



LISTING REQUIREMENTS

- How do I enter a listing when the Selling Agent is not a member of our MLS?
  - ◆ Please choose "***SNS - SOLD-NON-MEMBER SA***" as the Status of the listing.
  - ◆ Then choose "Non-Member" as the selection under Selling Agent when maintaining the listing.
  - ◆ Be sure to enter the Non-Member Selling Agent's name and agency in the fields provided.
  
- How do I enter a listing when the Listing Agent is not a member of our MLS?
  - ◆ You are the Selling Agent and will input the listing details in Paragon.
  - ◆ No Listing Agreement or Seller's Disclosure is required.
  - ◆ Please choose "***SNL - SOLD-NON-MEMBER LA***" as the Status of the listing.
  - ◆ Choose house/non-member as the selection under Listing Agent.
  
- What if the Selling Agent is an MLS member from a different agency than mine?
  - ◆ Please choose "***SCP - SOLD CO-OP***" for the Status.
  
- Do I need a change form for Withdrawn or Canceled?
  - ◆ Yes! It's the only status change that requires a change form with the seller's authorization.
  
- What do I do if a primary contract cancels and a back-up contract becomes primary outside of the 1-business day parameter?
  - ◆ Let us know so we can be aware of the situation and not assess a fine.
  
- Does the LMLS have a Pre-MS Status?
  - ◆ No. No sign/rider can be placed in the yard if it has any type of exclusive listing. You would then have to make the listing available to all in the MLS within 1 business day.
  
- What do I enter as a Selling Agent on my listing when the buyer is unrepresented?

## MLS FAQs

- ◆ Put "NON MEMBER" in Selling Agent 1 and in Selling Office 1.