Southern California
Multiple Listing Service

Tempo MLS System

SoCalMLS Tempo™ MLS System

www.tempo.socalmls.com

ADD / EDIT

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SoCalMLS Sidebar – The latest in MLS News

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Hardware and System Requirements

Minimum System Requirements
- Pentium 3 (or equivalent clone processor) or higher
- 500 MB of open Hard Disk space
- 128 MB of memory, more memory will provide better performance
- Windows 98 or higher
- Internet Explorer 6.x or higher. To check the version, go to Help on the Toolbar, then About Internet Explorer. You can download Microsoft Internet Explorer or the upgrade at www.Microsoft.com/ie in the Downloads section.
- SVGA monitor (800x600) and over 256 colors (1024x768 or above preferred)
- **DSL or Cable strongly recommended**
   (If using dial up modem, no less than a 56K-baud modem)

Computer Settings
For optimum screen viewing and function, we recommend you set your display as described below. Check your computer manual or contact the manufacturer before making these changes. These changes will affect all windows programs.
- Go into Control Panel, select Display, then Settings
- Color- 16 bit (High/True Color)
- Go to Advanced, select General and under Font Size choose Small Fonts or Normal 96dpi

Browser Settings
Printing Defaults - Setting your browser fonts & margins in Internet Explorer
- Choose File from the browser main menu and click on Page Setup
- Delete any Headers and Footers that are displayed in these boxes
- Set left and right margins to 0.25", top and bottom to 0.25"
- Print a Report on your printer and check and make sure that everything "fits" on the page. If not, go back and reduce your Margin and/or Font settings until it does

Toolbars
- Choose View from the browser main menu
- Select Toolbars
- Make sure Standard is checked

Text Size
- Choose View from the browser main menu
- Select Text Size
- Select Medium

Home Page - Setting Tempo™ as your "Homepage"
- Launch the Internet Explorer browser. Go to your Tempo™ system website (URL)
   http://www.Tempo™.socalmls.com
- Find Tools on the Internet Explorer menu and click on it to drop down the pick list
- Choose Internet Options from the pick list
- Find the Home Page section under the General tab
- Click the button "Use Current"
- Finally click OK at the bottom

Desktop - Creating an icon on the desktop for Tempo™
- Go to your Tempo™ site
- Select File
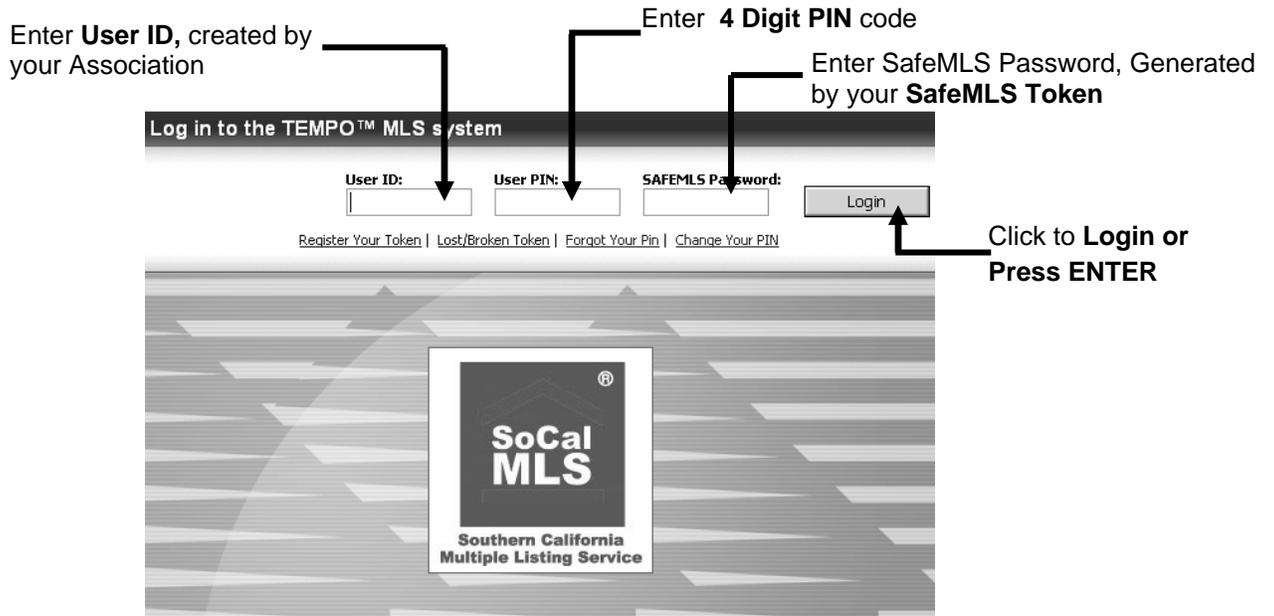- Select Send
- Select Shortcut to Desktop

Favorites - Add your Tempo™ system to your Favorites
- Go to your Tempo™ login page
- From your browser menu, select Favorites
- Select Add to Favorites

