

MLS MINUTE



REALTOR® Association of Southern MN

June, 2019

Paragon changes

At the recommendation of the MLS Committee, the Board of Directors has adopted some changes to our Paragon system. These will be effective July 8th.

1. The number of photos allowed per listing will be increased to 50. The requirement of at least one photo of the exterior of home at time of input remains the same. In other words, yes you can add more photos to a listing now, but it is not required to have anymore than the 1.

2. The directions field will be changed from mandatory to optional. This change was done due to the directions not always being helpful. Please give good directions when using this field;

putting "Hilltop Mankato" or "in Madison Lake" in the directions field do not help other agents and their clients.

3. "Garage" field will also be added as an option under "out buildings" under the lots type.

4. The Board of Directors also approved adding a listing status of "coming soon". This new status will not be in effect on July 8th, as we need to work with our MLS vendor Paragon, to make sure it is set up correctly and there are a few things that need to be determined with this status yet. Watch for more updates on this status.



Copyright of photos:

Using a professional photographer for your listing photos? It is imperative that the agent/brokerage has obtained the rights to be sharing those photos. "To avoid risk of copyright infringement, brokers should ensure that they've obtained the rights in the photographs that they assert to have when sharing the photos on the MLS, public portals, and other venues. Brokers should be able to document that chain of title". - NAR.realtor
Please know what your agreements with photographers allow you to do with the photos.

Paragon Mobile

Great News!
Paragon is bringing its users a new Mobile app.

The app will empower agents to quickly communicate with contacts, run property searches, manage leads, offer buyer search functionality and more. Watch for more info on this.

We are happy this improved app is coming as that is one of the requests we got from a few people in the last survey.

SUPRA NEWS

New way for you to authorize your Supra eKey app.

If you get a new phone and need to install the eKey app this feature makes it easy to obtain an authorization code.

To obtain an authorization code from the app:

1. Launch the eKey app
2. Select Activate eKey app, a screen will open for you to enter either your email address or phone number. Enter one.
3. Enter your pin number for your Supra Key.
4. Click submit.

You will receive either an email or a text message containing a link, click the link to automatically authorize the eKey app.

As always, we are here to help you with an authorization code or other help you may need with your supra key also.



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.

Forms updates

The MN REALTORS® approved revised forms will be released on August 1, 2019. The new forms should be used after August 1. Watch for detailed descriptions of changes to the forms in upcoming messages sent out. Almost every Form will be changing this year due to the Forms Committee adopting a change to the format of date fields throughout the Forms to one blank line, instead of the “_____ 20__” format. Additionally, the representation and facilitator agreements will be modified to include a printed name field in the signature areas of the forms.

If you have transaction templates or quick start groups you will need to go in and add in the new/revised forms starting August 1, including those forms branded with your company logo- if you have had Instanet hard-code your logo to forms, this is considered a customization, and there will be a cost, per page, to hard-code your logo to the new/revised forms. Please contact Instanet with questions.

Important Authentisign Info

Technology... it's a wonderful thing right?

Sometimes you need to pay close attention to what some of the conveniences of technology are allowing you to distribute.

When using Instanet/Authentisign you are sent an email with a link to the final signed documents, the email also includes a link to the certificate of validation and completion. This certificate shows when the document was signed and also includes the email addresses of those that signed.

To pass on the signed final document to another agent or whoever you may need seems easy enough, just forward the email and they can click on the link and get the fully executed document... piece of cake right? But wait, if you just forward the email they also will get the certificate of validation... including your clients personal email address information.

When passing that final document on you should either save it and just sent the document or make sure you remove that second link to the certificate before sending on to others.

To save or print the final signed document [Click Here](#). **This is document link- ok to forward.**

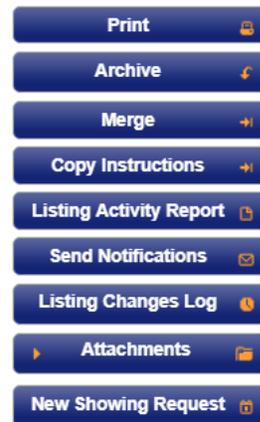
To download a copy of the certificate of validation and completion [Click Here](#). **This has clients personal email information and should be removed before forwarding.**



Showing Time Tip:

Did you know you can easily add documents into Showing Time? When a document is added in Showing Time it will be emailed to any agent that sets up a showing for that property- what a great time saver and benefit to take advantage of. And bonus-it is super easy to do!
From showing time

dashboard choose "listings", click on the listing you want to add a document for and on the left side choose "attachments" (see photo to the right showing the menu options). "Attachments" is second from the bottom.



Survey says:

Thank you to those that responded to our recent membership survey. We will continue to evaluate results and look at what our members feel they need. More photos in the MLS (which was requested by a few) is already being implemented. One comment from a

Agent was they would like an easier way for rental properties to be found. There is an option when doing a search to choose "for rent", this will give you only results that were entered into the MLS as for rent.

Sale/Rent For Rent ▼

Simply choose "for rent" from the sale/rent drop down. This drop down gives you 3 choices: for sale, for rent or all.

Generally, there are not a lot of "for rent" in the MLS, but they can be entered as long as there is a signed right to lease agreement and compensation is offered in the MLS.

Please don't hesitate to contact us for help with a special search.

Paragon

Looking for some help with a specific area of Paragon? Need some general help? Is your office looking for some training?

Contact Jenny for help with Paragon.



General Module 2019-2020

The Department of Commerce has selected Agency, Fair Housing & Energy Efficiency as the topic for the 2019-2020 general module. All non-exempt salespersons and brokers must complete this 3.75 hour module before June 30, 2020.

MINNESOTA REALTORS® FORMS USE POLICY CHANGE AND ACCESS BY UNLICENSED ASSISTANTS

The Minnesota REALTORS® recently became aware that many of our REALTOR® members were allowing their administrative staff to access and use the Minnesota REALTORS® approved forms which was prohibited under the Minnesota REALTORS® Forms Use Policy (“Policy”).

The Minnesota REALTORS® Risk Management Committee and the Executive Committee reviewed the current Policy and determined there is value to our REALTOR® members in allowing administrative staff to access the Minnesota REALTORS® approved forms to assist in tracking transactions and, if they are licensed assistants, to assist in drawing up the contracts.

Therefore, the Risk Management Committee recommended, and the Executive Committee approved, a modification to the Forms Use Policy to allow for administrative staff employed by or affiliated with a REALTOR® member to have access to the Forms for the purpose of providing **lawful and permissible assistance** related to use of the Forms.

- IMPORTANT LEGAL INFORMATION-

In modifying this Policy to allow administrative staff access to the Forms it is imperative that you are aware of the legal and ethical restrictions and risks associated with unlicensed persons accessing legal contracts.

Unlicensed assistants and unlicensed administrative staff may NOT draw up or assist in drawing up the forms. Doing so would be in violation of Minn. Stat. § 481.02, unauthorized practice of law. Licensed real estate brokers, salespersons, and closing agents are allowed to draw up legal contracts as specifically permitted under Minn. Stat. § 481.02, Subd. 3a.

Also note that each licensed broker is responsible for the acts of any and all of the broker’s salespeople, closing agents, employees, or other persons while acting on the broker’s behalf. (See Minn. Stat. § 82.63, Subd. 3 and 82.82, Subd. 1).

Broker’s, salespersons, or closing agents are prohibited from engaging or authorizing any person, except one licensed per Minn. Stat. § 82, to act as a real estate broker, salesperson, or closing agent on their behalf. Make sure that all licensed activity is being performed by a person properly licensed under Minn. Stat. § 82.