LISTING DATA FIELDS

1. Listings may only be added to the MLS if the listing agent has a signed listing agreement that provides permission from the owner(s) to add the listing to the MLS. If disputes arise as to the validity of listing submissions, ACTRIS may refuse the listing and reserves the right to remove all content from the MLS system.

2. If a for sale property is not available to show, the status cannot be active. The listing can be changed to t – temporarily off market status until the property is ready to show.

3. Condo docs must be obtained before a dwelling can be labeled as a converted condo.

4. If a property has improved value, the listing must be placed in the RES, FRM, LSE, CRE, or CLS category; however, it cannot be listed as a LOT.

5. Demolition docs must be obtained before a listing can be placed as a LOT.

6. If a property has improved value, but the seller(s) wants to list the property for the value of the land (the listing will be placed in the correct property category i.e. RES, MUL, FRM), the year built description can be identified as a tear down.

7. If a single-family residence property has more than one dwelling, the listing may or may not reflect the square footage from all dwellings. If the listing is auto-populated from Realist, the listing agent will need to verify the square footage amount. Does the Realist square footage include only the primary dwelling or does it reflect all dwellings? If the listing reflects only the primary dwelling, the listing agent can add a note in the Agent Remarks explaining the additional square footage for Guesthouse, etc. or the agent can include that information separately as an attachment. If the information from Realist reflects the square footage from multiple dwellings the agent will need to use the drop down for the Square Foot Source and select Multiple Dwellings as the Square Foot Source.

8. To be built listings are required to have a plan selected, selling price established, and labeled “To Be Built”.

9. The Builder Name and/or floor plan name is allowed in the Internet Remarks since it describes the property.

10. If a property has never had a deed transfer, it is considered a New Dwelling even if the builder of the property occupied the residence. ACTRIS MLS/Staff can assist with updating the correct actual Year Built data field.

11. To consider a property under New Construction, the original structure must be removed 100%. Only the original slab may remain before the New Construction begins.

12. Commissions must be offered to the Buyer’s Agent/Sub Agent; therefore, zeros cannot be placed in both Commission data fields (Buyer and Sub Agent).
13. **Auction List Price** should reflect the Minimum Reserve or Starting Bid for the property. If there is not a Minimum Reserve or Starting Bid, the List Price should reflect the Market Value provided by the County Appraisal District.

14. **Auction Dates and Open House Dates** are allowed in Internet Remarks, but only the date of the event is allowed. No other remarks or contact information (including websites) are allowed.

15. **Telephone numbers** of tenant(s), owner(s), or an assistant who are assisting with showings are allowed to be displayed in the Agents Remarks as long as the licensed agent is a member of ABoR. The name(s) of person(s) who are unlicensed may not be listed in Agent Remarks.

16. **List price changes** must have a legitimate addendum signed by the owner of the property; staff has the right to request the addendum to be faxed to ABoR to verify information. ACTRIS MLS/Staff will not make price changes that are less than $1000.

17. **ACTRIS may delete a listing if:**
   a. The authorization or validity of a listing agreement between the parties is disputed.
   b. A significant data error has occurred such as price or property type that may impact the property sell.
   c. A mobile home is being sold as personal property without the attached land.

18. When a listing is SOLD only the agent’s name on the contract will be used as the Buyer/Sub Agent in the MLS. ACTRIS MLS/Staff will not change listings to the team leader’s name, unless specifically stated in the HUD statement.

19. **ACTRIS MLS/Staff may re-Active an Expired listing within 7 days of the Expiration Date.** The broker must submit an email to the MLS department. Beyond the 7 day timeframe, the listing can be copied and re-entered by the agent.

20. A property can be listed as RES, CRE, and/or CLS, if there is potential for a zoning change. It is the responsibility of the Listing Agent to inform any potential buyers of the current zoning of the property and the procedure to change the zoning with the city/county.

21. If a property looks like a house (single family residence with no adjoining walls), the property type may be identified as House. The Ownership Type will determine the type of property, i.e. Common Ownership describes a condominium regime on the property where there is a partial ownership. A Condo property type is the traditional condo inside a building.

22. If the Ownership Type is Fractional, then the Subtype must be “See Agent” – it cannot be “House”. Fractional properties represent a low percentage of our inventory. In addition, the low list price skews statistics. This compromised approach allows entry in MLS, but removed the listings from being mingled with traditional home sales.

