MetroList®

The True Source

MetroList Orientation & Resource Guide

2019 Edition

Welcome to MetroList®!

We are excited you have elected to participate in MetroList®, Northern California's largest Multiple Listing Service (MLS). With more than 20,000 subscribers, MetroList® gives you direct access to Prospector, one of the most powerful web-based real estate software packages in the industry.

Each day, tens of thousands of licensed real estate agents depend on Prospector to search, list and obtain information about real estate in Amador, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Western Merced and Yolo Counties. In addition, through reciprocal agreements and regional MLS affiliations, MetroList® delivers easy access to many other Northern California MLSs at no additional cost to subscribers.

The MetroList® Orientation and Resource Guide will acquaint you with MetroList®, Prospector, Trends, Quattro, MetroListPRO Products, Cloud CMA, FIND and the many value added products and services that will help you list and sell more real estate. Welcome to MetroList®, we are at your service!

2019 Edition

Contents

For more information about these and all MetroList services, products and tools,
log into Prospector and visit the MetroList Information Center.

MetroList Services, Inc.

Prospector, The MLS System

Powered by Rapattoni, **Prospector** is one of the most advanced, Multiple Listing Service technologies delivering powerful features and benefits to MetroList users. Every day tens of thousands of real estate professionals and hundreds of thousands of consumers depend on Prospector to help **LIST** and **SELL** more properties, which is why MetroList and Rapattoni spend countless hours to ensure Prospector has the most up-to-date tools, features, resources and detailed reports.

Some highlighted features of Prospector:

- Easy-to-Use "Add Listing Module"
- Intuitive Search Capabilities
- Numerous Report Features
- Auto-Prospecting with Client Portal
- Enhanced Map Search Capabilities
- Comparable Market Analysis (CMA)
- CheckIT/ReportIT Compliance Tool
- RatePlug Dynamic Mortgage Rate Report

- Access From Any Mobile Device
- Customized and User-Friendly Home Page and Reports
- 24 Hour Market Watch and Hotsheet Reports
- Interactive Map Search
- Facebook and Twitter Auto Post
- And Much More!

To logon to Prospector, you will need the **Agent ID** and **Password** which were provided to you when you joined. When logging on for the first time you will be asked to enroll in MetroList's Adaptive Authentication system which utilizes multi-factor authentication to insure user convenience and security.

Prospector Is Mobile Friendly

Because Prospector is a responsive interface offering fast performance and efficient workflows, it is compatible with all popular devices and operating systems, from smartphones and tablets to laptops and desktop computers, providing a consistent user experience across all devices. To access Prospector Mobile, sign on from your mobile device.

Prospector Mobile delivers accurate, real-time listing data showing new listings, pictures, and status changes as they happen, along with property history, mapping, the ability to share listings via email or social media, and other features. Agents can update price, remarks, status, and other data for their listings, upload photos directly from their mobile devices, manage prospects, run hotsheets, and more.

> *To logon to Prospector, go to **prospector.metrolist.net***

MetroList Services, Inc.

Local and Regional Listings

Local Listings

With your subscription to MetroList, you have complete access to enter and search local listings in nine Northern California Counties that make up the MetroList Service Area and regional access to 16 additional counties at no additional cost.

Regional Listings

Expand your reach with access to neighboring MLSs without having to be a subscriber of, or pay fees to, multiple MLSs. MetroList brokers and agents can list and sell real estate in 25 northern California counties through the Bay Area Real Estate Information Service, Inc., Bay East Association of REALTORS®, Contra Costa Association of REALTORS®, Bridge MLS, MLSListings, Inc., San Francisco Association of REALTORS®, and Sutter-Yuba Association of REALTORS®.
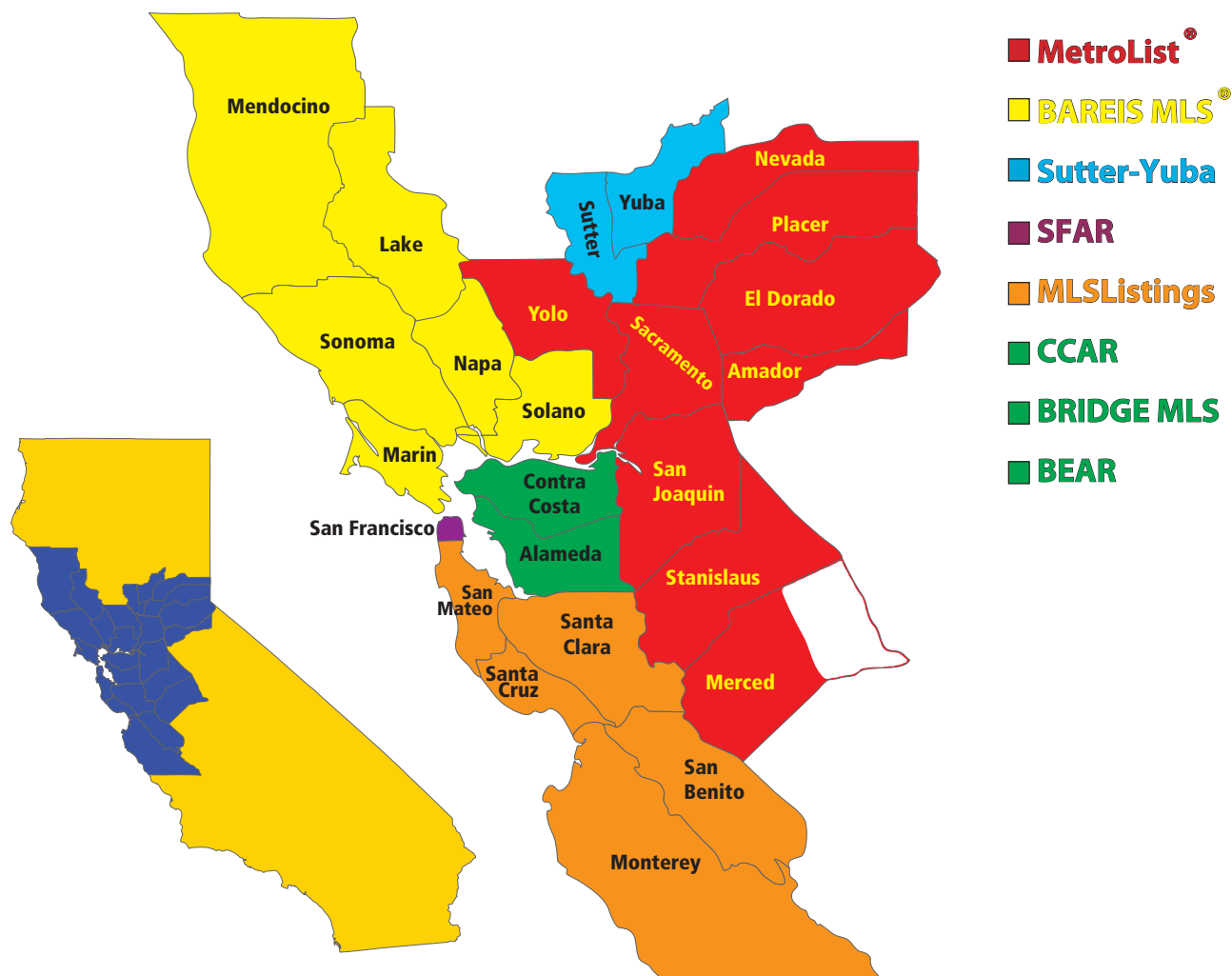
*Locate the Single Sign On (SSO) module on your Prospector Home Page and select **Quattro** or the **MLS you wish to access**.*

