



# GREAT PLAINS

REGIONAL MLS


## RULES ORIENTATION

[www.gprmls.com](http://www.gprmls.com)

# Welcome!

**Please stay muted unless asked to unmute!  
Keep your video camera on throughout training.  
Have a question? Use the Chat or raise your  
hand!**



 **Raise Hand**

  
Security

 1  
Participants

  
Chat

  
Share Screen

  
Record

  
Reactions

  
More



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# GPRMLS Staff

<https://www.gprmls.com/staff>

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## Multiple Listing Service

- **Participants** agree to share listings and cooperate with other participants.
  - **Participant** : is the Designated Broker
  - **Subscriber** : is anyone else that is not the designated broker.

What is an MLS?

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# Key Definition

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## What is a **Clear Cooperation**?

- Within 1 day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants.

# Key Definition

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What is a **DAY**?

- Business Day unless otherwise stated
- Weekends and National Holidays are excluded

# Key Definition

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What is the **List Date**?

- The beginning of the listing term as specified in the Listing Agreement.
- List Date is day ZERO.

## All Residential listings

- Single Family
- Duplex, Multiplex, Apartments up to 4 units
- New Construction

## Subject to a VALID Listing agreement

- EXCEPT Model Homes Not For Sale and Comp-Only

Must be entered into the MLS within 2 days of the listing date UNLESS publicly marketed.

- Publicly marketed properties must be entered within 1 day.
- NAR Clear Cooperation 8.0

# Listing Submission

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What is required to be submitted?



Listing Submission has a separate fine schedule than standard violations.

- Failure to submit a listing or submit the listing in the proper time frame:
  1. \$100 plus \$100/day once notified by the MLS
  2. \$500 plus \$100/day once notified by the MLS
  3. \$1000 plus \$100/day once notified by the MLS
  4. Review by the GPRMLS Board of Directors up to the maximum allowable by the MLS, currently, \$15,000.

# Listing Submission

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**FINES FOR VIOLATION!**

# Key Definition

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What is **Public Marketing**?

- Basically, any marketing!
- Includes, but is not limited to:
  - flyers displayed in windows
  - yard signs
  - digital marketing on public facing websites
  - brokerage website displays (including IDX and VOW)
  - Social media
  - digital communications marketing (email blasts)
  - multi-brokerage listing sharing networks
  - applications available to the general public
  - Word of mouth

# Key Definition

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What is an **Office or Firm**?

- In reference to an OFFICE EXCLUSIVE, your office or firm is:
  - Anyone listed under the same broker at the NREC.
  - Clients are an extension of the Office/Firm.

- The listing is kept solely at the listing FIRM and not marketed to any individual outside the listing Firm.
- If the listing is marketed to any individual outside the listing FIRM, the listing broker must submit the listing to the MLS within 1 day.
- *Falls under Listing Submission Fines*

**Office Exclusive**

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- Property can NOT be shown to anyone.
- “Coming Soon” marketing IS allowed.
- Listing does NOT syndicate to third party or broker/agent websites.
- Listing does NOT accumulate days on market.
- Listing will change to “NEW” automatically on the Available to Show Date.
- Listing must be updated to an active status BEFORE showing.

## Active – No Show

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AKA “Coming Soon”

## “What if my seller wants the listing marketed to websites NOW but not shown until later?”

- If the listing is available to show with in *7 calendar* days:
  - Status of ‘ACTIVE’ is allowed.
  - Date available to show must be disclosed in public AND agent remarks.
  - Showings and Open Houses can be scheduled in Paragon. (On a date after the available to show date)

## Active – No Show

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AKA “Coming Soon”

- Entered for Statistical and Comparable purposes.
- Must be entered with a 'SOLD' status within 7 days of the closing date.

# Compensation Agreement

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You sold a FSBO!

- ALL duplicate listings must be cross referenced in AGENT Remarks
  - Ex: Duplicate Listing MLS#123456789
- Only ONE listing may be placed as Sold.
  - The other listing would be Cancelled at that time.

## Duplicate Listing

This does NOT mean  
“Oops, I accidentally  
entered my listing twice.”



- Inaccurate or incomplete data is subject to the fine policy in Section 1.18(b) of the MLS Rules.

