

PARENT/CHILD PROPERTIES

Instructions for Flexmls

WHEN TO USE

If a property may be sold as a whole or as parts (e.g., a total of 30 acres is for sale, but could also be sold separately as 10 and 20 acres, or as 10 acres each)

OR

If a property can be considered more than one type of Property Type (e.g., a home that has potential to be a rental property may be listed as both Residential for Sale and Commercial for Sale)

PARENT/CHILD PROPERTIES

Section 1.8 of SOMO Rules & Regulations

Refer to property type definitions. List property for what it is in its current state, not what it could be!

HOW TO ENTER INTO FLEX

Designate in both the General and Main Fields Tab

Add Listing – Residential For Sale

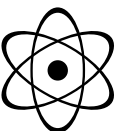
First enter the Parent listing, and make a note of the MLS# to reference in the Child listing(s).

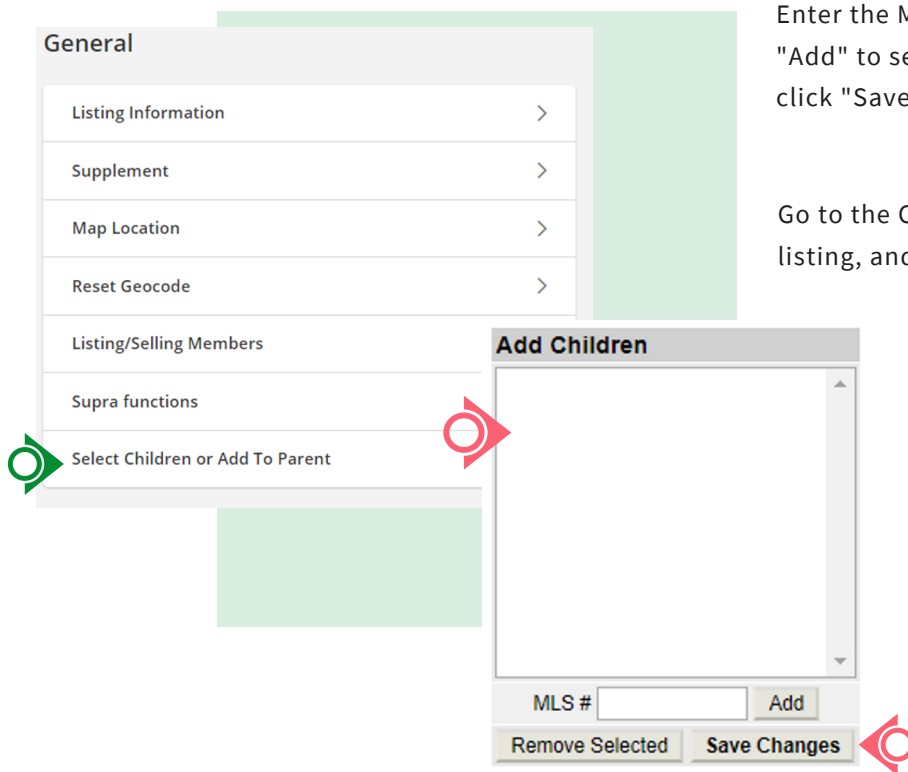
For the Parent, select "This is a regular listing or a parent listing" on the General tab.

On the Main Fields tab, select Parent from the drop down menu of the Parent/Child field.

Next, enter the Child listing. On the General tab, select "This is a child listing" and enter the MLS # of the Parent.

On the Main Fields tab of the Child listing, make sure the Parent MLS# is entered, and select Child from the drop down menu of the Parent/Child field.





Enter the MLS# of the Child listing(s). Click "Add" to see the number added to the list, then click "Save Changes"

Go to the Change Listing screen of the Parent listing, and click "Select Children or Add to Parent".

Child listings can be added after a property has been on the market. Just remember to add the designation and the Child MLS #(s) to the Parent listing!

WHEN THE PROPERTY GOES UNDER CONTRACT

Statuses must be changed on ALL

Change the status to Pending on both Parent and Child listing(s).

If the residence is built prior to 1978, upload the Lead Based Paint Disclosure to all listings within 4 calendar days of the Under Contract date.

Only Close the listing that was part of the sale. All others should be Canceled.

If the property was entered as multiple property types, only Close one listing, and Cancel all others.

If a section of the property is still for sale, use "Copy Listing" in Flexmls and enter as a new listing. Put in the new acreage and list price, and remember to remove Parent/Child designation if no longer applies.

