

OneKey MLS Rules and Procedures – <https://www.hgar.com/content/uploads/2022/03/OneKey-MLS-Rules-and-Procedures.pdf>

OneKey MLS Listing Status Overview - <https://www.hgar.com/document/listing-status-overview>

## Quick Listing Compliance Check List

- ☐ Enter a listing before midnight of the day after their Listing Date. (302)
- ☐ Upload listing within 24 hours of the listing going to Active or Coming Soon Status (303.1) *Add/Edit Documents*
- ☐ Enter at least one photo within 24 hours of entering the listing as Active or Coming Soon, and must include at least one front exterior photo. (309.1, .2, .3, .4) *Manage Photos or Add/Edit Photos*
- ☐ Public Remarks are for description purposes only, similar to what would be in an ad. Do not include contact info such as names, phone numbers, website or email addresses, or links to virtual tours
- ☐ All price changes, extensions, compensation changes, withdrawals, or cancellations of any listing contract must be entered into the database within 24 hours after the effective date of such change. (310.3)
- ☐ Pending and closing reports must be entered into the database within 24 hours of contract signing by all parties or of the closing. (311.3)

## Required Listing Documentation

- Listing Agreement (Exclusive Right to Sell/Rent/Agency)
- *Coming Soon* Authorization
- Owner's Name Withheld (Required IF you enter "withheld" in the Owner's Name field of the listing.)
- Extension Agreement (Required if you are extending the expiration date of the listing.)
- Withdrawal Form (Required if you are changing a listing status to *Withdrawn*)
- Listing Cancellation Form (Required if you are changing a listing status to *Cancelled*.)
- Listing/Status Change Form (*Not required unless requested by OneKey MLS or HGAR staff, or if there is a change that cannot be completed by the Participant, Subscriber, or office administrator.*)

## Starting a New Listing in Matrix

- Once logged into Matrix OneKey MLS go to the menu option **Add/Edit**, In the Listing Section click **Add New**
- Select the Property Type
- Three options to start your listing - Pull information from tax record - Start with an existing listing – Start a Blank Listing
- Fill out all the required fields, Save as Incomplete or Submit as Active or Coming Soon. Upload documents and photos.

## Editing an Existing Listing in Matrix

- Once logged into Matrix OneKey MLS go to the menu option **Add/Edit**
- In the Listing Section select your listing or type in the MLS#
- Select the form you need to complete (Status changes, updating listing content, etc.)
- Upload documents and photos as needed.

+ Add/Edit Commercial (Mixed-Use) Listing - For Sale and/or Lease

**Properties with Mixed-Use (RES/COM) are to be entered in this COMMERCIAL property type.**

Status

AGENT

GENERAL

FEATURES

UTILITIES

REMARKS

## Status Information

Active  
Coming Soon

### Active

The Active listing status is used when you are ready to submit your listing to the MLS. An active listing is assigned an MLS# and is available to ALL MLS users as well as the public, via our public websites and all third party sites selected by the broker.

### Coming Soon

"Coming Soon" status indicates that the Listing Brokerage and the Seller(s) are preparing the property for sale. Properties in "Coming Soon" status MAY NOT be shown. "Coming Soon" status provides a method for the Listing Broker to notify other cooperating brokers of the properties that will be made fully available for showing after preparations have been completed. The property may be publicly marketed and will be included in broker data feeds. **There must be a valid Listing Agreement between the Seller(s) and the Listing Brokerage. Listings in "Coming Soon" status must have Seller(s) written approval. A copy of the Listing Agreement and the Sellers written Coming Soon approval must be submitted.**

### On Market Date

Enter an On Market Date ONLY for COMING SOON status. On Market Date must be at least 1 day Greater Than, and a maximum of 14 days Greater Than the LISTING DATE. This is the day the listing will change from COMING SOON to ACTIVE status and becomes available for showings.



Save as Incomplete



Validate



Cancel Input



Submit Listing

**Save As Incomplete** – Use this option when you ARE NOT ready to enter your listing as Active or Coming Soon (**MLS# Generated**). Saves listing as Incomplete. Only the Listing Agent and Office can see this listing.

