

Kings County
Board of Realtors®

Multiple Listing Service Training

MLS Rules and Regulations
Tools and Information
MLS Policy and Fines

Welcome to the Kings County Board of REALTORS® MLS



All MLS applicants are required to complete MLS online training within ***thirty (30)*** days after MLS access has been provided to avoid suspension of their access.

*The training is **mandatory** even if you are familiar with Rapattoni.*

MLS Welcome Email

A “Welcome to KCBOR MLS” email will be sent to you which will contain important information for you to review regarding our MLS. The email will include documents such as:

- ◆ MLS Rules and Regulations
- ◆ MLS Policy
- ◆ MLS Fines Information Sheet
- ◆ MLS Training Form
- ◆ MLS Training Quiz
- ◆ Billing Schedule
- ◆ Harassment Policy



These documents are also conveniently located in the Rapattoni MLS system under the tab:

- ◆ Links/Links & Documents
- ◆ MLS Home Page

Accessing the KCBOR MLS System

Website address: kingscounty.rapmls.com

Logon to the system using the User ID & Password Provided



Important:

All broadcasts are sent to notify you of changes and important information involving the membership.

Please take a few minutes to read them.

Note:

***If you want to re-read a broadcast, go to:
Admin/View Broadcast Notices***

Your Support Network

Realtor®



Kings County
Board of
REALTORS®

California
Association of
REALTORS®

National
Association of
REALTORS®

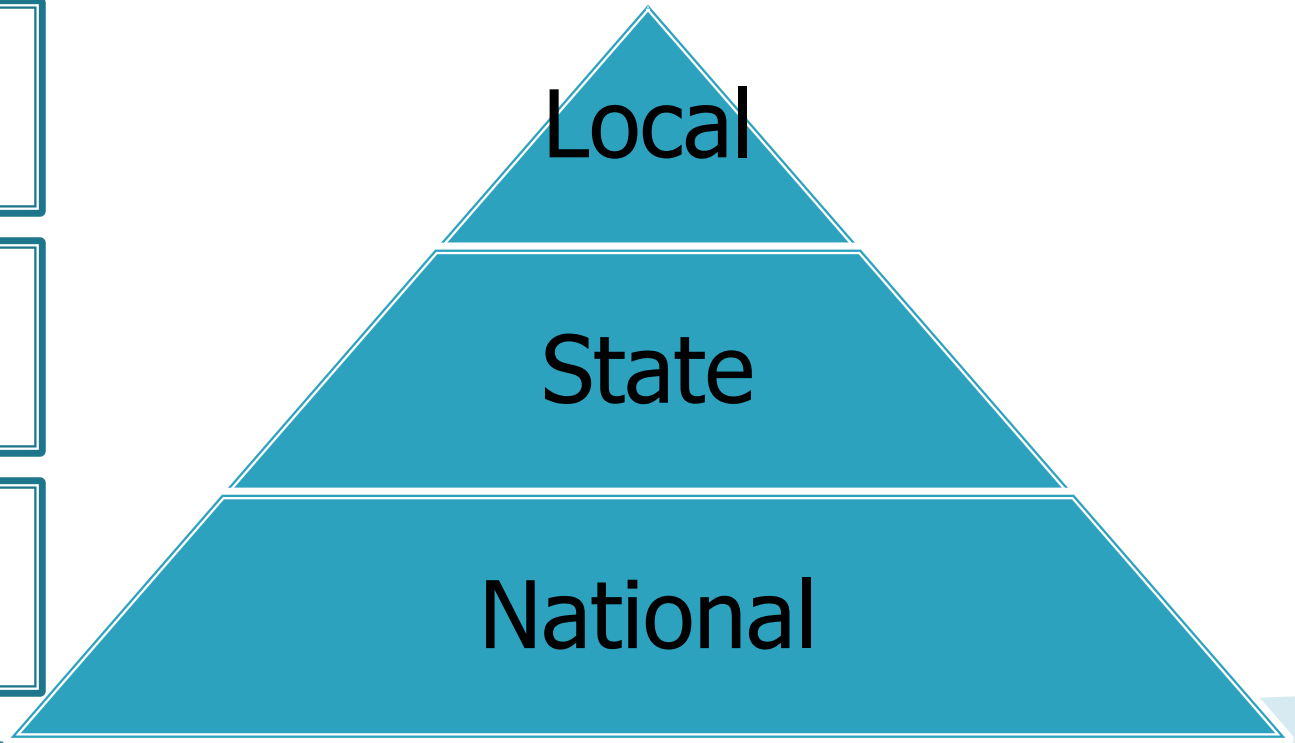


Table of Contents

1	MLS Purpose
2	Multiple Listing Service Committee Responsibilities
3	Participation and Authorized Access
4	Clerical/Admin Users
5	MLS Fees and Charges
6	Listing Procedures
7	Scope of Service
8	Lockboxes and Keycards
9	Open House Extravaganza
10	Caravan Tour Gathering
11	FTP/RETS/VOW

Table of Contents

12	Searches/Types of Searches
13	Links/Links and Documents
14	Help Section
15	Entering a New Listing/Co-Listings
16	Listing Waiver
17	Listing Hold
18	Expired Listings/Closing Listings
19	Sale Pending/Active Under Contract
20	Public Remarks/Wrong Area
21	Missing/Inaccurate Information
22	Fines & Helping Hands



1 – MLS Purpose

The purpose of a MLS is:

- ◆ To offer a means by which authorized MLS Broker Participants establish legal relationships with other Participants by making a blanket unilateral contractual offer of compensation and cooperation to other Broker Participants;
- ◆ By which information is accumulated and disseminated to enable authorized Participants to prepare appraisals, analyses and other valuations of real property for bona fide clients and customers;
- ◆ By which Participants engaging in real estate appraisal contribute to common databases;
- ◆ And is a facility for the orderly correlation and dissemination of listing information among the Participants so that they may better serve their clients, customers and the public.
- ◆ Entitlement to compensation is determined by the cooperating broker's performance as a procuring cause of the sale or lease.

1 – MLS Purpose, Cont'd

- ◆ **Kings County Board of REALTORS® MLS covers the market area cities of Kings County:**

- ❖ Armona
- ❖ Corcoran
- ❖ Kettleman City
- ❖ Stratford
- ❖ Avenal
- ❖ Hanford
- ❖ Lemoore

- ◆ Properties outside of Kings County ***may be entered*** into the KCBOR MLS but ***all rules apply*** to the listing once it is entered into the MLS. (Example: Pending dates, Closing dates, etc, must follow the KCBOR MLS Rules, Regulations and Policies)
- ◆ Combined database and governing committee is referred to as the Kings County Board of REALTORS® Multiple Listing Service "KCBOR MLS."

2 – MLS Committee

Purpose:

Oversees and maintains the Multiple Listing Service. Ensures the membership receives an efficient exchange of listing data to provide the membership access to all listings. All actions of the committee are subject to approval by the Board of Directors.

Committee Members:

One Chair, Four Committee Members and Two Non-voting Alternates. Not more than one member from any office can serve on the MLS Committee.

MLS Chairperson is appointed by the Board President and approved by the Board of Directors.