Log In Using Your SafeMLS™ Token

To login, follow these four (4) easy steps:

1. The SoCalMLS Tempo™ MLS Internet Based system URL:

Address   http://www.tempo.socalmls.com

Enter **User ID,** created by
your Association

Enter **4 Digit PIN** code

Enter SafeMLS Password, Generated
by your **SafeMLS Token**

Log in to the TEMPO™ MLS system

User ID: User PIN: SAFEMLS Password: Login

Register Your Token | Lost/Broken Token | Forgot Your Pin | Change Your PIN

Click to **Login or
Press ENTER**

SoCal
MLS ®

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2. In the **SAFEMLS™ Login** section, type in your **User ID**

3. Type your **4 digit PIN code** in the User PIN field.

4. Press the **Gray** button on your **SAFEMLS™ token**. The token will generate a one
   time password. Type the one time password into the SAFEMLS™ Password field.

3C7798

SAFEMLS
SECURE
COMPUTING

Press the gray button to generate a password

**Press the gray
button
to generate a
SafeMLS Password.**

⚠️ *Note:* **Passwords are not case sensitive so it is not necessary to capitalize the letters.** *In
addition, all characters that look similar to letters or numbers are always numbers.
For example 0's are always zeros and not the letter "O", 5's are always fives and
not the letter "S".*

5. Click the **Log In button** (or press ENTER) to complete the login process.
   ⚠️ *Note:* **If you accidentally press the Gray button more than once prior to logging in and
   receive an invalid password message, simply press the button one more time
   and enter the next password generated. This will reset the synchronization of
   passwords assigned to your token.**

This will take you to the Tempo™ Homepage.

The Tempo™ Homepage

The Tempo™ Homepage appears after the Welcome Screen closes. The Homepage consists of a series of icons that are links to the various features of Tempo™. Use these icons or the Navigation Bar located in the top right corner of almost every screen.
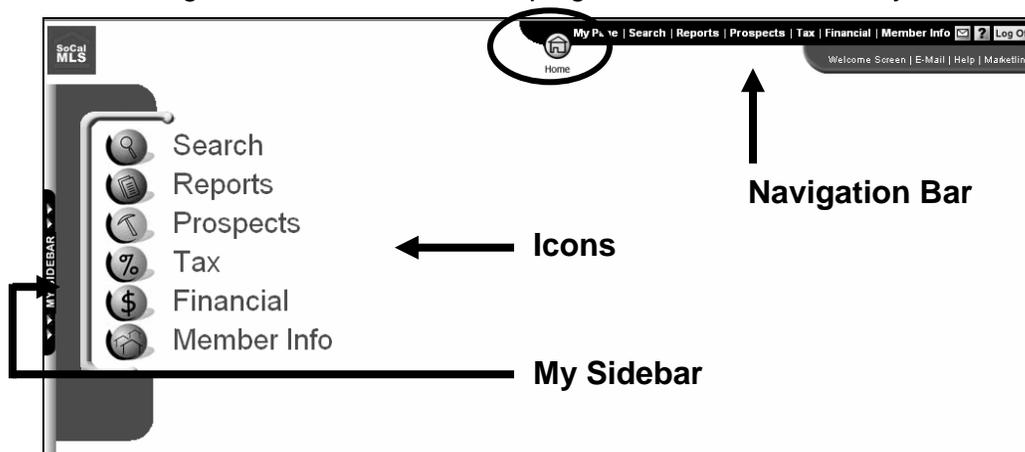
- ? Hover over any of the large icons on the left of the Homepage to display a list of features (these are the same features that the Navigation Bar offers).
- ? Click an individual feature to access that particular function.
- ? Hover over any feature category, such as Search, on the Navigation Bar to view a pull down menu of functions. Then click the function.
- ? Click the Home icon on the Navigation Bar to return to the Homepage.
- ? Click the *My Page* icon on the Navigation Bar to access special features if permitted.
- ? Click *My Sidebar* to access this uniquely collapsible Tempo™ feature. *My Sidebar* provides links to Real Estate related web sites as well as shortcuts to view your Prospect updates and listing inventory.

Tempo™ Help

This document is a quick reference guide only. The SoCalMLS Tempo™ system offers online help for *all* functions. Simply click the question mark **(?)** on the top right corner of the navigation bar.
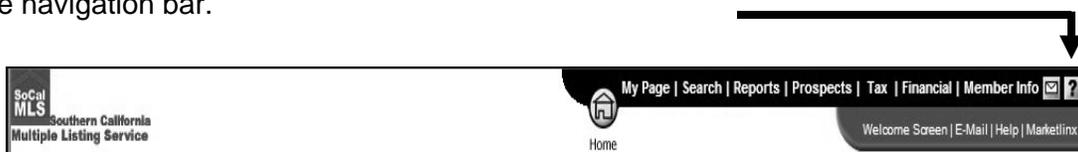
This online help module opens in a new window so that you may utilize it without losing your place in the system.

