MLS Incoming Listing

Overview
Listings can be added up to 30 days in advance of a listing going active. If it needs to stay up longer, you must go in and re-save the listing to keep it from dropping off.

New Listings **Adding a New Listing**

1. Log into Metrolist.

2. Click the Input tab (It's beside the Help tab on the right-hand side)

3. Click on the blue link "Add New"

4. Click on the blue link "Residential".

5. Have the "Fill from RealistTax" selected; it's the default setting (the letters will become bold).

6. Select the County and fill in the Tax ID. The Tax ID shows up on Realist as PIN under the Tax Information section. Copy and Past the Tax ID/PIN and click the blue search tab.

7. If the correct address appears on the next screen, click the Blue "Fill" link. If the wrong address appears, click the Revise Search tab and try to use the street number & street name only.

8. Enter Property Subtype, Structure Type, Mark if there's an HOA & Restriction & Covenants. Compare the Legal Address to the ERTS contract to make sure it's correct.

9. Add Listing Agent on Listing Tab

10. Push "Save as Incomplete" (at the bottom left of the screen you'll find this). This will save the listing information so far. Always leave it as Incomplete. Do **NOT** change the Status to Coming Soon because it will automatically go active in 7 days.

11. On the next screen, it will say Input Succeeded. Copy the new MLS Number in blue and paste on the property's Listing Setup Check List.

12. Go back to the Input tab (at the top beside the Help tab on the right-hand side)

13. Click on the drop down titled "Select a Listing" and click on the property.

14. Click on the Validate tab on bottom center to make sure everything is compliant. Look for red circles with an !. If it says in orange letters under the Status Tab "The Property Subtype and Legal Description do not match." stop ASAP. Do not go any further and call the customer support for help. They have to start a new incoming listing for you & as of now we can't fix or change it ourselves.

Now we will start with each tab for this property's listing information. You will need to click on the tab to input the info.

First Tab "Listing":
1. Make sure the following info reads as below and is correct.
Listing Agent ID: 042557
Name: Michael Lies
Office Name: Gold Compass Real Estate Inc.
Email: sales@yourcoloradosalesteam.com Office ID: M3394A
Direct Phone: (303) 325-5690 Office Phone: (303) 325-5690

Co-Listing Agent Info leave blank.

2. Listing Dates & Conditions: ***Must verify what's in the ERTS***
Expiration Date: See Right to Sell Contract.
Price Type: List Price
Price: Must verify what's in the ERTS
Ownership (Seller Type): Individual
Occupant Type: Owner Check with agent if you know it's vacant or has renters.
Listing Terms: Check the following Boxes: Cash, Conventional, FHA, VA
***No FHA if listing price is over $550k.*
Special Listing Conditions: None Known
Home Warranty: Leave Blank
Investor Blackout Ends: Leave Blank

3. Compensation: ***Must verify what's in the ERTS for Commission***
Buyers Agency Compensation: 3%
Dual Variable Commission *: NO
Submitted Prospect *: Yes

4. Showing Info:

Showing Phone number: 303-573-7469
Showing Email leave blank
No Showings Until: Leave Blank unless we tell you otherwise

Showing Notes: See Listing Set Up Check List

5. We will save the information after each Tab section. Push "Save as Incomplete" (at the bottom left of the screen you'll find this). This will save the listing information so far. Always leave it as Incomplete. Do **NOT** change the Status to Coming Soon because it will automatically go active in 7 days

6. Go back to the Input tab (at the top beside the Help tab on the right-hand side)

7. Click on the drop down titled "Select a Listing" and click on the property.

8. Click on the blue link labeled "Residential".

Second Tab "Marketing":
1. Internet Marketing Section: Check Yes under Internet Display of Listings & Internet Display of Address.