Quorum:

Majority of eligible members to conduct business



2 – MLS Committee, Cont'd

Duties and Responsibilities:

Shall meet during the first quarter of the year to review and become familiar with current Rules and Regulations of the Kings County Board of REALTORS® Multiple Listing Service and MLS Policy.

Shall meet on a **monthly** basis to review MLS business.

Shall maintain and enforce the KCBOR MLS violation fine structure, policies, procedures, rules and regulations.

- 1) Chair and EO shall submit proposed revisions/amendments to the MLS Rules and Regulations to the Board of Directors for approval.

Shall serve as ambassadors to the membership and ensure communication of any changes/additions to the MLS Rules, Regulations, and Policy are distributed to the membership.

Shall evaluate requests made for changes to the MLS system.

2 – MLS Committee, Cont'd

Shall advocate the value of the membership to provide thorough and accurate data to the MLS membership and public.

Shall review and make decisions on requests from membership for review of violations and fines. Shall make recommendations on such decisions to the Board of Directors.

Shall maintain and enforce the Lockbox regulations as outlined in the Rules and Regulations of the KCBOR MLS.

Shall oversee access to the MLS data for RETS, IDX and VOW requests and issues.

Shall oversee contractual relationships related to the MLS.

Chair shall attend Board of Directors meetings, give report, and present any action items from the MLS Committee.

Absence from three regular meetings per calendar year without an excuse deemed valid by the MLS Committee shall be construed as a resignation.

3 – Participation and Authorized Access

Participant:

A participant is any individual who applies and is accepted by the MLS, meets and continues to meet all of the requirements of either a Broker Participant or an Appraiser Participant as defined in the KCBOR MLS Rules and Regulations sections **4.1.1** and **4.1.2**.

Qualified to gain access to the MLS are:

- ◆ Broker Participants
- ◆ Appraiser Participant
- ◆ Salesperson Subscriber
- ◆ Appraiser Subscriber
- ◆ Clerical User



3 – Participation and Authorized Access, Cont'd

Membership requirements include:

- ◆ Valid California Real Estate or Appraiser License
- ◆ Completed KCBOR Membership Application
- ◆ Letter of Good Standing from your current Realtor® Board Association
- ◆ Individual or firm offers and/or accepts compensation (in the capacity of a real estate broker)
- ◆ Signs a written agreement to abide by KCBOR Rules, Regulations and Policies
- ◆ Pays all applicable MLS Dues and Fees
- ◆ Completes this required MLS Training Orientation program

3 – Participation and Authorized Access, Cont'd

Unauthorized access to MLS Data:

- ◆ Participation in the MLS is on an individual basis and may not be transferred or sold to any corporation, firm or other individual.
- ◆ Only authorized participants, their subscribers and clerical users as defined in the MLS rules are allowed to access KCBOR MLS Data.
- ◆ Individuals passwords and log on Id's **are not** to be given or sold to any person.
- ◆ Individuals passwords and log on Id's **are not** to be made available to any person.
(Example: in a binder or posted for others to see and use.)

Unauthorized MLS Data Violations:

- 1st Offence: \$1,000.00 fine and 1.5 hours of training/education
- 2nd Offence: \$2,500.00 fine
 - 3rd Offence: \$5,000.00 fine



4 – Clerical Admin Users

Clerical Admin Users:

- ◆ Are individuals (whether licensed or unlicensed) under the direct supervision of an MLS Participant or Subscriber that perform only administrative and clerical tasks that do not require a real estate license or an appraiser's certificate or license.
- ◆ Are authorized for very limited MLS access
- ◆ Are under the direct supervision of the Participant or Subscriber for whom they work
- ◆ May not provide any MLS information to person other than the MLS Participant or Subscriber for whom they work
- ◆ Are not eligible for lockbox privileges
- ◆ Sign a written agreement to abide by KCBOR Rules, Regulations and Policies
- ◆ Completes this required MLS Training orientation program



5 – MLS Service Fees and Charges

The MLS Committee, subject to approval of the Board of Directors, shall establish a schedule of MLS fees applicable to the MLS, which **may include** the following service fees and charges:

- ◆ Initial Participation and/or Application Fees
- ◆ Reinstatement Fees
- ◆ Recurring Participation Fees
- ◆ Listing Fees
- ◆ Computer Access Fees
- ◆ Certification of Nonuse
- ◆ Clerical Users
- ◆ Other Fees

5 – MLS Service Fees and Charges, Con'd

Broker and Appraiser Participants will receive quarterly billing statements through email for MLS Service Fees.

- ◆ The Broker and Appraiser Participants are responsible for the payment of the total MLS fees billed for the entire office, which includes, members, admins and fines assessed to their members. MLS participants pay their Broker and the Broker pays KCBOR.
- ◆ A **10% late fee** will be assessed on the total bill to the Broker and Appraiser Participant upon the delinquent date.
- ◆ MLS fees are due in the KCBOR office by 5:00 p.m. on the 10th of the month. If the due date falls on a weekend or holiday, payment is due the following business day by 5:00 p.m. to avoid the late fee.
- ◆ Broker and Appraiser Participants MLS access services for the entire office will be suspended for non-payment of MLS dues upon the cut-off date (Example: Payment is due 1/01/19 and the payment is not received by 5:00 p.m. 1/31/19)
- ◆ If the Broker and Appraiser Office are suspended for non-payment, a **reinstatement fee of \$250.00** will be assessed for reinstating the office MLS access services.
- ◆ Postmarks **do not** count as timely payment of MLS dues. KCBOR MLS dues are due on the first day of the quarter and will be considered late and a 10% late fee will be assessed if full payment is not **received in the Board office by 5:00 p.m. on the last day of the 10 day grace period.**



5 – MLS Service Fees and Charges, Con'd

Certification of Non-Use ("Waiver")

Broker Participants will be relieved from payment of the Salesperson MLS fees by:

- ◆ Certifying in writing using the "Membership Drop Form"
- ◆ Engaging solely in activities which do not require a real estate license such as Clerical ("Membership Drop Form" required to remove from the MLS)
- ◆ ***Not*** using or benefiting from the MLS in any way.

Should the Salesperson be found in violation of the Waiver:

- ◆ Broker will be subject to ***all*** MLS Dues and Fees ***dating back to the date of the waiver***
- ◆ Participant and Subscriber may also be subject to any other sanction imposed for violation of MLS rules including, but not limited to, a citation and suspension or termination of participation rights and access to the MLS service

6 – Listing Procedures

Any listing filed with the MLS Service is subject to the rules and regulations of the service.

Responsibility for Classification:

- ◆ The service shall accept:
 - ❖ Exclusive Right to Sell
 - ❖ Exclusive Agency
 - ❖ Open
 - ❖ Probate Listings

as defined in California Civil Code Section 1086 et. seq. that satisfy the requirements of these MLS rules.

- ◆ Exclusive Right to Sell listings that contain any exceptions whereby the owner need not pay a commission if the property is sold to particular individuals shall be classified for purposes of these rules as an exclusive right to sell listing but the listing broker shall notify all Participants of the exceptions.



