



FLAGLER COUNTY
ASSOCIATION OF REALTORS[®], INC.

MLS Listing Compliance

ANTITRUST OBLIGATION

Stellar MLS is a for profit corporation whose shareholders and members are engaged in similar businesses and Stellar MLS provides services to such shareholders and members.

Whenever such persons engaged in similar businesses gather or when corporations provide services to such similar businesses, there is a risk of antitrust liability or of the appearance of anti-competitive activity.

Stellar MLS has adopted strict policies to avoid any such liability or appearances.

Any departure from these policies could result in severe civil and criminal penalties to you as individuals, to your company and to your association/board and Stellar MLS.

Stellar MLS Required Classes



In Person or Live Stream

Within 60 days of joining Stellar MLS, ALL new customers must complete:

- **MLS Basic (3 hrs)**
 - Offered in-person or Live Stream
- **MLS Listing Compliance (2.5 hrs)**
 - Offered in-person or Live Stream (zoom)
 - ***Not the same as Code of Ethics***
 - *Comp Refresh Course is required every 2 years.*

Presented specifically for FCAR members!





Attendance

You must stay until the end of class and miss no more than 15 minutes total to meet attendance requirements.

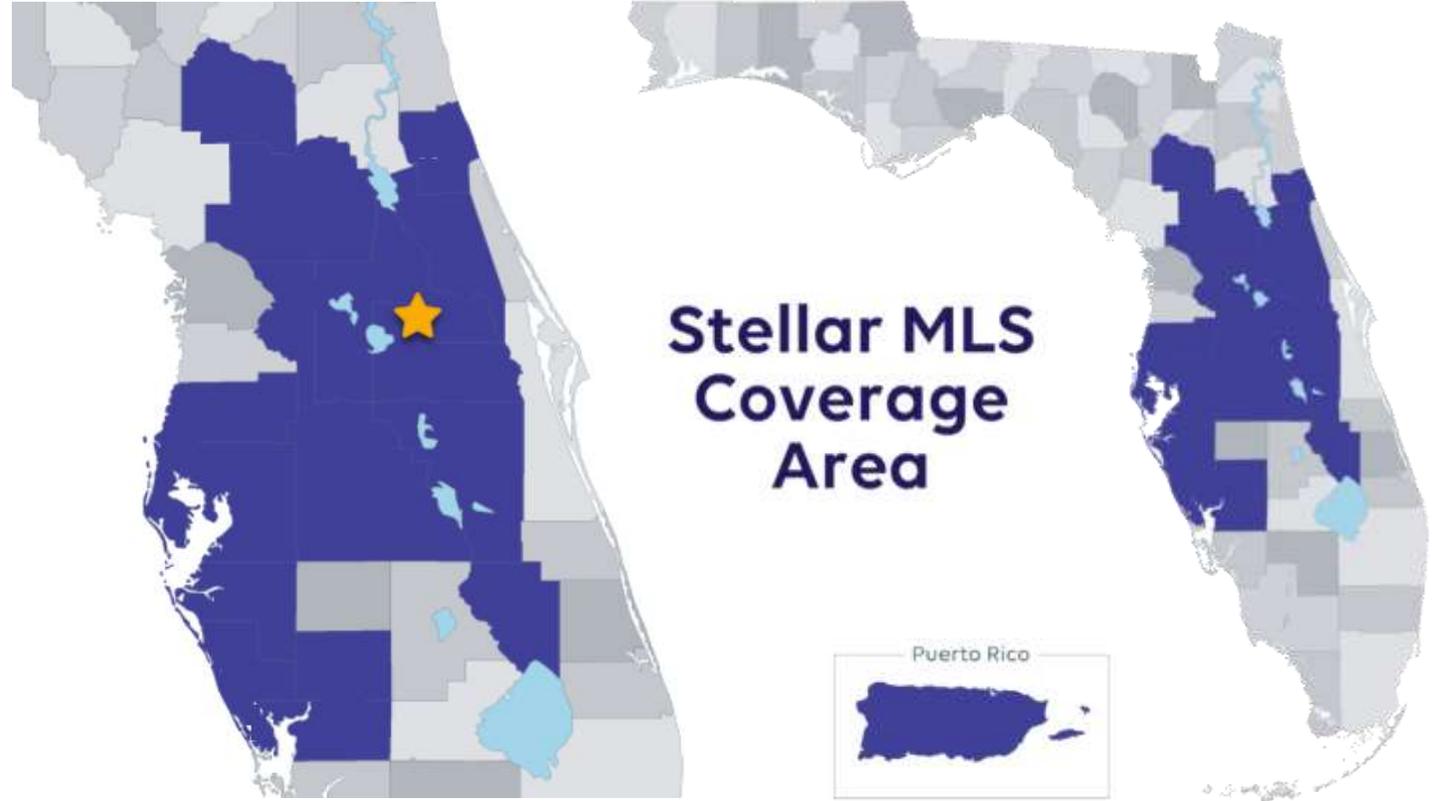
-
- ❖ Overview of the MLS and Framework for Rules and Regulations
 - ❖ Where to Find Rules and Regulations
 - ❖ Listings
 - ❖ Required Disclosures
 - ❖ Compensation and Cooperation
 - ❖ Photos and Virtual Tours
 - ❖ Listing Remarks
 - ❖ Status Changes
 - ❖ MLS Data
 - ❖ Top Violations

- ❖ Types of Listings
- ❖ Required Paperwork
- ❖ Key fields
- ❖ Adding photos and attachments
- ❖ Listing Remarks
- ❖ Listing Distribution
- ❖ Making changes to listings



