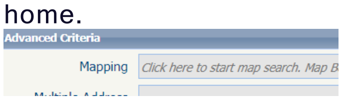
MLS MINUTE

REALTOR® Association of Southern MN

October, 2018

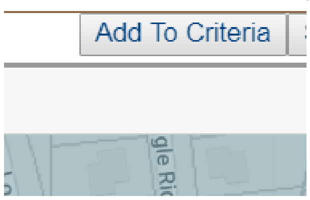
Maps in Paragon

Have clients looking for a property in a specific location? Have you used the map search in Paragon? You can access the map under the secondary criteria. You can add mapping in addition to the other criteria you have for the home.



You can change where you would like the center of the map to begin by changing the address(it will default to your office address.

You can also change the view from road to aerial or a hybrid. You can search within a mile radius, which works great if you have someone that Needs to be within a certain distance of their job location.
There are multiple shapes you can use when drawing your map search, and you can have mulitple shapes in a search.
It's easy to add to the criteria when searching by map… just click the "add to criteria" and you will go back to the search criteria layout.



If you have any questions on the map search or other Paragon questions do not hesitate to call.

DUES REMINDER

REMINDER to RASM MEMBERS:

YOUR YEARLY DUES MUST BE PAID BY OCTOBER 31ST. AFTER THIS DATE THERE IS A LATE FEE ACCESSED.

Assume Identity

Working as a team, or need your assistant or office admin to access your Paragon and do some work for you?

With the Assume Identity ability of Paragon, one agent or office admin can assume the role of another while still be logged in as themselves.

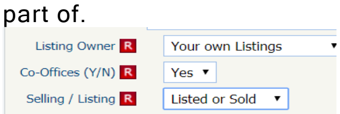
If interested in using this benefit of Paragon contact the Association office to get started.

Inventory Reports

Another year is starting to wind down. Are you wanting to know your sales for the year?

The best way to run the search for this data is to do an inventory search (available under your search tab).

Make sure to select listed or sold in order to get all the transactions you were a part of.



There is an "inventory report" under reports which gives a nice layout of transactions.

RASM EDUCATION SCHEDULE

Plan ahead… register for your continuing education hours early. Click here for RASM Education schedule.

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: Sold Before Process

The “sold before process” in no longer a status in the RASM MLS (newer agents won’t even remember the status). We have received some calls on when/how a listing should be input into the MLS if a contract is written prior to the listing being input. If a property is listed and an accepted offer comes in prior to the listing being input (the 2 business day time frame) the property must be input as contingent (if there is a contingency in place) or as pending.

Please note the listing still must be input within 2 business days of listing agreement being signed.

The only time a listing is not entered into the MLS until after it closes is if it a comp sold or a sale from a one time- showing contract.

As always if you have questions on the rules or policies please contact the Association office.

Earnest Money Receipts… from the Professional Development Committee

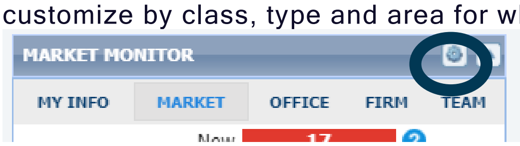
The MNAR form “Earnest money Receipt” is used ONLY when the agent has received an earnest money check from the buyer- and they have given them this receipt stating that fact. There should be a check number in the blank for the check number. If you haven’t received an earnest money check, the earnest money receipt should not be used.

An agent was fine $1500 by making material misrepresentation because he presented an earnest money receipt and never had possession of any earnest money.

In addition please remember earnest money checks are to be written to the brokerage and deposited into the brokerages trust account. An earnest money check should never be written to the agent or deposited anywhere other than the company trust account.

We have agents call to report their new listing is not showing in the Market Monitor on Paragon. If you have this problem make sure your Market Monitor is set to show all the areas. When we have had this problem reported it is usually solved by adjusting the areas you have selected to show for the Market Monitor.

To change the areas you see, click on the “edit widget” (little wheel) and you can then customize by class, type and area for what listings you see in your Market Monitor.



Data Reports

We have data provided by our vendors showing activity for our association in regards to their product. Click here to see the September 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 September List Hub report.

Upcoming Time Change

With the time change coming remember there is a change to the hours that Supra boxes can be accessed. Boxes will be accessible 8:00 a.m. - 9:00 a.m. during daylight savings time.

Showing Time Tip

Showing Time has a calendar making it easy for agents to see all their appointments.

The view can be set to traditional daily, weekly, or monthly views. There are also other filtering options available.

You can also sort by appointment status (confirmed vs unconfirmed or cancelled).

Office admin have even more options for searching. The can look at all agents or search by a specific agent. Reports can also be specified for listings or buyers.

For more information on the calendar features in showing time click here.

Supra changes coming

Supra will be coming out with some exciting enchancements.

View real time data at the door of the listing, including a listing photo and current property notes.

View beginning and ending showing details.

And what we are most excited to announce coming is a new safety feature in which agents will be able to send real-time alerts at the touch of a button which will include location information.

More details will be coming on the Supra changes.

M E M O R A N D U M

TO: Area Real Estate Agents
FROM: City of North Mankato
DATE: October 2018
SUBJECT: Required Disclosures

The City of North Mankato continues to require that a North Mankato Inflow & Infiltration Disclosure Statement and Property Line Identification Disclosure Statement be presented to the Seller and Buyer prior to **all** property sales in North Mankato.

Inflow & Infiltration (I & I) Disclosure Statement:

1. Contact North Mankato Building Inspector Tom Krause at 507-838-1466 to schedule an I & I inspection prior to the sale of any property in North Mankato.

A copy of the inspection report will be provided to you to have available for the closing.

2. The I & I Disclosure must be signed by the seller and buyer prior to or at the closing. This form is required for all property sales in North Mankato. (For any property involving a foreclosure company or bank refusing to sign as the Seller, the form must still be signed by the Buyer. Indicate on the form behind “Seller Name” the name of the Foreclosure Company or Bank.)

3. The signed I & I Disclosure must be submitted to the City within five (5) business days from the date of sale. Submit this form by faxing to 507-625-4151 or email the form to heathera@northmankato.com.

Property Line Identification Disclosure Statement:

1. The Property Line Disclosure must be signed by the Buyer prior to or at the closing. This form is required for all property sales in North Mankato.

2. The signed Property Line Disclosure must be submitted to the City within five (5) business days from the date of sale. Submit this form by faxing to 507-625-4151 or email the form to heathera@northmankato.com.

Contact Deputy City Clerk Heather Anderson at 507-625-4141 or heathera@northmankato.com with any questions and to request electronic copies of the North Mankato Disclosure forms if you do not already have them.

The City of North Mankato appreciates your assistance regarding these requirements.