6 – Listing Procedures, Con'd

- ◆ Responsibility of the Broker Participant and Subscriber to properly classify the type of listing and if necessary obtain a legal opinion to determine the correct classification.
- ◆ MLS shall have no affirmative responsibility to verify the listing type of any listing filed with the service.
- ◆ Any contingency or condition of any term in a listing shall be specified and noticed to the Participants.
- ◆ Participants and Subscribers submitting foreclosure, bank-owned or real estate owned (“REO”) listings to the MLS service have to disclose said status upon submission of the listing to the service.

IMPORTANT:

*However – the MLS shall have the right to have legal counsel make a determination as to the classification of the listing type and if the listing Broker does not reclassify it accordingly the A.O.R. shall have the right to reject or remove any such listing that it determines falsely represents the classification of listing type. **Listings can only be listed in the MLS system under one property type.***

6 – Listing Teams and Comp Listings

Listing agents teams both have to be members of the KCBOR MLS to input a listing that lists both agents on the listing agreement.

Comp Only listings can be added into our system. A Comp Only listing is a listing that one of our members sell but the listing agent is not a member therefore it's not in our MLS.

Comp listings are submitted to the KCBOR MLS office and are **entered into the MLS by KCBOR Staff**. The form is located on Rapattoni under Links/Links and Documents. The form must be completed and at least one picture is required.



Please provide a copy of your closing statement that shows you as the selling agent.

7 – Scope of Service

Limited Service or MLS Entry – Only Listings:

Listing Broker, pursuant to the listing agreement, will ***not*** provide one or more of the following services:

- ◆ Accept and present to seller(s) offers to purchase produced by cooperating brokers but instead gives cooperating brokers authority to present offers to purchase directly to the seller(s);
- ◆ Cooperating Brokers with any additional information regarding the property not already displayed in the MLS but instead gives Cooperating Brokers authority to contact the seller (s) directly for further information:
- ◆ Advise the seller(s) as to the merits of offers to purchase;
- ◆ Assist the seller(s) in developing communicating or presenting counter-offers; or
- ◆ Participate on the seller(s) behalf in negotiations leading to the sale of the listed property.
- ◆ Will be identified as such in MLS database by use of the “scope of service” data field with an appropriate code or symbol (e.g. “EO”)
- ◆ Aware of the extent of the services the listing broker will or will not provide to the seller(s)
- ◆ Aware of any potential for cooperating brokers being asked to provide some or all of these services to listing broker’s clients prior to initiating efforts to show or sell the property.

7 – Scope of Service, Con'd

There is not a requirement nor an obligation on the part of the cooperating broker to provide any or all of these services to the listing broker's client.

If the cooperating broker does not intend to provide any of these services directly to the seller, it is advisable to have the seller read and sign a non-representation form in order to put the seller on notice that services are not being provided; a relationship is not being created; and the seller may want to consider hiring their own representation.

8 – Lockboxes and Keycards

Lockboxes are \$100.00 each plus tax. (\$107.25 Total)

When purchasing a lockbox it's important to have your keycard or smartphone with you to program the box. Please be sure to put the lockbox on the listing before you put the listing into the MLS system. If placing a combo box or any other type of access into a home, you are also required to have one of KCBOR SentiLock lockboxes.

Remove your lockbox from the listing ***within 24 hours*** after close of escrow, listing expiration or termination of contract with the client. Lockboxes left on listings will be given a 24 hour notice to remove. If the lockbox is not removed it will be removed by a member of the MLS Committee and raffled off to the membership.

The SentiLock Lockbox is Bluetooth® compatible, holds keys, fobs and cards.



8 – Lockboxes and Keycards, Con'd

SentriCard Keycards are FREE for REALTOR® Board members as a benefit for their membership and \$150.00 Annually for MLS only Subscribers.

A plastic SentriCard keycard is issued for lockbox access. You have the option of using either the plastic SentriCard keycard or the Smartphone SentriSmart™ Mobile App to access a KCBOR SentriLock lockbox.

If you are going to use the plastic SentriCard Keycard, it must be updated every day in the SentriLock card reader prior to using daily. SentriCard Keycards expire at midnight daily. Your SentriCard Keycard can be updated at the KCBOR Board office during office hours as well as your home and/or work computer with a SentriLock card reader. Check with the Board office to get one. To purchase a card reader the fee is \$35.00.

To update your card you will use the same login and password you use to sign into Rapattoni MLS. If you misplace your SentriCard keycard, there is a form on Links/Links and Documents for you and your Broker to sign. ***(Please call KCBOR for replacement SentriCard keycard costs).***



8 – Lockboxes and Keycards Con'd

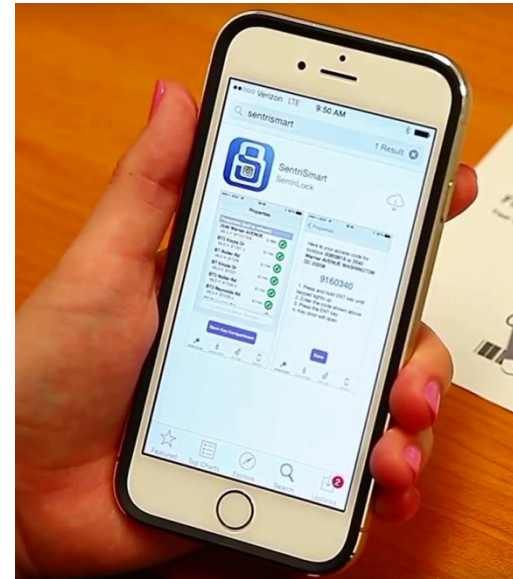
SentriSmart™ Mobile App

If you are going to use the SentriSmart™ Mobile App, the app must be downloaded to your Smartphone.

The SentriSmart™ Mobile App updates each night at midnight automatically. The features of this app are:

- ◆ Open KCBOR lockboxes with Smartphone's or Tablet
- ◆ Receive Instant Showing Notifications
- ◆ Automatically Assign or Un-assign to Property
- ◆ Generate One Day Codes
- ◆ View Access Logs
- ◆ Customize Lockbox Settings

Available in the App Store and Google Play



8 – Lockboxes and Keycards, Con'd

SentriLock Lockbox Access in Kings County:

There are three ways to access a SentriLock lockbox:

- ◆ SentriCard Keycard
- ◆ SentriSmart™ Mobile App on a Smartphone or Tablet
- ◆ One Day Codes provided by another agent or the SentriLock Help Desk

Important:

- ◆ All KCBOR MLS listings located in Kings County are required to have a Kings County SentriLock Lockbox if the listing has any other lockbox being utilized. (Includes keypad entry's and Combo's).
- ◆ Any listings not in compliance with this rule will be assessed a **\$100.00** fine per infraction.
- ◆ It **must be disclosed** in the MLS if a lockbox is being used.
- ◆ If the lockbox is not placed on the front door, then the location of the lockbox must be disclosed in the specified lockbox location area and/or agent only remarks
- ◆ All Kings County lockboxes must have a working key in them, if not, the member will be given a 24 hour notice to remedy the problem before a fine is assessed.

