _____
(seller(s) initial)

Address: _____ City: _____ St/Zip: _____ List Date: _____

Owner(s) Signature Date

Broker Signature Date Agent Signature Date

ALL FIELDS ARE REQUIRED INCLUDING SIGNATURES.

A complete and signed copy of this form MUST be uploaded to the associated documents in Paragon. Incomplete or missing forms will deem the listing out of compliance. Please DO NOT send this form to IMLS.