Add/Edit

The **Add/Edit** function is where listings are entered, edited, and viewed. If there is no link for **Add/Edit**, the user does not have permission (access) to this function.

To access the **Add/Edit** Function of Tempo:

At the Tempo™ Navigation Bar, hover over **My Page**, from the drop down menu click **Add/Edit**

Add/Edit has three different sections – **View Menu, Property List, New Listing** and **Tutorials.**

New Listing

To add a New Listing:

Step 1: Click on the **New Listing** tab.

Step 2:The new listing screen will appear with a short input form. The blue fields denote required information. These fields must be entered in order for the listing to be saved in any way. Some fields (County, City) have a Select button which allows the user to pick the required entry from a list.

Tax information is Auto-Populated from the First American Realist Tax Solution by choosing **Populate Listing With Tax Data** after entering the Owner Name or by entering physical location (street number, street name…).

☞ A County *must* be selected prior to clicking **Populate Listing With Tax Data**.

Step 3: This will bring up the Realist Tax Parcel Lookup screen, with matching tax record. Click the **APN Number** to auto pop AP Number and property info from Tax Record, information will be auto popped and you will be returned to the short input screen.

Step 4: After all of the information has been entered for the short form, there are three options: **Save and Continue, Save as Incomplete, Cancel** or **Clear.**

Cancel – will cancel the work you've done and exit the New Listing Function

Clear – will delete the information you've entered and allow you a fresh start.

Step 5: If the **Save as Incomplete** option is selected, the listing information entered will be saved and the input screen will close. Saving the listing as incomplete allows the user to enter the rest of the information for that listing at a later time.

> *NOTE:* **Incomplete status listings do not have an MLS number assigned and cannot be viewed outside the *Add/Edit* area.**

> *NOTE:* **See the View Menu section for instructions on how to locate an incomplete listing.**

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Step 6: If the **Save and Continue** option is selected, the entire listing input form will appear. This will allow the user to enter more information and then save it as an incomplete listing again **or** enter *all* of the information required and save the listing with Active status.

Residential

Fields required for Active status in BLUE

MLS Information

ML #		Use Code	No Value Selected
Property Attached/Detached	No Value Selected	Status	Incomplete
Street #	14432	Street Direction	No Value Selected
Street Name	Hardaway	Street Type	Drive
Unit #		City	LAM
Area	M3	County	la
State	CA	Zip	90638
Zip 4	2934	TGNO	737E2
Cross Streets		Builder Tract Code	
Builder Tract Name		Range Price Listing	n
List Price	600000	List Price Low	600000
List Price High	600000	Listing Agreement Type	No Value Selected

To find Building and Tract Information:
- **Click My Sidebar**
- **Scroll down to Services**
- **Click Inside Tract**

NOTE: **A listing may not be given a status of active and receive an MLS number until all of the required information (blue fields) have been entered.**

Step 7: Floating Tool Bar – Select from the following options:

Save – Save as Incomplete, this will save your listing in the Incomplete status where it is only accessible to you. Incomplete listings are not given ML numbers or made available to other agents. You must choose **Save As Active** if you wish listing to become accessible on the MLS.

Cancel – Exit the screen and cancel any changes made to the listing during this session.

Save as Active – Upon entering all listing data click here to save listing as active status.

NOTE: When choosing Save As Active the Tempo™ system will automatically prompt the user if they have forgotten to enter or select information for a required field or have entered information in an incorrect format.

View Menu

The **View Menu** has two sections, **View by Agent** and **View Listings by MLS Number**. This menu allows the user to view listings pertaining to a specific user or MLS #. Which listings the user has access to see or change is based on the permissions associated with the user. An office assistant with Add/Edit permissions for certain agents in their office for example, will ONLY have those assigned agents listings visible and modifiable as would an agent who loads his/her own listings would ONLY be able to see or change those listings.

Show Listings by Agent

This menu allows the user to view their listings or listings of agents they have been assigned to see.

To view listings by Agent:

Step 1: Select the agent's ID (if you know it, simply type it in), appropriate statuses and property types. Hold the control key down to choose multiple statuses and /or property types.

Step 2: Click on the "Show Listings by Agent" button.

Step 3: A line item property list will appear that matches the criteria entered.

NOTE: Brokers have the option to view property information for anyone in their offices.

View Listings by MLS Number(s)

This option allows the user to find a specific listing by searching with the MLS number(s).

To View Listings by MLS Number(s):

Step 1: Enter the MLS number(s) into the box. Separate with commas when attempting to view two or more listings.

Step 2: Click on the "Show Listings by MLS Number" button.

Step 3: The **Property List** page appears with the listings requested.

Property List

The **Property List** page displays listings from the last search specified in the **View Menu** section. When searching from the **View Menu**, the results will show up on the **Property List** page.

- Incomplete listings are easily spotted in this view because they do not have an MLS # assigned to them. An MLS Number will be assigned to the listing as soon as it becomes Active.

- Checking the radio button next to a listing selects that listing for further action. Only one listing at a time can be modified with the options on the Floating Tool Bar on the left.