2. Additional Marketing Choices:
Syndicate To: Listing Syndication Settings check all the boxes that are available
Syndication Date: enter the date the property will go active.
Confirm Internet Display & Syndication Settings check I understand box.
In the MLS, also market as: Leave Blank unless agent says different

Third Tab "Location":
1. Address & Legal Section: Verify the Address section is all correct by comparing it to Realist & ERTS. Compare Legal Description with ERTS. (Make sure it includes the subdivision name in Legal Description)

2. Map & Location Description:
Under the Map on the top left side make sure the house is located in the correct spot by comparing it with Google map. You'll need to open a new web browser for Google map. If it does not have a location, you will need to enter the Latitude and Longitude by clicking on the blue link "Set Lat/Long". Click the spot/house that is the same as the Google map. If you placed it in the wrong place just click on the blue button on the map and drag it to the correct location. Once it's in the right spot Click button "Set Map Location".

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Subdivision Name: Click the Auto-Fill Neighborhood field link. It will open in a new screen. In the new screen type in the Neighborhood the same name that is on Realist under Subdivision. Click the Run Search button. Then click on the blue Fill link.

Building Complex Name: Fill in Name for Condos & Townhomes

Zoning: Find On Realist

Is Incorporated: Leave Blank

Direction Faces: Choose the correct direction by looking on Google Maps. For mountain properties this is an important feature.

View: Check any that pertain to the property. Look at pictures too.

3. Distance To: See Agent's notes or look on Google & RTD's website or use RTD tab (usually only for homes in Metro areas).

4. Schools: See Realist for School District and scroll through until you find the correct district. The elementary, Jr High/Middle and Sr High will auto populate but double check it with Realist records.

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Fourth Tab "Building & Site":
1. Building Information: Enter the following info:
Year Built: Verify it is correct with Public Records
Levels: (In Unit - Above Ground) Check Realist Ask the agent if unsure

Property Condition: Check Updated/Remodeled & if it's not very updated leave blank Ask the agent if unsure

2. Builder Name: You can find this on Realist under Last Market Sale & Sales History
Lot Size Acres:

3. Constructions & Exterior: Enter the following info:
Construction Materials: Frame. Also, Wood Siding -Most Common If you can tell by pictures if there is Brick or Rock, please mark them too.
Roofing Materials: Composition Shingles
Exterior Features: See Agent's notes & pictures and check the box for each item.
Patio & Porch Features: See Agent's notes & pictures and check the box for each item.
Common Walls: Check the box for the correct item. Ask the agent if unsure
Architecture Style: Most Common is: Contemporary or Mountain Contemporary
**If you are unsure look at other listings in the area. SAVE your work before switching screens.
Accessibility Features: Leave Blank but See Agent's notes and check the box for each item.
Pool Features: See Agent's notes and check the box for each item.
Unit Count (In building): enter the number of units in building for townhomes & condos
Entry Level & Entry Location: Leave Blank

4. Site: Enter the following info:
Lot Size Acres & Lot Size SqFt: Look at Realist for Lot Size SqFt and Lot Size Acres
Lot Number: leave blank
Lot Features: See Agent's notes & check the box for each item. Ask the agent if unsure
Fencing: leave blank
Ski Features: leave blank
Waterfront Features: See Agent's notes & check the box for each item. Ask the agent if unsure
Current Use: leave blank
Road Surface Type: Select the correct item. Ask the agent if unsure
Road Frontage Access Type: Select the correct item. See Agent's notes too
Road Responsibility: Select the correct item. See Agent's notes too

5. Water & Utilities:
Water Source: Mark the correct one for the property. If on well mark Private & Well. See Agent's notes or SOW to confirm
Sewer: Select the correct item. Typically Public Sewer for city homes & septic for mountain homes.
Utilities: Select the correct item.
Electric: Leave blank unless Agent enters it in his notes.

6. New Home Community Info: Leave Blank-This is only for New Builds

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9. Click on the drop down titled "Select a Listing" and click on the property.

10. Click on the blue link labeled "Residential".

Fifth Tab "Green Features":
Leave Blank unless we let you know.

Sixth Tab"Parking & Structures":
1. Parking Features: See Agent's notes and check the box for each item.

2. Parking Type: Click the drop down and select the correct item.

3. # of Spaces: See Agent's notes.