8 – Lockboxes and Keycards, Con'd

SentriLock Lockbox Access in Kings County:

If you are issued keycard access through KCBOR **you are responsible for the security of the keycard.**

SECURITY OF THE CARD:

The Cardholder acknowledges that it is necessary to maintain security of the SentriCard keycard to prevent its use by unauthorized persons, and the Cardholder agrees:

- A. To keep the SentriCard keycard in the Cardholder's possession or in a safe place at all times;
- B. To not allow his/her PIN to be attached to the SentriCard keycard;
- C. To not provide the SentriCard keycard or the contents of the SentriLock lockbox to any other person.
- D. To not duplicate the SentriCard keycard or allow any other person to do so;
- E. To not assign, transfer or pledge this Agreement or the SentriCard keycard;
- F. To notify the Association within 24 hours in writing of the loss or theft of the SentriCard keycard and the surrounding such loss or theft;
- G. To follow all additional security procedures as specified by the Association;
- H. To not damage or deface the SentriCard keycard
- I. To notify the Association within 24 hours of any changes in company/office affiliation or termination.
- J. To surrender, upon demand, the SentriCard keycard to the Association upon suspension or termination of membership and/or notification of system security breach.



8 – Lockboxes and Keycards, Con'd

SentriLock Lockbox & SentriCard Keycard Access Violation in Kings County:

- ◆ 1st Violation: ***\$1,000.00 and 30 day suspension*** of SentriCard keycard privileges from the date the SentriCard keycard is surrendered or deactivated.
- ◆ 2nd Violation: ***\$2,500.00 and a 60 day suspension*** of SentriCard keycard privileges from the date the SentriCard keycard is surrendered or deactivated.
- ◆ 3rd Violation: ***\$5,000.00 and a permanent revocation*** of SentriCard keycard privileges from the date the SentriCard keycard is surrendered or deactivated.



9 – Open House Extravaganza

Kings County Board of REALTORS® started holding a County Wide Open House the first Saturday of every month in June 2015. Any home listed in the MLS in an **Active Status** may be scheduled to take part in the Open House. All agents wanting to add their listing to the Open House must contact the Board Office by 4:30 p.m. the Wednesday prior to the Open House date. The homes will be advertised on the KCBOR website www.kcbor.com, KCBOR Facebook Page and on Realtor.com. Occasionally an ad may be placed in the local newspaper or through other advertising opportunities.



Kings County
Board of Realtors®

County Wide Open House
Extravaganza
1st Saturday of Every Month

You're Invited

OUR NEXT DATE IS:
SATURDAY MAY 7TH
12:00 P.M. TO 2:00 P.M.

Please check www.kcbor.com & Kings County Board of REALTORS® Facebook Page for the most current homes featured. Homes listed are subject to change without notice.



Kings County
Board of Realtors®

County Wide Open House
Extravaganza
Saturday May 7th: 12:00 p.m. to 2:00 p.m.

HANFORD 1234 Abc Blvd	LEMOORE 5678 Def Ave
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Please check www.kcbor.com & Kings County Board of REALTORS® Facebook Page for the most current homes featured. Homes listed are subject to change without notice.

10 – Caravan Tour Gathering

KCBOR hosts a Caravan Tour on the **1st and 3rd Tuesday** of each month to enable our MLS subscribers to come together for a continental breakfast, networking opportunity, affiliate presentations and view the homes listed on the tour. This helps listing agents get their properties seen by the local Realtors® who attended and to offer buyer's agents a chance to view these MLS listings. The sales theory behind a caravan is that others agents know what their buyers are looking for or may know of an interested buyer that might otherwise have missed the property.

Hanford Caravan Tour Date

1st Tuesday of every month

Meet at the KCBOR Office: 880 N Irwin St

Meeting Time: 9:00 a.m.

Caravan Time: 9:30 a.m.

Lemoore Caravan Tour Date

3rd Tuesday of every month

Meet at Best Western Inn & Suites, 820 E Bush St

Meeting Time: 9:00 a.m.

Caravan Time: 9:30 a.m.

Continental Breakfast will be available

Limit of houses for each Caravan Tour is: 10 homes.

Cut-off time for placing a house on tour is 3:00 p.m., Monday before Tour Date.

Contact the Board office at (559) 582-2591 to add your home to the Caravan.



11 – RETS and FTP Data Feeds

RETS (Real Estate Transaction Standard) Provides a common language so that computers can more easily transfer real estate information, such as MLS Data, to other computer programs or websites.

- ◆ Feeds require a third party vendor contract. If the vendor is already in contract with KCBOR it only requires an additional form.
- ◆ The third party vendor will pay a set-up fee and an annual membership fee. Third party vendors can only get the forms directly through a member. The forms are submitted to KCBOR by the third party vendor.
- ◆ FTP required an IDX Registration form submitted to the KCBOR office. Once the form is submitted to the KCBOR staff, access will be granted through MLS to the member applying. The member will then copy and paste the URL issued from KCBOR MLS Coordinator into their website to start the data feed.
- ◆ RETS and FTP Data feeds supply information to our members websites about listings.
- ◆ IDX Registration Forms are located on Links/Links and Documents
- ◆ Third Party Contract data feed using a vendor
- ◆ RETS additional Feed Vendor must already be a member
- ◆ IDX Smart Framing Member wanting basic URL link.

12 – Searches/Types of Searches



The image shows a search interface with two tabs: "General Criteria" and "Additional Criteria". Below the tabs is a "Preview Count" field with an empty input box. A large blue arrow points from the left towards this field. Below the "Preview Count" field are two sections: "Property Types" and "Statuses". The "Property Types" section has a help icon and two checkboxes: "Residential" and "Land", with the text "If you select ONE" below them. The "Statuses" section has a help icon and a checked checkbox labeled "Active". To the right of the "Statuses" section is a "Dates" section with the text "Listing Date".

It's vital to use **Preview count** with each change you make to a search to keep control of the information you're searching. To begin your search, you are required to add five main types of information; **Property type, Sub Property type, Status, Dates & Area**. Once that information is provided, use the preview count & each added field until you have the information you need.

12 – Searches/Types of Searches, Con'd

Search By Address

Address Search

General Criteria | Additional Criteria

Preview Count

Address [Additional Addresses](#)

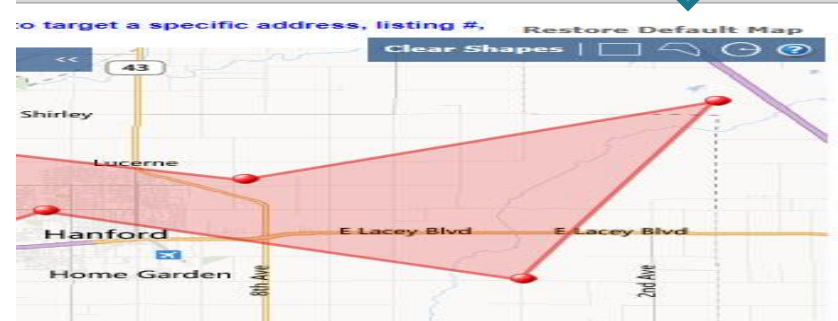
Street #	Street # Thru	Direction	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Unit #

Begins with
 Contains

Looking up listings in the MLS by address is easy. It's usually best to only put in the address number in case of spelling complications. If you only use the address numbers it will pull up any and all listings with that address number alphabetically.