Floating Tool Bar

The following pages supply detailed information on what each function will perform.

Edit Listing

This screen will allow the user to edit their active and incomplete listings. This screen is the same whether completing a new listing or editing an existing one. All editing for listings are done on one page. Simply use the scroll bar on the right side of the browser window to view additional fields. Required fields are highlighted in blue.

NOTE: Listing Status and or Price can not be edited from this screen.

To Edit A Listing:

Step 1: Click the radio button next to the desired listing.

Step 2: Click the "Edit Listing" button located at on the floating tool bar.

Step 3: The full listing form will be displayed allowing the user to modify most of the values for the listing.

> **To change or input information:**
> * Click in a field and type.
> * Select a value from a drop down list.
>
> **~OR~**
>
> * Click in a radio button.

Step 4: When all of the information has been entered, click on either **Save**, **Cancel**, **Save as Active or Save as Sold** from the Floating Tool Bar on the Left.
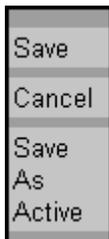
* Clicking **Save** will save all of the data entered without changing the listing's status. For example: An active listing will remain active and an incomplete listing will remain incomplete.

* **Cancel** discards any changes made to the listing and returns to the property list.

* Selecting **Save as Active** will update the property to active status and assign it an MLS Number.

NOTE: The Save as Active option appears only when entering or editing an incomplete listing.

Some Tips for editing user listings:

- To access drop down menus, click the down arrow next to the field.

- Moving from one field to the next is accomplished by pressing the <Tab> key on the keyboard.

- While entering data, an error message may appear if the type of information entered is incorrect for that particular field. If so, click *OK* in the warning box that pops up and re-enter the correct type of information.
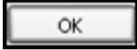
- To select more than one entry from the pick list, hold the Control key down as you click each selection with your mouse.

Units

The three property types that include Unit details are ResIncome, Commercial and Commercial Lease. When adding/editing listings from these property types there is an additional option on the floating toolbar – **Edit Units.**

Click **Edit Units** to open up a new window where you can add/edit detailed information regarding property units.

This function is designed to allow users to easily enter a description of the number of units having common characteristics.
For example: 4 3-bedroom, 2-bath, furnished units, each rent for $1000 totaling $ 4000 (system calculated).

Add/Edit Media

The media feature allows the user to add or edit photos/virtual tours/PDF files/text files that they wish to attach to their listings.

To access the media feature:

Step 1: Click on the **Edit Media** button at the bottom of the Property List page.

Step 2: Once in the Media page the user has the choice to edit pre-existing media or add new pictures.

To edit the media for the listing:

Step 1:   Choose the item to be edited from the Current Media List.

Step 2:   Use the "Move Up" or "Move Down" buttons to rearrange the display order.

Step 3:   Choose from the options at the right-hand side of the screen.
- "Edit Selected Media" button will add or change the caption.
- "Delete Selected Media" to delete the item.
- "View Selected Media" to display the media.
- "Set Primary Photo" to make the selected picture the primary photo for the listing. The primary photo will always be displayed on the Property Full Detail Page.

To add media:

First Choose from Available Media Types on your screen, then click on the "Add New Media" button.

Step 1:   Use the "Browse" button to locate the picture file and double click on the file name.

Step 2:   Type in any captions/descriptions associated with that picture, up to 250 characters.

Step 3:   Click "Submit" and the picture will be associated with the listing.

Order Photo

This option may be selected as an alternative to loading you own photo. With this selection there will be a variety of photo packages offered at a variety of cost. Photos are taken by outside vendors, not SoCalMLS.

Add/Edit MLS Tours

This option allows the user to **Add/Edit MLS tours**. Choose that option from the Floating Tool Bar.

NOTE: Tours can be edited or deleted from the above screen.

Step 1.   Click **Add New** and fill in the form and then **Submit**.

Print Preview

Print Preview opens the listing up in a No Photo Full report.
If you wish to print - Right click, a drop down menu will appear, click Print.

Change Status/Price

The Change Status feature allows the user to change the status of the listing or the price. Choose this option to open the Change Status/Price screen.

Property Information			
MLS Number	X95000025	Property Type	Residential
Current Status	Active	Address	15567 Ashgrove Dr
List Price	400000	City	LAM
Listing Agent	Terry Matt (XTERRY)	County	LA

Change Listing Agent

Listing Agent — Terry Matt (XTERRY)
[Select Listing Agent]

[Update Agent Information]

Change Co-Listing Agent

Co-Listing Agent
[Select Co-Listing Agent]   [Remove Co-Agent Information]

[Update Co-Agent Information]

Change List Price

List Price (Range ☐): 400000   [Change List Price]

Extend Expiration Date

New Expiration Date: 7/5/2004   [Extend Expiration Date]

Change To Active

List Price (Range ☐): 400000   Expiration Date: 7/5/2004

[Change to Active]

Change to Pending/Backup Offers/First Right of Refusal

Pending (Projected Sale) Price: [ ]   Projected Close Date: [ ]

Escrow/Pending Date: [ ]   Financing:
All Inclusive Trust Deed
Assumed
Cal Vet

Selling Agent [Select Selling Agent]

Sold Terms [No Value Selected ▼]

Listing will automatically be changed to Closed 14 days after the Projected Close Date.
Projected Close Date will be used to update the Off Market Date and Pending Price will update Sales Price.

