

MLS & Rules Committee

Meeting Minutes

- **Monday, March 10, 2025 – 12:30pm to 2:00pm**

Approval of the previous meeting's minutes: The meeting minutes were reviewed. **It was moved and seconded to approve the meeting minutes. Motion passed.**

1. Meeting discussions on excused absences, MLS updates, Coming Soon listings, and zoning code conversion.

- **Excused Absences.**

The Committee discussed requested excused absences. After discussion, **a motion was made and seconded to approve Drew Deck's excused absence request, which was passed unanimously.**

- **MLS Staff Update and Citation Policy.**

The board approved changes to the Citation Policy, including pushing back required training to a third offense and adjusting status changes. Feedback was received about the inability to make changes in Paragon by midnight, but it was decided to monitor the situation as it was raised by only one member.

- **Coming Soon Listings and Display on IDX and 3rd Party Websites.**

There are issues with Coming Soon listings not displaying on Zillow and Homes.com. A temporary workaround was implemented by moving listings to active status with an allowed delayed show date. **It was moved and seconded to sunset the workaround by the end of the business day on March 12, 2025. Motion passed.**

2. Real Estate Listing and Showing Policies

- **Zoning Codes and Zoning Districts Conversion – Historical Data Conversion**

The City of Lawrence is updating zoning codes to districts. The Committee discussed whether to convert historical data to the new zoning districts or leave it as is. The cost and implications of converting historical data were considered, with some members suggesting providing a reference table instead. The importance of cleaning up historical data for future use was emphasized. MLS Staff will request a quote of the cost to complete the conversion, and if the cost is reasonable, will complete the conversion in Paragon on April 1st.

3. Tenant Occupied Listings and the LMLS Showing Policy.

- **Property Listing Policy**

The challenges of showing tenant-occupied properties were discussed, including the need for policy changes to accommodate different property types and ownership situations.

- **Showing Time and Scheduling**

Issues with scheduling showings through Showing Time were highlighted, including agents not reading instructions and the need for better scheduling practices.

- **Fair and Equal Access**

The importance of providing fair and equal access to property showings was discussed, with suggestions for overlapping showings to accommodate more people.

- Concerns about policy compliance when sellers have restrictions on showing times were discussed, with suggestions for seller authorization forms. The policy needs to be reviewed to ensure fair and equal access for all, with potential adjustments for tenant-occupied properties. No specific conclusion was reached, but the need for better scheduling practices was acknowledged. The policy may need tweaking to ensure fair access without being overly restrictive. The need for a Seller's written authorization form was suggested to handle listings with overly restrictive showing availability (for example – only available less than 50% of the window of time based on a weekly timeframe).
- **Handling Exceptions and Emergencies**
The group discussed how to handle exceptions, such as emergencies or unique situations, that might prevent a property from being shown. The need for flexibility in the policy was emphasized.

4. Outcomes from Discussion of Listing Showing Policies

- **Property Showing Availability**
Participants debated the need for clear guidelines on when properties should be available for viewing, considering factors like day sleepers and tenant rights. The idea of having a flexible policy that accommodates different situations was emphasized.
- **Policy on Showings and Seller Instructions**
The Committee addressed the need for clear communication between listing agents and sellers regarding showing instructions. The importance of having written instructions or agreements from sellers about showing availability was discussed, with a focus on avoiding unnecessary paperwork.

Meeting Summary

- Approved requested excused absences.
- Sunset the Coming Soon workaround of the 1-Day Showing Rule by the end of business on March 12, 2025.
- Obtain an estimate for historical data conversion for Zoning Codes to Zoning Districts.
- Review and potentially tweak the property listing policy to ensure fair and equal access.
- Schedule the next meeting to continue discussions on showing policies.
- MLS Staff/Rob to draft a written policy for Fair and Equal Access for all based on Committee discussion and input, and provide at (or prior) to the next meeting.

Meeting Adjourned at 2:30pm.