**VALIDATE** – Alerts the listing agent if any required field is not filled in correctly.

**Cancel Input** – Use this option when you do not want to save any changes.

**Submit Listing** – Use this option when YOU ARE READY to submit your listing as Active or Coming Soon (**MLS # Generated**)

*You can move between the Add/Edit **tabs** without losing information, but if you leave without saving as incomplete or Active the system will not save the listing.*

## Commercial Property Type

Transaction Type

Property Sub Type

Commercial SubType

RE Included

## Listing Agent Information

[Find an Agent](#)

Listing Agent ID

36809

[Refresh](#)

Name: LaVerne Brown-Williams

Email: laverne.brown@HGAR.com

Direct Phone: (914) 681-0833

Office Name: Hudson Gateway Association

Office ID: WPMLS1

Office Phone: (914) 681-0833

## Co-Listing Agent Information

[Find a Co-Listing Agent](#)

Co-Listing Agent ID

[Refresh](#)

Name:

Email:

Direct Phone:

Office Name:

Office ID:

Office Phone:

## Showing and Compensation Information

Access

- ☐ Broker
- ☐ Combo Lockbox
- ☐ Courtesy Key Avail
- ☐ Key At Listing Broker
- ☐ Occupant
- ☐ Senti Lock Box
- ☐ Use the Showing Assist icon for appointments

Appointment Phone

Appointment Phone 2

Showing Instructions

Seller/Sub Agent Comp

Buyer Agent Comp

Broker Agent Comp

Negotiate Through

Agreement Type

Office Ext for Agent

## Internet Information

Publish to Internet

Yes

Show Address

Yes

Publish to Realtor.com

Yes

Publish to LoHud.com

Yes

Show AVM on VOW

No

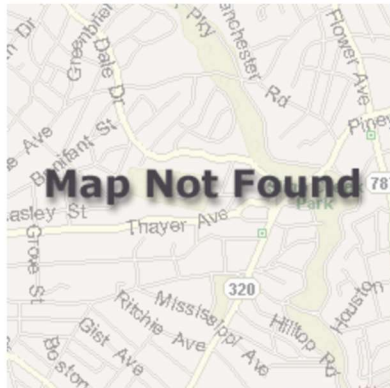
Show Comments VOW

No

**AVM** – Automated Valuation Model: is a term for a service that combines mathematical or statistical modeling with databases of existing properties and transactions to calculate real estate values. The majority of AVMs compare the values of similar properties at the same point in time. Example – Zillow AVM is the Zestimate.

**VOW** – Virtual Office Web: A VOW feed is a data connection between your website and your MLS that allows you to import and display VOW data.

## Address

Latitude  Longitude [Update Map](#)[Get Lat/Long from address](#) [Set Lat/Long](#)[Choose Google Street View](#)

County

City/Town

NYC Location

Village

Complex Name

Characters Remaining: 30

Street #

Str Directional

Property Tax ID **Required for most properties if SALE transaction**

Owner Name

Contract Vendee

NYC Neighborhood

Post Office

Hamlet

Post Street Dir

Street # Mod

Street Name **NOT Ave Rd St****Do NOT enter Rd, St, Ave etc**

Unit #

Street Suffix-Ave, Rd, St etc

**Select Rd, Ave, St etc. from list**

Zip Code

Zip + 4

To set the latitude and longitude, click "Set Lat/Long". On the map click where the property is located, adjust the blue pin, then click Done.

## Listing Information

List Date

REO/Bank Owned

Auction

Auction Term of Sale

Expiration Date

## General Property Info

Year Built

Year Built Description

Year Renovated

Building Size

Gross Leasable Area

Subdivision/Development

SQFT/Avail Space

Building Class

Total Lot Size

SQFT/Acres

Characters Remaining: 30

Street Type

Water Access

Traffic Count

Zoning

Name of Business

Description of Business

Floor Number

School District



## General Cont'd

## Lot Description

- ☐ Borders State Land
- ☐ Corner Lot
- ☐ Easement
- ☐ Historic District
- ☐ Level
- ☐ Partly Wooded
- ☐ Possible Sub Division
- ☐ Restrictions
- ☐ Sloping
- ☐ Stone/Brick Wall
- ☐ Wooded

## Current Uses

- ☐ Auto Sales
- ☐ Business
- ☐ Food Services
- ☐ Heavy Industrial
- ☐ Light Industrial
- ☐ Mixed
- ☐ Office
- ☐ Other/See Remarks
- ☐ Residential
- ☐ Retail
- ☐ Utility
- ☐ Warehouse