[Change to Pending]

[Change to Backup Offers]

[Change to First Right of Refusal]

Blue fields must be filled in to change to Pending or Backup Offers.

Change to Leased

Leased Price: [ ]   Lease Begins Date: [ ]

Leased Date: [ ]   Leasing Agent [Select Leasing Agent]

Pending Date: [ ]

[Change to Leased]

Blue fields must be filled in to change to Leased.

Change to Closed

Selling Agent [Select Selling Agent]   Pending Date: [ ]

Closed Date: [ ]   Sales Price: [ ]

Sold Terms [No Value Selected ▼]   Financing:
All Inclusive Trust Deed
Assumed
Cal Vet

[Change to Closed]

Blue fields must be filled in to change to Closed.

Change to Expired

Change to Cancelled

[Change to Cancelled]

Change to Hold Do Not Show

[Change to Hold Do Not Show]

Change to Withdrawn

[Change to Withdrawn]

Cancel

[Cancel]

Find the option (price or status) field that applies, fill in any required (blue) fields and click the button within that section.

Delete Incomplete

Listings in an Incomplete Status (not finished, no MLS number assigned) may be deleted by the user.

NOTE: These listings will automatically be deleted by the system after 14 days.

SoCalMLS Listing Content Policies

Recognizing the importance of accurate data to the success of an MLS, it is of the utmost importance that agents follow the rules listed on the following pages when adding and editing listings in the SocalMLS Tempo MLS system.

DATA INTEGRITY ISSUES

Address (ADDR)

Each component of the address should be entered correctly and in the proper field – **house number, direction, street name, street type, unit number.**

Assessor's Parcel Number (APNO)

The APNO is very important. Not only is it needed to link to the Tax database to locate tax, assessment and sales information; but it is also used to link listings within our History (PAR) database.

Every listing must have the correct APNO as assigned by the County Assessor's office. The Stellar MLS system contains assessor files for 4 counties – LA, Orange, Riverside, San Bernardino – from which the APNO can be derived. You can even auto-populate the APNO, and associated fields, directly from these files. If you cannot determine an APNO for your listing call SoCalMLS.

The APNO must be entered **with dashes** (e.g., 939-23-212, 501-123-55)

Do **not** enter an APNO from another property.
Do **not** enter a partial APNO
Do **not** enter a "dummy" APNO

AREA Code (AREA)

The AREA Code used in our system provides for further geographical breakdown within a CITY Code.

The AREA Code that you place in your listing must accurately reflect the location of the property. When adding a listing, the MLS system will limit you to a valid set of AREA Codes associated with the CITY Code that you entered previously.

Property Characteristics - Bedroom/Baths (BRBTH), Pool/Spa (POOL)

Any field which describes the characteristics of the property being listed must be accurate.

The entries you make in the Bedrooms and Baths fields must accurately reflect the correct number of bedrooms and bathrooms found in the property. Do not inflate these numbers to make the property seem like a better deal.

CITY Code (CITY)

The CITY Code used in our MLS system reflects the city in which the property is found. Sometimes we use a market area if it better describes the location of the property (e.g., Anaheim Hills – AH).

The CITY Code that you place in your listing must accurately reflect the location of the property. Do not use another CITY Code just because it might seem more appealing to buyers. If you auto-populate from the tax data you should double check to make sure the correct CITY Code was entered. If not, change it at the time you add the listing.

COUNTY Code (CNTY)

The COUNTY Code used in our MLS system reflects the county in which the property is found. There are a set number of correct entries to choose from. The correct county code is required to correctly access the tax, assessor, sales database for your listing.

Discriminatory Compensation Language (COMP)

The content of any of the remarks fields – Agent, Financial, or Property Description – cannot contain discriminatory language regarding the payment of compensation. For example, do not include any of the following: "If [Listing Brokerage] agent shows property first to your buyer, there will not be a commission paid to you" or "No compensation paid to XYZ Brokerage" or "If [Listing Brokerage] agent shows property first your total office compensation is 1%". Procuring cause cannot be determined nor controlled via the compensation field.

Already Listed by another Agent/Broker (COPY)

There should only be one listing per property in the system. If another agent already has a valid contract to sell a piece of property, you should not be entering that same listing. If you have a valid contract to list a property, the original Agent/Broker should have removed their listing from the system (expired, or canceled). If the original Agent/Broker has not removed their listing, then you are now in a professional standards situation and need to work it out broker-to-broker, or through a grievance through your Association(s).

DUPLICATE Listings (DUPE)

There should only be one record in the MLS database for each property that is for sale. Do not try to gain additional exposure by adding the listing into the system more than once. Not only is this annoying, it is misleading, and it also skews the statistics and makes Comparative Market Analyses (CMAs) cumbersome and often incorrect.