Stellar MLS Headquarters

247 Maitland Ave. Ste. 2000,
Altamonte Springs, FL 32701



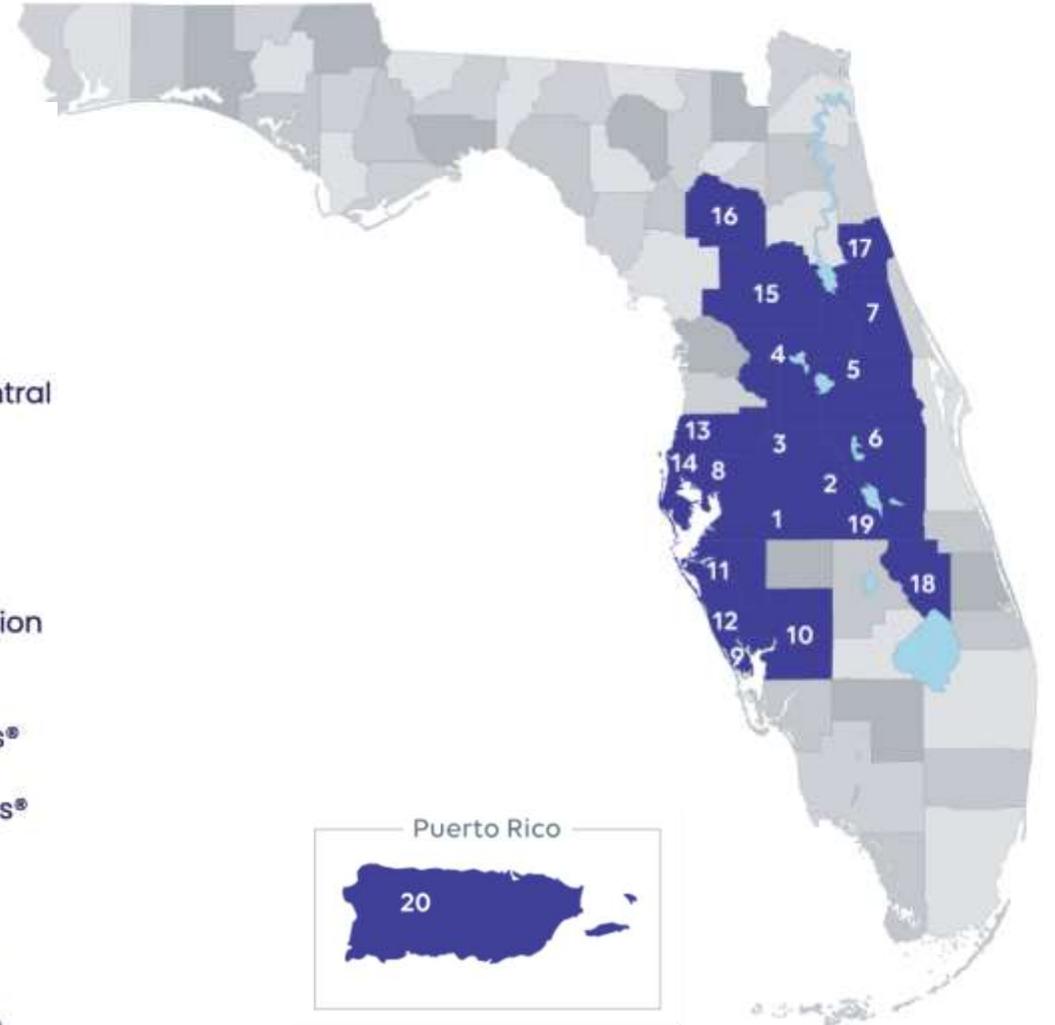
Stellar MLS Coverage Area

Shareholder Organizations

1. Bartow Board of REALTORS®, Inc.
2. East Polk County Association of REALTORS®
3. Lakeland REALTORS®
4. REALTORS® Association of Lake & Sumter Counties
5. Orlando Regional REALTOR® Association
6. Osceola County Association of REALTORS®
7. West Volusia Association of REALTORS®
8. Greater Tampa REALTORS®
9. Englewood Area Board of REALTORS®
10. REALTORS® of Punta Gorda-Port Charlotte-North Port-DeSoto, Inc.®
11. REALTOR® Association of Sarasota & Manatee
12. Venice Area Board of REALTORS®
13. West Pasco Board of REALTORS®
14. Pinellas REALTOR® Organization & Central Pasco REALTOR® Organization
15. Ocala Marion County Association of REALTORS®
16. Gainesville-Alachua County Association of Realtors®
17. Flagler County Association of Realtors®
18. Okeechobee County Board of Realtors®

Customer Organizations

19. Lake Wales Association of REALTORS®
20. Puerto Rico Association of REALTORS®



FCAR & Stellar Working Together



- Will remain fully intact as your REALTOR® Association
- Will serve as a Local Service Center for new brokers and agents joining the MLS
- Will continue to provide Association services (lockboxes, continuing education (CE credits), advocacy, etc.)
- Will no longer operate its own MLS
- Is a shareholder of Stellar MLS!



- Will operate all MLS services
- Will provide FCAR members access to the Matrix MLS system, 20+ other tools, and Florida's largest network of listings
- Will provide MLS Support, Data Integrity Services, and Training

StellarMLS.com/FCAR



✓ All Systems Operational 407-960-5300 [MLS Login](#)

 [Products](#) [Resources](#) [Data Delivery](#) [Education](#) [About](#) [Join](#) [News](#) [Q](#)



Flagler County Association of Realtors®

[Milestones](#) [Product Suite](#) [Coverage Area](#) [FAQ](#)



Working Together For Your Success!

Welcome to Stellar MLS!

Your Association and Stellar MLS are

A Message From the Stellar MLS CEO



"We could not be happier to welcome FCAR as our 17th Shareholder. Stellar MLS is grateful for the opportunity to serve as the preferred MLS for Flagler's real estate professionals. We look forward to a long-lasting partnership with the Flagler County Association of REALTORS® and its leadership. Stellar MLS is committed to delivering what today's brokers and agents want and need — unfettered access to reliable data in real-time across the state of Florida and everywhere. Partnering with FCAR supports our vision to serve all REALTORS® coast to coast."

 Chat

Why an MLS?