## Construction

- ☐ Advanced Framing Technique
- ☐ Batt Insulation
- ☐ Block
- ☐ Blown-In Insulation
- ☐ Brick
- ☐ Cellulose Insulation
- ☐ Energy Star
- ☐ Fiberglass Insulation
- ☐ Frame
- ☐ Insulated Concrete Forms
- ☐ LEED-Gold
- ☐ LEED-Platinum
- ☐ LEED-Silver
- ☐ Log
- ☐ Manufactured
- ☐ Modular
- ☐ NAHB Green-Bronze
- ☐ NAHB Green-Gold
- ☐ NAHB Green-Silver
- ☐ Other/See Remarks
- ☐ Post and Beam
- ☐ Recycled/Renewable materials/Resources used
- ☐ Stone
- ☐ Structurally Insulated Panels

## Location Description

- ☐ First Floor
- ☐ Second Floor
- ☐ Between 3rd And 5th Floors
- ☐ 6th Floor Or Higher
- ☐ Basement
- ☐ Center
- ☐ End
- ☐ Front
- ☐ Ground Floor
- ☐ Rear
- ☐ Top Floor
- ☐ See Remarks

## Permitted Uses

- ☐ Auto Sales
- ☐ Business
- ☐ Food Services
- ☐ Heavy Industrial
- ☐ Light Industrial
- ☐ Mixed
- ☐ Office
- ☐ Other/See Remarks
- ☐ Residential
- ☐ Retail
- ☐ Utility
- ☐ Warehouse

## Financial Information

## Tax Assessment

## Tax Year

## Annual Business Income

## Gross Rent Multiplier

## Assumable Mortgage

## Estimated Tax

## Annual Rental Income

## Cap Rate

## Modifications/Exclusions

- ☐ M1 Buyer Exclusions
- ☐ M2 Agent Exclusions
- ☐ M3 IAW Compensation If and When
- ☐ M4 Commission Modification
- ☐ M6 Disclosure of Ownership Interest
- ☐ M7 Insufficiency of Funds
- ☐ M7A Litigation Policy
- ☐ M7B Litigation Policy
- ☐ M8 Short Sale Notification
- ☐ None

## Features

## Included

- ☐ A/C Units
- ☐ Air Filter System
- ☐ Alarm System
- ☐ Attic Fan
- ☐ Awning
- ☐ B/I Audio/Visual Equip
- ☐ B/I Shelves
- ☐ Basketball Hoop
- ☐ Bread Warmer
- ☐ Ceiling Fan
- ☐ Central Vacuum
- ☐ Chandelier(s)
- ☐ Compactor
- ☐ Convection Oven
- ☐ Cook Top
- ☐ Craft/Table/Bench
- ☐ Curtains/Drapes
- ☐ Dehumidifier
- ☐ Dishwasher
- ☐ Disposal
- ☐ Door Hardware
- ☐ Dryer
- ☐ Energy Star Appliance(s)
- ☐ Entertainment Cabinets
- ☐ Fireplace Equip
- ☐ Flat Screen TV Bracket
- ☐ Freezer
- ☐ Front Gate
- ☐ Garage Door Opener
- ☐ Garage Remote
- ☐ Gas Grill
- ☐ Gas Tank
- ☐ Generator
- ☐ Greenhouse
- ☐ Hot Tub
- ☐ Humidifier
- ☐ Intercom
- ☐ Lawn Maint Equip
- ☐ Light Fixtures
- ☐ Low Flow fixtures
- ☐ Mailbox
- ☐ Microwave
- ☐ Nanny Cam/Comp Serv
- ☐ Oven/Range
- ☐ Pellet Stove
- ☐ Playset
- ☐ Pool Equip/Cover
- ☐ Refrigerator