23. Single family Residence is considered to have **Fee Simple Ownership**.

24. Pool field is for pool on property not for community pool.
Year Built – is the year the house was built not the year the house was remodeled. Remodeled year can be mention in agent/internet remarks.

25. The size of the plot is required either by Lot Size (i.e. 120 x 70), Land SQFT (i.e. 12,785) or Acres (i.e. 1.237). If one field has information inserted, the two remaining fields are no longer required. Zeros cannot be placed in all three fields.

26. The definition of a livable bedroom space has changed. It must have a door and a window; however, the closet is no longer a requirement. The agent needs to clarify the absent closet in both the Agent Remarks and the Internet Remarks. Bedrooms cannot be counted twice. It is either a bedroom or it is a study. It cannot be both.

27. Waterfront property (as compared to Waterfront view) is defined as the listing property must actually touch the water. If the water is located outside the listing property survey/roadmap, the listing cannot include waterfront property as one of its descriptions.

28. A property with a large amount of acreage may be listed as LOT or FRM. The listing agent may select the property type they believe will be more beneficial for the property to be sold. Example: If the property currently has an Ag Exemption, it may be placed in RM. If the property currently does not have an Ag Exemption, this property may be listed in LOT.

29. If there is a large amount of acreage with a dwelling, the agent may add two listings to the MLS: RES & FRM, since the property fits the criteria for both property types.

30. The Listing Agent may add a second listing agent to any listing. The Listing Agent 2 Broker/DR need NOT to be with the same office. The second listing agent cannot make changes to the listing, only the primary Broker/DR can make changes to the listing.

31. If the owner of a property does not want their telephone number(s) information in the listing, the listing agent may place zeros in those fields. The listing agent may not put their telephone number in the owner telephone number field(s) unless they are the owner of the property.

32. Owner’s Name Withheld – Owner(s) must submit a letter to the listing office. ACTRIS/MLS may obtain a copy upon request.

33. Only the Listing Broker or someone with Broker access can Withdraw a Listing.

34. Once a listing is Withdrawn, no one in the same office may re-list the property for 30 calendar days – at which time the ADOM resets. If the listing needs to be re-activated within those 30 days, the Broker must submit written instructions to the ACTRIS MLS/Staff. Once the listing is Withdrawn for 90 days, the CDOM resets.

35. PID# fields require the following data:
   Bastrop        Short # (includes the R)
   Bell           Short #
   Blanco         Short # (includes the R)
   Burnet         Long #
   Caldwell       Short #
   Comal          Long #
   Fayette        Long #
Gillespie  Short #
Gonzales  Long #
Guadalupe  Short #
Hays  Long #
Lampasas  Long #
Lee  Short #
Llano  Long #
Milam  Long #
San Saba  Long #
Travis  Long #
Williamson  Long #

36. Only one PID# should be displayed in the PID field. It should contain the PID# of the primary property.

37. If two or more properties are listed as a package deal, the PID# of the primary property should be listed in the PID field. If the other properties have individual PID#s, the extra PID#s should be entered at the end of the legal description field.

38. If a seller has accepted a short sale offer and is waiting bank approval then at a minimum the property must be marked AC, Active Contingent.

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IMAGES, PHOTOS, TOURS

1. All listings, regardless if it is SOLD, LEASED WITHDRAWN, or Expired, must contain one primary photo within 7 days of the ADOM – Active Days on Market.

2. Listings may contain up to 40 photos. At least one of those photos must be of the front of the dwelling; the front photo need not be the primary photo in the listing.

3. Imaged/photos are reserved for the property. They should not contain human(s) nor animal(s).

4. The Builder Name and/or floor plan is allowed in the listing photos.

5. When copying a listing, if the listing agent was the listing agent to the previous listing, the listing agent will be allowed to copy the old images.

6. An agent cannot copy the photos of another listing agent without the written consent of the prior listing agent – this is a copyright infringement.

7. Images on a listing must be of the current condition of the dwelling and/or property. If the listing is To Be Built or Under Construction, renditions and/or similar floor plans are allowed as images.

8. Photos can have a small yard sign as long as the agent’s name and phone number are not legible - if not, they are considered Branded Photos.

9. The Community Website field is reserved for information concerning the subdivision and surrounding community of a particular listing. This field should not include information
concerning business practices, office/agent information, etc. The Community Website
information is displayed on customer reports; therefore, it must follow the same
guidelines as IDX fields. ACTRIS MLS/Staff provide agents 48 hours’ notice to correct
the Community Website field before it is cleared directly by staff. No fines are issued at
this time.