- ❖ Provides a framework for Data Integrity!
- ❖ Blanket Unilateral Offers of Compensation
- ❖ Nationally, in-house sales are under 25%



Cooperation fuels business!

Why Listing Compliance?

- ❖ Understanding the MLS Rules & Regulations ensure that we all have better data!
- ❖ Violations can be costly to your business and to the business of others.
- ❖ An overview of the listing entry process as it pertains to the MLS Rules and Regulations

MLS Subscription

- ❖ An MLS subscription is only for **one** user
- ❖ The MLS contains highly sensitive data
- ❖ Unlicensed assistants and Appraisers must have their own accounts, purchased through your local Realtor[®] Board

Password sharing is strictly prohibited, and fines can range from \$500 (first offense) to \$15,000 (multiple offenses)



MLS Rules & Regs

Rules & Regulations

Who Makes the Rules & Regulations?



- ❖ Several rules come directly from the National Association of Realtors® Handbook on Multiple Listing Policy
- ❖ Other rules are enacted by the Board of Directors of Stellar MLS
 - ❖ Recommendations from MLS Advisory Council (MAC)



DIRECTORS

MLS Rules & Regulations

- ❖ Ensures the spirit of cooperation
- ❖ Ensures that accurate data is shared in a timely manner
- ❖ The online version is easily searchable!

The screenshot shows the Stellar Rules and Regulations website. The header is dark blue with the text "Stellar Rules and Regulations" and a menu icon. Below the header is a sidebar with a list of articles under the heading "Stellar Rules and Regulations". The main content area has a white background with the title "Stellar Rules and Regulations" and a sub-header "Created by Stellar MLS IT, last modified on Jan 28, 2021". The Stellar MLS logo is prominently displayed. A green callout box contains a welcome message and a disclaimer. At the bottom, there is a search bar with the text "Search Rules & Regulations".

Stellar Rules and Regulations

Pages

Stellar Rules and Regulations

Created by Stellar MLS IT, last modified on Jan 28, 2021



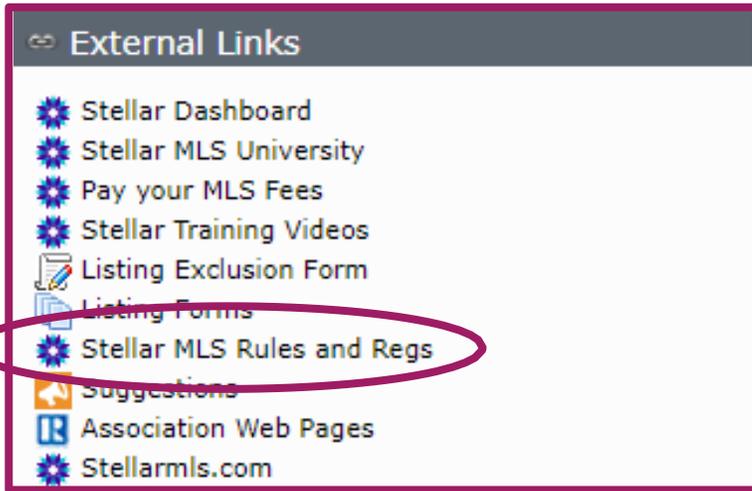
Welcome!
Any matter not specifically addressed in these Rules and Regulations shall be governed by the policies and procedures set forth by the National Association of REALTORS® as from time to time amended as well as the Policies and Procedures established by Stellar MLS.

Search Rules & Regulations

- Stellar Rules and Regulations
 - Appendix
 - Article 1 - Name and Objective
 - Article 2 - Membership Qualifications
 - Article 3 - Orientation and Training
 - Article 4 - Rules and Regulations
 - Article 5 - Listing Procedures
 - Article 6 - Selling Procedures
 - Article 7 - Refusal to Sell
 - Article 8 - Prohibitions
 - Article 9 - Compensation
 - Article 10 - Fees and Service Charges
 - Article 11 - Compliance With Rules
 - Article 12 - Enforcement of Rules or Di...
 - Article 13 - Confidentiality of Stellar M...
 - Article 14 - Ownership of the Stellar M...
 - Article 15 - Use of Stellar MLS Informa...
 - Article 16 - Reproduction Use of Copy...
 - Article 17 - Arbitration of Disputes
 - Article 18 - Standards of Conduct for S...
 - Article 19 - Stellar MLS IDX Rules and ...
 - Article 20 - Virtual Office Website Rule

Where do you find the Rules & Regs?

Matrix



External Links

- Stellar Dashboard
- Stellar MLS University
- Pay your MLS Fees
- Stellar Training Videos
- Listing Exclusion Form
- Listing Forms
- Stellar MLS Rules and Regs**
- Suggestions
- Association Web Pages
- Stellarmls.com

StellarMLS.com -> Resources tab



StellarMLS

Products Resources Data Delivery Stellar University

- New Here?
- Broker Resources
- Document Library
- Market Stats
- Rules & Regulations**
- Manage My Listings
- Billing FAQs

