

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- Withdrawal Form (Required if you are changing a listing status to *Withdrawn*)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 Multi-Family 2-4 Listing - For Sale

**No MIXED USE listings. Mixed Use=Commercial**

Status

AGENT

GENERAL

UNITS

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

Refresh

Name:

Office Name:

Email:

Office ID:

Direct Phone:

Office Phone:

## Co-Listing Agent Information

Find a Co-Listing Agent

Co-Listing Agent ID

Refresh

Name:

Office Name:

Email:

Office ID:

Direct Phone:

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

Show Address

Publish to Realtor.com

Publish to LoHud.com

Show AVM on VOW

Show Comments VOW

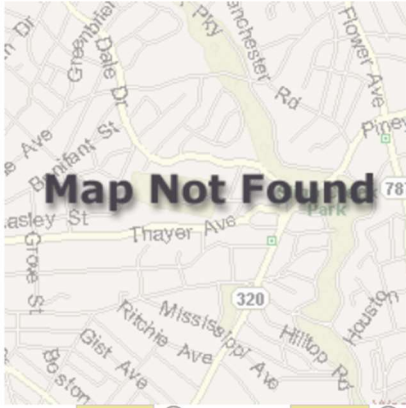
## Listing &amp; Compensation

Office Default

Listing Contact

**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.

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****Do NOT enter, Road, Ave etc.**

Street Suffix-Ave, Rd, St etc

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

Unit #

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 Price

REO/Bank Owned

Auction

Auction Term of Sale

List Date

Expiration Date

## Property Info

Property Subtype

Year Built

Year Built Description

Year Renovated

Subdivision/Development

Lot Size

Lot size SQFT or Acres

Characters Remaining: 30

Street Type

Water Access

Adult 55 Community

Style

- ☐ Arts&Crafts
- ☐ Bilevel
- ☐ Bungalow
- ☐ Capecod
- ☐ Carriage House
- ☐ Chalet
- ☐ Colonial
- ☐ Contemporary
- ☐ Converted Barn
- ☐ Cottage
- ☐ Estate
- ☐ Farm House
- ☐ Foursquare

Tenant Pays

- ☐ All Utility
- ☐ Cooking Gas
- ☐ Electric
- ☐ Gas
- ☐ Heat
- ☐ None
- ☐ See Remarks
- ☐ Water

Construction Description

- ☐ Advanced Framing Technique
- ☐ Batt Insulation

Lot Description

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

## General Cont'd

## Style

- ☐ Estate
- ☐ Farm House
- ☐ Foursquare
- ☐ Log
- ☐ Mediterranean
- ☐ Mid-Century Modern
- ☐ Mini Estate
- ☐ Mobile Home With Property
- ☐ Other/See Remarks
- ☐ Raised Ranch
- ☐ Ranch
- ☐ Salt Box
- ☐ Splanch
- ☐ Split Level
- ☐ Town House
- ☐ Trilevel
- ☐ Tudor
- ☐ Two Story
- ☐ Victorian

## Construction Description

- ☐ 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

- ☐ Wooded

## 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

## 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.

## General Cont'd

## Financial Information

## Possible Financing

- ☐ 1031 Exchange  
☐ Assumable  
☐ Cash Only  
☐ Contract for Deed  
☐ None  
☐ Owner Will Take Back 1st  
☐ Owner Will Take Back 2nd  
☐ Private Financing  
☐ Other/See Remarks

?

## Additional Fee

 ?

## Addition Fee Desc

 ?

## Addition Fee Amount

 ?

## Addition Fee Freq

 ?

## Water Expenses

 ?

## Maintenance Expenses

 ?

## Insurance Expenses

 ?

## Trash Removal Expenses

 ?

## Fuel Expenses

 ?

## Other Expenses

 ?

## Tax Assessment

 ?

## Estimated Tax

 ?

## Tax Year

 ?

## Tax Source

 ?

## Tax Includes

?

- ☐ Sewer  
☐ Trash  
☐ Water

## Expense Report Date

 ?

## Gross Operating Income

 ?

## Total Vacancies

 ?

## Adjusted GOI

 ?

## Net Operating 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

?

