



### **Kings County Board of Realtors® MLS Training Quiz**

MLS training is located at [www.kcbor.com/mls-training](http://www.kcbor.com/mls-training)

Please complete the quiz and submit to KCBOR via

Email: [mls@kcbor.com](mailto:mls@kcbor.com) or Fax: (559) 582-2007

- 1) All broadcasts are sent to notify you of changes and important information involving the membership.
  - a) True
  - b) False
  
- 2) If you want to re-read a broadcast message, go to: \_\_\_\_\_
  
- 3) Properties outside of Kings County may **not** be entered into the KCBOR MLS.
  - a) True
  - b) False
  
- 4) The MLS Committee shall maintain and enforce the KCBOR MLS:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_
  
- 5) The \_\_\_\_\_ and \_\_\_\_\_ are responsible for the payment of the total MLS fees for the entire office, which includes members, admins and fines assessed to their members. MLS Participants pay their \_\_\_\_\_ and the Broker pays KCBOR.
  
- 6) If the Broker and Appraiser Office are suspended for non-payment, a \_\_\_\_\_ fee of \_\_\_\_\_ will be assessed for reinstating the office MLS access services.
  
- 7) Postmarks \_\_\_\_\_ count as timely payment of MLS dues.
  
- 8) Listing agent teams both have to be members of the KCBOR MLS to input a listing that lists both agents on the listing agreement.
  - a) True
  - b) False
  
- 9) "Comp only" listings cannot be put in the KCBOR MLS.
  - a) True
  - b) False
  
- 10) Lockboxes must be removed from the listing within 24 hours after the close of escrow.
  - a) True
  - b) False

11) There are three ways to access a lockbox in Kings County. What are they?

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12) What is the fine amount for having a combo box on a listing and not having a Kings County Lockbox in addition?

- a) \$25.00
- b) \$50.00
- c) \$100.00
- d) \$1,000.00

13) It's vital to use \_\_\_\_\_ with each change you make to a search to keep control of the information you're searching.

14) Links/Links and Documents is \_\_\_\_\_.

15) Please list three types of documents located in Links/Links and Documents.

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16) Under what tab are videos that will walk you step by step on how to navigate through the MLS system?

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17) What is the maximum number of days allowed for inputting a listing into the MLS?

- a) 3 days including weekends and holidays
- b) 4 days not including weekends and holidays
- c) 24 hours
- d) 3 days **not** including weekends and holidays

18) Are co-listings allowed in the KCBOR MLS if one of the listing broker/agent is not a member of the MLS?

- a) Yes
- b) No

19) When entering a listing, how do you get the system to auto populate some of the questions for you?

- a) Copy and paste information
- b) Try and find the listing already in the system and copy it.
- c) Bond the listing with the tax record to generate the information from the assessor's in the system.
- d) Throw a penny in a wishing well and hope it works.

20) A \_\_\_\_\_ must be filed with the KCBOR office to withhold a listing from being entered into the MLS system for a specified time once a contract is signed.

21) A valid listing contract is in effect, however, because of various reasons such as repairs, illnesses, guests, etc., the Seller has requested that there temporarily be no showings. This is an Off-Market status called:

- a) Sold
- b) Cancelled
- c) Expired
- d) Hold
- e) Pending

- 22) A Hold form is required to be filed if the listing will be unavailable for more than \_\_\_\_\_ days.
- 2
  - 3
  - 4
  - 5
- 23) When your listing has expired in the MLS system you should:
- Call the board office to get the listing reactivated and expect a \$10.00 fee for letting the listing expire before extending.
  - Enter the listing in the system like it's a new listing even though you don't have a new listing agreement.
  - Just leave the listing expired in the system even though you have an active agreement.
  - Get a whole new listing agreement and re-enter the listing in the MLS system.
- 24) The fine assessed for not submitting a Hold form within the 2 day time frame is \_\_\_\_\_.
- 25) A listing that has an accepted offer has to be changed in the system to something other than active (Active Under Contract, Short Sale Taking Back-Ups, or Pending) within what time frame?
- 3 days
  - 48 hours
  - 24 hours
  - One week
- 26) A \_\_\_\_\_ late Sale Pending Violation fine will be assessed for failure to input the change in the MLS system within the required days.
- 27) When a property closes it needs to be input into the MLS system within \_\_\_\_\_ working days of close date.
- 28) The \_\_\_\_\_ section in the MLS is reserved for describing the listing. Marketing of the listing will be allowed as long as the following guidelines are followed:
- No information relating to seller, agent, or office
  - No contact information /personal information
  - No financing information
- 29) All the areas for Kings County and Surrounding areas only have one choice in the system for inputting a listing, except for Hanford and Lemoore. How many sections are there for Hanford and Lemoore?
- 1
  - 2
  - 3
  - 5
- 30) When inputting a listing into the MLS, all mandatory fields must be filled in and they are in what color?
- Green
  - Black
  - Orange
  - Red
- 31) Room sizes are a mandatory field and should have sizes for the type of rooms in the home.
- True
  - False

32) All monies collected from MLS fines assessed go to KCBOR's Helping Hands program which donates the money to children's organizations within our community.

- a) True
- b) False

33) Match up the left side violations with the appropriate fines/fees

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|---|--|
| _____ Wrong Area                                      | 1) \$1,000.00 Fine 1 <sup>st</sup> offence                                     |
| _____ Late Listing Input                              | 2) None. If changed back \$25.00 per infraction.                               |
| _____ Expired Listing                                 | 3) \$1,000.00 Fine 1 <sup>st</sup> offence & 1.5 hours of training & education |
| _____ Public Remarks Violation                        | 4) \$25.00 per day until the required field are input                          |
| _____ Office Reinstatement Fee                        | 5) Within three days of listing date or \$25.00 per day                        |
| _____ 1 <sup>st</sup> Unauthorized Access to MLS Data | 6) \$10.00 Fine  |
| _____ Late Closing of listing                         | 7) \$25.00 Fine  |
| _____ Missing Mandatory Fields                        | 8) \$10.00 Fine  |
| _____ Keycard Violation                               | 9) \$250.00 Fee  |

Name: \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date \_\_\_\_\_