Stellar Central —> Products and Services



MLS Rules & Regs

Stellar University



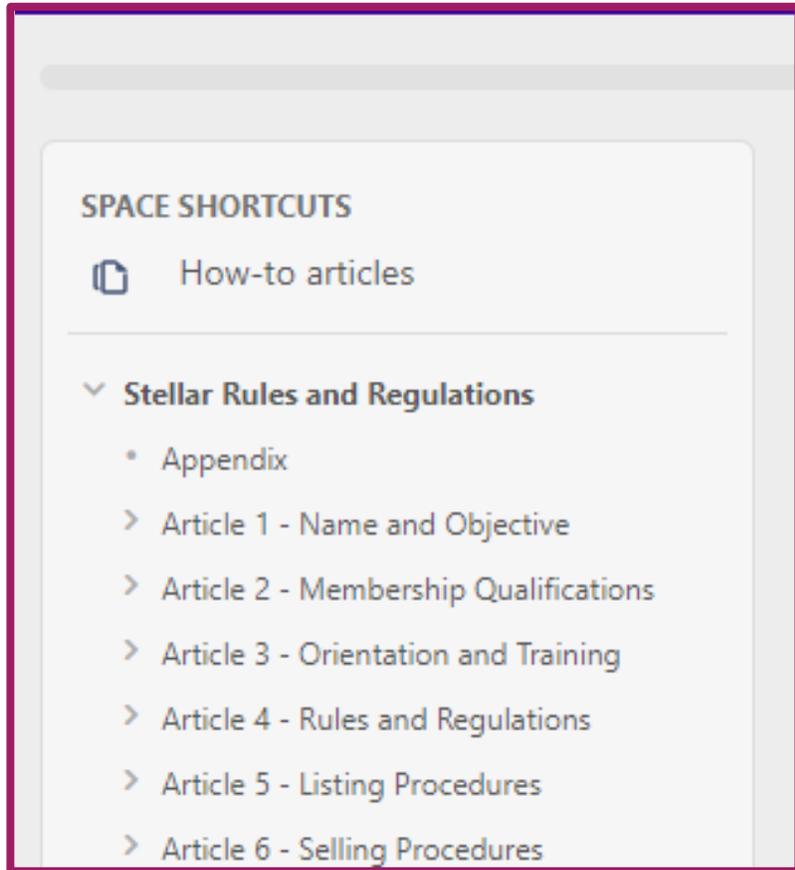
StellarMLS | University —> **Rules & Regs**

View a comprehensive list of our MLS Rules and Regulations

[Learn More](#)

Searching the Rules & Regulations

By Article



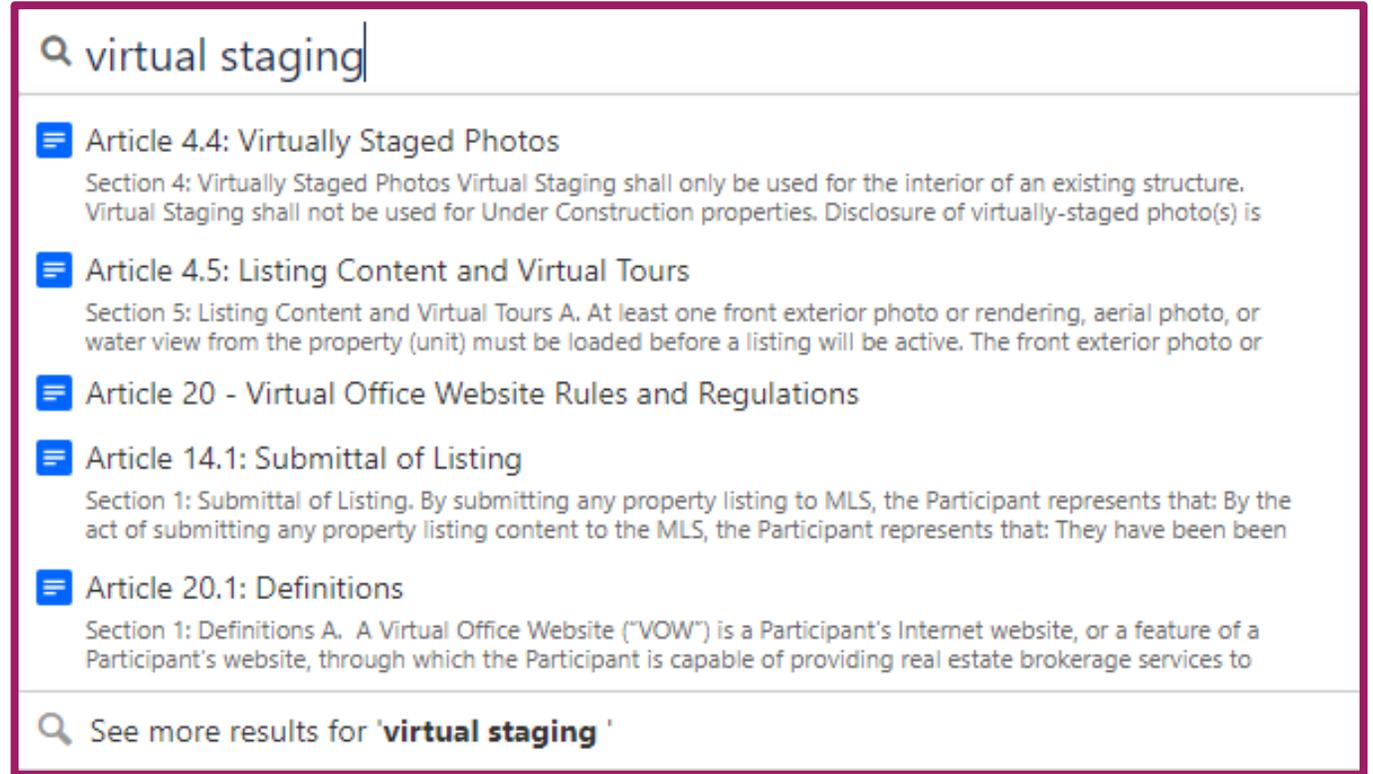
SPACE SHORTCUTS

 How-to articles

▼ **Stellar Rules and Regulations**

- Appendix
- > Article 1 - Name and Objective
- > Article 2 - Membership Qualifications
- > Article 3 - Orientation and Training
- > Article 4 - Rules and Regulations
- > Article 5 - Listing Procedures
- > Article 6 - Selling Procedures