4. Length & Width: Leave blank unless Agent enters it in his notes.

5. Parking Description: Leave blank unless Agent enters it in his notes. For example, he had a listing with vaulted ceilings in the garage.

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Seventh Tab "Interior":

1. Interior Area & SqFt
Fill in Sq. Ft. for Above Grade Finished Area, Living Area & Building Area Total. You'll find this from Realist unless we send measurements from an Appraiser.
Measurement Source- County Records. Unless we send Appraiser measurements, then it's Appraiser Measured.
Basement: Look at Realist and Agent's Notes
Foundation Details: Leave Blank

2. Detailed Room Information: Here we'll add each room and dimensions, Floor/Level it's on, and we'll leave the description blank. You'll find this info from Agent's notes.
***To add additional rooms click the button on the bottom right that says "More"
Start with Upper Levels, Main Levels and last basement. List first Bedrooms, Bathrooms, than any other rooms on each level.

3. Summary Room Information: See Agents Notes and enter the correct amount.

4. HVAC, Appliances Security Features, Other Equipment & Laundry Features: See Agent's notes and check the box for each item. The agent will abbreviate for example: FA=Force Air, G=Gas.

5. Features: (Interior Features, Appliances, Flooring, Windows & Fireplace): See Agent's notes and check the box for each item.

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9. Click on the blue link labeled "Residential".

Eight Tab "Association":
1. Association Information (HOA): See Agent's notes or CIC form for all info and enter it accordingly. Sometimes we may need to compare it to other listings in the MLS. Not all owners provide this information.

2. Additional Association Information: See Agent's notes or CIC form (if unsure we need to confirm with the seller. See email template) and check the box for each item. ** Restrictions & Covenants are usually marked as "Other".

Association Transfer Fee Information Leave Blank

Special Assessments Description Leave Blank unless agent notifies different

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Ninth Tab "Remarks":

1. Public Remarks: Copy the public remarks you wrote on the "Seller's Setup Check List"

2. Private Remarks: Copy from "Seller's Setup Check List" and add anything Agent made notes for.

3. Directions: Copy the directions you wrote on the "Seller's Setup Check List"

4. Exclusions: Look in ERTS & See Agent's Notes for any additional stuff

5. Title Company: Fidelity National Title or Title Company Seller Chose

6. Earnest Check To: Fidelity National Title or Title Company Seller Chose

7. Minimum Earnest Amount: Look in ERTS Contract

8. Possession: Closing/Delivery of Deed

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9. Documents Available: Leave blank unless Agent enters it in his notes.

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11. Go back to the Input tab (at the top beside the Help tab on the right-hand side)

12. Click on the drop down titled “Select a Listing” and click on the property.

13. Click on the blue link labeled “Residential”

Now we will click on the Validate tab on bottom center to make sure everything is compliant. Look for red circles with an !.

Uploading Virtual Tour, Photos & Disclosures

Adding a Virtual Tour
On Matrix, go to the Input tab.
Click on the drop down titled “Select a Listing” and click on the property.
Select the blue link “Manage Virtual Tours”.
In the Virtual Tour 1 box enter the home tour link. Example: http://www.hometour33.com.
Click Submit Listing

Adding Photos
On Matrix, go to the Input tab.
Click on the drop down titled “Select a Listing” and click on the property.

Select the blue link “Manage Photos/Logos”.
Find the MLS photos from the client’s folder & upload them. You can upload a max of 35 photos. The first photo needs to be the main picture of the home.
Once all the photos have uploaded & they are in the correct order, click the Save button.

Adding Disclosures
On Matrix, go to the Input tab.
Click on the drop down titled “Select a Listing” and click on the property.
Select the blue link “Manage Supplements”.
You will need to upload the following documents in order: SPD, CICC, SOW, SQFT, CI, ILC (if applicable).

Supplement Description: Abbreviated file name (Ex: SPD) + Property Address
Select File: Select the correct file
Supplement Type: SPD - Sellers Property Disclosure
SOW - Source of Water Addendum to Contract to Buy & Sell Real Estate
SQFT - Square Footage Disclosure
CICC, CI, ILC - Other

Upload all the documents. Then select Save.