## Number Of Units Total

## Number Of Residential Units

## Number Of Stories

## Number Of Buildings

## Number Of Docks

## Ceiling Height

## Number of Drive in / Grd Level Doors

## Overhead Door Height

## Floor to Beam

## Parking

- ☐ 1 Car Attached
- ☐ 1 Car Detached
- ☐ 2 Car Attached
- ☐ 2 Car Detached
- ☐ 3 Car Attached
- ☐ 3 Car Detached
- ☐ 4+ Car Attached
- ☐ 4+ Car Detached
- ☐ Assigned
- ☐ Attached
- ☐ Carport
- ☐ Common
- ☐ Covered
- ☐ Detached
- ☐ Driveway
- ☐ Garage Parking
- ☐ Lot Parking
- ☐ No Garage
- ☐ No Parking
- ☐ None
- ☐ Off-Street Parking
- ☐ Off-Site Parking
- ☐ Private Parking
- ☐ Public Parking
- ☐ Other/See Remarks
- ☐ Storage
- ☐ Street Parking
- ☐ Tandem
- ☐ Unassigned
- ☐ Under Home/Ground
- ☐ Waitlist

## Elevator

## Elevator Type

Features Cont'd

Included

- ☐ Screens
- ☐ Second Refrigerator
- ☐ Second Dishwasher
- ☐ Second Dryer
- ☐ Second Freezer
- ☐ Second Stove
- ☐ Second Washer
- ☐ See Remarks
- ☐ Shades/Blinds
- ☐ Shed
- ☐ Solar Panels Leased
- ☐ Solar Panels Owned
- ☐ Speakers Indoor
- ☐ Speakers Outdoor
- ☐ Stained Glass Window
- ☐ Storm Windows
- ☐ TV Dish
- ☐ Video Cameras
- ☐ Wall Oven
- ☐ Wall to Wall Carpet
- ☐ Washer
- ☐ Water Conditioner Owned
- ☐ Water Conditioner Rented
- ☐ Whirlpool Tub
- ☐ Whole House Ent. Syst
- ☐ Wine Cooler
- ☐ Woodburning Stove

## Utilities

## Heat

- ☐ Base Board
- ☐ Energy Star Unit(s)
- ☐ Forced Air
- ☐ Geothermal
- ☐ Gravity Hot Air
- ☐ Heat Pump Air
- ☐ Heat Recovery System
- ☐ Hot Water
- ☐ Hydro Air
- ☐ None
- ☐ Passive Solar
- ☐ Radiant
- ☐ Radiator
- ☐ See Remarks
- ☐ Solar Thermal
- ☐ Steam

## Fuel

- ☐ Coal
- ☐ Electric
- ☐ Kerosene
- ☐ Natural Gas
- ☐ Oil Above Ground
- ☐ Oil Below Ground
- ☐ Other/See Remarks
- ☐ Propane
- ☐ Solar
- ☐ Wood

## Heating Zones

## Gas Available

## Air Conditioning

- ☐ Air Purification System
- ☐ Central
- ☐ Ductless
- ☐ Ductwork
- ☐ Energy Star Unit(s)
- ☐ Geothermal
- ☐ High Pressure System
- ☐ None
- ☐ SEER Rating 12+
- ☐ Wall Units
- ☐ Window Units
- ☐ Individual

## Electric Company

## Electric Amps

## Electric Phase

## Electric Volts

## Sewer

- ☐ Cesspool
- ☐ Community
- ☐ Municipal
- ☐ None
- ☐ Others/See Remarks
- ☐ Septic
- ☐ Septic Above Ground
- ☐ Sewer

## Water

- ☐ Community
- ☐ Drilled Well
- ☐ Dug Well
- ☐ Municipal
- ☐ None
- ☐ Other/See Remarks
- ☐ Private
- ☐ Seasonal
- ☐ Shared
- ☐ Spring

## Hot Water

- ☐ Electric Stand Alone
- ☐ Fuel Oil Stand Alone
- ☐ Gas Stand Alone
- ☐ Geothermal
- ☐ Indirect Tank
- ☐ None
- ☐ On Demand
- ☐ See Remarks
- ☐ Solar Thermal
- ☐ Tank Less Coil



## Remarks

**Agent Only Remarks:** If "No More Showings" and not Pending or Sold STATUS must be Temp Off Market



Characters Remaining: 1000

**Public Remarks:** May NOT reference or contain agent or office information, NO URL's or websites, No OPEN HOUSE info.  
**NOTE:** To maximize the number of listings that will print on a single page, a character limit of 1,000 is recommended. Matrix Public Remarks field can accept up to 7,000 characters.



Characters Remaining: 1000

**Directions**

Characters Remaining: 325

**Unbranded Virtual Tour:** Must be UNBRANDED. Agent or office branding is NOT permitted



**BRANDED Virtual Tour:** For Syndication sites only.