Search By Map



Searching for listings by Map can come in handy especially if you use the Polygon shape. The Polygon shape allows you draw any type of shape you want to blanket a specific area. It's imperative when adding listings that the area be correct for Polygon mapping to work effectively.

13 – Links/Links and Documents

- ▶ **Is the library of information!**
- ▶ All the forms, policies, rules and regulations, plus many others are located here.
- ▶ Hanford and Lemoore Area Maps
- ▶ Input listing sheets
- ▶ Closing form
- ▶ Admin/Secretary Access form
- ▶ MLS Rosters are important tools too and are updated on the first of each month.

Home Searches Maps Listings Tax Carts Contacts **Links** Admin Help

Single Sign-On
Financial Tools
Links & Documents

? Speed Search

Links and Documents

The following items are pro

- [Kings MLS Office Roster](#)
- [Kings MLS Appraiser Roster](#)
- [Kings MLS Member Roster](#)
- [Kings MLS Realtor Mbr Rost](#)
- [Acknow. of Rules/Regs/Polic](#)
- [Address Change Form - Age](#)
- [Address Change Form - Offi](#)
- [CAR Website](#)
- [Changing Office Form](#)
- [Listing Close Form](#)
- [COMP Only - Commercial Form](#)
- [COMP Only - Land Form](#)

Rosters

Closing form

Input Listing sheets

Admin/Secretary Access form

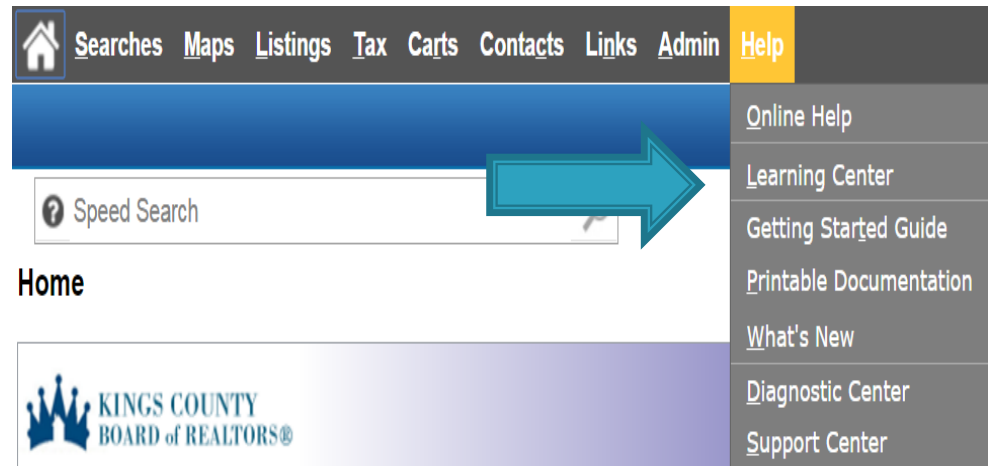
Hanford and Lemoore Area Maps

14 – Help Section

Under the Help “Learning Center” tab are videos that will walk you step by step on how to navigate through the MLS system. The videos are not longer than 10 minutes each.

Some of the information covered in the videos are:

- How to make a CMA.
- How to add a client prospect and email listings.
- How to manage pictures.
- Importing contacts.
- Create a prospect report.
- Client Portal.



The screenshot shows the website's navigation bar with the following menu items: [Searches](#), [Maps](#), [Listings](#), [Tax](#), [Carts](#), [Contacts](#), [Links](#), [Admin](#), and [Help](#). The 'Help' tab is highlighted in yellow. A dropdown menu is open under 'Help', listing: [Online Help](#), [Learning Center](#), [Getting Started Guide](#), [Printable Documentation](#), [What's New](#), [Diagnostic Center](#), and [Support Center](#). A blue arrow points to the 'Learning Center' option. Below the navigation bar is a search box labeled 'Speed Search' and a 'Home' link. The Kings County Board of Realtors logo is visible at the bottom left of the page.

15 – Entering a New Listing/Co-Listings



- ◆ This applies to Kings County listings only.
- ◆ The 3 day rule does not include weekends and/or holidays.
- ◆ However, if you take a listing on a Friday, even if it's after 5:00 p.m. it still counts as your 1st day.
- ◆ The fine assessed for not inputting a listing into the MLS within the 3 day time frame is **\$25.00** per day until it's entered into the MLS.

New listings must be input on or before the 3rd working day from the listing date. (The 1st day being the list date.) *Example: A listing taken on 1/13/19, regardless of the time of day, must be input by midnight on 1/15/19.*

15 – Entering a New Listing/Co-Listings, Con'd

Bonding a listing with a tax record from the County Assessors office creates less work for you.

When entering a listing:

- Once you input the Property Type and the County, to the right of County, an option to "search county records" will pop up.
- By clicking on the "search county records" link you will have the option to bond your listing with the existing tax record and auto populate the data on your listing for you.
- APN's for Kings County are typically **12 digits long**. If the property is not populating you may need to add zero's to the end of the number till you have 12 digits. If the APN is **bonded** to the county records it will display as a blue link and once clicked will redirect to the County tax records.

Enter New Listing

Step 1: Enter APN or Address Step 2: Verify

▶ Please make your selections (*red indicates required field) , then click "Place Pin on Map".

*Property Type: Residential

*County: Kings [Search County Records](#)

*APN Number: [Get Address](#)

Autofill Tax Data

*Street# - Modifier: -

Direction:

*Street Name:

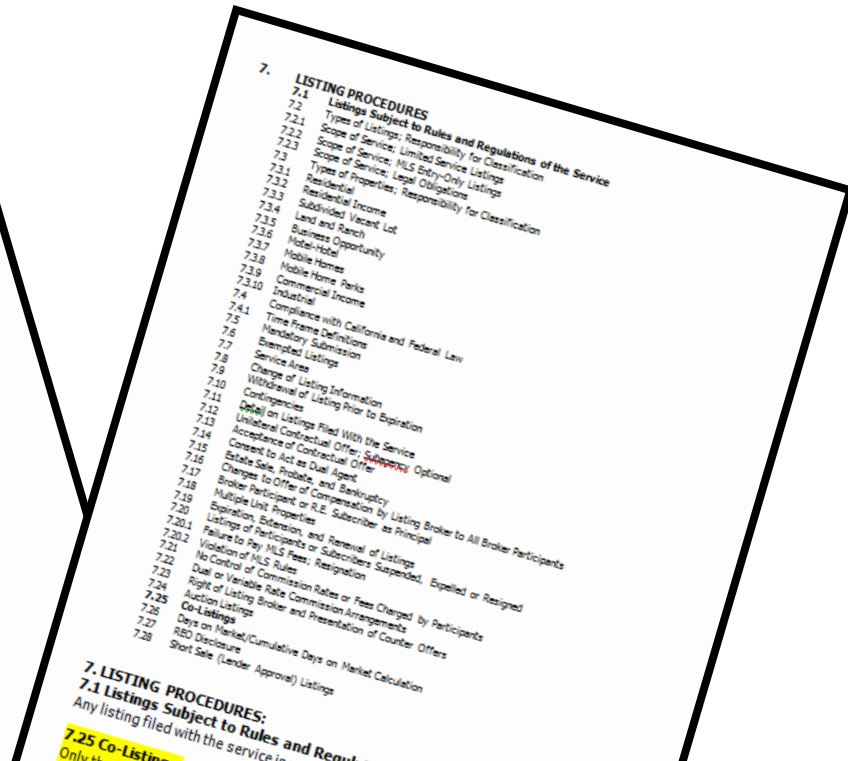
Suffix:

Post Direction:

*City:

*ZIP Code: -

15 – Entering a New Listing/Co-Listings, Con'd



7.25 Co-Listings:

Only the listings of Participants and Subscribers will be accepted by the MLS. Inclusion of co-listings where the co-listing broker/agent is not a Participant or Subscriber in the MLS is prohibited.