MetroList Services, Inc.

Nationwide Listings

With over 106 million properties, **Find** is the Ultimate Nationwide Real Estate Research Tool! Rather than being a listing centric system, like an MLS or Realtor.com, **Find** is a property centric system. This means MetroList Participants and Subscribers can search all properties with available data within the U.S. regardless of whether they are For Sale, For Rent, Recently Sold or Not For Sale.
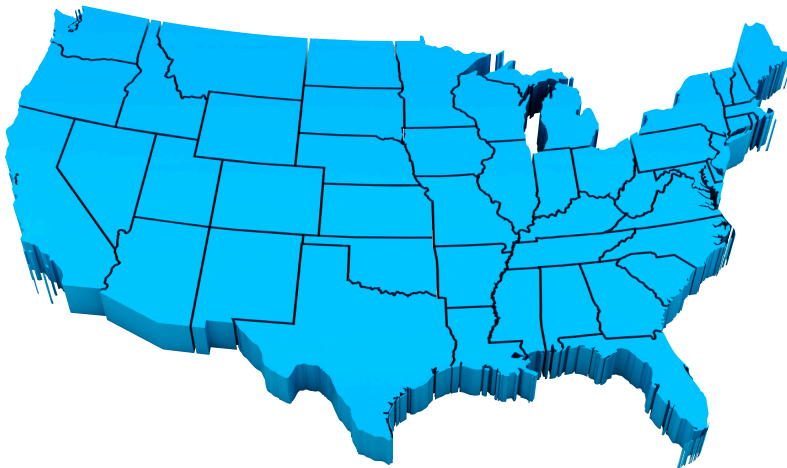
- 106 Million Property Records
- Nationwide Tax Record Information
- Every Listed Property in Realtor.com with Over 820 MLSs Nationwide Contributing
- Community Comparison Feature
- Property Search Reports
- Google-like Search (Native Language)

Statewide Listings (With Detailed Records)

MetroList has worked with other California MLSs to expand access to detailed listing data. In addition to having direct access to select northern California MLSs though SSO (see page 5), MetroList has negotiated with Find to provide even more detailed record access to real estate data throughout California.

*Locate the Single Sign On (SSO) module on your Prospector Home Page and select **Find**.*

MetroList Services, Inc.

California Property Tax Records

All MetroList® Participants and Subscribers have easy access to Realist®, the premier provider of California property tax record information. Integrated into Prospector, Realist® offers searchable access to tax records in all 58 California counties. Some exciting features included in Realist® are Last Market Sales and Sales History, Search Customization, CMA's, Mapping Tools, Search Pre-Foreclosures and Distressed Houses, and the ability to run up to 5,000 mailing labels per month.

Powered by

Realist®

Features Include:

- Full Property Tax Record
- Neighborhood Profile
- Parcel Maps
- Deeds of Trust
- Market Trends
- Flood Map Information

*Locate the Menu Bar at the top of the Prospector Home Page and select **Tax**.*

Lockbox System

The MetroList Lockbox system is designed to provide a convenient access control system for Participants and Subscribers who list properties in Prospector. MetroList uses the Supra iBox BT LE, among the most advanced technologies in the industry.

Supra iBox BT LE

MetroList® is responsible for the distribution of Supra iBox BT LE to its Participants and Subscribers in the primary county areas it serves. iBoxes are access control devices which provide a means for Participants and Subscribers to enter listed properties. In addition, the iBox BT LE digitally records all access history to the property and is a valuable tool for access follow-up.

The Most Technology Advanced Lockbox in the Industry

• Helps agents better serve their clients by giving them greater flexibility and control over access to listed properties.

• Provides a convenient access control system.

