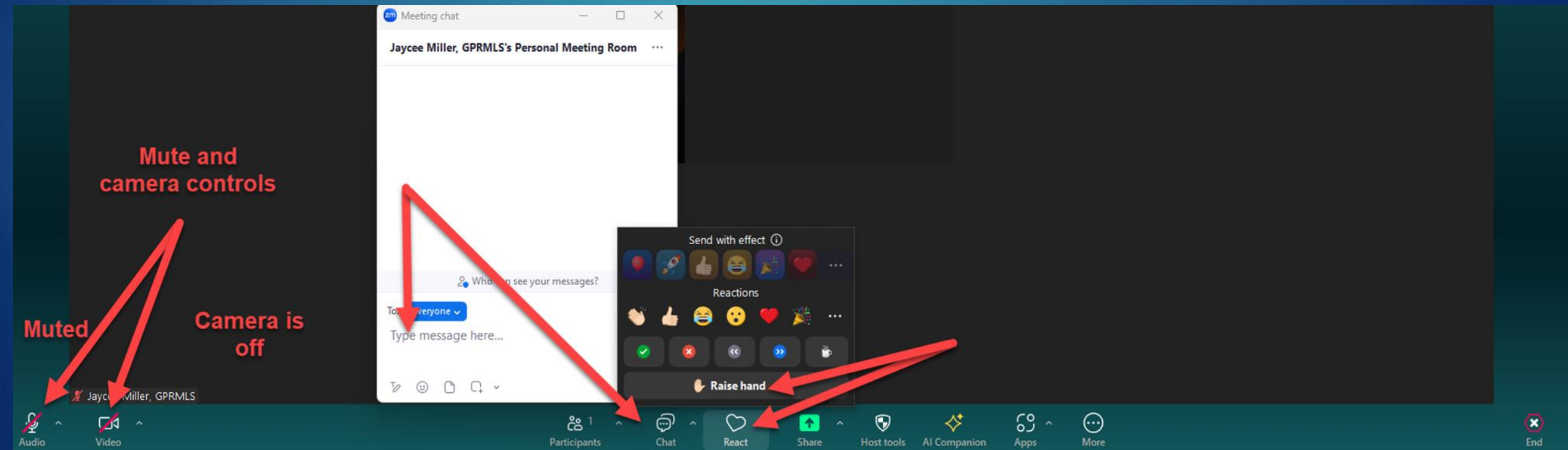
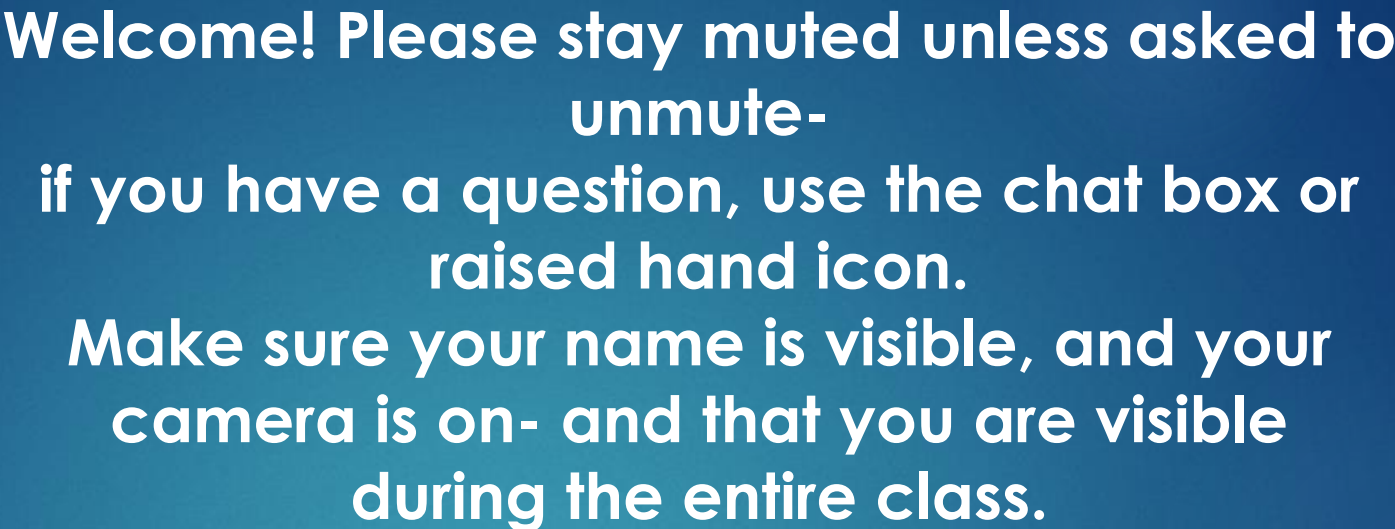
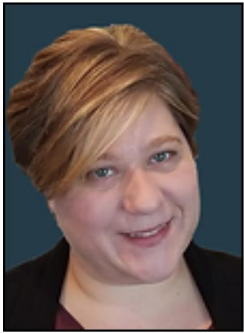




