

MLS MINUTE



REALTOR® Association of Southern MN

January, 2019

Making Paragon work for you!



Have you ever said “ I wish I could do this in Paragon”?

It’s possible you can do it in Paragon.

We will be offering Paragon open learning sessions. These sessions will run from 9-11 a.m. and will be a time for you to come in and ask questions you may have.

Maybe you are looking to run a certain report or want to customize your search criteria better. If you just want help changing or adding your photo into the system stop in and get the help you are looking for. If we don’t know the answer, we will help you find it.

Scheduled dates:

January 31
February 28
March 14

Stop in to the Association office between 9-11 a.m. on these dates to ask your questions.



TEAMS IN THE MLS

We are seeing more teams in the MLS.

If you are creating a team we need to know the team name, team members, who the team lead is in order to set up the team in the MLS.

You must also have the permission of your broker in order to create a team. Please be sure you are aware of the advertising rules per MN Dept. of Commerce in regard to teams.



Upcoming Continuing Education:

We are happy to announce we will be offering you classes on Instanet and Authentisign and RPR for continuing ed. credit.

On March 21 we will offer both classes.

Classes will be 9-noon and 1-4.

Watch for more information on these classes. Plan on attending to learn more about using these tools available to you.

Continuing
EDUCATION

Supra updates- Android users

Location Services Required for the eKey app on Android

The Android operating system now requires the location services be enable when scanning for Bluetooth® devices. This is for all Bluetooth® devices including the ibox BT Le and other Bluetooth® devices you may use like wireless earbuds, a Bluetooth® speaker, or your car.

To open a key with the Supra eKey app you will need to enable location services on your Android phone:

1. Tap Settings
2. Tap Location
3. Tap the slider to turn it on.



New Members Joining

Please be sure new members are calling to set up an appointment before coming to join RASM. We want to be sure we have staff available to help them.

MLS Policy Review- “Off Market listings”

We have had several properties being put on the market as new listings without following the necessary time line set in the RASM MLS Policies and Procedures. Per the Policies:

“Off Market: A listing must be off the market a minimum of 3 months before a new listing number can be assigned if listing remains with same brokerage. If property is entered as new listing prior to 3 months a \$50.00 fine will be assessed.”

If the property is re-listed with a new brokerage the listing will be input as new and receive a new MLS number.

If you should have questions in regards to the rules and polices in general or in regard to a specific listing/circumstance, please feel free to contact the Association office



Homesnap Pro Tip: What are the Blue Price Tags?

Find off-market properties and price estimates within Homesnap!

Have you seen little blue price tag icons in Homesnap? If so you have found one of the cool features Homesnap offers.

When you open Homesnap and zoom closely on the map you will see little blue price tag icons; you may also see red, orange, purple and green tags as well.

The blue tags represent listings in Homesnap that have been off the market for 365 rolling days or more or have never been listed in the RASM MLS.

The price on the tag is an AVM (Automated Valuation Model). The estimate comes from financial information by Black Knight (Paragon parent company). Homesnap will never add an estimate on an active, pending or recently sold (within the last year), listing. Blue tags without prices do not have price estimates. The reasons for not having an estimate vary but usually means the AVM does not have enough financial information for that listing to create an estimate.

Supra eKey upgrades

By now you should be seeing the new upgrades to the Supra app on your phones. We have had some agents that have needed a new authorization code after the update is installed. No worries, if you are asked for an authorization code, we can get you that easily and quickly- and good news the authorization codes are shorter now (no more entering 30 digits). The basic functionality of the key hasn't changed. The icon looks a bit different and the “obtain key” is not at the bottom.



Data Reports

We have data provided by our vendors showing activity for our association in regards to their product. [Click here](#) to see the December, 2018 Showing Time report. In this report you can see an array of data from showable listings, average appointments per day, offices in which agents took

appointments for the month and more.

[Click here](#) for the Realtor.com report; this report has data on average views per listings, profiles viewed, total listing leads and more.

[Click here](#) for the November List Hub report.

Email changes

If you change your email address please update us. A lot of the information we send out is done via email. It is important we have your current information.



Showing Time Tip

Showing Calendar:

Did you know that Showing Time has its own showing calendar? Agents can see all appointments right from the Showing Time desktop account.

This is an easy way to see if your listings are getting showings. Many agents say they use this tool to

gauge whether they are busy with buyers. You can view appointments by monthly/weekly/daily views also allowing for a segmented view for office managers. Agents can narrow down showings based on the status (confirmed vs unconfirmed or cancelled) or those

requested on their listings vs. showings requested on other agents' listing.

[Click here](#) for more on the Showing Time Calendar.



Instanet Update

January brought a new release to Instanet with changes to make the document review process easier. Changes include:
-Ability to scroll through the document to review each page.

- the removal of "next" and "previous" buttons, you can still jump to a specific page number.
- Page labels now formatted as "current/total" pages.

Radon Licensure Changes

There has been a court order that affects the MN Dept of Health from enforcing certain radon mitigation statutes and rules that were scheduled to go into effect in January. For more info/details [click here](#).



Simple steps for Staying in Compliance with RASM MLS Rules

Compliance with the MLS Rules helps provide accurate, timely, factual and objective property information for all the Participants. Below are some of the most common violations or rules that the RASM MLS receives questions on. A full copy of the RASM MLS Rules & Regulations can be found in the Documents in Paragon or on RASM website. If you have any questions regarding the MLS rules contact the Association office (507) 345-6018.

1. Enter a listing in Paragon within 2 business days of agreement being signed/executed. Everyone relies on timely access to listings to better serve buyers; and sellers rely on you to make their property available as quickly as possible.
2. Make sure the data you submit is accurate. Information in the MLS is to be accurate and complete. Inaccurate data may include, counting a room as a bedroom, not including accurate room measurements, incorrect school district (those are just a few examples).
3. File MLS withholds within 2 business days. If the seller wishes to withhold their property from the MLS, the MLS withhold form along with a copy of the listing agreement must be sent to the RASM office within 2 business days of the listing agreement being signed.
4. Upload a photo at the time of input. ALL RASM listings must have a photo of the property at input. Main photo is to be an exterior of the property for sale.
5. Do not include any promotional marketing in your photos (including virtual tours). Do not have a brokerage or builder sign in the photo. Do not digitally alter the photo so it no longer accurately reflects the property. Do not use photos from another Participant's previous listing of a property.
6. Make all status changes within 2 business days; pendings, sales, contingencies, all status updates are required to be made within 2 business days.
7. Do not share your RASM MLS access with anyone! Only authorized users may access the system. Do not share your login information with anyone under any circumstances, including colleagues, customers, assistants, family, etc.
8. Do not use the remarks section for promotional marketing. Brokerage or agent names and phone numbers may not be in the remarks section of a listing.
9. Make corrections if you are sent a correction notice. Corrections must be made within the given time frame to avoid escalating fines.
10. Use the "temporary not available to show" status if a property is not available for showing for more than 3 days. When the property is available to show, change the status back to active, or submit a withdrawal form if property is going off the market. Temporary not available show status does not allow for any showings while in that status (including showings by the listing agent or other agents in listing office).