KANKAKEE – IROQUOIS - FORD
POLICY FOR ENTERING & MAINTAINING LISTINGS IN PROMATCH

Street Name – For numerical street names, use numeric rather than number spelled out (1st, 2nd, etc)

City – If not listed in pick list, use "other" and include city name in "Remarks" and "Directions"

Det Single Fam – Yes = stands alone; No = attached to another dwelling (example: townhouse, patio home)

Grid – Carefully consult Grid map to be sure to have the correct Grid Number. This is important for agents to find all available properties when searching by Grid (Grid maps available in ProMatch and KCAR web site)

Parcel No – Be sure to enter "-" (dash) or spaces within the number – Accuracy important as this is used to pull history of a property in ProMatch

Lot Size – If not enough space, insert "See Remarks" and include dimensions there. Do not use "*Irregular*"

Compensation – Percentage or dollar amount to be paid to cooperating Broker

Exclusive Agency – vs Exclusive Right to Sell – Exclusive agency authorizes the listing broker, as exclusive agent, to offer cooperation and compensation on blanket unilateral basis, but also reserves to the seller the general right to sell the property on an unlimited or restrictive basis (Allows the Seller the right to sell the property themselves without paying a commission). Exclusive Right to Sell authorizes the listing broker to cooperate with and to compensate other brokers.

Variable Rate Commission – A commission that will change with circumstances – example: Seller will pay less commission if property is sold by the listing agent.

Exceptions – At time of listing the Seller requests a certain buyer be excluded from the listing agreement if they decide to buy.

Tax Year – Be sure to use current tax info – when new tax year information is available, should be entered within 30 days.

Square Footage Approx – A regular finished basement *may not* be counted in total sq footage. Any sq ft in a basement or partially finished walk-out may be described in "Remarks". You may include lower level of tri-level and bi-level residence. If there is a basement below those levels, it would not be counted. Sq footage of a *quality finished* walk-out ranch may be counted – a partially finished walk-out may not be counted.

Year Built – If researching does not provide a year built, call the Association Office for a special code. No use of "*999*" permitted. Also, use 4 digits to enter the year built (ex.1950)

Baths – No use of ¾ bath, must be half or whole. Note that bath with shower but no tub has a special place to indicate this, and is considered a whole bath.
Bedrooms – Basement bedrooms can not be counted in the "Bedrooms" count; however they can be listed on the page of room sizes. Cannot advertise as "3 bedroom home" if one is a basement bedroom.

Style – 1.5 vs 2-story homes: when measuring, the placement of the top of the windows on the 2nd floor will determine whether it is a 1.5 or 2-story home. Roof line is in the middle of the window, home is a 1.5 story. Also, when on 2nd floor, it is a 1-story if you can't stand up at the corners. *Note:* Style choices are different when "Det Single Fam" is "No"

List Office Instructions – Seen only by listing office for specific instructions to set appointments.

Gen Showing Instructions – Seen by all offices to inform them how to make appointments to show the property. Space also used to show any co-listing agents and name & office of non-MLS listings (Reciprocals with other Boards). Do NOT include "vacant" info here – use Private Remarks.

Owner – Must show owner's name (last name is ok). No "***owner of record***" unless form signed by seller requesting name not appear in MLS and *filed with Association Office*.

Pub Remarks – Additional information and details of the property. No agent or office names or phone numbers to appear here. Do NOT include "**vacant**" here – can be entered in Private Remarks. Include "**foreclosure**" and "**Home Warranty**" here for easy searching.

Private Remarks – Information for agents to see on computer screen only – does not print out on a "Listing Report" nor any place else. Can include "Vacant" here to inform agents.

Directions – Please include specific, detailed instructions to find the property. No agent or office names. If property located in city that is not on "pick list", please indicate the city name here.

Room Dimensions - This is a **required field** - No residential listing is complete without Room Dimensions. Fine can be issued three days after a warning is given. Follow-up fines can also be issued if not completed in timely manner. *Exception:* If listing is "Closed out of Service" (ex. FSBO that you sold, etc) room sizes can be left blank if "Public Remarks" is noted "Closed out of service".

