

REVISED FEB. 2021



# MLS TOP TEN TIPS

*Essential Knowledge for a Quick Start in MLS*

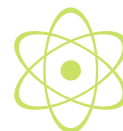
Flex questions? Click on Help > Select Help with this page, Tutorials, or Video Training

Periodically check the 'MLS' Dashboard in Flex. The message boards will be updated with any new or revised MLS rules and important product information.

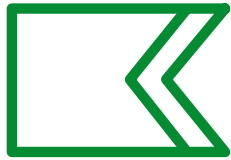
For corrections to your listing, or if another member's listing needs a status update: email [support@gsbor.com](mailto:support@gsbor.com) and attach all supporting documentation.

Report listing errors or MLS violations: on the detail tab of the listing, click the Menu button, then click 'Report Error'. Provide a brief description of the error.

Remove/Change Primary Photo: the primary photo cannot be deleted. Select another photo as primary by clicking the blue flag to the right of the photo, then delete the old photo.



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Print the Input Form for an active listing: Edit listing, "print input form" at top of page.

Federal law requires a Lead Based Paint disclosure to be completed for any dwelling built prior to 1978. The form *must* be added to the listing at time of Active status.

Aprx Lot Size must be entered as acres, and must be input using decimals. For example, a half acre is entered as .5.

Off-Market (Authorization to Show) listings can only be entered within 4 calendar days of the closed date.

SOMO MLS prohibits the posting of Sold information to the public. DO NOT enter sales prices on third-party websites, your own website, social media, or any other publicly available source.

