

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- Withdrawal Form (Required if you are changing a listing status to *Withdrawn*)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.

Status

AGENT

GENERAL

ROOMS

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.*

Listing Agent Information

Find an Agent

Listing Agent ID

0

Refresh

Name:

Email:

Direct Phone:

Office Name:

Office ID:

Office Phone:

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
 ☐ Sentri 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

NOTATION:

Coming Soon listings will not be syndicated to advertising websites such as Realtor.com, RPR, ListHub sites, etc. Listing would appear when Status=Active

Publish to Internet

Show Address

Publish to Realtor.com

Publish to LoHud.com

Show AVM on VOW

Show Comments VOW

Yes

Yes

Yes

Yes

No

No

Listing & Compensation

Office Default

Listing Contact

Office Phone

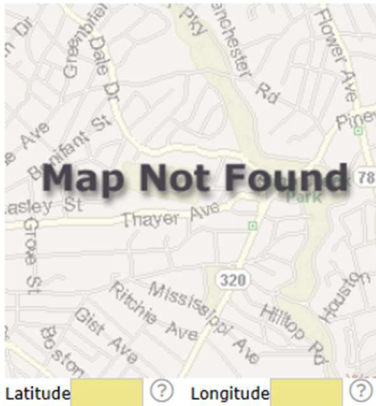
AVM

– 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

Street #

Str Directional

Post Street Dir

Street # Mod

Property Tax ID **Required for MOST properties**

Owner Name

Contract Vendee

NYC Neighborhood

Post Office

Hamlet

Street Name **NOT Ave, Rd, St**

Street Suffix-Ave, Rd, St, etc

**Do NOT enter Road, Ave, etc.****Select Rd, Ave, Court, etc. from list**

Unit #

Zip Code

Zip + 4

Builders Lot #

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 Price

REO/Bank Owned

Auction

Auction Term of Sale

List Date

Expiration Date

## Property Info

Property Subtype

Year Built

Year Built Description

Year Renovated

Levels in Complex

Enter the Name of the Complex/Lake/Pond

Characters Remaining: 30

Model

Lot Size

SQFT/Acres

Street Type

Water Access

Adult 55 Community

Lease Available

HERS Index Score

PUD

Parking Fee

Number of Assigned Parking Space

## General Cont'd

## Pets

 ?

## Utilities Included

- ☐ Air Conditioning
- ☐ Cable
- ☐ Electric
- ☐ Gas
- ☐ Heat
- ☐ Hot Water
- ☐ Sewer
- ☐ Water

## Location Description

- ☐ Center ?
- ☐ End

## Style

- ☐ Apartment
- ☐ Garden Apartment
- ☐ High Rise
- ☐ Mid Rise
- ☐ Other/See Remarks
- ☐ Town House

## Renting Allowed

 ?

## 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

## Approval Required

 ?

## Management

 ?

## Siding Description

- ☐ Aluminum ?
- ☐ Asbestos
- ☐ Block
- ☐ Brick
- ☐ Cedar
- ☐ Cedar Shake
- ☐ Clap Board
- ☐ Concrete Fiber Board
- ☐ Hardiplank
- ☐ Log
- ☐ Masonry
- ☐ Other/See Remarks
- ☐ Shingle
- ☐ Stone
- ☐ Stucco
- ☐ T111
- ☐ Vinyl
- ☐ Wood

## Management Phone

 ?



## General Cont'd

## School Info

School District

Jr. High

High School

Elementary School

Please select an Elementary school by clicking on an entry in the list of available elementary schools, even when only one option is available in the list.

Multiple schools can be selected by holding the Ctrl key.

## Financial Information

Monthly Common/HOA Fee

Additional Fee

Addition Fee Desc

Addition Fee Amount

Addition Fee Freq

HOA Fee Includes

☐ Common Area Costs☐ Exterior Maintenance☐ Other/See Remarks☐ Snow Removal☐ Trash Collection☐ Water/Sewer

Tax Assessment

Estimated Annual Tax

Without Exemptions

Tax Year

Tax Source

Tax Includes

☐ Sewer☐ Trash☐ Water

## 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

Building Information

Estimated SqFt

?

SqFt Source

?

Levels

?

Baths Full

?

Baths Half

?

Beds

?

Total Rooms Finished

?

Attic

☐Dormer

☐Finished

☐Full

☐None

☐Partial

☐Partially Finished

☐Pull Stairs

☐Scuttle

☐See Remarks

☐Unfinished

☐Walkup

?

Basement

☐Bilco Door(s)

☐Crawl

☐Finished

☐Full

☐None

☐Partial

☐Partially Finished

☐See Remarks

☐Slab

☐Unfinished

☐Walk Out

?

Rooms

Room Type

?

Floor

?

Description

?