Do **not** add a listing in twice or more to reflect different CITY Codes.
Do **not** add a listing in twice or more to reflect a different number of bedrooms.
Do **not** add a listing in twice or more to gain additional exposure as another "new" listing.
Do **not** add a listing in twice or more to make it pop up on more searches.

PROPERTY DESCRIPTION (EMAIL, ENGL, FAIR, GATE, LKBOX, NAME, REMRKS, VCNT)

Our system has several areas for textual REMARKS. There is an area of "confidential" REMARKS that are to be used for agent-to-agent communications – that is, the kinds of things you might communicate to another agent but not to the general public. There is an area for Financial REMARKS describing the current financial status or situation of the property. There is an area for General Remarks or Property Description. This is the biggest set of "REMARKS" and should **only be used to describe the property** – physical and aesthetic characteristics that make this house buyable/sellable. All REMARKS fields must be entered in the **English language only**.

Do **not** put Gate Codes in Property Description.
Do **not** put Lockbox combinations in Property Description.
Do **not** put FSBO in Property Description. If the listing is legally in the MLS it cannot be a FSBO.
Do **not** put the word Vacant in Property Description. We have a separate field for that.
Do **not** put E-Mail Addresses in Property Description. We have a separate field for that.
Do **not** put Internet Web Site addresses in Property Description. We have a separate field for that.
Do **not** put Phone Numbers in the Property Description. We have several Phone Number fields.
Do **not** put Agent, Assistant, Co-Lister or Owner names in the Property Description.
Do **not** remove any property description remarks when changing a listing from active to off market status.
Do **not** put language in the Property Description that violates any Fair Housing/HUD guidelines for improper or discriminatory language in advertising.

Listed by NON-MLS Member (MLS)

No listing may be added to the system unless the broker and agent associated with the listing are members of SoCalMLS. A listing cannot be entered under another agent or broker's ID and then in the remarks have a non-MLS member referenced as the listing agent and primary contact. Also, an Assistant cannot be a co-lister. Once an Assistant starts listing property they must pay the full MLS fee.

Inappropriate Image (PHOTO)

Images (including but not limited to photos, maps, floor plans, virtual tours, etc.), regardless of how they are submitted and/or uploaded, are not to contain inappropriate information or images. Images uploaded to our systems are meant to be representative of the listing and its surroundings – that is, pictures of the property, floor plans, maps (as long as not copyrighted), pictures of surrounding areas – parks, schools, etc.

Images are **not** to include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, e-mail addresses, advertising other than about the property. No messages of solicitation of any kind are allowed.

Images are **not** to include any offensive photographs or images. The definition of offensive is left to the discretion of SoCalMLS.

The textual descriptions associated with each image may **not** contain any inappropriate text - see Property Description above for more details.

Wrong Property Type (PROP)

Do not add listings from other property types into other property types. For example, do not include Lease, Land or Mobile Homes under the RES property type. We have separate property types to accommodate these types of properties. Also, do not place a CONDO in the system as an SFR property type.

Range Pricing – Range Invalid (RNGE)

If a listing is specified as a Range Price Listing (R in the Range Price Flag) the Lister must enter a valid range for the list price of that listing. Valid in this case means that it must pass a reasonableness test. For example, a range of 1-400,000 is not valid; nor would 10-1,000,000 be considered a valid range.

Reason for Contingency (REASN)

When a listing is moved into the Back-Up Offers (B) status, it is required that all contingencies be described in the Agent Remarks field. When the contingency is removed, the listing should be moved into the Pending (P) status.

Reissuing a Listing Before Expiration (REISS)

The MLS system is not a marketing tool. Do not prematurely cancel or withdraw a listing and then immediately add it back into the system thinking you will get increased exposure and a favorable DOM. This costs everyone money and consternation. Remember, the PAR program will let people know how long the listing has been on the market no matter how many times you cancel and add.

Selling Information (SELL)

When reporting a listing as (P)ending or (S)old you are required to enter the accompanying SOLD Information (e.g., Selling Agent, Selling Office, Sales Price, COE Date, etc.). The SOLD Information is critical for the accurate reporting of sales statistics as well as accurate Comparative Market Analyses (CMAs).

STATUS (STAT)

The STATUS of your listing should correctly reflect the current status of that listing (e.g., A for Active, B for taking Back-Up Offers, S for Sold & Closed, etc.).

Do **not** leave your listing in the active status if it is off market or taking back-up offers.
Do **not** leave your listing as active and in remarks explain that it is off market or taking back-up offers.
Do **not** use the B-Taking Back-Up Offers status when you are waiting for escrow to close.
     The B status is to be used when the Seller is soliciting backup offer(s).
Do **not** change a listing to K-Canceled status and then immediately add it back in as an active.
Do **not** change a listing to W-Withdrawn status and then immediately add it back in as an active.