16 – Listing Waiver

7.6 Exempted Listings:

If the seller refuses to permit the listing to be disseminated by the service, the listing broker shall submit to the service a certification signed by the seller that the seller does not authorize the listing to be disseminated by the service. C.A.R. Standard Form SELM may be used for this certification, but in any event, said exclusion shall include an advisory to seller that, in keeping the listing off the MLS:

- 1) Real estate agents and brokers from other real estate offices, and their buyer clients, who have access to the MLS may not be aware seller's property is for sale,
- 2) Seller's property will not be included in the MLS's download to various real estate internet sites that are used by the public to search for property listings, and
- 3) Real estate agents, brokers and members of the public may be unaware of the terms and conditions under which seller is marketing the property, and
- 4) Any reduction in exposure of the property may lower the number of offers made and negatively impact the sales price.

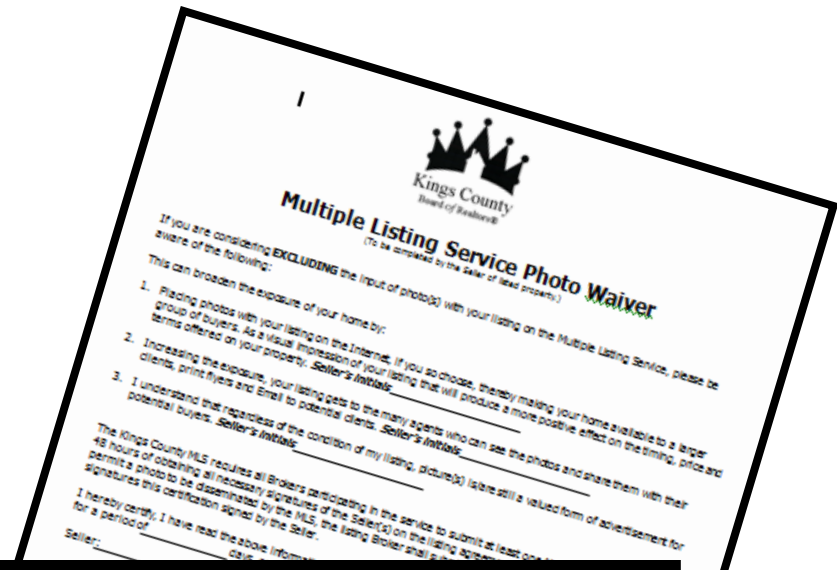
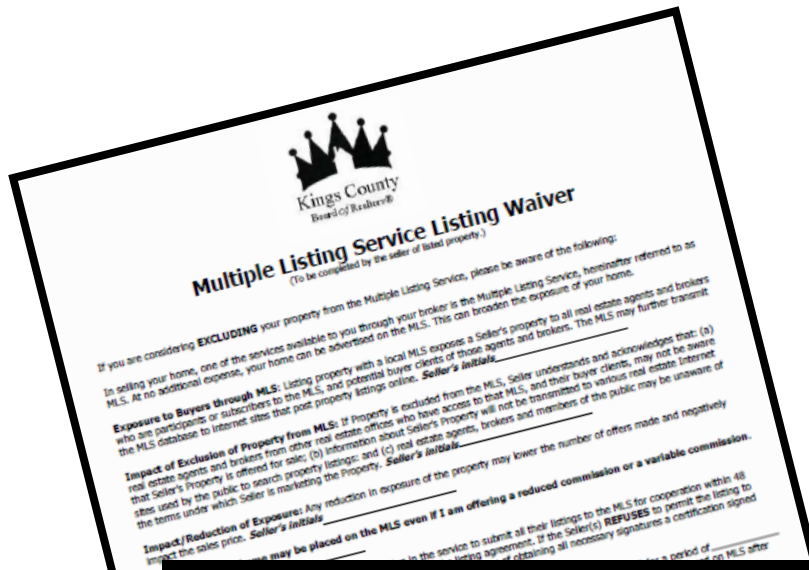
You can fax, email or drop off the waiver form at the KCBOR board office.

Fax: (559) 582-2007

Email: mls@kcbor.com

KCBOR Office Address: 880 N Irwin St, Hanford

16 – Listing Waiver, Con'd



Late Waiver Submission Violation

\$500.00 Each

MLS Listing Waiver to be submitted along with a copy of the Listing Agreement on or before the third (3rd) working day from the signature date. *Example: A listing taken on 1/13/16, regardless of the time of day, must be input by midnight on 1/15/16.*

A 2nd in-house listing offense in the same quarter will cause a fine of \$500.00.

A 3rd in-house listing offense in the same quarter will cause a fine of \$500.00 and an automatic 2 week suspension of MLS privileges. During this period of suspension, the MLS Participant and all Subscribers of the participant will be denied access to the MLS computer system.

17 – Listing Hold

If a listing will be unavailable for more than 5 days, the Hold form needs to be submitted to the MLS within 2 days. **Example:** A listing on Hold status on 1/13/19, regardless of the time of day, must have a Hold form submitted by midnight on 1/15/19.

The Hold form will need to be signed by the seller, or accompanied by something in writing requesting a "Listing Hold" by the seller.

If a listing cannot be shown or cannot accept an offer, it cannot be **"Active"** in the MLS system.

The Listing Hold form is helpful with these types of situations:

- The Seller is going on vacation and doesn't want the listing shown during that time.
- Repairs are going to be made on the property.
- The listing is occupied with tenants who will not cooperate.
- The Sellers are ill.
- Holidays with family.
- The Seller has houseguests.


Kings County
Board of Realtors®

KCBOR – LISTING HOLD FORM
(To be completed if the "Hold Status" is longer than 5 days)
Revised 5/2016

Off Market Status Hold (H) definition is: A valid listing contract is in effect; however, because of various reasons such as repairs, illness, guests, etc., the Seller has requested that temporarily there be no showings.

By the Seller signing this form, or attaching something in writing from the Seller requesting a "Listing Hold" by the Seller all parties agree and give permission for the listing agent to put this listing in a "Hold (H)" status. The listing will not transfer on any IDX/VOW/RETS feeds while in a "Hold (H)" status. The listing will not be shown until the listing can go back to an "Active (A)" status. Hold form must be submitted to KCBOR MLS within two days.