By Keyword / Topic



🔍 virtual staging

-  **Article 4.4: Virtually Staged Photos**
Section 4: Virtually Staged Photos Virtual Staging shall only be used for the interior of an existing structure. Virtual Staging shall not be used for Under Construction properties. Disclosure of virtually-staged photo(s) is
-  **Article 4.5: Listing Content and Virtual Tours**
Section 5: Listing Content and Virtual Tours A. At least one front exterior photo or rendering, aerial photo, or water view from the property (unit) must be loaded before a listing will be active. The front exterior photo or
-  **Article 20 - Virtual Office Website Rules and Regulations**
-  **Article 14.1: Submittal of Listing**
Section 1: Submittal of Listing. By submitting any property listing to MLS, the Participant represents that: By the act of submitting any property listing content to the MLS, the Participant represents that: They have been been
-  **Article 20.1: Definitions**
Section 1: Definitions A. A Virtual Office Website ("VOW") is a Participant's Internet website, or a feature of a Participant's website, through which the Participant is capable of providing real estate brokerage services to

🔍 See more results for 'virtual staging'

MLS Listing Types

The MLS Accepts

Exclusive Right to Sell Listings

Exclusive Agency Listings

Exclusive Listings with Exceptions**

The MLS Does Not Accept

~~Net Listings~~

~~Open Listings~~

Mandatory Listing Types



- ❖ **Single Family homes for sale or exchange**
- ❖ **Vacant lots or acreage for sale or exchange**
- ❖ **Two-family, three-family, and four-family residential buildings for sale or exchange**



- ❖ **Single family homes for sale or exchange;**
- ❖ **Condominiums, Co-ops and townhouses for sale or exchange**
- ❖ **Vacant residential lots or parcels for sale or exchange**
- ❖ **Mobile homes with land for sale or exchange**
- ❖ **Duplexes, triplexes or quadruplexes for sale or exchange**

Limited-Service Listings

- ❖ **Broker performs a la carte functions for set fee**
- ❖ **Specific wording in Listing Agreement (Not a FSBO)**
- ❖ **Cooperating broker may be instructed to work directly with seller**
- ❖ **Still makes offer of compensation**
- ❖ **Listing agent fully responsible for maintaining listing in MLS**

Submission of Listings



Mandatory listing types must be submitted within 2 business days.....

Within one (1) business day of marketing a property to the public.



Mandatory listing types must be submitted to Stellar MLS within 5 business days.....

Date Owner(s) Sign Agreement
Or
Effective Date of Listing Agreement
Or

Within one (1) Business day of Public Marketing



What counts as public marketing?

Policy 8.0, Clear Cooperation, states that a property must be listed in the MLS within one business day of marketing a property to the public. Public marketing includes, but is not limited to:



Flyers displayed in windows



Yard signs



Digital marketing on public facing websites



Brokerage website displays (including IDX and VOW)



Digital communications marketing (email blasts)



Multi-brokerage listing sharing networks

Exempt Listings



- ❖ Office Exclusive



- ❖ Temporary Exclusion Form
- ❖ Office Exclusive – No Entry into the MLS Form

Exempt Forms are not required to be submitted

Exempt forms should be submitted within 5 business days
ANY public marketing triggers the one-business day rule to enter the listing into the MLS.

Navica - Exempt Listings



Flagler County Multiple Listing Service

FCMLS Listing Exemption Authorization

This is an acknowledgement ("Acknowledgement") dated _____ regarding the listing of the property known _____ ("Property"), hereinafter _____ is referred to as "Owner" and _____ is referred to as "Broker".

1. Flagler County Multiple Listing Service (FCMLS): FCMLS maintains a multiple listings service for the benefit of its participants and subscribers who agree to abide by its MLS Rules and Regulations. Listing information submitted to the MLS describes the property, price and other terms and conditions under which a seller's property is offered for sale, including but not limited to the listing broker's offer of compensation to other brokers. These listings are available to all FCMLS participants and subscribers and their potential buyers through its subscription website as well as to the general public through its public website and (if permitted by seller) third party real estate websites that receive MLS data from FCMLS. Such listing information may be submitted as a reciprocal listing to other MLS's or accessed by real estate practitioners who belong to other MLS's that have a reciprocal agreement with FCMLS.

2. Mandatory Submission to MLS: FCMLS requires brokers participating in the service to submit all exclusive right to sell and exclusive agency listings for real property to the MLS within two(2) business days of the effective date or within one (1) business day after the real estate broker advertises the real property to the general public through any website, flyers, yard signs, digital marketing on social media sites or any other applications available to the general public. If owner declines to permit the listing to be disseminated via the MLS, and the property will not be advertised to the public through any website or utilizes any publicly accessible print advertisement, including for sale signs a listing exemption form shall be signed by Owner indicating the Owner does not desire the listing to be immediately filed with the MLS and the listing exemption form shall be filled with the MLS upon request.

3. REALTOR® Code of Ethics: As a member of the National Association of REALTORS® (NAR), all FCMLS participants and Subscribers agree to abide by NAR's code of ethics and cooperation with all brokers in making

Stellar - Exempt Listings



OWNER(S) AUTHORIZATION TO TEMPORARILY EXCLUDE LISTING FROM THE MLS

Property Address: _____

Listing Agreement Beginning Date: _____ Listing Expiration Date: _____

Listing Brokerage Name: _____

Date to be entered into Stellar MLS (mm/dd/yy): _____

The purpose of a multiple listing service (MLS) is the orderly correlation and dissemination of listing information, including properties for sale to allow cooperation among MLS brokers and their agents to better serve the buying and selling public. Properties must be entered into the MLS within 5 business days of signature on the Listing Agreement. It is understood that five days may not be sufficient to ready a property for the market and MLS Rules provide an exception with written instructions by the property owners. Use of this form will provide notice to the MLS if the listing will be excluded from the MLS beyond the allowed five days. **Note: Submission of this form is required within 5 business days of the dated signature of the owner(s) of record or the listing effective date on the Listing Agreement if not entered immediately into the MLS.**

Initials and signatures of all owners and signatures of both the listing broker/office manager and agent are required for validation – no changes or strike-throughs to this form will be accepted.