Thomas Brothers Guide Number (TGNO)

Many people search by the TGNO to narrow down their searches to a particular geographic area. The system also offers very powerful searching techniques available for the TGNO (e.g., Bullseye Search).

The TGNO that you enter in your listing should accurately reflect the correct TGNO location for the property. If you auto-populate from the tax data you should double check to make sure the correct TGNO was entered. If not, change it.

TRACT Code (TRACT)

The TRACT Code and MODEL Code that you enter in your listing should accurately reflect a Builder's TRACT Code and MODEL Code as assigned by The Inside Tract – printed and electronic versions available through your board store, or on the Internet at www.InsideTract.com. If you cannot locate a TRACT Code enter UNK or "-". If you cannot locate a MODEL Code enter a dash "-". If the property is a Custom home enter CUS in the TRACT Code.

Do **not** enter the legal tract number from the assessor's data.
Do **not** enter 9999, or XXXX or other "dummy" tract codes.

ZIP Code (ZIP)

The ZIP Code that you place in your listing must accurately reflect the postal zip code associated with the property. If you auto-populate from the tax data you should double check to make sure the correct ZIP Code was entered. If not, change it.

DO **not** enter a "dummy" zip code.

REGULATORY ISSUES (LIST, PEND, SOLD)

The success of an MLS depends upon the timely reporting of information so that all of the cooperating subscribers may benefit from the data found in the MLS system. Your local Board/Association has established rules and regulations that govern the time frame in which you are to enter listing additions and changes into the MLS system. If you do not adhere to these rules you are in violation of your MLS's Rules. Contact your local Board/Association to find out the exact rules in your area.

Adding a Listing: Your listing must be added into the system within so many hours of acquiring the listing.

Revising a Listing: All revisions must be entered into the system within so many hours of the change.

Status Changes: All changes in a listing's status need to be reported within so many hours of the change.

Pending Listing: You are required to report a Pending Listing within so many hours of contract acceptance.

Sold Listing: You are required to report that your listing has sold and closed within so many hours of the actual closing.

SoCalMLS Action: SoCalMLS will notify the offending broker and report this violation to your board/association.

Glossary

Service Level Definitions

FS – Full Service Listing

Full Service listings are listings whereby the listing broker pursuant to the listing agreement, will provide ALL of the services listed below:

Said Full Service listings will be identified with an appropriate code or symbol (e.g. 'FS') in MLS compilations so potential cooperating brokers will be aware of the extent of the services the listing broker will provide to the seller(s), and any potential for cooperating brokers being asked to provide some of all of these services to listing broker's clients, prior to initiating efforts to show or sell the property.

LS – Limited Service Listing

Limited Service listings are listings whereby the listing broker, pursuant to the listing agreement, will not provide ONE, OR MORE, of the services listed below:

Said Limited Service listings will be identified with an appropriate code or symbol (e.g.'LS') in MLS compilations so potential cooperating brokers will be aware of the extent of the services the listing broker will provide to the seller(s), and 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.

ME – Multiple Listing Entry Only Listing

MLS Entry-Only listings are listings whereby the listing broker, pursuant to the listings agreement, will not provide ANY of the services listed below:

Said MLS Entry-Only listings will be identified with an appropriate code of symbol (e.g. 'ME') in MLS compilations so potential cooperating brokers will be aware of the extent of the services the listing broker will provide to the seller(s), and 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.

Services:
a) provide cooperating brokers with any additional information regarding the property not already displayed in the MLS.
b) accept and present to the seller(s) offers to purchase procured by cooperating brokers.
c) advise the seller(s) as to the merits of offers to purchase;
d) assist the seller(s) in developing communicating, or presenting counter-offers;
e) participate on the seller(s) behalf in negotiations leading to the sale of listed property.

The scope of service classifications set forth in these rules do not alter any obligations otherwise imposed on real estate licensees under California law, including Department of Real Estate regulations, statutory law and common law. The MLS's acceptance or publication of listings eligible for MLS submission in no way constitutes a validation that said obligations have been met.

Glossary

Listing Agreement Definitions

EXCLUSIVE AGENCY - A real estate employment contract in which a seller hires a broker to list his or her property for sale, with the understanding that the seller retains the right to sell the property directly to a buyer not produced by the broker without paying a commission. The listing broker may publish the listing in the MLS and cooperate with other brokers to sell the property. The nature of the listing must generally be disclosed, because it places cooperating brokers at risk of losing a client to the seller.

EXCLUSIVE RIGHT WITH EXCEPTION - Typically this is a listing in which the seller reserves the right to sell, without owing compensation, to a particular buyer or buyers with whom the seller has had previous contact. The exclusions are required by the MLS rules to be disclosed to agents in the agent (private) remarks.

EXCLUSIVE RIGHT TO SELL - A real estate employment contract in which a seller hires a single broker to list his or her property for sale. The broker may publish the listing in the MLS and cooperate with other brokers in the sale. The broker is entitled to receive a commission regardless of who actually sells the property. For example, if the sellers decide to sell to a relative, the broker would still be entitled to a commission.