# GPRMLS New User Rules Training





**Denise Mecseji**

**MLS Operations Manager**

MLS operations

402-619-5554 (voice/text),  
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**Beth Powers**

**MLS Compliance  
Administrator**

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**GPRMLS Staff**

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

**Your  
GPRMLS  
Team**

A Multiple Listing Service is a means by which cooperation among Participants is enhanced; by which information is accumulated and disseminated to enable authorized Participants to prepare appraisals, analyses, and other valuations of real property for bona fide clients and customers; by which Participants engaging in real estate appraisal contribute to common data bases; and is a facility for the orderly correlation and dissemination of listing information so Participants may better serve their clients and the public. *(NAR Section 2 Purpose Amended 5/24) 2/19 (Amended 7/24)*

# What is the purpose of an MLS?



# Cooperation Defined

Cooperation is the obligation to share information on listed property and to make property available to other brokers for showing to prospective purchasers and tenants when it is in the best interests of their clients.

# Administrative Sanctions

To ensure compliance with MLS Rules, MLSs are required to issue administrative sanctions for MLS rule violations. The MLS Participant is required to copied on all notices of administrative sanctions issued to MLS Subscribers.



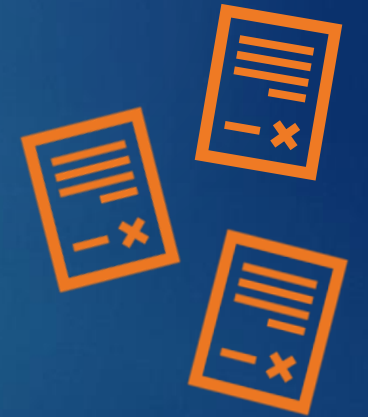
# What is a DAY?

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



# What is the LIST DATE?

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





# Required Consumer Disclosure

**Disclosures of Compensation:** MLS Participants and Subscribers must



- Disclose to prospective sellers and buyers that broker compensation is not set by law and is fully negotiable. This must be included in conspicuous language as part of any listing agreement, buyer written agreement, and pre-closing disclosure documents (if any).
- Conspicuously disclose in writing to sellers, and obtain the seller's authority, for any payments or offer of payment that the listing Participant or seller will make to another broker, agent, or other representative (e.g. real estate attorney) acting for buyers. This disclosure must include the amount or rate of any such payment and be made in writing in advance of any payment or agreement to pay. (NAR 5.0.0 Adopted 5/24) 7/24

**This information cannot be input into the MLS!**

# No Compensation Specified on Listings

- Participants, Subscribers, or their sellers may not make offers of compensation to buyer brokers and other buyer representatives in the MLS system.
- Use of MLS data or data feeds to directly or indirectly establish or maintain a platform to make offers of compensation from multiple brokers to buyer brokers or other buyer representatives is prohibited and must result in the MLS terminating that Participant's access to any MLS data and data feeds. (NAR Section 5 Amended 5/09, 5/24) 2/19 (Amended 7/24)

# No Filtering of Listings

Participants and Subscribers must not filter out or restrict MLS listings that are communicated to customers or clients based on the existence or level of compensation offered to the cooperating broker or the name of a brokerage or agent. (NAR 4.6 Adopted 5/24) 7/24

# Written Buyer Agreement

Unless inconsistent with state or federal law or regulation, all MLS Participants working with a buyer must enter into a written agreement with the buyer prior to touring a home.