## Data Integrity

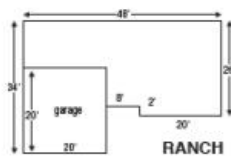
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- Conforming Bedrooms only.
  - Must meet building code – properly sized egress window required.
  - Measuring and Definitions Guide can be found at [www.MLSMeasuringGuideandDefinitions.pdf](http://www.MLSMeasuringGuideandDefinitions.pdf)



## Great Plains Regional MLS Measuring and Definitions Guide

The following typical shapes of houses in the region and their method of measurement have been provided as an idea for measuring. Please note: all measurements are, and should be, wall-to-wall external measurements. All MLS users are encouraged to accurately measure each listing. Solid bold lines below indicate main outline. **Below grade calculations are not included, and should be measured and analyzed separately. The following sketches are included only to assist the reader in visualizing the properties and understanding the determination of their size.**



Ranch				
28'	x	26'	=	728'
8'	x	2'	=	-(16')
14'	x	20'	=	280'
<b>First Floor Total =</b>				<b>992 Square Feet</b>

# Bedroom Field

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All Status Changes, must be reported to the MLS with in 2 days after they have occurred.

New

Active

Back on Market

Model Home Not For Sale

No Show

Pending

Expired

Cancelled

Fell Through (cancelled)

### Exception:

- Final closing of the sale must be reported within 5 days

### Fine for violation:

- \$100 plus \$100/day if not corrected once notified.

# Status Changes

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## **“What if my seller wants the listing to remain active while in contract?”**

- Offer accepted, on market for back-up offers:
  - Can remain ACTIVE.
  - ‘Contract Pending’ field in paragon must be marked ‘YES’ the system will add “Contract Pending” as the first words in Public Remarks automatically when the listing is saved.
- Offer accepted, contingent on the sale or closing of the buyer's current property:
  - Can remain ACTIVE.
  - ‘Home Sale Contingency’ must be marked ‘YES’. The System will automatically add “Subject to Existing Home Sale Contingency” as the first words in Agent Remarks.
  - Nothing is needed in Public Remarks.
- Offer accepted, unilateral termination without notice by either party:
  - Can remain ACTIVE.
  - Nothing needs to be noted in Public or Agent Remarks.

# Contract Pending Listings

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- **Model Homes for Sale:**
  - Subject to a valid Listing Agreement.
  - Price listed must reflect price with lot unless *clearly* noted in Public Remarks.
  - If closing and possession are not readily available, estimated future date must be noted in Public Remarks.
- **Model Homes Not for Sale:**
  - Not subject to a Valid Listing Agreement.
  - MUST use the “Model Home Not for Sale” status.
  - “MODEL” must be placed across photos attached to the listing.
  - Active, Cancelled and Expired status only.
- If a Model Home NOT For Sale becomes available for sale:
  - Model Home Not for Sale listings can NOT be converted to a regular listing.
  - Must have a listing agreement.
  - You can copy/clone.

# Model Homes

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- **Confidential Information:** Any personal information related to the seller or landlord, or the showing of the property shall not be entered in any field, or featured on any graphic, that is publicly viewable.
- **Third Party Information:** Third-party promotional or advertising information including, without limitation, company names, logos, URLs, trademarks, trade names, and the like shall not be permitted to be displayed in text fields, system graphics, or other publicly-viewable fields, not including property related reports or documents directly related to the condition of the real property.
- **Agent Reports Available Only To Participants And Subscribers:** Any and all reports generated by or available from the MLS Database which are designated as any type of “Agent” report shall not be provided or made available to any person or party other than a Participant or Subscriber.
- **Security and Lockbox Codes:** MLS listings are not to include security codes (lockbox, gate, garage, etc.).

# Confidential & Third-Party Info

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- Must directly promote the property for sale and its amenities.
- All photos are automatically watermarked via Paragon.
- The photos can show a yard sign. *(but we recommend removing the yard sign prior to taking photos)*
  - The yard sign cannot exceed 10% of the photograph.
  - The yard sign cannot show name or contact information.
- Cannot contain other text or graphics EXCEPT identifying watermarks such as:
  - Participant's logo and/or name (not to exceed 10% of the photo-must be uploaded by the MLS)
  - “SIMULATED”
  - “MODEL”
- You CANNOT use another agents' photographs.

