

CLEAR COOPERATION

Effective May 1, 2020



WHAT IS CLEAR COOPERATION?

Within one business day of marketing a property to the public (excluding Commercial and Rentals), the listing broker must submit the listing to the MLS for cooperation with other MLS participants.

WHAT IS PUBLIC MARKETING?

Public marketing includes, but is not limited to: flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

To report a listing or agent in violation, send an email to support@gsbor.com with a screenshot or photo.

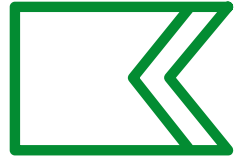
LISTING AGENTS SHOULD KNOW

You still have 4 calendar days to enter the listing into the MLS UNLESS there is a sign in the yard, or any other form of public marketing.

If your listing is not ready to be shown, use the Coming Soon Listing Addendum and read Section 2.12 of the MLS Rules & Regulations.

If your seller does not want their property in the MLS, you cannot advertise the listing publicly at all, including putting a sign in the yard. Submit the SOMO 101 Form to support@gsbor.com.

Business days exclude Saturdays, Sundays and holidays.



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

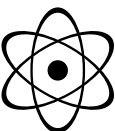
First enter the Parent listing, and make a note of the MLS# to reference in the Child listing(s).

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.



The image shows a software interface for managing listings. On the left, a sidebar menu under the 'General' tab includes options like 'Listing Information', 'Supplement', 'Map Location', 'Reset Geocode', 'Listing/Selling Members', 'Supra functions', and 'Select Children or Add To Parent'. A green arrow points to the last option. A red arrow points from this option to a modal window titled 'Add Children'. This modal contains a large empty text area for notes, an input field for 'MLS #' with an 'Add' button next to it, and two buttons at the bottom: 'Remove Selected' and 'Save Changes'. A red arrow points to the 'Save Changes' button.

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.

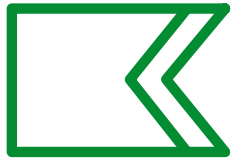
Only Close the listing that was part of the sale. All others should be Canceled.

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.



COMING SOON FAQ



“COMING SOON - NO SHOWINGS” LISTINGS SPG MLS RULES & REGS SECTION 2.12

Refer to SPG MLS Rules for full policy.

Coming Soon Status informs other MLS Participants & Subscribers of the listing during marketing & showing preparation, but the listing **is not eligible for showing appointments.**

An effective Exclusive Right to Sell or Exclusive Agency Agreement is in place between the Seller(s) & the Listing Participant/Subscriber; however the listing requires more time to prepare for market.

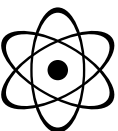
Prior to entry into the MLS, **all CS listings require the GSBOR Coming Soon Addendum to be uploaded to the listing documents section AND the Exclusive Right to Sell or Exclusive Agency Agreement emailed to support@gsbor.com.**

Once submitted to the MLS, the BROKER/Participant REALTOR® may place a brokerage sign on the property which must include a “Coming Soon” rider.

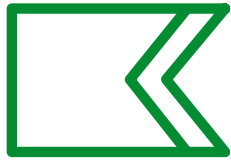
If the Listing Participant/Subscriber receives an offer (whether solicited or not) while in CS status, the offer must be presented to the Seller.

CS is not to be used to create a "pocket listing" or to circumvent other MLS Rules. It is understood that **the Seller has consented to the terms of the CS Addendum, and Participants/Subscribers may not show the property.**

The Participant/Subscriber is responsible for following & understanding the MLS rules & procedures, including MLS violations and fines in Section 7.1.



03/2019



COMING SOON LISTINGS

Instructions for Flexmls

Add Listing – Residential

General	Address	Main Fields	Details	Photos	Export
Contract Information					
[Status]	Coming Soon				
[Start Showing Date]	7/26/2017				
[Listing Type]	Selection Required				
[Area]	Selection Required				

FLEX USER INSTRUCTIONS

*For full policy, see SPG MLS's Rules & Regs
Section 2.12 "Coming Soon – No Showings"
Listings Inside the MLS*

Add a New Coming Soon Listing

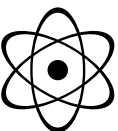
On the *Add listing* screen, toggle the status of Active to Coming Soon.

(This is only possible on newly entered listings; existing listings that are Active in MLS cannot go back into Coming Soon status.)

Enter the *Begin Date* field: the effective date of the listing as indicated by the signed employment agreement or input sheet.

Enter the *Start Showing Date* field: the date in which the listing will change in Flexmls from Coming Soon to Active status. On this date, the listing will be syndicated, sent to IDX websites, and will also trigger auto email events to be sent to consumers.

Upload the CS Addendum to the listing Documents section, and email the Employment Agreement to support@gsbor.com.