Releasing Broker _____

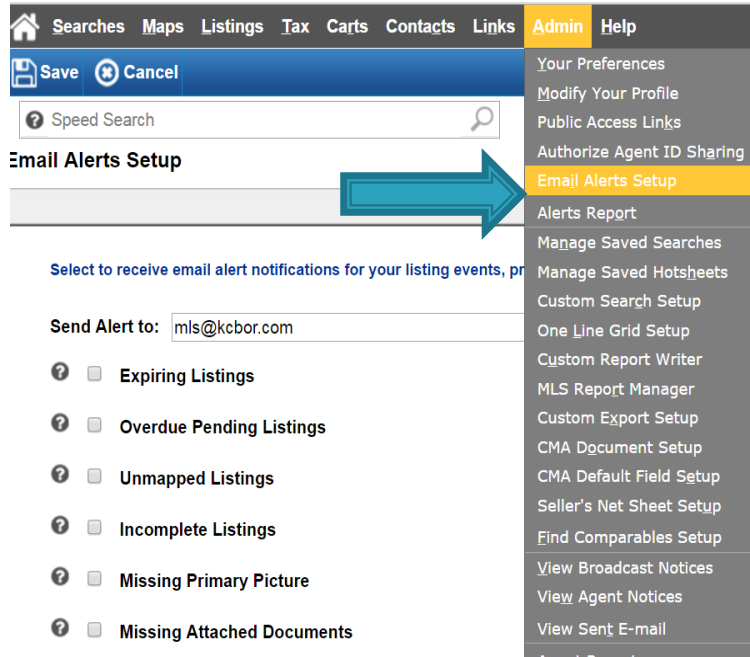
Listing MLS #: _____
Address: _____
Reason Listing will be placed on hold: _____
Estimated date as to when the listing will go back to active: _____

Listing Agent Signature: _____
Date: _____

Date Listing back to active: _____

The fine assessed for not submitting a Hold form within the 2 day time frame is **\$10.00 each.**

18 – Expired Listings/Closing Listings



The screenshot shows the KCBOR MLS Admin interface. The top navigation bar includes 'Searches', 'Maps', 'Listings', 'Tax', 'Carts', 'Contacts', 'Links', 'Admin', and 'Help'. The 'Admin' menu is open, showing options like 'Your Preferences', 'Modify Your Profile', 'Public Access Links', 'Authorize Agent ID Sharing', 'Email Alerts Setup' (highlighted with a blue arrow), 'Alerts Report', 'Manage Saved Searches', 'Manage Saved Hotsheets', 'Custom Search Setup', 'One Line Grid Setup', 'Custom Report Writer', 'MLS Report Manager', 'Custom Export Setup', 'CMA Document Setup', 'CMA Default Field Setup', 'Seller's Net Sheet Setup', 'Find Comparables Setup', 'View Broadcast Notices', 'View Agent Notices', and 'View Sent E-mail'. Below the navigation bar, there is a 'Speed Search' field and an 'Email Alerts Setup' section. The 'Email Alerts Setup' section includes a 'Send Alert to:' field with the email address 'mls@kcbor.com' and a list of alert categories with checkboxes: 'Expiring Listings', 'Overdue Pending Listings', 'Unmapped Listings', 'Incomplete Listings', 'Missing Primary Picture', and 'Missing Attached Documents'.

Once a listing expires in the MLS system, the listing will go to an "off market" status. To put the listing in a different status will require a call to the KCBOR office. 559-584-7179

You can enter the listing as a new listing **ONLY** if you have a new listing agreement with a new listing date and a new expiration date.

If you request to change the status on the expired listing to another status a **\$10.00** Expired Listing Violation fine will be assessed.

IMPORTANT: To avoid the fine, set up your "Email Alerts Setup" to notify you in advance of an expiration date. If this is set-up, you will receive an email 2 weeks in advance of the expiration date.



18 – Expired Listings/Closing Listings, Con'd

You have 48 hours (not including weekends or holidays) to close a listing in the system. Listings not closed in **48 hours** will automatically generate a **\$10.00 fee**.



When a property closes, it needs to be input into the MLS system within 2 working days of close date.
Example: A listing closed (sold) on 1/13/19, regardless of the time of day, must be input by midnight on 1/15/19.

19 – Sale Pending/Active Under Contract



You have 3 choices:

➤ **Active Under Contract: Offer accepted and either:**

- ◆ Seller requests that property remain in an On-Market status and is looking for back-up offers, or
- ◆ The sale is subject to court or other 3rd party approval, this includes Short sale Taking Back-ups. This is an on-market status.

➤ **Short Sale Taking Backups**

➤ **Pending:**

- ◆ The Seller has accepted an offer and is not soliciting further offers through the MLS. This is an Off-Market status.

Any listing with an accepted offer must be changed in the MLS system to something other than Active within 2 days after the acceptance of an offer. ***Example: Properties sold (sale pending) on 1/13/19, regardless of the time of day, must be input by midnight on 1/15/19.***

A ***\$50.00*** Late Sale Pending Violation fine will be assessed for failure to input the change in the MLS system within the required days.

20 – Public Remarks/Wrong Area

Public Remarks and Pictures:

Information in the public remarks section shall only relate to the marketing, description, and condition of property.

No contact information is permitted, including names, phone or fax numbers, email addresses or website addresses.

No showing instructions are permitted, including references to lockbox, alarm, gate or other security codes or the occupancy of the property. Alarm codes are not allowed in the Public or Agent remarks section and gate codes will only be allowed in the Agent remarks. Board staff will immediately remove any alarm code that appears in the remarks section.

No information directed toward real estate agents or brokers, including compensation or bonuses offered to cooperating brokers.

- ◆ Public remarks and pictures are fed to realtor.com
- ◆ Advertising on other members websites without written permission is strictly prohibited.
- ◆ The first picture showing for the property must be an exterior view of the property.
- ◆ You may upload a total of 99 pictures for your property.
- ◆ The character limit for the public remarks section is 3,000 characters.

20 – Public Remarks/Wrong Area, Con'd

\$25.00
fine per violation

Avoid the Wrong Info



Public Remarks Section:

No information relating to the Seller, Agent, Broker, or Office including compensation or bonuses offered to buyer brokers.

No Contact Information (no agent or lender email address, phone or fax numbers, pre-qualification info, etc.)

No websites addresses (including virtual tours and transaction tracking URL's.)

No showing instructions, references to lockbox, alarm, gate or other security codes, or occupancy of the property.

Pictures Section:

- ▶ The listing will not go live in the MLS system without pictures.
- ▶ This is considered a late listing input if the pictures are not entered with a listing within three days.
- ▶ A **\$25.00 per day** fine will be assessed until the listing is entered completely.

20 – Public Remarks/Wrong Area, Con'd

Wrong Area Violation

- ◆ It's important to select the right area from the five designated areas when inputting a listing.
- ◆ Using the maps guidelines on Links/Links and Documents will assist you in making the right choice.
- ◆ You are also welcome to call the Board office to verify your area.
- ◆ When the wrong area is input in the MLS, upon report/discovery the MLS Coordinator will correct the wrong area and notify the Member and Broker. If ***after the change is made*** the Member changes it back, a ***\$25.00*** fine will be issued to the Member.