NET - A listing of real property that permits the listing agent to keep any consideration received over an amount guaranteed to the owner. This practice is fraught with ethical quandaries, so much so that such a listing arrangement is illegal in some states.

OPEN - A listing of real property wherein more than one broker is permitted to offer a property for sale under separate listing agreements.

PROBATE - A sale of real property of a decedent with the consent of, or at the direction and supervision of, a court of competent jurisdiction. Probate sales of real property listed by a real estate broker may require court confirmation and may be subject to overbid by other potential   buyers at the confirmation hearing.

Dual or Variable Rate Commission

A dual or variable rate commission is one in which the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance and a different commission if the sale results through the efforts of a cooperating broker; or one in which the seller agrees to pay a specified commission if the property is sold by the listing broker either with or without the assistance of a cooperating broker and a different commission if the sale results through the efforts of a seller.

Glossary

Listing Status Definitions

ACTIVE LISTING STATUSES

A - ACTIVE   the Seller/Lessor is soliciting offers through the MLS. No offer (with or without contingencies) has been accepted.

F - FIRST RIGHT, CONTINGENCY with KICKOUT   Refer to Residential Purchase Agreement, RPA-11, Paragraph 13.B(2)(a). Seller SHALL have the right to continue to offer the Property for sale. If Seller accepts another written Offer, Seller shall give the Buyer written notice to: (i) remove the contingency in writing; (ii) remove the loan contingency, if any, in writing; and (iii) comply with any additional requirements as stated in the RPA-11. If Buyer fails to complete these actions within the specified time frame after receipt of such notice, Seller may cancel this Agreement in writing. It is required that the contingency be explained in "Agent" remarks. When the contingencies have been met or waived, the status shall be changed to P-Pending.

H - HOLD, DO NOT SHOW   The Seller/Lessor is soliciting offers through the MLS. However, because of various reasons such as repairs being completed, illness, guests, holidays, etc., the Seller/Lessor has requested that temporarily there be no showings.

B - BACK-UP OFFERS BEING TAKEN   Refer to Residential Purchase Agreement, RPA-11, Paragraph 13.B(2)(b). Seller shall have the right to continue to offer the Property for sale for back-up offers only and shall not invoke the notice provisions in paragraph 13.B(2)(b) during the term of this Agreement.   It is required that the contingency be explained in "Agent" remarks. When the contingencies have been met or waived, the status shall be changed to P-Pending Seller/Lessor has accepted an offer.

OFF MARKET LISTING STATUSES

P - PENDING SALE   The Seller/Lessor is not soliciting offers through the MLS. The Seller/Lessor has accepted an offer.

W - WITHDRAWN   The Seller/Lessor is not soliciting offers through the MLS. The property is not available for showing but the listing contract between the Seller/Lessor and the Broker remains in effect until its expiration date.

K - CANCELED   The Seller/Lessor is not soliciting offers through the MLS. The Seller/Lessor and the Broker have cancelled the existing listing contract.

X - EXPIRED   The Seller/Lessor is not soliciting offers through the MLS. The time frame of the existing listing contract has run out.

S - CLOSED SALE   The Seller is not soliciting offers through the MLS. The escrow has closed.

L - LEASED   The Lessor is not soliciting offers through the MLS. A lease agreement is in effect.

Glossary

Source of Square Feet/Lot Size

A	Assessor	S	Seller
B	Builder	T	Taped
E	Estimated	P	Appraiser
O	Other		

Stories

A	Single level	M	Mid Level
B	Two stories	T	Top Level
C	Three or more stories		
G	Ground Level		

Board Codes

H	Hemet – San Jacinto AOR
L	Laguna BOR
P	Pacific West AOR
R	Rancho Southeast AOR
S	Orange County AOR
Y	Downey AOR Inc.
U	Newport Beach AOR

Condo Vs Townhouse Vs PD

Condominium - a form of collective ownership of real property. In a condominium, the individual property owners typically own the airspace within their own walls. The structures themselves, the land and the amenities built on the land, are owned in common with the other members of the association.

Townhouse - an architectural style; a dwelling characterized by two-story construction with a common wall or walls bordering neighboring dwellings. The common form of ownership is similar to a condominium project in that the property owner not only owns his or her respective unit, but also an undivided interest in any common area. Townhouse ownership sometimes differs from condominium ownership in that the townhouse owner owns the physical structure rather than just the airspace between the walls, floor and ceiling. However, in many areas "townhouse" now refers to the physical style of the structure rather than the form of ownership.

Planned Development (PD) - a planning and zoning term used to describe a subdivision in which the standard available zoning classifications do not apply. A master developer will, with the consent of the local governing authority, establish criteria for development of private and common area parcels specific to that subdivision. These may include special setback requirements, street lighting designs, street width standards, architectural styles, building height standards, land coverage ratios, common area park and amenity designs and the like. Planned unit developments are often used to cluster homes closer together than would otherwise be allowed by local zoning laws. Unlike in a Condominium, individual property owners own the land underneath their homes.

NOTES:

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