• Compatible with most smartphones via Bluetooth and infrared technologies.

• Using SupraWEB track buyer's agent showings.

• Slim design, large key container that holds multiple gate cards and keys.

• Configure access times to best fit your client's schedule or restrict access using the Call Before Showing (CBS) Feature.

• Assign your Lockbox to a listing for showing activity, detail reports and tracking Lockbox inventory.

• Shackle removes completely from the lockbox for easy placement.

• No maintenance is required and the battery is designed to last the life of the product — a minimum of six years.

*Locate the Single Sign On (SSO) module on your Prospector Home Page and select **SupraWEB.***

MetroList Services, Inc.

Lockbox Key

A lockbox key is an electronic device that contains unique codes which identify every Participant and Subscriber when used to access listings. A lockbox key is assigned individually to Participants and Subscribers and **may not be shared**.

The eKEY

The eKEY application enables most smartphones, tablet and iPad devices to become your lockbox key. The eKEY App on your device wirelessly updates so you can do business anywhere. MetroList offers both **eKEY Basic** and **eKEY Professional** service.

eKEY Basic service turns your smartphone into a lockbox key, allowing you to send and receive real-time showing information and manage & track lockboxes.

eKEY Professional adds searchable MLS data to your phone, links Google maps to listings, deliver showing details to your phone and access the Supra Home Tour feature where your clients can rate and compare homes.


eKEY works on your
Smartphone, iPad and Tablet

	eKEY Basic	eKEY Professional
Keybox Functions		
Open keybox, release shackle, and read keybox	✖	✖
Use phone's biometric feature or Apple Watch® to open keybox	✖	✖
Send alert notifications from within eKEY app or Apple Watch	✖	✖
Change key PIN using key device	✖	✖
Track keybox inventory and view keybox settings on key device	✖	✖
Customize keybox access hours, agent note, flyer, business card in keybox	✖	✖
Showing Activity		
View showing activity details on SupraWEB	✖	✖
Send showing notifications when keyboxes are opened	✖	✖
Send showing notification when key leaves GPS geo-fence	✖	✖
View showing details in eKEY app	✖	✖
Data at the Door Real-Time Property Notes		
View data at the door real-time property notes	✖	✖
Create data at the door real-time property notes using SupraWEB	✖	✖
Create data at the door real-time property notes in eKEY app		✖
MLS Information and Searches		
View MLS listing information offline within eKEY app		✖
View agent roster information within eKEY app		✖
Create and save buyer profiles and comparative searches in eKEY app		✖
View Hotsheets with new listings and changes to the MLS in last 3 days		✖
View map and directions to listings at the tap of a button		✖
Supra Home Tour for Buyer's Agents		
Create and view list of buyers		✖
Invite home buyers to use Supra Home Tour app for rating homes		✖
Recommend listings for buyers to view and rate in Supra Home Tour app		✖
View and compare buyer home ratings		✖
View buyer feedback on properties and compare by buyer or listing		✖

Contact a MetroList Administrative Center
for more information on Lockbox service.

Lockbox Access in 25 Counties

Reciprocal Access

MetroList is making it easier to show listings in 25 Northern California Counties without being an MLS subscriber of the cooperating MLS or Association. To program your key for co-op keyholder access in other areas, please contact the appropriate MLS or Association (a co-op key fee may apply). Contact information can be found on the MetroList Information Center in Prospector.

Legend:
- MetroList®
- BAREIS MLS®
- Sutter-Yuba
- SFAR
- MLSListings
- CCAR
- BRIDGE MLS
- BEAR
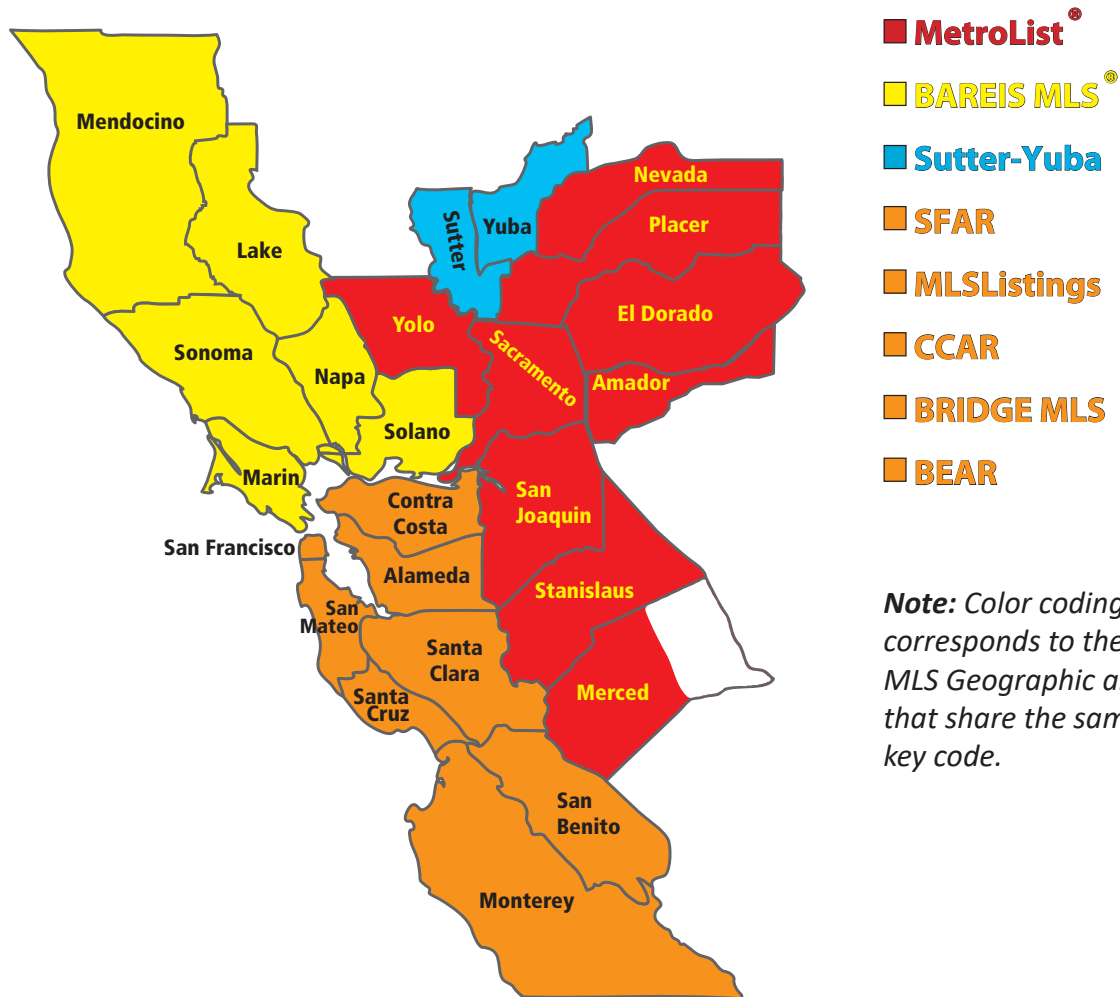
Note: Color coding corresponds to the MLS Geographic areas that share the same key code.