Photos – Photos are **required** for all property types except "Lots/Land" and must be in ProMatch 7 days after the listing. It can be entered by the agent, submitted to the Association Office, or the Association photographer can be scheduled for an $8 or $15 fee, depending on property location. Fine can be issued three days after a warning is given plus Association photographer can be sent to take photo for additional fee.

Tour – Realtor Walk-thru's are held on Wednesday, alternating between NORTH side of Court St/Rte 17 and SOUTH of same. The only exception is "Limestone" and "Momence" which are included with SOUTH. Notice of tours can be faxed or phoned to the Assn Office by Tuesday afternoon to be entered into ProMatch, or agents can enter information themselves.

Quick Edit

1. If listing expires before it closes (sold), extend the "expiration date", then

change status back to pending or enter sold information.

2. If an expired listing is being extended, after changing the date be sure to go to "status" and change from "expired" to "active" (this does not happen automatically)

3. Status Definition:

   Active – No Show – Temporarily unavailable for showing, still under listing agreement contract. **Must submit "Status Change Form"** to Association Office with seller signature **and include in "Showing Instructions**" when will be available to show. Note: will automatically change to "Withdrawn" after 7 days. Assoc Office must be notified to change back to "active"

   Withdrawn – No showings – but still listed (still under contract)

   Released - Broker has released Seller from Listing Contract

   Pending – No Show – Has offer, no more showings – Not active

   Pending – Show and Pending w/kickout – Has offer but continuing to show for back-up – Remains "active" in "Active All" search and Realtor.com. **When the sales contract conditions have been met** and a closing date set, **should be changed to "Pending – No Show"**

Notes

1) If saving a new listing as a partial to finish later, must fill in "pink background" fields. Can access later under Edit Listing - Unassigned

2) To request a property be listed in more than one property type, send a request to the MLS Committee at the Association Office stating the reason for the request for multiple property types along with a copy of the listing print out. The MLS Committee will determine if request is approved or denied.

3) To choose more than one item when entering multi-pick fields, make selections with mouse (they will be numbered as chosen). Be sure to save selections in the pick box before moving on. Deselect unwanted items the same way. Clear single-pick fields by clicking on the empty space at the top of the choices.

4) Mobile Home – If the mobile home is on owned property, enter the lot size and parcel number for the property. Mobile homes on owned real estate must still be entered in this property type.

ProMatch Dashboard – The Dashboard is loaded by clicking on the Dashboard graphic located on the top left-hand side of the screen. Once you click on the graphic a new screen will appear – the Dashboard screen. Click on Menu button – choose which PODS you want to display. "Save Preferences" will load the selected PODS on your dashboard. Load only the ones you want to use. You can add or delete PODS from your Dashboard at any time by selecting/deselecting on the Menu and saving. Your chosen PODS will display every time you click on "Dashboard".

Agent Information – Agents may change/add their contact information (phone numbers, e-mail, etc). ***If changing e-mail or web page addresses*** *be sure to notify the Association Office*, as changes need to be forwarded for the Association Web Page. You can also enter your agent photo

Prospecting (by Tina Deatherage) – Set up and & use the new "Auto Bot" prospecting email capabilities. (This allows the system to automatically send emails to your saved "prospect" clients, whenever a new listing comes onto the market that matches their criteria)

1. Do a property search by entering the clients desired criteria and then click "Search".
2. After the search results appear on screen, click the "Save" tab (top/right of screen)
3. Input the Search/Clients name
4. In the "search type" line, you must click on the arrow, then click "PROSPECT"
5. Then click on the box below to "ENABLE Prospect Emailing"
6. Input the clients "Email Address" so the system can send the listings out. (Example: Tina@GetMuvn.com)
7. You can then enter the search descript/criteria, which will help you remember the Search specifics.
8. Finally.... You can type a message, which will be the message your clients receive every time they get a listing sent to them.
9. When all is done, **you must click the "SAVE"** tab!

To receive an email informing you of what has been sent, go to "Options" on tool bar, choose "Preference", then the "email" tab. Check "Send a Read Receipt" and/or "Send a Send Receipt" then "SAVE".

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