Owner Initials

As Owner(s), I/We understand that any public marketing of this property will trigger the MLS Rules and Regulations requirement that the property be entered into the MLS within one business day for cooperation with other MLS Brokerages. *Note: Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, all social media platforms public or private, brokerage website displays (including IDX and VOW), digital communications marketing (email or text blasts, or automated voice calls / messaging), multi-brokerage listing sharing networks, and applications available to the general public.*

Signatures below and initials above affirm the owner(s) instructions to withhold this property from publication in the MLS until the date noted. Owners acknowledge that if an offer is accepted during the temporary exclusion period, the property must be entered into the MLS in accordance with MLS Rules and Regulations.

Note: This Listing Exclusion may be withdrawn by the listing office at any time and placed in the MLS upon Owner's authorization.

Owner Name (Print) Owner Signature Date

Owner Name (Print) Owner Signature Date

By signing below, Broker/Office Manager and Agent affirm that this form has been fully reviewed with the Owners and acknowledge that the Form must be filed in accordance with Stellar MLS Rules and Regulations.

Note: both signatures required

Agent Name (Print) Agent Signature Agent MLS ID

Broker/Office Manager (Print) Broker/Office Manager Signature MLS Office ID

Exempt Listings: Article 5.11

- ❖ Temporary Exclusion Form
- ❖ Office Exclusive – No Entry into the MLS Form
- ❖ ANY public marketing triggers the one-business day rule to enter the listing into the MLS.

Was this listing on a temporary exclusion from the MLS prior to you entering it?

No ?

Finding Exclusion Forms

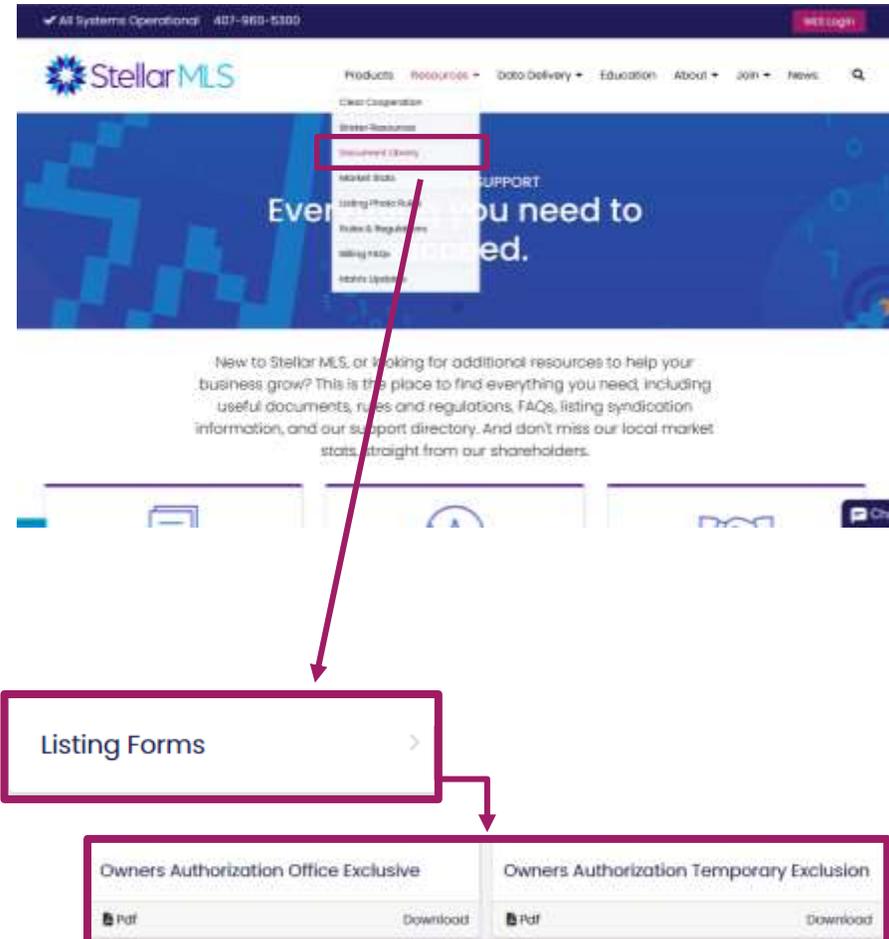
External Links in Matrix

External Links

- Stellar MLS University
- Pay your MLS Fees
- Stellar On-Demand Library
- Listing Exclusion Form**
- Listing Forms
- Stellar MLS Rules and Regs


PDF
Download the New Owner(s)
Exclusion Form

StellarMLS.com Document



The screenshot shows the StellarMLS.com website. A red box highlights the 'Document Library' link in the navigation menu. A red arrow points from this link to a 'Listing Forms' dropdown menu. Below this menu, two document options are shown: 'Owners Authorization Office Exclusive' and 'Owners Authorization Temporary Exclusion', each with a 'Download' button.

Form Simplicity and Transaction Desk



Transaction Desk



Form Simplicity

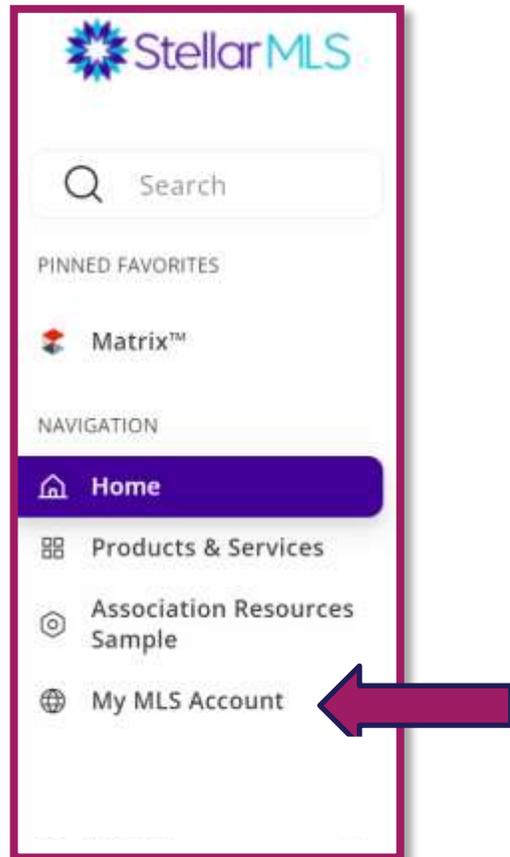


Owner's Authorization to Exclude Listing from the MLS

The Online Submission or Reporting Process

Log in to StellarMLS.com

From the Stellar Central Workspace, go to the “My MLS Account” or Under Quick Actions click on “Submit Owner(s) Exclusion”



