

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- Withdrawal Form (Required if you are changing a listing status to *Withdrawn*)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

Residential Rentals ONLY. Commercial Rentals are to be entered into COMMERCIAL property type.

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

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

Yes

Show Address

Yes

Publish to Realtor.com

Yes

Publish to LoHud.com

Yes

Show AVM on VOW

No

Show Comments VOW

No

Listing & 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.

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



Style

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

- ☐ 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



Type of Dwelling

- ☐ Apartment
- ☐ Co-op
- ☐ Condo
- ☐ Seasonal
- ☐ See Remarks/Other
- ☐ Single Family
- ☐ Townhouse



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



Storage

- ☐ Attic
- ☐ Basement
- ☐ Garage
- ☐ See Remarks
- ☐ Storage Bin
- ☐ Store Room



General Cont'd

Financial Information

LandLord Pays

- ☐ All Utilities
- ☐ Association Fee
- ☐ Electric
- ☐ Garbage/Trash Collection
- ☐ Gas Cooking
- ☐ Heat
- ☐ Hot Water
- ☐ Lawn Maintenance
- ☐ No Utilities
- ☐ Recycling
- ☐ See Remarks
- ☐ Sewer
- ☐ Snow Removal
- ☐ Water

Monthly HOA

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

Pets

Furnished

Security Deposits

NYS law limits security deposit to a maximum of 1 month's Rent

Short Term

- ☐ No
- ☐ Seasonal
- ☐ Yes

Lease Term

- ☐ 1-6 Months
- ☐ 12 Months
- ☐ 6-12 Month
- ☐ Over 12 Months
- ☐ Monthly
- ☐ Weekly
- ☐ Sublease
- ☐ Renewal Option
- ☐ Flexible
- ☐ June
- ☐ July
- ☐ July-August
- ☐ Memorial-Labor
- ☐ August-Labor Day
- ☐ Off Season
- ☐ Other

Lease Conditions

- ☐ Board Approval Required
- ☐ Purchase Option
- ☐ Security Deposit
- ☐ See Remarks

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

RentSpree Online Tenant Screening Y/N

- RentSpree will email you an application link to share with potential tenants.
- You will receive a comprehensive application package with credit reports and background checks.
- Renters pay a \$20 application fee. There is **zero cost** to you to use these services.
- Learn more about [local regulations](#).
- Visit <https://www.rentspree.com/partner/onekey> for more details.

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	More

Use "More" to enter an additional Unit

Features

Amenities

- ☐ 1st Fl Master Bedroom ?
- ☐ 1st Floor Bedrm
- ☐ 1st Floor Full Bath
- ☐ Above Ground Pool
- ☐ ADA Access
- ☐ ADA Inside
- ☐ Additional Land
- ☐ Balcony
- ☐ Beach
- ☐ Cathedral/Vaulted/High Ceiling
- ☐ Close to Bus
- ☐ Close to Park
- ☐ Close to Railroad
- ☐ Close to School
- ☐ Close to Shops
- ☐ Clubhouse
- ☐ Cul-De-Sac
- ☐ Deck
- ☐ Dock/Mooring
- ☐ Eat in Kitchen
- ☐ Electric Vehicle Charging
- ☐ Elevator
- ☐ Exercise Room
- ☐ Fenced
- ☐ Fenced Yard
- ☐ Fencing
- ☐ 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
- ☐ Lake Association
- ☐ Lake Views
- ☐ Lake/Pond/Stream
- ☐ Lakefront
- ☐ Laundry Room/Common
- ☐ Legal Accessory Apartment
- ☐ Marble Countertops
- ☐ Master Bath
- ☐ Motor Boats Allowed
- ☐ Mountain Views
- ☐ Near Public Transportation
- ☐ Out Building
- ☐ Pantry
- ☐ Patio
- ☐ Pool Indoor
- ☐ Pool Outdoor
- ☐ Porch
- ☐ Powder Room
- ☐ Privacy
- ☐ Private Laundry