Building Information

Estimated SqFt

SqFt Source

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

Units - Select Unit #

Enter all info for Unit

click MORE

Repeat Process each Unit

Unit #

Num of Bedrooms

Full Baths

Leased

Appliances

☐ Dryer
☐ Dishwasher
☐ Microwave
☐ Oven/Range
☐ Refrigerator
☐ Washer
☐ Energy Star Appliance(s)

Square Footage

Unit Floor(s) Location

Enter the floor or range of floors the Unit occupies.  
i.e. 2 or 1-2

Num of Rooms

Half Baths

Rent

Lease End

Delete

More

# of 1 Bed Room Units

# of 2 Bed Rooms Units

# of 3 Bed Room Units

# of 4 Bed Room Units

Total Beds

Total Baths

Total Beds and Total Baths values are calculated based on input in the units section.  
Values will update once the listing has been submitted or saved as incomplete.

Use "More" to enter an additional Unit

## Features

## Amenities

- ☐ 1st Fl Master Bedroom  
☐ 1st Floor Bedrm  
☐ Above Ground Pool  
☐ ADA Access  
☐ ADA Inside  
☐ Additional Land  
☐ Balcony  
☐ Basketball Court  
☐ Beach  
☐ Cathedral/Vaulted/High Ceiling  
☐ Close to Bus  
☐ Close to Park  
☐ Close to Railroad  
☐ Close to School  
☐ Close to Shops  
☐ Clubhouse  
☐ Community Pool  
☐ Community Spa  
☐ Community Tennis Courts  
☐ Cottage  
☐ Cul-De-Sac  
☐ Deck  
☐ Dock/Mooring  
☐ Eat in Kitchen  
☐ Elevator  
☐ Energy Star Doors  
☐ Energy Star Skylight(s)  
☐ Energy Star Windows  
☐ Exercise Room  
☐ Fenced  
☐ Formal Dining Room  
☐ Foyer  
☐ Gated Community  
☐ Golf Course  
☐ Granite Countertops  
☐ Greenhouse  
☐ Guest Quarters  
☐ Hardwood Floors As Seen  
☐ Heated Parking  
☐ High Speed Internet  
☐ Horse Property  
☐ In Ground Pool  
☐ Kitchen In Clubhouse  
☐ Lake Association

- ☐ Lake Rights  
☐ Lake/Pond/Stream  
☐ Lakefront  
☐ Legal Accessory Apartment  
☐ Marble Countertops  
☐ Master Bath  
☐ Out Building  
☐ Pantry  
☐ Patio  
☐ Porch  
☐ Powder Room  
☐ Privacy  
☐ Riding Ring  
☐ River  
☐ Sauna/Steam Room  
☐ Scenic View  
☐ Security System  
☐ Sky Light  
☐ Sprinkler Fire Sys  
☐ Sprinkler Lawn Sys  
☐ Stable/Paddock  
☐ Storage  
☐ Tennis  
☐ Tot Lot  
☐ Trash Collection  
☐ Triple Thermo Windows  
☐ View  
☐ Walk In Closet  
☐ Walk Out Basement  
☐ Wall To Wall Carpet  
☐ Water Access  
☐ Water View  
☐ Waterfront  
☐ Wetbar  
☐ Wood Burning Stove  
☐ Workshop

## Number Of Units Total

## Type Of Unit

- ☐ Duplex  
☐ Flats  
☐ Row Dwelling  
☐ See Remarks  
☐ Triplex

## Building Features

- ☐ Above Ground Pool  
☐ Cable  
☐ Common Laundry  
☐ Existing Screens  
☐ Existing Storms  
☐ Existing Thermal Windows  
☐ Fire Escape  
☐ Fireplace  
☐ Handicapped  
☐ Hardwood Floors Exist  
☐ In Ground Pool  
☐ Master Bath  
☐ Security System  
☐ Solar Panels Leased  
☐ Solar Panels Owned  
☐ Water Conditioner Owned  
☐ Water Conditioner Rented

## Number of Parking Spaces

## 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

Status

AGENT

GENERAL

UNITS

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

## 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

## Gas Available

## Number of Heat Units

## Number of Gas Meters

## Number of Electric Meters

Status

AGENT

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UTILITIES

REMARKS

## Remarks

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

Characters Remaining: 1000

**Public Remarks** May NOT contain agent or office information, NO URL's or websites, No OPEN HOUSE info.

Characters Remaining: 1000

## Directions

Characters Remaining: 325

**Unbranded Virtual Tour:** Must be UNBRANDED. Agent or office branding is not permitted.**Branded Virtual Tour:** These tours go ONLY to syndicated sites and may include agent/office branding.