The True Source for Real Estate Listings

Helping MetroList Participants and Subscribers list and sell more real estate is among our highest objectives. That is why MetroList operates two real estate websites - **metrolistpro.com** and **metrolistmls.com** - providing more than 2 million consumers each month with the most timely and up-to-date real estate data in their home search. Unlike national real estate websites, MetroList does not allow for any commercial or real estate advertising. In fact, our sole goal is to bring added value to our Participants and Subscribers by giving consumers a **LOCAL** and **more reliable** alternative to other national real estate websites.

MetroListPro.com | The True Source for MLS Listing Information

The Official Search Site for MetroList MLS - The Largest MLS in Northern California.
Always the most up-to-date and current real estate listing information!

Each listing on **metrolistpro.com** and **metrolistmls.com** provides agent contact information at no additional cost. MetroList provides a Free Agent Profile (i.e. a free mini website) to help you generate leads (see box below for instructions on how to set up your Profile). Best of all, MetroList's Public Websites provide ALL leads directly back to the Listing agent/office.
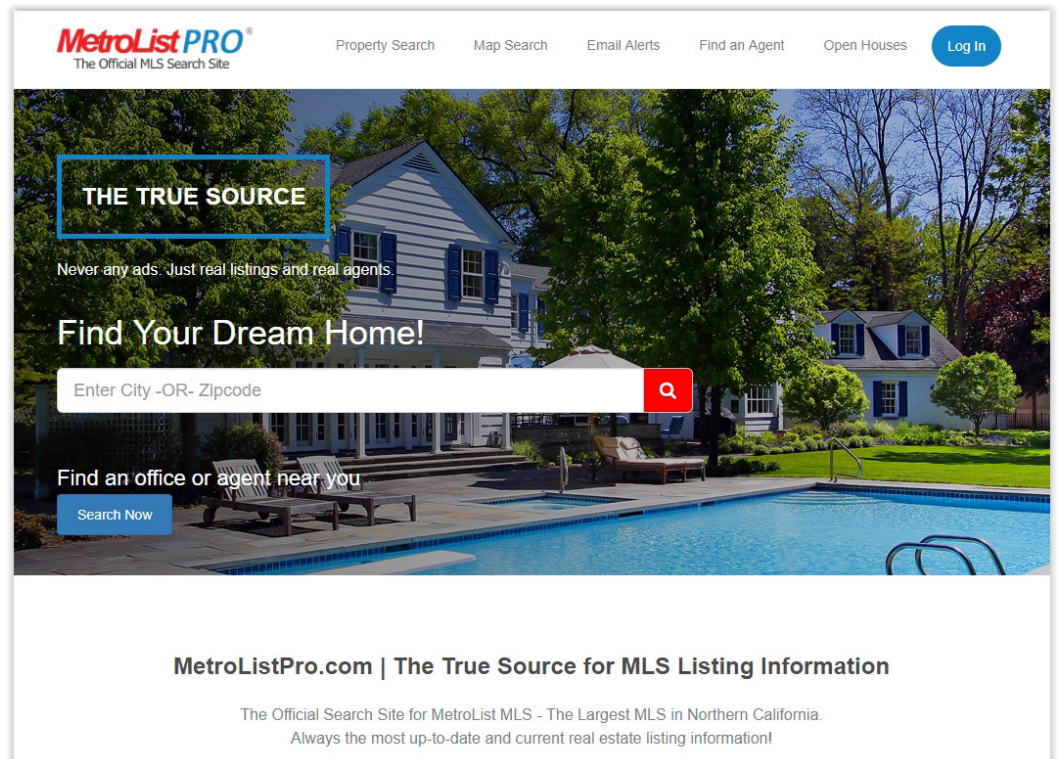
Are you getting leads? On your Prospector Home Page,
*locate **Admin** on the navigation bar and select **Modify Your Profile.***

Expand Your Marketing Reach with Products and Services To Grow Your Business

MetroList® offers its own unique blend of high quality Real Estate marketing tools *exclusively available to our Participants and Subscribers*. MetroList® has researched and tested these products so that you have access to the best industry resources to help you list and sell more homes.   Many of these value added products and services are free. We have also negotiated low cost pricing for MetroListPRO products and Homes Connect premium service along with other benefits. Most of the these products have been integrated into Prospector for easy and complete access.