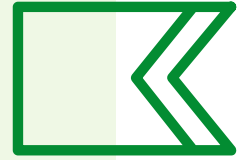
FLEX USER INSTRUCTIONS

Change Coming Soon Listing to Active, ahead of the Start Showing Date

On the *Edit Listing* screen there's an option for *Start Showing (Active)*. Select this for the listing to become Active immediately.

To edit the *Start Showing Date*, send a request to: support@gsbor.com.

The *Start Showing Date* must be at least 1 day beyond the current date & no more than 14 days from the Begin Date.



DOM will include days that the listings is in Coming Soon status

*For full policy, see SPG MLS's Rules & Regs
Section 2.12 "Coming Soon – No Showings"
Listings Inside the MLS*

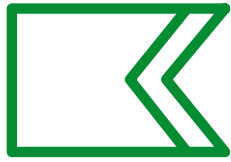
Flexmls Dashboard

The *My Listings* gadget displays a row for My Coming Soon Listings.

The *Hot Sheet* gadget has its own section for New Coming Soon Listings.

My Listings			⋮
My Active Listings			5378
My Pending Listings			1147
My Coming Soon Listings	←		0
My Listings to Expire			121
My Sold Listings			714
Unapproved Listings			19
Listing Maintenance			
Hot Sheet for Residential, MultiFamily, Vacant Land, Commercial, Farm & Ranch,			⋮
New Listing	48	Extension	6
Cancelled	8	Back on Market	5
Closed	28	Price Change	44
Expired	3	New Coming Soon Listing	1
Pending	30	Text Change	90
Withdrawn	0		





HOW TO SUBMIT OFF-MARKET LISTINGS

A Quick Reference Guide

[Agreement Type]	Authorization to Show ▼
[Sign on Property]	Select One ▼
[Off Market]	Yes ▼

OFF-MARKET LISTINGS ARE NOT REQUIRED TO BE SUBMITTED TO THE MLS

If you choose to enter an Off-Market Listing, all SOMO MLS Listing Input guidelines should be followed.

Failure to comply may result in a fine.



Enter the Listing within 4 calendar days of the Sold Date

- Complete the Authorization to Show Property form
Missouri Association of REALTORS® MSC-1100



Select Authorization to Show in the Agreement Type field

- The Off Market field will automatically change to "Yes"



Complete all required fields

- All SOMO Rules and Regulations still apply



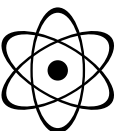
Choose "Save as Incomplete" before submitting

- Add at least one photo - front exterior photo for Residential property types
- If the Year Built is prior to 1978, upload the Lead Based Paint Disclosure

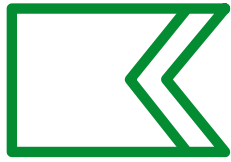


Add/Close the listing

- Once the "Add Listing" button is clicked, you will be immediately routed to the Close Listing screen



ACTIVE WITH CONTINGENCY



A QUICK REFERENCE GUIDE FOR FLEXMLS

- **WHEN DOES IT APPLY?**

Change the status of your listing to 'Active with Contingency' if listing will not close unless the buyer's current property is under contract.

If the closing is contingent for any other reason, use Pending status instead.

- **HOW MUCH TIME DO I HAVE?**

You have (4) calendar days - Just like any other status change! Remember to update your listing if the contingency is added, fulfilled or canceled.

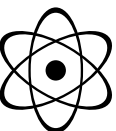
- **AM I REQUIRED TO ADD THE CONTINGENCY IN FLEX?**

Yes, you are required to add or remove a contingency in the MLS. A status cannot be 'Active' instead of 'Active with Contingency' if there is a contingency in place. *Refer to SOMO Rules & Regulations Section 1.1.3 Listing Status Definitions*

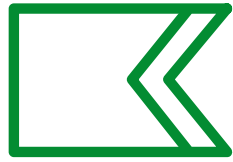
DOM will continue to accumulate while in Active with Contingency status.



Property is available for showings and offers while in Active with Contingency status.



ACTIVE WITH CONTINGENCY



ADD/REMOVE A CONTINGENCY IN FLEXMLS

You have a listing with a contingency and need to add it in Flex - now what?!

On the *Change Listing* screen, choose *Add/Remove Contingency* under Status.

In the Contingent drop-down menu select *Active w/ Contingency*. Add any info for other agents about the contingency. Click **SAVE**. That's it!

The screenshot shows two parts of the FlexMLS interface. On the left, the 'Status' menu is open, showing options: 'Remove Listing', 'Edit Current Status (Active)', 'Add/Remove Contingency' (highlighted with a green double arrow icon), and 'Extend or Expire Listing'. On the right, the 'Contingent*' dropdown menu is open, showing options: 'Select One', 'Active Short Sale', 'Active w/Contingency' (highlighted in blue), and 'No'. At the bottom right of the dropdown are 'BACK' and 'SAVE' buttons.