Submit and Manage Exclusion Forms

You are currently logged in with MLS ID



Membership Info



My Profile



Class Sign Up



Class History



Manual Member



Manual Office



Owner(s) Exclusion



Report a Clear Cooperation Violation

Searching Exclusion Forms

You are currently logged in with MLS ID: 025800408

 Membership Info	 My Profile	 Class Sign Up	 Class History
 Manual Member	 Manual Office	 Owner(s) Exclusion	 Report a Clear Cooperation Violation

Executed Listing Agreement – 5 Business Days

Day 1

Day 2

Day 3

Day 4

Day 5

1. Put in the MLS

or

2. File a Temporary Exclusion

or

3. File an Office Exclusive Exclusion

What if...



1 Business Day to Enter



Listings

Listing Preparation Checklist

Are you ready to enter a Listing?

- Signed Executed Listing Agreement
- Signed Listing Data Entry Form
- Photos
- Attachments (disclosures, floor plans, surveys, etc.)
- Customize Showing Time Defaults

Listing Data Entry Form

[Listing Office](#) _____
[Listing Agent](#) _____
 Co-Listing Office _____
 Co-Listing Agent _____

MLS # _____
Flagler County MLS
NAVICA® MLS RESIDENTIAL FORM
©Copyright 2020 Systems Engineering, Inc.

= Single Select = Multiple Select
 = Mandatory = Non Mandatory **CM** = Conditional Mandatory

Property Type (choose one) ▼
 House [RH] Mobile Home [RF] Modular Home [RD] Manufactured Home [RM]
 Attached SFR-Res [RA] Developer Package [RP] Under Construction Residential [RU]

List Price (8) **List Date** (mm/dd/yyyy) **Expire Date** (mm/dd/yyyy) **Original List Price** (8) **Refer to MLS#** (15)

Auction Yes No **Auction Type** ▼ CM **Minimum Bid** (8) CM **Auction Date** (mm/dd/yyyy) CM

Street # (8) **Dir** E N NE NW S SE SW W **Street Name** ▼ **I-95 Sub Area** ▼ CM

City ▼ **State** ▼ **Zip Code** (10) **Tax ID** (24)

Under Construction Type ▼ CM **Area** ▼ **Flagler Beach Sub Area** ▼ CM

Subdivision ▼ **Neighborhood** ▼ **County** ▼ **Country** ▼

Zoning ▼ **Homestead** Yes No **Historic District** Yes No **Lot Dimensions** (20) **Property SqFt** (6) **Acreage** (6) **Waterfront Feet** (6)

Rear Exposure ▼ **Legal Description** (250)

Current Tax Amount (8) **Current Tax Year** (4) **Special Assessments** Yes No **HOA** Yes No **Condo/HOA Fee \$** (7) CM **HOA Payment** ▼ CM

CDD Yes No **CDD Fee** (7) CM **CDD Pmt Frequency** (10) CM **# Bedrooms** (2) **# Full Baths** (2) **# Partial Baths** (2) **Source SqFt** ▼ **Living SqFt** (5)

Year Built (4) **Model** (10) **Builder** (20) **55+ Community** Yes No **Owner's Name** (40)

HOA Name (50) CM **HOA Phone** (12) CM **Management Company Name** (20) CM **Management Company Phone** (12) CM

Property Leased Yes No **Lease Expiration Date** (mm/dd/yyyy) CM **Month to Month** Yes No **Rent Amount** (8) **Buyers Broker Comp %** (4)

Trans Broker Comp % (4) **Non Rep Fee %** (4) **Co-op \$ Amount** (6) **Dual/Variable** Yes No **Relationship** ▼ **Agent Interest** Yes No

Agency ▼ **Display on Internet** Yes No **Display Address** Yes No **Allow Comments** Yes No **Allow AVM** Yes No **Occupied** ▼



Listing Data Entry Form



RESIDENTIAL LISTING DATA ENTRY FORM

Indicates Multiple Choice Indicates Single Choice * Indicates Required Field

LISTING INFORMATION

Listing Contract Date

List Price*

Expiration Date*

Special Sale Provision*

- Auction Probate Listing
 Bank-Owned/REO
 Short Sale
 None
 Government Owned

Listing Type*

- Exclusive Agency Exclusive Right to Sell
 Exclusive Right with Exception Exclusion/Variable Commission

Listing Service Type*

- Full Service
 Limited Service

Representation

- Seller Represented
 Seller Not Represented

ADDRESS

Street Number*

Street Dir Pre

Street Name*

Street Type

Street Dir Post

Unit Number

No Unit #

City*

State*

Zip*

Zip + 4

County*

Country*

Development

Floors in Unit/Home*

- Multi/Split One
 Two Three or More

Floor Number

Total # of Floors

Building Name/Number

Building Elevator

- Yes No

SOUTHWEST

SW Subdv Condo Number

SW Subdv Community Name

SCHOOLS

Elementary School

Middle School

High School

AUCTION

Auction Type

- Absolute Reserve

Auction Property Access

- Yes No

Buyer's Premium

Auction Firm/Auction Website



Listing Data Entry Form

- ❖ Listing Data Entry form must be
 - completed prior to entering the listing and
 - signed by both the sellers and broker
- ❖ Forms for each listing classification.

