

MLS MINUTE



REALTOR® Association of Southern MN

August, 2021

Paragon changes- a review of changes recently made:

1. A listing will not save to Paragon without at least one photo uploaded.
2. A listing can be input at a “pending” status if there is an accepted (non-contingent) offer for the property when input. The listing still must be input within the 1 business day of listing being signed.
3. Under the single-family type there are sub-types for condo, townhome, twin, and patio so you can specify what type of home it is. There will also be an option for “slab” if the home is on a slab.
4. “Showing and Compensation agreement” was added to the drop down for listing type (this is the updated form used for one time showings).

RASM MLS RULE CHANGES a review of changes:

The following additions have been made to the RASM MLS Rules & Regulations. These rules came from NAR and are mandatory for all MLSs to adopt to stay under NAR’s Charter.

New rule 1.2.0: Section 1.2.0 Participants and subscribers are required to submit accurate listing data and required to correct any known errors. *(added 1/21)*.

This rule I believe speaks for itself; the purpose of the MLS is to share listing data. This data needs to be accurate. There is a RASM MLS policy that states if there is a correction sent to the listing brokerage to correct any wrong data in the MLS, the correction must be completed within a certain time frame (2 business days) to avoid a fine; this is for those times human error comes into play e.g. 125 acres is input instead of 1.25 acres. Keep in mind some violations have automatic fines (not uploading a photo at input for example).

Section 7: Note 2 added: MLS participants and subscribers can receive no more than three (3) administrative sanctions in a calendar year before they are required to attend a hearing for their actions and potential violations of MLS rules, except that the MLS may allow more administrative sanctions for violations of listing information provided by participants and subscribers before requiring a hearing. The MLS must send a copy of all administrative sanctions against the subscriber to the subscriber’s participant (Broker) and the participant is required to attend the hearing of a subscriber who has received more than three (3) administrative sanctions within a calendar year. *(added 1/21)*

Administrative sanctions are not like the above mentioned inputting errors. Administrative sanctions are serious MLS Rules violations such as not following clear cooperation guidelines, not inputting a listing within the necessary time frame (1 business day of listing agreement being signed), showing a property in a coming soon status, or temporary not available to show status, publicly advertising a property that is withheld from the MLS.

Section 9: Consideration of Alleged Violations

The Committee shall give consideration to all written complaints having to do with violations of the rules and regulations. **By becoming and remaining a participant, each participant agrees to be subject to these rules and regulations, the enforcement of which are at the sole discretion of the Committee (Board of Directors)**

When requested by a complainant, the MLS will process a complaint without revealing the complainant’s identity. If a complaint is subsequently forwarded to a hearing, and the original complainant does not consent to participating in the process, the MLS will appoint a representative to serve as the complainant. *(amended 11/20)*

This allows for complainant to remain anonymous even if a complaint reaches the point of an MLS hearing.

Have you reviewed the RASM Rules and Regulations fully lately? You can do so [here](#).

RASM MLS POLICY REMINDER- Coming soon vs Withheld from the MLS (office exclusive):

Coming Soon listings/Withheld listings differences:

It is important to note that coming soon and a withheld listing are not the same thing.

A coming soon listing has a valid contract and property is being prepared for sale, but is not ready for showing. A coming soon listing must be entered in the RASM MLS within 1 day of the contract being signed. There is a coming soon listing authorization form sellers must sign and that must be submitted to the RASM office.

A coming soon listing must have an "active" date entered when the listing is input in to the MLS, on that active date the listing will automatically become active in the MLS. The longest a property can be in a coming soon status within RASM is 14 days. A coming soon listing will be in the "new" listings on the MLS market monitor on the day it was entered (not the day it becomes active). Listings in the coming soon status are searchable in the MLS. DOM do not accumulate while in the coming soon status.

Coming soon listings are available in the IDX feed; they are not included in feeds to Realtor.com or Zillow (reminder RASM doesn't send all listings to Zillow- this is a broker opt in option) or other 3rd party sites (through ListHub).

A coming soon listing can be advertised. While in a coming soon status the property cannot be shown by anyone (list agent included).

A withheld/office exclusive listing will not be available in the RASM MLS. A withheld listing must have the forms completed and returned to the RASM MLS office within 1 business day of the listing agreement being signed. A withheld property cannot be advertised outside the listing firm; NO ADVERTISING= no sign, no social media, no flyers, **NONE**. Showings can be done within the listing office only.

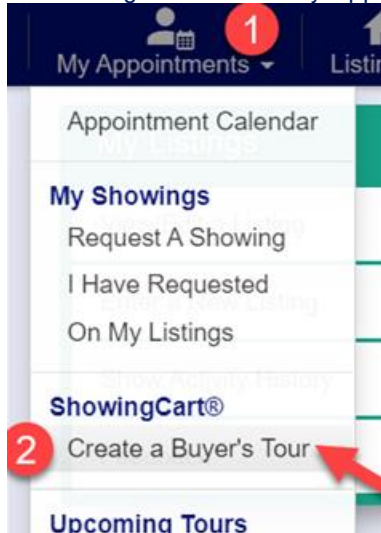
If you have questions on a coming soon or a withheld/office exclusive listing procedures, please inquire. The fines for not submitting the proper forms or complying with advertising rules are significant.

Remember in all transactions you have a duty to your sellers to put their best interest first. There are times a seller does want to withhold their property from the MLS, that is their option; but it needs to be their decision to do that. Agents should not push a withhold for a "pocket listing".