WHAT IF...

The Contingency is waived or fulfilled:

On the *Change Listing* screen, choose *Pend Listing* under Status.

Complete the fields on the *Change Status To: Pending* screen. Click SAVE.

The Contingency is kicked out, and an agreement is accepted from new buyers:

On the *Change Listing* screen, choose *Add/Remove Contingency* under Status.

In the Contingent drop-down menu select *NO*. Click SAVE.

On the *Change Listing* screen, choose *Pend Listing* under Status.

Enter the new Under Contract info on the *Change Status To: Pending* screen. Click SAVE.

The Contingency is canceled:

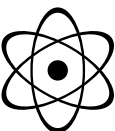
On the *Change Listing* screen, choose *Add/Remove Contingency* under Status.

In the Contingent drop-down menu select *NO*. Click SAVE.

The listing will now be in Active status.

Tips to
Remember...

Enter any of these changes within **4 days**,
and **double-check** your listing to make sure
your changes were saved!





SOMO Flexmls Data Input Standards

This is to be used as a guide to keep data in the MLS consistent and searchable. By complying with these standards, your listing is more likely to be found in searches and when used appropriately will alleviate any headaches that may come from user input errors.

Square Footage

The finished square footage reported should reflect the living area in the home. By definition, “living area” (sometimes referred to as “heated living area” or heated square footage”) is space that is intended for human occupancy and satisfies all of the following two conditions:

1. Heated by a conventional heating system or systems (forced air, radiant, solar, etc.) that are permanently installed in the dwelling – not a portable heater- which generates heat sufficient to make the space suitable for year-round occupancy
2. Finished, with walls, floors, and ceilings of materials generally accepted for interior construction
(Revised 8/8/19)

Total sqft, finished or unfinished, should not include garages or open-air/screened porches

Address Input

All addresses should be input without any abbreviations. Do not use any abbreviations. For example:

“1234 CR 567” should be input as: “1234 County Road 567” “

“FR and Farm Rd addresses” should be input as: “4567 S. Farm Road 199”

“St. Hwy” should be input as “789 State Highway XY”

***Search Tip** – You can use the asterisk (*) as a wild search in any text field. If you are searching for everything on a Farm Road, you can search by address using “Farm *” and it will search everything spelled out and abbreviations. This wild card search can be used for any text field in Flexmls.

Room Levels

B= basement - no walk-out (below grade)

L= lower level walk-out (below grade)

1= main level first floor (above grade)

2= second floor (above grade)

3= third floor (above grade)

These standards were set forth and voted on the SOMO MLS Board of Directors on July 10, 2014.

Page 1 of 1 – for more information contact SOMO MLS by sending an e-mail to support@somomls.com



Status Definitions As of December 5, 2019

Active: An employment agreement is in place between broker and owners – the property is actively being marketed to buyers; **or**, an agreement has been reached between the owners and buyers which is contingent on the sale and/or closing of that buyer's present property, but this existing contract would automatically terminate upon an agreement between the owners and new buyers, therefore allowing the property to be actively marketed to buyers without interference from the present contract.

Pending: An agreement has been reached between the owners and buyers. All subsequent contracts will be in a back-up position to the existing contract.

Closed: An agreement was reached between owners and buyers, and the contract has been fulfilled, transferring ownership of the property to those buyers.

Expired: An employment agreement between the broker and owners has expired without a closing with new buyers and the property is no longer available for viewings or offers by prospective buyers.

Withdrawn: An employment agreement between the broker and owners is still in place; however, the property is temporarily unavailable for viewing or offers by buyers, but is expected to be available for viewings and offers soon.

Cancelled: An employment agreement between the broker and owners is no longer in place, having been cancelled by one or both parties, and the property is no longer available for viewings or offers by prospective buyers.

Active with Contingency: An agreement has been reached between the owners and buyers, but the closing is contingent on the buyer's present property receiving an offer that is accepted and causes their MLS status to change to "Pending" as defined in Section 1.1.3. Unless the buyer chooses to waive the contingency of their present property going "Pending", the seller's property is available for viewings and offers from others. A subsequent agreement between the seller and new buyer becomes effective **only if** the existing contract is "kicked out" after failure by the first buyer to waive or satisfy the contingency.

Note: Only the contingency for a Pending status of the buyer's present property qualifies as a "contingency" in this context – contracts with other non-sale contingencies should use the Pending status.

Active Short Sale: An employment agreement between the broker and owners is in place, and an agreement has been reached between owners and buyers which is contingent on written notification of approval by the present debtholder(s), but until receipt of that notification, the property is available for viewings and offers by other buyers. After that notification, the property will be changed to 'pending' status.