20 – Public Remarks/Wrong Area, Con'd

Mapping

Hanford and Lemoore are divided into 5 sections each total:

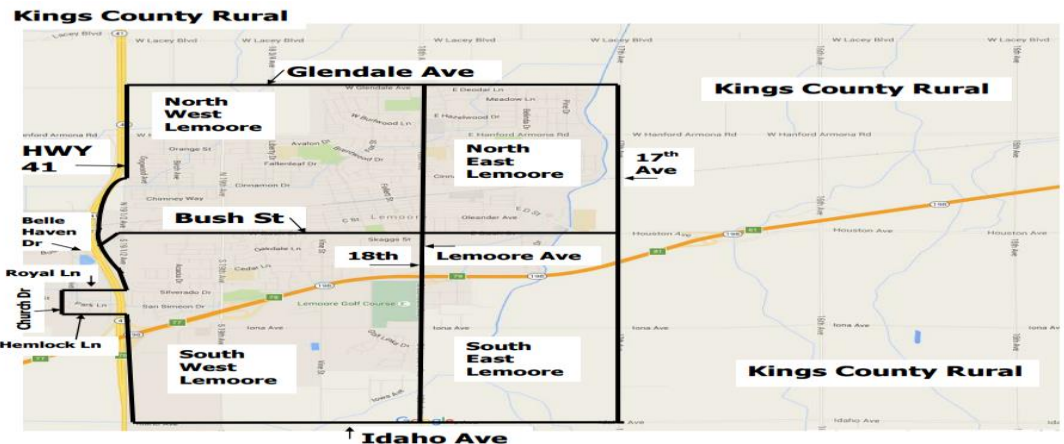
Hanford:

- ▶ North West Hanford
- ▶ North East Hanford
- ▶ South West Hanford
- ▶ South East Hanford
- ▶ Kings County Rural

Lemoore:

- ▶ North West Lemoore
- ▶ North East Lemoore
- ▶ South West Lemoore
- ▶ South East Lemoore
- ▶ Kings County Rural

You are welcome to call KCBOR MLS
(559) 584-7179 anytime to verify an area.



21 – Missing/Inaccurate Information

Missing Mandatory Fields or Intentional Inaccurate Information

When inputting a listing into the MLS all mandatory fields are in red letters and must be filled in.

Room sizes are **NOT** a mandatory field and **DO NOT** have to have sizes for the type of rooms in the home.

A 48 hour notice will be emailed to you. As long as you fix any missing or wrong information within the 48 hour notice there will not be a fine.

It's a **\$25.00** a day fine for any and all missing information that remains incorrect after the 48 hour notification.

Exception to the rule will be tenant occupied properties where the tenant has denied access, then, a seller signed affidavit will be required.



22 – Fines & Helping Hands

We don't like fines either.

In an effort to keep the MLS system accurate with up to date information, keep our membership from being misled, or the general public from incorrect information, we have fines for violations in place.



MLS Policy

Waiver of MLS Fines:

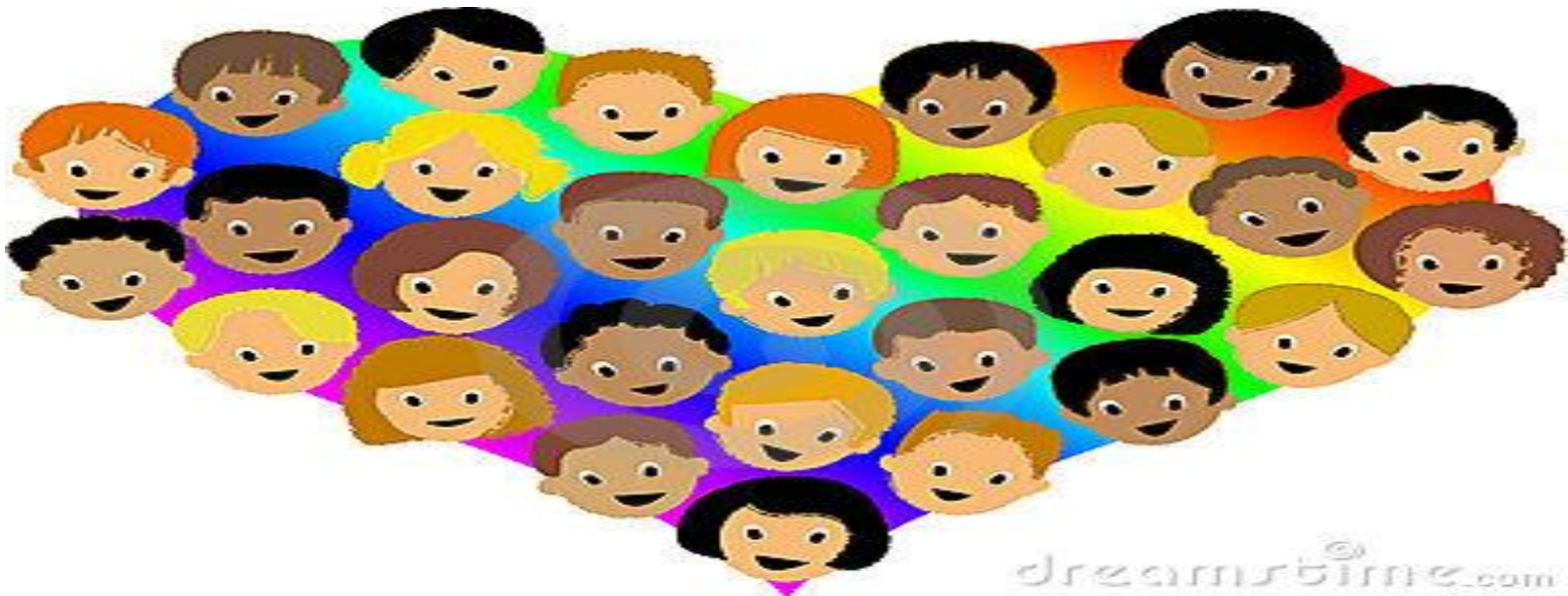
Members wishing to request an MLS Committee Review of an assessed MLS fine may do so by requesting an MLS Committee Review. The form can be found in the MLS under Links/Links & Documents, and must be signed by the Broker and filed within 10 business days of billed fine notification. (5/2009)

The Request for MLS Committee Review form must be filed in the Board office in order to be placed on the agenda for the next scheduled MLS Committee meeting, (6/2009).

Board staff does not have the authority to waive fines or late fees, (1/2016).

22 – Fines & Helping Hands, Con'd

Please note that all monies collected from fines assessed to our MLS membership goes into our "Helping Hands" program. Helping Hands is a fund KCBOR set up to donate all the MLS fine monies collected to help children within our community. *Our association in no way benefits financially from you receiving fines.*



IMPORTANT NOTICE

There is a MLS assessment quiz located on **www.kcbor.com**.

Please take a few moments to take the quiz. It is mandatory and part of your application process. The quiz must be completed and returned to the MLS Coordinator within 30 days after joining the MLS or access to the MLS will be suspended.

You are welcome to print out the quiz and answer the questions, or you can open in adobe, then email to mls@kcbor.com.

Please make sure all the questions are answered and you have signed and dated the MLS Quiz. If you have any questions please contact the board office at 559-582-2591 or 559-584-7179.

Thank You!