Located In Prospector

TRENDVISION
Professional Market Reports

Cloud CMA

MetroListPRO®
Websites

Cloud Streams

HomesConnect

Find

Available In the App Store or Google Play

MetroList MLS
Search for
MetroList MLS

Search for
GoMetroList

Search for
Homesnap Real Estate

Search for
Homespotter

MetroList Services, Inc.

Real Estate Market Statistics

TrendVision is a powerful software program integrated with Prospector that delivers in-depth real estate statistics and market reports. This incredible tool enables users to provide the most up-to-date market information/summary to their clients and generates agent leads when using Post-2-Web. There is no additional charge for accessing and using this highly valuable real estate analysis and lead generation software.

TRENDVISION
Professional Market Reports
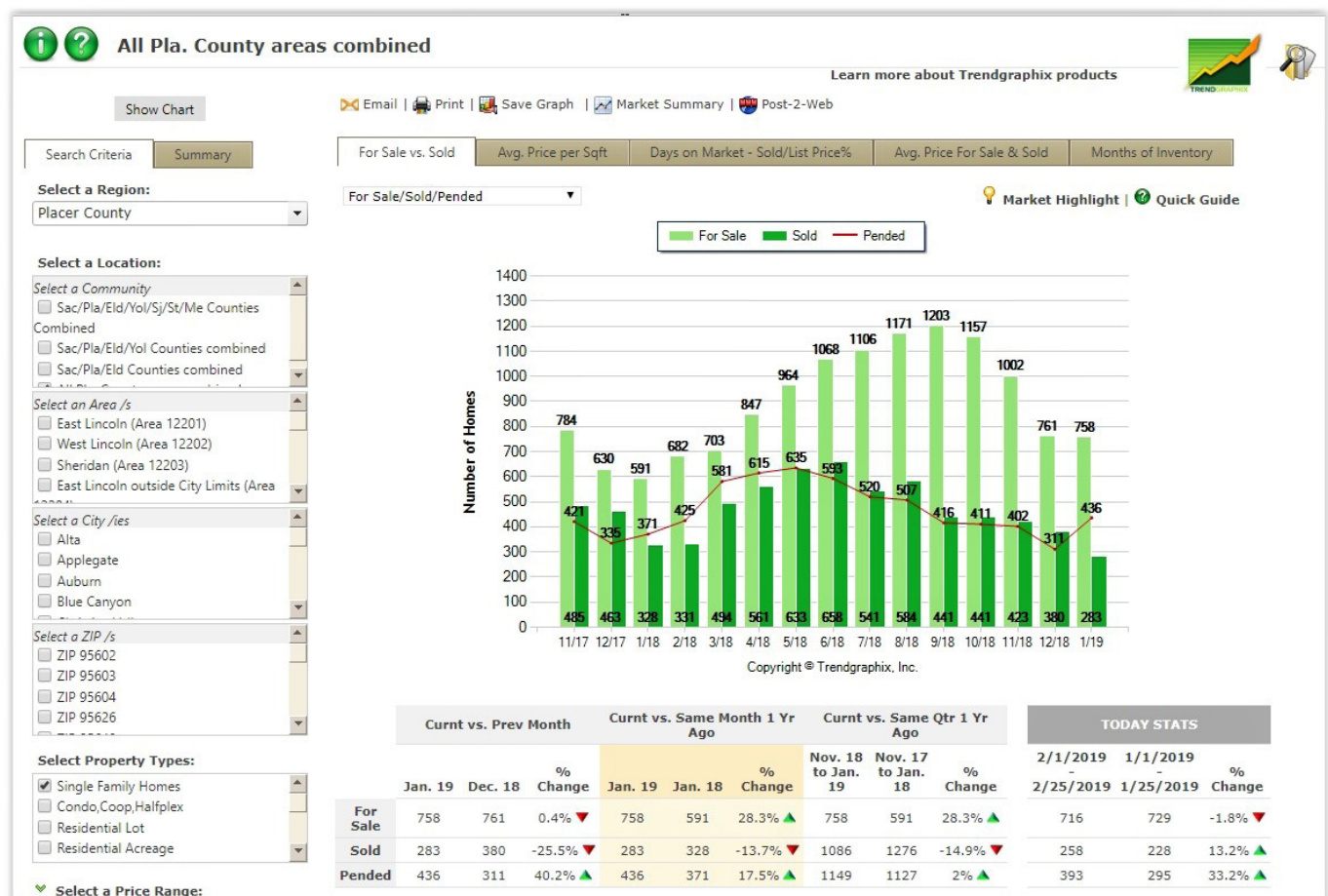
*Locate the Menu Bar at the top of the
Prospector Home Page and select **Trends**.*

MetroList Services, Inc.

Enhance Your Professional Web Presence!

MetroListPRO® Websites

Agent Website

Designed specifically for Agents, MetroListPRO Wordpress Websites provide real estate professionals with an instant and user friendly beautiful website presence. Professionally designed, robust and data rich, these websites are specially priced for MetroList® Participants and Subscribers. The websites come with a complete set of consumer MLS property Search tools, no start-up or set-up charges, no annual contract and are managed from the agent's Prospector Portal Page.