The written agreement must include:

- A specific and conspicuous disclosure of the amount or rate of compensation the Participant will receive or how this amount will be determined, to the extent that the Participant will receive compensation from any source;
- The amount of compensation in a manner that is objectively ascertainable and not open-ended.
- A term that prohibits the Participant from receiving compensation for brokerage services from any source that exceeds the amount or rate agreed to in the agreement with the buyer; and
- A conspicuous statement that broker fees and commissions are not set by law and are fully negotiable. (NAR 5.0.1 Adopted 5/24) 7/24



## ***FINES for Violations!***

# **What is Required to be submitted?**

- 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)

## ***FINES for Violations!***

# **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

# 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



# What is an Office or Firm?

In reference to an OFFICE EXCLUSIVE LISTING, your office or firm is:

- Anyone listed under the same broker at the NREC
- Clients are an extension of the Office/Firm

Office  
Exclusive  
Listing



# Office Exclusive Listing

- 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***

# Active – No Show Status

- 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
- Can be used during the life of the listing if showings need to be stopped temporarily

# “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  
Status**

# Compensation Agreement

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

*You sold a FSBO!*



# Duplicate Listings

- 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

*This does NOT mean "Oops, I accidentally entered my listing twice."*

# Data Integrity

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



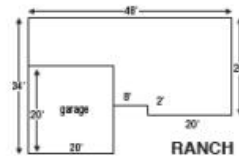
# Conforming Bedrooms only

- Must meet building code – properly sized egress window required.
- Measuring and Definitions Guide can be found at <http://www.gprmlsdocs.com/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'
First Floor Total =			992	Square Feet

## Bedrooms Field



**All Status Changes must be reported to the MLS within 2 days after they have occurred**

New	Pending	Active
Expired	Back on Market (active)	Cancelled
Model Home Not For Sale	Fell Through (cancelled)	No Show

## Status Changes

Exception:

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

Fine for violation:

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



# “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**

# Model Homes

## 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.

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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.

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**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.

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**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.

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**Security and Lockbox Codes:** MLS listings are not to include security codes (lockbox, gate, garage, etc.).

## Confidential & Third-Party Info

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.**

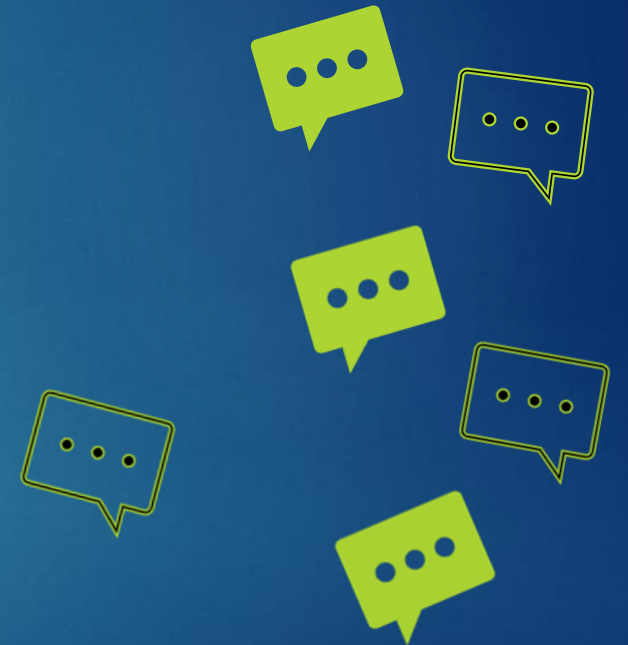
## Listing Photos





# Types of Remarks

- **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 Guidelines

Remarks fields cannot contain any reference to compensation offered between MLS Participants. Any concessions listed in GPRMLS cannot be limited to or conditioned on the retention of or payment to a cooperating broker, buyer broker, or other buyer representative and those concessions may only be directly from the seller to the buyer. 7/24