10. Coming Soon listings will be on the system for 14 days – if no action is taken by the
listing agent, the listing will automatically change to Temporarily Off Market. No photos
are required, and DOM or CDOM will not be recorded; DOM/CDOM will begin once the
listing goes Active – it is important that the listing date has been changed to the date the
listing is made Active.

SOLD DATA FIELDS

1. When a listing is SOLD only the buyer’s agent name on the contract will be used as the
Buyer/Sub Agent in the MLS. ACTRIS MLS/Staff will not change listings to the team
leader’s name, unless specifically stated in the HUD statement.

2. MLS accepts list prices and sold prices in whole dollar figures, it does not
recognize/accept cents.

3. Sold Comments are required if the Sold Price is more than +/- 20% of the current List
Price.

4. Sold Comments must only contain comments regarding the sale. They may not contain
comments toward the agent nor the broker.

5. The only time the Comments field is displayed is when a listing is SOLD.

6. Previously Sold listings may be added to the MLS in order to provide CMA/Statistical
information. Once the listing is activated, ACTRIS MLS/Staff may modify the list,
pending, and sold dates for the property.

7. If an agent participated as Listing Agent or a Buyer’s Agent, the agent must obtain
permission from the buyer and seller prior to displaying SOLD information as this
information is not in the Public Records.

OTHER

1. Agents can only search for their own personal inventory. The ACTRIS Advisory Board
does not want productivity to be searched and/or used for recruitment purposes.

2. MLS Participants are responsible for the oversight and actions of Subscribers. MLS
Rules and Policies are reviewed during new member MLS training.

3. Expiration may not be back-dated unless clear documentation is provided supporting the
error.
ACTRIS DATA DISTRIBUTION POLICY
When negotiating content display agreements on behalf of ACTRIS brokers, ACTRIS will utilize the Third Party Publisher Contractual Requirements to attain the highest possible member benefit for the display of content. All display content agreements will be approved by the ACTRIS Committee and/or Board of Directors. The display terms of all display agreements negotiated by ACTRIS are to be posted/available for member review. ACTRIS does not require brokers to utilize the agreements negotiated by ACTRIS in order not display broker content on any portal; nor will ACTRIS require brokers to utilize ACTRIS distribution to deliver content to portals that have agreements with ACTRIS. ACTRIS will not limit broker “tool – of – choice” for broker directed content distribution.

ACTRIS LISTING STATEMENT

On May 21, 2014 a motion passed to approve the following policy statement regarding listings: The Austin Board of REALTORS® believes that all listings should be entered into our Multiple Listing Service to promote cooperation and data integrity. These are fundamental values of our Multiple Listing Service.

ACTRIS SOLD DATA POLICY STATEMENT

On July 1, 2015 a motion passed to approve the recommendation of the MLS Strategic Policy Committee to adopt the following Sold Data Policy Statement, as recommended by the Sold Data Policy Task Force:

“The Austin Board of REALTORS® (ABoR) supports making suitable sold/leased property data accessible to the consumers and clients of Austin Board of Realtors®. This approach empowers the agent-client relationship and allows the consumer to make informed and fact-based decisions. ACTRIS will review opportunities for licensing or publishing sold data with the family of REALTOR® Associations such as National Association of REALTORS®, Texas Association of REALTORS® and Austin Board of REALTORS®. When it is beneficial to improve the relationship between Austin Board of REALTORS® members and their clients with the noted REALTOR® Association entities, ACTRIS will make appropriate recommendations to the Austin Board of REALTORS® Board of Directors for approval.
Austin Board of REALTORS® Board of Directors, acting on behalf of the association membership as a whole, may consider licensing sold data in detail or aggregate form to third party entities unaffiliated with the REALTOR® Associations listed above if they are capable of properly demonstrating and sustaining an acceptable beneficial reason to do so AND will agree to comply with all of Austin Board of REALTORS® current licensing and publishing guidelines and will honor and adhere to any future amendments to Austin Board of REALTORS® publishing guideline policy. Austin Board of REALTORS® and the Association’s members will not share, license or publish sold/leased property data with any unaffiliated REALTOR® entity unless these conditions have been met: the action complies with current sold data policy, the action is vetted and recommended by rule through the appropriate ACTRIS Advisory Committee(s). After those actions, the Bod may or may not approve the action.

Nothing in this policy is intended to limit the authority of the Board of Directors.”