Delete

More

Use "More" to enter an additional Room Type or Floor

## Features

## Amenities

- ☐ 1st Fl Master Bedroom  
☐ 1st Floor Bedrm  
☐ 1st Floor Full Bath  
☐ Above Ground Pool  
☐ ADA Access  
☐ ADA Inside  
☐ Additional Land  
☐ Balcony  
☐ Barn(s)  
☐ Basketball Court  
☐ Beach  
☐ Bidet  
☐ Casement Windows  
☐ Cathedral/Vaulted/High Ceiling  
☐ Chefs Kitchen  
☐ Children Playroom  
☐ Close to Bus  
☐ Close to Park  
☐ Close to Railroad  
☐ Close to School  
☐ Close to Shops  
☐ Clubhouse  
☐ Community Pool  
☐ Community Spa  
☐ Community Tennis Courts  
☐ Cottage  
☐ Courtyard  
☐ Cul-De-Sac  
☐ Deck  
☐ Dining Alcove  
☐ Dining Area  
☐ Dining Bay Foyer  
☐ Dock/Mooring  
☐ Double Paned Windows  
☐ Dressing Area  
☐ Dual Sinks  
☐ Eat in Kitchen  
☐ Electric Vehicle Charging  
☐ Elevator  
☐ Energy Star Doors  
☐ Energy Star Skylight(s)  
☐ Energy Star Windows  
☐ Exercise Room  
☐ Fenced Yard  
☐ Floor to Ceiling Windows  
☐ Formal Dining Room  
☐ Foyer  
☐ Galley Kitchen  
☐ Gated Community  
☐ Golf Course  
☐ Granite Countertops  
☐ Greenhouse  
☐ Guest Quarters  
☐ Hardwood Floors As Seen  
☐ Heated Floors  
☐ Heated Parking  
☐ High Ceilings  
☐ High Speed Internet  
☐ Home Office  
☐ Horse Property  
☐ In Ground Pool

## Included Items

- ☐ 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  
☐ 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

## Excluded Items

- ☐ A/C Units  
☐ Air Filter  
☐ Alarm System  
☐ Awnings  
☐ B/I Audio/Visual Equip  
☐ B/I Shelves  
☐ Basketball Hoop  
☐ Bread Warmer  
☐ Ceiling Fan  
☐ Chandelier(s)  
☐ Compactor  
☐ Convection Oven  
☐ Craft/Table/Bench  
☐ Curtains/Drapes  
☐ Dehumidifier  
☐ Dishwasher  
☐ Disposal  
☐ Door Hardware  
☐ Dryer  
☐ Entertainment Cabinets  
☐ Fireplace Equipment  
☐ Flat Screen TV Bracket  
☐ Freezer  
☐ Front Gate  
☐ Garage Door Opener  
☐ Garage Remote  
☐ Gas Tank  
☐ Generator  
☐ Greenhouse  
☐ Grill  
☐ Hot Tub  
☐ Humidifier  
☐ Intercom  
☐ Lap Pool  
☐ Lawn Maint Equip  
☐ Mailbox  
☐ Microwave Oven  
☐ Nanny Cam/Comp Serv  
☐ Pellet Stove  
☐ Playset  
☐ Pool Above Ground  
☐ Pool Equip/Cover  
☐ Refrigerator  
☐ Screens  
☐ Second Dishwasher  
☐ Second Dryer  
☐ Second Freezer  
☐ Second Refrigerator  
☐ Second Stove  
☐ Second Washer  
☐ See Remarks  
☐ Selected Light Fixtures  
☐ Selected Plantings  
☐ Selected Window Treatment  
☐ Shades/Blinds  
☐ Shed  
☐ Speakers Indoor  
☐ Speakers Outdoor  
☐ Stained Glass Window  
☐ Storm Windows  
☐ TV Dish

## 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

## Fireplaces

 ?



## Features Cont'd

## Amenities

- ☐ Island Kitchen
- ☐ Jacuzzi
- ☐ Juliet Balcony
- ☐ Kitchen In Clubhouse
- ☐ Lake Association
- ☐ Lake Rights
- ☐ Lake Views
- ☐ Lake/Pond/Stream
- ☐ Lakefront
- ☐ Laundry Room/Private
- ☐ Legal Accessory Apartment
- ☐ Library Den
- ☐ Loft
- ☐ Marble Bath
- ☐ Marble Countertops
- ☐ Master Bath
- ☐ Media Room
- ☐ Mountain Views
- ☐ Multi Level
- ☐ Near Public Transportation
- ☐ New Windows
- ☐ Nursery
- ☐ Open kitchen
- ☐ Original Details
- ☐ Out Building
- ☐ Oversized Windows
- ☐ Pantry
- ☐ Pass Through Kitchen
- ☐ Patio
- ☐ Pedestal Sink
- ☐ Pool Indoor
- ☐ Porch
- ☐ Powder Room
- ☐ Privacy
- ☐ Quartz/Quartzite Counter Tops
- ☐ Riding Ring
- ☐ River
- ☐ River Views
- ☐ Sauna/Steam Room
- ☐ Scenic View
- ☐ Security System
- ☐ Sky Light
- ☐ Soaking Tub

## Included Items

- ☐ 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

## Excluded Items

- ☐ Video Cameras
- ☐ Wall To Wall Carpet
- ☐ Washer
- ☐ Water Conditioner
- ☐ Water Softner
- ☐ Whole House Ent. Syst
- ☐ Wine Cooler
- ☐ Wood Stove

## Amenities

- ☐ Sprinkler Fire Sys
- ☐ Sprinkler Lawn Sys
- ☐ Stable/Paddock
- ☐ Stainless Steel Appliances
- ☐ Stall Shower
- ☐ Steam Room
- ☐ Steam Shower
- ☐ Storage
- ☐ Tennis
- ☐ Terrace
- ☐ Tilt Turn Windows
- ☐ Tot Lot
- ☐ Triple Thermo Windows
- ☐ View
- ☐ Walk In Closet
- ☐ Walk Out Basement
- ☐ Walk Through Kitchen
- ☐ Wall of Windows
- ☐ Wall To Wall Carpet
- ☐ Water Access
- ☐ Water View
- ☐ Waterfront
- ☐ Wetbar
- ☐ Wood Burning Stove
- ☐ Workshop
- ☐ Wrap Terrace

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

Air Conditioning

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

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

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

Garbage

☐ Other/See Remarks
 ☐ Private
 ☐ Public

Heating Zones

Electric Company

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.