Office Website

The Office Website is an online marketing product available to MetroList® Broker Participants who want an affordable, professional, and state-of-the-art office web presence. Our Office Websites offer brokers a great way to professionally showcase their agents and listings and be more competitive online. For more information about the Office Website and how to get started, call MetroList.
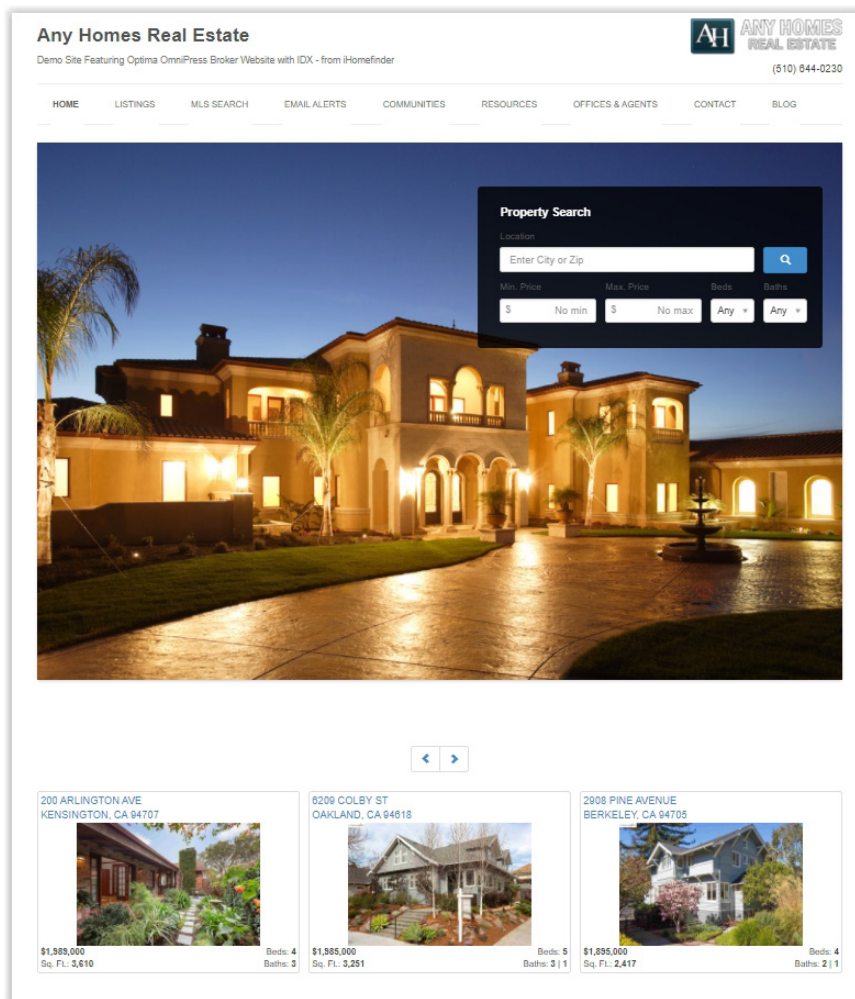
*To sign up, locate the Single Sign On (SSO) module on your Prospector Home Page and select **MetroListPRO**.*

MetroList Services, Inc.

Social Media and IDX Solutions

Internet Data Exchange, most commonly referred to as IDX, is how MLS listing data is provided to a website or social media. As the One True Source for all MLS Listing data for nine California counties, MetroList provides cost effective professional IDX based products to place listings on your website. By displaying your listings along with all available real estate inventory, your clients and those searching for their next home will make your website their one-stop shop for searching the MLS inventory of property.

MetroListPRO products enable you to post or share your listings with clients and potential clients through a variety of Social Media.

MetroListPRO **Wordpress IDX Plugin**

The MetroListPRO WordPress IDX Plugin integrates quickly and seamlessly into your WordPress website or blog. This plug-in helps you turn your website into a highly functional consumer search and contact tool. Your website visitors enjoy a streamlined user interface and elegant listing information presentation. Your own Active and Sold listings are attractively showcased and there are ample lead capture opportunities on every page.

MetroListPRO **IDX/MLS Search**

MetroListPRO IDX packages enable you to add search engine-indexable listings, powerful MLS search, and proven lead generation technology to your real estate non-WordPress website. A fast, reliable MetroList® MLS search engine is combined with Search Engine Optimization (SEO)-friendly pages that generate more traffic and leads. MetroListPRO IDX gives you a polished online presence and helps you provide outstanding service to your clients.

MetroListPRO **Add-Ons**

MetroListListPRO products are compatible with advanced add-on features like MarketBoost, CRM and Market Automation. For more information contact MetroList.

*To sign up, locate the Single Sign On (SSO) module on your Prospector Home Page, and select **MetroListPRO**.*

Value Added Tools From MetroList

Comparative Market Analysis (CMA) is the term real estate professionals use when they conduct an in-depth analysis of a home's value in today's market. Because of the complexity of determining a home's value, MetroList has researched and selected two preferred CMA software vendors -- Cloud CMA and Homes Connect -- both offer excellent products.

Cloud CMA is the easy way to create amazing reports that help you write more offers and win more listings. Create beautiful branded CMAs, Buyer Tours, Property Reports and Flyers with just the click of a button. If you can send email, then you can use Cloud CMA! Reports can be printed or viewed on any device, plus it comes with an Interactive iPad CMA. Cloud CMA uses data straight from MetroList and blends it with information from top websites like Yelp, Walk Score, Panaramio and more. You can even use Cloud CMA to generate leads from Facebook, Twitter, or your website! *Cloud CMA is a value added benefit and is FREE for all MetroList Participants and Subscribers!*

Leverage Powerful Lead Conversion Tools with Homes Connect from Homes.com and get all of the marketing tools you need to win more listings, attract more buyers and close more business! As a MetroList Subscriber, you can access these great features in your Homes Connect dashboard in Prospector: Contacts, Tasks and Leads Manager, Lead Gator, Homes.com Facebook App, Social Prospecting and Email Campaigns.