# Listing Photos

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Information regarding the listing agent or the listing firm shall be allowed only in the “Agent Remarks,” “Office Remarks,” and other data fields that are specifically labeled for such information and shall not be permitted to be displayed in text fields, graphics, or hypertext-linked displays that are publicly viewable, not including required associated documents outlined in Section 1.17(VII)(E).

**Exceptions:**

- The name of the builder’s company of the listed property.
- A “Listing Courtesy of (Broker Name)” statement that is consistent with an IDX public display

**Subscriber/Participant  
Information**

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- Public Remarks – intended to be seen by the public
- Agent Remarks – intended only to be seen by other agents
- Office Only Remarks – intended only to be seen by other agents in your firm.

# Remarks

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- Examples of what Public Remarks can NOT contain:

- Agent name or contact information
- Reference to lender financing
- Web address or information
- Builder promotion “Built by best builder in town!”
- Promotion of listing agent or brokerage
- Reference to branded videos or virtual tours
- “Use our preferred lender and have your closing costs paid.”
- “Free credit report and appraisal with purchase”
- “\$5000 bonus to selling agent”

# Public Remarks

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What NOT to say!

- Examples of what Public Remarks can contain:
  - Carpet/decorating/repair allowance
  - Seller will pay \$\$\$ towards buyers closing costs
  - 1-year home warranty provided/included
  - 1<sup>st</sup> years HOA fees paid
  - Seller will prepay 1 year of taxes
  - Personal property that is included such as surround sound, tv, surveillance, etc.
  - Seller to finish basement with acceptable contract
  - Seller financing available
  - Rent-to-Own/Lease option available

## Public Remarks

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What you COULD say!

- Docs put in Paragon must be associated with a listing.
  - Only contain information related to the listing property.
  - Can not contain agent or brokerage promotion.
- These Associated Docs are required to be uploaded within 2 days of the listing being input into the MLS
  - Seller Property Condition Disclosure (except new construction)
  - Lead Based Paint (homes from 1978 and older)
- If any of the “green” fields are checked, applicable certification(s) must be added.

## Associated Docs

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Examples of what Associated Documents  
**cannot** contain:

- Wire Fraud Notice
- Affiliated Business Disclosure
- Notes for showings
- Property flyers with branding
- Instructions for submitting offers

Associated Docs

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## Examples of what Associated Documents can contain:

- Seller Property Disclosures
- Seller Property Condition Disclosure Exemption
- Lead Based Paint Disclosure
- Pre-inspection Reports
- Plat Maps
- Covenants
- Inspection reports ( ex. termite, radon, HVAC, well)
- Warranties
- Upgrades (ex. sewer, furnace, AC, windows)
- Utility costs provided by utility company (no invoices/bills, homeowner information)

# Associated Docs

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- Short Sales must be disclosed when reasonably known to the listing participants.
- Confidential disclosures and information should be communicated through Agent Remarks only.

## Short Sale Policy

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- **PASSWORDS-DON'T SHARE THEM! UP TO A \$15,000.00 FINEABLE OFFENSE!**
- Lockbox must be removed within 5 days of the listing being marked Sold/Cancelled/Expired.

## Passwords & Lockbox Use

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- Violations can result in listings being deleted.
- Violations are assessed a fine schedule as follows and applies on a 12 month/calendar year period.
  1. Warning
  2. \$50
  3. \$100
  4. \$200
  5. Review by the GPRMLS Board of Directors

\*Nothing in the policy however shall limit the MLS Board's ability to impose penalties including fines up to \$15,000.00 as defined in the MLS Rules and Regulations.\*

## Rule Violation Fines

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- Failure to correct listing input policy violations, status changes, inaccurate data, or failing to submit required documentation within 2 calendar days of receiving notice may result in a fine to the listing agent of \$200.00 in accordance with MLS Rule 1.18(B)
  - This fine is in addition to other applicable fines.

## Failure to Correct Listing

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# GPRMLS Website

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[www.GPRMLS.com](http://www.GPRMLS.com)

- [GPRMLS Input Forms](#)
- [Measuring and Definitions Guide](#)
- [No-Show Status Addendum](#)
- [Elimination of MLS Benefits Addendum](#)
- [Enhancement Request](#)
- [Personal Assistant Application](#)
- [Office Admin Application](#)

# GPRMLS Forms

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