# Subscriber/Participant Information

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***

# Public Remarks

## Examples of what Public Remarks cannot 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- this includes reference to team names
- Branded virtual tours or videos or reference to branded videos or virtual tours
- “Use our preferred lender and have your closing costs paid.”
- “Free credit report and appraisal if you choose to use.....lender”
- Wholesale financing rates available with purchasing this home, call for info

**What NOT to say!**



# Public Remarks

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

**What you CAN say!**

# Associated Docs

**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

## 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)

What you CAN  
include



# Associated Docs

Examples of what Associated Documents cannot contain:

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

What you  
CANNOT  
include





# Short Sale Policy

Multiple listing services must give Participants the ability to disclose to other Participants any potential for a short sale. As used in these rules, short sales are defined as a transaction where title transfers, where the sale price is insufficient to pay the total of all liens and costs of sale and where the seller does not bring sufficient liquid assets to the closing to cure all deficiencies. Multiple listing services may, as a matter of local discretion, require Participants to disclose potential short sales when Participants know a transaction is a potential short sale. *(NAR Section 5 Amended 5/09, 5/24) 2/19 (Amended 7/24)*

# Passwords & Lockbox Use

- **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



# Rule Violation Fines

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.\****

# Failure to Correct Listings

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.**



# GPRMLS Forms



[GPRMLS Input Forms](#)



[Measuring and Definitions Guide](#)



[No-Show Status Addendum](#)



[Elimination of MLS Benefits Addendum](#)



[Enhancement Request](#)



[Personal Assistant Application](#)



[Office Admin Application](#)

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

## Required Video Training (Self-Study)

Estimated Completion Time: 90 Minutes

### Paragon Connect

1. Paragon Native App Installation (1:20)
2. Dashboard - A Quick Overview (2:13)
3. Homepage Navigation (20:08)
4. Near Me Search (3:07)
5. Property Searching (3:52)
6. Driving Directions (1:49)
7. Adding Contacts (15:30)
8. Dashboard - Buyer Activity (6:06)
9. Dashboard - Sellers (4:12)
10. Adding a Listing (4:43)

### Paragon Professional

1. Homepage Overview (2:20)
2. Homepage Message (0:50)
3. Preferences (1:53)
4. Searching (3:52)
5. Quick Search (1:59)
6. Adding a Listing (2:35)

**GPRMLS New User Training**  
**<https://www.gprmls.com/newusertraining>**



## Jaycee Miller

MLS Customer Training &  
Support Administrator

Training, customer support

402-252-5669 (voice/text),  
[Jaycee@GPRMLS.com](mailto:Jaycee@GPRMLS.com)

### Paragon Connect: A Recipe for Success - Buyers and Sellers in the Collab Center

Back by popular demand! Join us as we dive back into the Collab Center in June!

June 27th: via ZOOM @ 10 am - 11 am

[Details & Registration](#)

### Paragon Connect Workshop

Get all your questions answered about using Paragon Connect and join our interactive workshop with your GPRMLS Trainer, Jaycee Miller!

July 9th: OABR In-Person @ 1 pm - 3 pm

[Details & Registration](#)

### RPR: Turn Market Trends into Winning Pitches

Get a crystal-clear picture of the market to wow your clients! This class unlocks five powerful RPR tools to make you the local market expert!

July 18th: via ZOOM @ 2 pm - 3 pm

[Details & Registration](#)

**GPRMLS Training HQ**  
<https://www.gprmls.com/traininghq>



Thank you for being here today!

## Questions & Answers



7/02/24