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

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

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Quartz/Quartzite Counter Tops | <input type="checkbox"/> Solar Panels Leased | <input type="checkbox"/> Stained Glass Window |
| <input type="checkbox"/> Riding Ring | <input type="checkbox"/> Solar Panels Owned | <input type="checkbox"/> Storm Windows |
| <input type="checkbox"/> River | <input type="checkbox"/> Speakers Indoor | <input type="checkbox"/> TV Dish |
| <input type="checkbox"/> River Views | <input type="checkbox"/> Speakers Outdoor | <input type="checkbox"/> Video Cameras |
| <input type="checkbox"/> Sauna/Steam Room | <input type="checkbox"/> Stained Glass Window | <input type="checkbox"/> Wall To Wall Carpet |
| <input type="checkbox"/> Scenic View | <input type="checkbox"/> Storm Windows | <input type="checkbox"/> Washer |
| <input type="checkbox"/> Security System | <input type="checkbox"/> TV Dish | <input type="checkbox"/> Water Conditioner |
| <input type="checkbox"/> Sky Light | <input type="checkbox"/> Video Cameras | <input type="checkbox"/> Water Softner |
| <input type="checkbox"/> Sprinkler Fire Sys | <input type="checkbox"/> Wall Oven | <input type="checkbox"/> Whole House Ent. Syst |
| <input type="checkbox"/> Sprinkler Lawn Sys | <input type="checkbox"/> Wall to Wall Carpet | <input type="checkbox"/> Wine Cooler |
| <input type="checkbox"/> Stable/Paddock | <input type="checkbox"/> Washer | <input type="checkbox"/> Wood Stove |
| <input type="checkbox"/> Steam Room | <input type="checkbox"/> Water Conditioner Owned | |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Water Conditioner Rented | |
| <input type="checkbox"/> Tennis | <input type="checkbox"/> Whirlpool Tub | |
| <input type="checkbox"/> View | <input type="checkbox"/> Whole House Ent. Syst | |
| <input type="checkbox"/> Walk In Closet | <input type="checkbox"/> Wine Cooler | |
| <input type="checkbox"/> Walk Out Basement | <input type="checkbox"/> Woodburning Stove | |
| <input type="checkbox"/> Wall To Wall Carpet | | |
| <input type="checkbox"/> Water Access | | |
| <input type="checkbox"/> Water View | | |
| <input type="checkbox"/> Waterfront | | |
| <input type="checkbox"/> Wetbar | | |
| <input type="checkbox"/> Wood Burning Stove | | |
| <input type="checkbox"/> Workshop | | |

Utilities

Heat <input type="checkbox"/> Base Board <input type="checkbox"/> Energy Star Unit(s) <input type="checkbox"/> Forced Air <input type="checkbox"/> Geothermal <input type="checkbox"/> Gravity Hot Air <input type="checkbox"/> Heat Pump Air <input type="checkbox"/> Heat Recovery System <input type="checkbox"/> Hot Water <input type="checkbox"/> Hydro Air <input type="checkbox"/> None <input type="checkbox"/> Passive Solar <input type="checkbox"/> Radiant <input type="checkbox"/> Radiator <input type="checkbox"/> See Remarks <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Steam	Fuel <input type="checkbox"/> Coal <input type="checkbox"/> Electric <input type="checkbox"/> Kerosene <input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil Above Ground <input type="checkbox"/> Oil Below Ground <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Propane <input type="checkbox"/> Solar <input type="checkbox"/> Wood	Air Conditioning <input type="checkbox"/> Air Purification System <input type="checkbox"/> Central <input type="checkbox"/> Ductless <input type="checkbox"/> Ductwork <input type="checkbox"/> Energy Star Unit(s) <input type="checkbox"/> Geothermal <input type="checkbox"/> High Pressure System <input type="checkbox"/> None <input type="checkbox"/> SEER Rating 12+ <input type="checkbox"/> Wall Units <input type="checkbox"/> Window Units <input type="checkbox"/> Individual	Hot Water <input type="checkbox"/> Electric Stand Alone <input type="checkbox"/> Fuel Oil Stand Alone <input type="checkbox"/> Gas Stand Alone <input type="checkbox"/> Indirect Tank <input type="checkbox"/> None <input type="checkbox"/> On Demand <input type="checkbox"/> See Remarks <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Tank Less Coil
Sewer <input type="checkbox"/> Cesspool <input type="checkbox"/> Community <input type="checkbox"/> Municipal <input type="checkbox"/> None <input type="checkbox"/> Others/See Remarks <input type="checkbox"/> Septic <input type="checkbox"/> Septic Above Ground <input type="checkbox"/> Sewer	Water <input type="checkbox"/> Community <input type="checkbox"/> Drilled Well <input type="checkbox"/> Dug Well <input type="checkbox"/> Municipal <input type="checkbox"/> None <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Private <input type="checkbox"/> Shared <input type="checkbox"/> Spring	Garbage <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Private <input type="checkbox"/> Public	Heating Zones <input type="text"/> Electric Company <input type="text"/>

Remarks

Agent Only Remarks



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.