Homes Connect Basic is a value added benefit and is FREE for all MetroList Participants and Subscribers! **Upgrade to Homes Connect Pro**: benefits include CMAzing, Design Center, Neighborhood Envoy, Social Broadcaster**.**

Cloud Streams is the fastest way to alert your buyers when new properties hit the market. Using data straight from the MLS and cutting edge technology, autoprospecting has never worked better! Cloud Stream's listing notifications are the fastest in the industry faster than Zillow, Trulia, Redfin, and Realtor.com. Plus alerts can be delivered in real time, via text, or by push notification on the iPhone or Android app. When your clients are the first to know about new listings you both win. Faster listing alerts equals happier buyers and more commission checks!

More information, locate the Single Sign On (SSO) module on your Prospector Home Page, and select **Cloud CMA** *or* **Homes Connect***.*

MetroList Services, Inc.

Value Added Mobile Apps From MetroList

Homesnap Pro makes agents more productive, brings in more revenue for brokers, and allows real estate professionals to market themselves and their listings automatically and seamlessly within the app. What makes Homesnap unique is the app lets you snap a photo of any home, nationwide, and find out everything about the home and any other home, including value, last sale date, listing history, lot boundaries, comps, and more. The app also allows agents to message other agents and clients, customize email marketing to clients and contacts, and run an instant Comparative Market Analysis (CMA) on their smartphone.

GoMetroList brings the most up-to-date real estate information right to your phone! The app allows you to use your phone's GPS to find homes for sale nearby or based on an address, city or zip code. By using the GoMetroList app you now have access to full MetroList MLS listing information, confidential agent remarks, tax records, property detail reports from Realist and more all in one easy-to-use mobile application. Additionally, you can brand, create and share a mobile application with your clients.

HomeSpotter is beautiful, mobile-first home search, with built-in chat that makes collaboration fast, easy and fun. The Homespotter App strives to provide an experience that's easier and better for consumers and their agents. HomeSpotter combines a great mobile property search experience with a familiar text message like interface so that working and communicating with others through a home search is simple. Imagine texting property photo slideshows, not just links; enabling multiple conversations between your friends and family; even enabling chat between two agents that have full access to agent-only listing information. Share, save, comment, chat -- messaging meets home search.

MetroList brings you Real Safe Agent, a comprehensive Personal Safety Program that empowers the real estate community to cooperate and collaborate to help keep each other safe. Based in behavioral science, the Real Safe Agent system helps predict behaviors and provides agents with information they need to prevent being alone with a potentially dangerous prospect. Tools provided on the Real Safe Agent smartphone app will help keep you knowledgeable, aware and empowered. To sign-up and start using the Real Safe Agent system, go to realsafeagent.metrolist.net.

MetroList Services, Inc.

Education and Training

The Education Department is responsible for the ongoing education and training of MetroList® Participants, Subscribers and Clerical Users. The Education Team focuses on helping you maximize your knowledge, understanding and use of the Prospector MLS system. In addition, our experienced and well-qualified training specialists provide education and support on the full range of MetroList® products and services.

We offer many educational opportunities including Webinars, Lecture Style Classroom Training, Hands-on Workshops, 'In Your Real Estate Office' Training, Recorded Sessions and Informational Seminars. All Training is FREE and we encourage you to take full advantage of these various educational offerings.

Our goal is to provide you with unsurpassed knowledge so you can best serve your clients with invaluable information as they make one of the biggest decisions in their life...Buying and/or Selling their Home! We look forward to seeing you in one of our many classes!

MetroList® Offers Education Classes To Meet Your Needs

- In Office Training
- Classroom Training
- Webinars
- Hands-On Workshops
- Recorded Sessions
- Informational Seminars

*For a complete list of offerings and/or to register for a class, locate the Welcome box on your Prospector Home Page, and select the **Training icon.***

MetroList Services, Inc.

MLS Rules and Compliance

The MLS Rules are the cornerstone to how MetroList Participants and Subscribers establish contractual offers of compensation and facilitate cooperation with the highest level of data integrity.

At MetroList®, one of our most important responsibilities is to ensure the integrity and proper maintenance of the MLS data. With thousands of real estate professionals relying on the integrity of the data, our team of Compliance staff professionals work hard every day to make certain that information is entered correctly so that you can provide the most up-to-date and meaningful information to your clients.

The primary role of the Compliance Department is MLS Rules education and compliance. All complaints filed with the Compliance Department are reviewed, researched and processed accordingly.

Use CheckIT To Improve Your Listing Data

CheckIT Use CheckIT, powered by Corelogic, the latest automated technology to improve listing data accuracy and completeness in real time. CheckIT allows Prospector users to scan their ACTIVE listings and immediately identify potential data input errors or MLS rule violations. Use the CheckIT button after you enter or modify a listing. The CheckIT function cannot be performed on a listing that has been saved as incomplete.

MLS Rule Violation Submission Process

ReportIT Maintaining the integrity of the MLS Data is paramount to MetroList Participants and Subscribers. Inside each MetroList listing is a link to report potential MLS Rules violations. All reported complaints are processed by the Compliance Department, and validated compliance issues take approximately 3-5 business days to resolve.

Report Violation

*For the most up-to-date MLS Rules, locate the Welcome box on your Prospector Home Page, and select the **MetroList Information Center**.*

Subscriber Services

At MetroList we pride ourselves on delivering the highest level of service and satisfaction to our Participants and Subscribers. Our professional, dedicated and knowledgeable staff is here and ready to assist you. Whether you have questions about how to access Prospector, purchase a keybox or solving your technical support issues, simply call or visit any MetroList Administrative Center. We will quickly provide you the information to get you on your way.