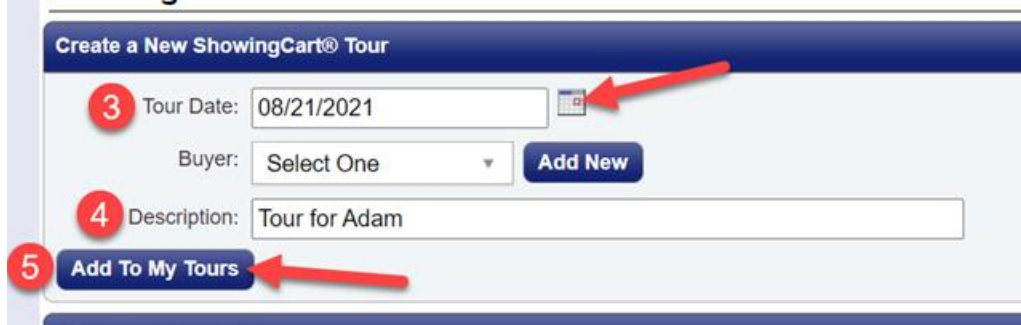
A friendly reminder- if you change your email or phone number please let RASM know. We use your email for communications from the Association office and also for billing purposes. Just give us a call or send an email and we can update the information for you.

Creating a Buyers Tour in Showing Time:

In Showing Time under my Appointments choose "create a buyers tour".



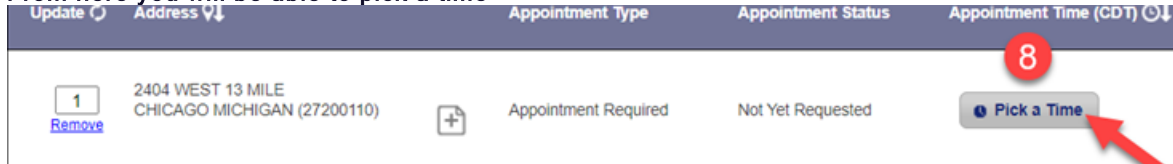
Select the date and add a description of the tour- then click on "add to my tours"



You will then be able to click on the tour from your calendar
To add multiple listings to the tour enter the MLS numbers in the top text box and separate with a comma (no spaces)
once all listings are entered click "go"



From here you will be able to pick a time



Once appointment times have been selected you can click "send requests" and all requests will be sent to each listing agent.

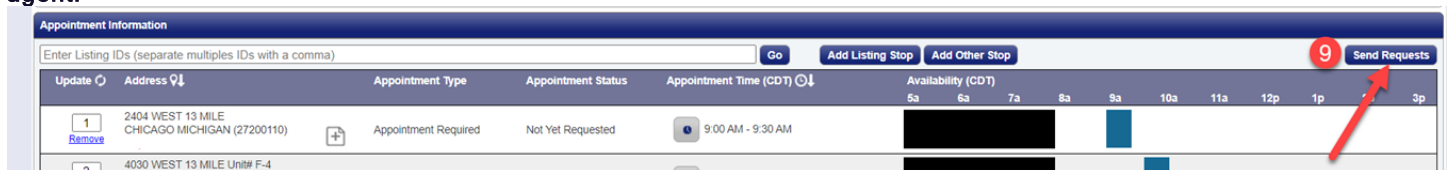


Photo Policy reminder:

Fall is coming...time to change photos in the MLS as needed; a reminder no marketing is allowed on RASM photos- violating this policy is an automatic fine.

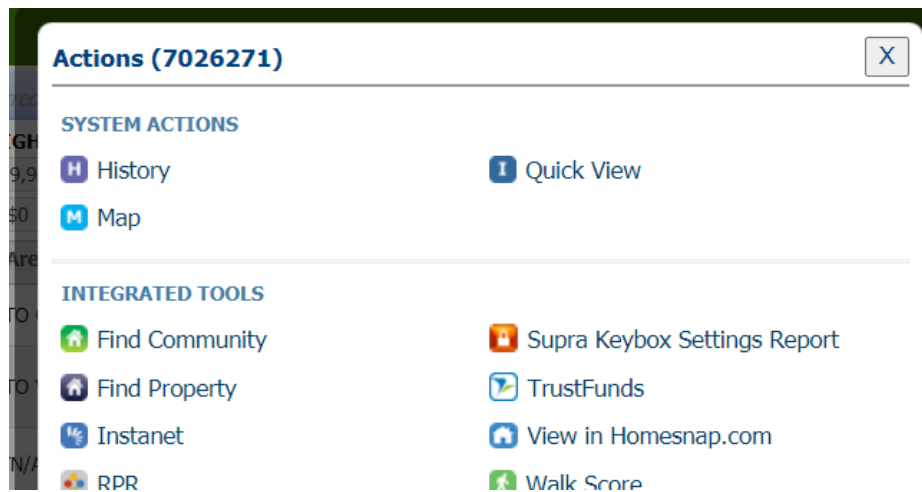
Photographs submitted shall depict the property for sale and shall not include marketing or promotional messages made on behalf of the listing broker or agent. This also applies to virtual tours. Any promotional marketing will result in a \$100 fine and removal of the promotional marketing.

*Reminder no marketing for agent or brokerage in the remarks field either.

Think of the property saying "it's not about you... let's make this about me!".

New Look in Paragon: "ACTIONS" button

There is a new "actions" button in Paragon... this is where you can now find your "skittles" to a listing. The Actions button is found on the tool bar. You must have listings selected from the spread sheet view in order to choose an action



Paragon Passwords:

We are not able to see your password for Paragon. If you forget your password you will need to go through the "reset" password link.

New updated mobile Paragon option:

Are you using the new Paragon Connect (updated mobile)? This has many great additions and upgrades. On a mobile device you can use the same URL: rasm-sasi.paragonrels.com to access Paragon and then choose if you want full version or Paragon Connect. Black Knight has changed the mobile to a true web application rather than just a mobile solution. Take a look if you haven't yet! You can do full maintenance within Paragon Mobile (providing you have maintenance authorization level).