

# MLS MINUTE



REALTOR® Association of Southern MN

September, 2019

## ShowingTime Agent Widget

A new agent-facing Showing Time widget is available on your Paragon home screen. The widget is under the Contact Activity widget but can be repositioned on the homepage by the agent. Clicking on any of the icons will launch a new browser and seamlessly log you into ShowingTime and land on the specific data of the icon you clicked on.

When there is new data available, a red circle will appear on the icon with a number representing the number of available changes/new data.



Reminder the monthly local and state market reports are on the RASM website ([www.rasminfo.com](http://www.rasminfo.com)) Convenient for you to locate; under Resources, the last option is market reports. We try to have updated reports done by the 15<sup>th</sup> of the month.



### SAVE THE DATE:

REALTOR® Members Wanted to join us for the 2019 Western Themed Affiliate Trade Show.

Thursday, September 19th 11:00-1:00

The Board will be serving lunch.... come out for food, games, fun, prizes and most importantly to support your LOCAL AFFILIATE MEMBERS!!!!



### FORMS CLASS:

RASM is offering a 3.75 cont. ed Forms class on October 10<sup>th</sup> from 1:00-4:45

The course will include detailed discussion on the proper use of many of the MNAR forms as well as discussion regarding the forms changes that went into effect August 1.

Cost is \$40.00 if registered on or before 10/3/19 after 10/3/19 the registration fee is \$45.00.

Contact Pam at the Association to register. [admin@rasminfo.com](mailto:admin@rasminfo.com)

## TRADEMARKS

Trademarks are useful tools. They help us distinguish among products, services and, yes, sometimes people. When we ask for a Pepsi-Cola® brand soft drink, we won't get Coke®. Similarly, when the public asks for a REALTOR® or sees the block "R" logo, we want them to know that they are getting more than a real estate licensee – they are getting a member of the NATIONAL ASSOCIATION OF REALTORS® (NAR).

The terms REALTOR® and REALTORS® and the block "R" logo are collective membership marks. The terms do not describe the jobs real estate licensees perform.

When you are asked what you do for a living, describe your profession before you use the term REALTOR® to indicate you are also a member of a local board and committed to a strict Code of Ethics.

Say REAL-tor as a two-syllable term with the emphasis on the first syllable "REAL", **not** REAL-i-ter or REAL-a-ter.

The terms REALTOR® and REALTORS® should appear in all capital letters and the federal registration symbol "®" should be used with each term whenever possible.



## 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

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.



*REALTOR® ASSOCIATION OF  
SOUTHERN MINNESOTA*

### *Agent Transfers to Another Company*

The transfer of a salesperson to another brokerage does NOT invalidate an exclusive listing contract. The Minnesota REALTORS® representation and facilitation contracts are between the **broker and the client**. Therefore, the broker retains the listings unless the client and the broker agree to cancel the current exclusive listing contract which is a legal document.

According to the **Code of Ethics Standard of Practice 16-20**, REALTORS® prior to or after their relationship with their current firm is terminated, shall not induce clients of their current firm to cancel exclusive contractual agreements between the client and that firm.

This means prior to leaving a company the agent may NOT discuss the move with clients. They also may not contact them after transferring to a new company as that would be violating the current broker/client relationship.

In order to make the transfer with RASM the following must be done:

1. The salesperson's license must be transferred to the new brokerage in Pulse Portal
2. The salesperson/broker must be a member or become a member of RASM
3. The Member Change form must be completed and submitted to RASM along with Agent Data Worksheet, Paragon Authorization and MLS Security Agreement
4. All salesperson's listings will automatically be transferred to former broker by RASM in Paragon

Once RASM receives all the necessary forms, the changes will be made to reflect the salesperson's new brokerage with whom they are licensed.

## TECH TIP:



Have a client that registered for HomeSnap but would now like to stop getting notifications? You can easily remove them:

Android users: Click on "me" tab on the bottom right corner. Then click the client icon in the center of the screen. Click the name of the client you want to remove. Click the checkmark under "my client" and the client can be removed.

For Iphone: click "me" tab in lower corner of the screen, click "my clients" icon in the center of the screen, click on the client's name, click the my client checkmark and confirm.



# RASM

## Coming Soon Listing Status

Coming to RASM MLS Sept. 10<sup>th</sup>

A Coming Soon listing status indicates the property is being prepared for sale but is not ready for showing. Listings in Coming Soon status may not be shown until the listing is in Active status.

- Listings in a Coming Soon status must upload a completed and signed Coming Soon Listing Authorization Form in documents for listing in Paragon.
- A Coming Soon Listing must identify an Activation Date in the designated field. The listing status will automatically become Active on that date (or may be made Active prior to that date by the listing brokerage). Showings may be scheduled for the Activation Date or after, and agents who schedule an appointment for the Activation Date will be notified if the listing becomes Active prior to that date. If the listing remains unavailable for showing when the Activation Date arrives, the status must be changed to TNAS (Temporarily Not Available for Showing).
- Coming Soon is available only for new listings and only for 14 days from listing entry. This status does not accumulate DOM or CDOM (Days on Market).
- Coming Soon listings are available to Paragon MLS participants and their customers through email and the customer portal. Coming Soon listings are distributed to broker and agent websites through Broker Reciprocity but are not distributed to third party sites.
- Coming Soon listings must meet the field requirements for the property type. At least one photo is required when entering a Coming Soon listing. The Coming Soon listing must include an offer of compensation to cooperating brokers, and the time in Coming Soon status will display in the listing history.
- An open house can be added to a Coming Soon listing as long as the open house is scheduled for a date on or after the Activation Date.
- A Coming Soon listing may not be shown until the listing is active. Showing a property while in Coming Soon status violates the condition of the status and is considered a serious fine subject to a \$1,000 fine to the listing broker/agent.

\*For more details on coming soon [click here](#).