- Automatic bill payments and billing questions
- Prospector technical support
- Keybox questions and support
- Subscriber education
- MLS Rules questions
- Questions about your service
- Reciprocal access
- New account set-up or changes
- MetroListPRO products and support
- And more

Payments may be submitted online through the Pay Online link located in the Welcome box on your Prospector Home Page;
by phone or mail to MetroList; by phone or in-person
at one of our Administrative Center locations.

Contact Us

Questions? Call us! Every member of the MetroList Team is trained to provide fast, professional service.

Subscriber Services
Monday – Friday | 7:30 a.m. – 4:30 p.m.
(916) 922-7584 or outside the 916 area code, call (888) 898-9788.

> **Option 1 - Key and/or Lockbox Inquiries**
> **Option 2 - Technical Support**
> **Option 3 - Account Inquiries**
> **Option 4 - Compliance**
> **Option 5 - Training**
> **Option 6 - IDX/Data Licensing**

Email Us
Emails are checked throughout the business day and are responded to within 24 hours. Emails sent on Friday, Saturday or Sunday will be replied to no later than the next business day.

Subscriber Services | accounts@metrolist.net

Technical Support | support@metrolist.net

Education and Training | training@metrolist.net

MLS Rules Compliance | compliance@metrolist.net

IDX/Data Licensing | idxapprovals@metrolist.net

US Mail
MetroList Services, Inc. P.O. Box 340340, Sacramento, CA 95834

MetroList Information Center
The **MetroList Information Center** is your online resource for MetroList forms, documentation and information. You will find the MLS Rules, Training Calendar, MLS Reciprocal Access, Lockbox System, Administrative Center Locations, Property Profile Sheets, News and much more. Get your questions answered quickly by clicking **MetroList Information Center** on the Welcome Page.

MetroList Regional Administrative Centers

For your convenience, MetroList has several Administrative Centers located throughout our service area. Each location is staffed with friendly and knowledgeable representatives who can assist you. Some of the services include:

Applying for Participation - Participant, Subscriber or Clerical User Service | Applying for KeyBox System Access | Service, Listing and Information Change Requests | Leasing and Purchasing of Supra Equipment | Processing Payments | And much more!

Regional Administrative Centers

Office hours vary by location. Please check with your local MetroList Administrative Center for their regular business hours.

Amador County Association of REALTORS®
577 S. State Highway 49
Jackson, CA 95642
(209) 223-3874 | Fax (209) 223-3876

Central Valley Association of REALTORS®
Lathrop Office
16980 Harlan Road
Lathrop, CA 95330
(209) 858-1700 | Fax (209) 858-1709

Turlock Office
2101 Geer Road, Suite 101
Turlock, CA 95382
(209) 858-1700 | Fax (209) 858-1709

El Dorado County Association of REALTORS®
4096 Mother Lode Drive
Shingle Springs, CA 95682
(530) 676-0161 | Fax (530) 676-0180

Lodi Association of REALTORS®
777 South Ham Lane, Suite B
Lodi, CA 95242
(209) 368-5316 | Fax (209) 368-8289

Modesto Administrative Office
1620 North Carpenter Road, Suite D48
Modesto, CA 95351
(888) 898-9788 x 330 | Fax (209) 549-7079

Nevada County Association of REALTORS®
336 Crown Point Circle
Grass Valley, CA 95945
(916) 272-2627 | Fax (530)272-2646

Placer County Association of REALTORS®
270 Technology Way, Suite 100
Rocklin, CA 95765
(916) 624-8271 | Fax (916) 624-8023

Sacramento Association of REALTORS®
2003 Howe Avenue
Sacramento, CA 95825
(916) 922-7711 | Fax (916) 283-8812

Yolo County Association of REALTORS®
449 Elm Street
Woodland, CA 95695
(530) 666-4253 | Fax (530) 666-7444

MetroList® Corporate Offices
P.O. Box 340340
Sacramento, CA 95834
(916) 922-7584 | Fax (916) 922-1835

The Most Asked About MLS Rules

To ensure the integrity of the MLS data and the cooperative nature of the MetroList MLS, it is important that you keep this list of the most asked about MLS Rules close by and handy for your ongoing reference. This list does not replace the MLS Rules, but helps in addressing some of the most frequently asked questions.

1. Your Agent ID, Password and Keybox Key are provided for your use only. **_Never_** share them with anyone.

2. All listings entered into the MLS must have a valid listing agreement.

3. All data entered into the MLS about your listing should be accurate, timely and meaningful.

4. Enter your listing within three (3) days of receipt of all required signatures. Report all changes in status within three (3) days.

5. Report all pending sales and sold listings within three (3) days.

6. You may not use an offer to purchase to modify the unilateral offer of compensation published in the MLS.

7. Any instruction to modify your listing must be in writing from your seller(s).

8. Use of MLS Content on your website must comply with the IDX Definition in the MLS Rules and the IDX Guidelines.

9. All properties listed with the MetroList MLS that use a lockbox for access to the listing by Participants and Subscribers shall so indicate in the MLS listing information.

10. Always follow the showing instructions of the listing broker.

11. A listing that was withheld with a waiver or sold outside the MLS does not qualify for entry into the MLS as a sold listing.

*For the most up-to-date MLS Rules, locate the Welcome box on your Prospector Home Page, and select the **MetroList Information Center.***

MetroList Services, Inc.

MAKING THE MARKET WORK™

The Value of MetroList®

Confidence | Connections | Community

MetroList® The True Source

MetroList Services Inc.
1164 West National Drive, Suite 60
Sacramento, CA 95834