External Links

- Stellar Dashboard
- Stellar MLS University
- Pay your MLS Fees
- Stellar Training Videos
- Listing Exclusion Form
- Listing Forms**
- Stellar MLS Rules and Regs
- Suggestions

StellarMLS

RESIDENTIAL LISTING DATA ENTRY FORM ■ Indicates Multiple Choice ● Indicates Single Choice * Indicates Required Field

LISTING INFORMATION

Listing Contract Date <input type="text"/>	List Price* <input type="text"/>	Expiration Date* <input type="text"/>	Special Sale Provision* <input type="checkbox"/> Auction <input type="checkbox"/> Probate Listing <input type="checkbox"/> Bank-Owned/REO <input type="checkbox"/> Short Sale <input type="checkbox"/> None <input type="checkbox"/> Government Owned
Listing Type* <input type="radio"/> Exclusive Agency <input type="radio"/> Exclusive Right with Exception	<input type="radio"/> Exclusive Right to Sell <input type="radio"/> Exclusion/Variable Commission	Listing Service Type* <input type="radio"/> Full Service <input type="radio"/> Limited Service	Representation <input type="radio"/> Seller Represented <input type="radio"/> Seller Not Represented

ADDRESS

Street Number* <input type="text"/>	Street Dir Pre <input type="text"/>	Street Name* <input type="text"/>	Street Type <input type="text"/>	Street Dir Post <input type="text"/>
---	---	---	--	--

Listing Status



NAVICA	MATRIX
Pending	
Temporary Off Market	
Withdrawn	Withdrawn Conditional
Withdrawn/Void	Canceled
Sold	
Expired	
Rented	Leased
Active Under Contract	Pending Back Up Requested
Deleted	

Listing Classifications



NAVICA	MATRIX
House	Residential
Land/Commercial Land	Vacant Land
Commercial	Commercial Sale
Multi-Family	Income (Duplex, Triplex, Quadruplex)
Residential Rental	Rental
Condominium/Attached SFR	Residential (Then choose Townhouse, ½ Duplex, Condominium, etc)
Commercial Lease	
Business Opportunity	



Listing Classifications

- ❖ Multi-family income generating property such as duplexes, triplexes, etc. go under “Income Property”, not “Residential”, when the entire property is for sale
- ❖ Residential vacant lots go under “Vacant Land”

NOTE: ½ Duplexes or Properties with tenants in place are entered as Residential (not income)

The screenshot shows a dropdown menu titled "Add New Listing" with a "Select Form" header. The menu lists the following options:

- Residential - Add/Edit Listing Fields
- Commercial Sale - Add/Edit Listing Fields
- Commercial Lease - Add/Edit Listing Fields
- Business Opportunity - Add/Edit Listing Fields
- Income - Add/Edit Listing Fields
- Vacant Land - Add/Edit Listing Fields
- Rental - Add/Edit Listing Fields
- Sold Data Entry Only (SDEO) - Residential
- Sold Data Entry Only (SDEO) - Commercial Sale
- Sold Data Entry Only (SDEO) - Commercial Lease
- Sold Data Entry Only (SDEO) - Business Opportunity
- Sold Data Entry Only (SDEO) - Income
- Sold Data Entry Only (SDEO) - Vacant Land
- Sold Data Entry Only (SDEO) - Rental

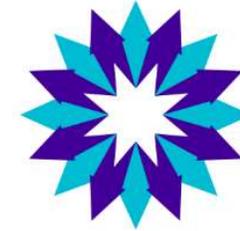
Residential - Listing Classifications



Property Type 

Exclude Selected

- House
- Mobile Home (prior 06/1976)
- Modular Home
- Manufactured Home (after 06/1976)
- Attached SFR-Res
- Developer Package
- Under Construction Residential



Property Style

- 1/2 Duplex
- Condo - Hotel
- Condominium
- Dock-Rackominium
- Farm
- Garage Condo
- Manufactured Home
- Mobile Home
- Single Family Residence
- Townhouse
- Villa

Residential

Florida statute 475 defines residential real estate as **four or fewer residential units**, vacant land zoned for four or fewer residential units, or agricultural property of ten or fewer acres. Properties with tenants in place are entered as Residential (not income)

Rental Listing Classifications



Property Type ▾

Exclude Selected

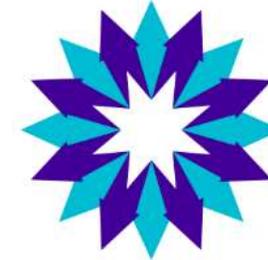
- House Rental
- Mobile Home Rental
- Condo Rental
- Attached SFR Rental
- Duplex Rental
- Apartment Rental
- Vacation Rental
- Other Rental



Property Style

- 1/2 Duplex
- Apartment
- Condo - Hotel
- Condominium
- Dock-Rackominium
- Farm
- Garage Condo
- Manufactured Home
- Mobile Home
- Single Family Residence
- Townhouse
- Villa

Income - Listing Classifications



Property Type 

Exclude Selected

- Duplex
- Multi Unit
- Under Construction Multi-Family



Property Style

- Duplex
- Five or More
- Quadruplex
- Triplex

Income

Multi-family income generating property such as duplexes, triplexes, etc. go under “Income Property”, not “Residential”

Vacant Land - Listing Classifications

Property Type 

Exclude Selected

- Lot
- Acreage
- Duplex/Multi Unit Lot
- Highway Frontage
- Mobile Home Lot
- Boat Slip
- Garage



Property Style

- Billboard Site
- Business
- Cattle
- Commercial
- Farm
- Fishery
- Horses
- Industrial
- Land Fill
- Livestock
- Mixed Use
- Mobile Home
- Nursery
- Orchard
- Other
- Pasture
- Poultry
- Ranch
- Residential
- Row Crops
- Sod Farm
- Subdivision
- Timber
- Trans/Cell Tower
- Tree Farm
- Unimproved Land
- Well Field



Commercial- Listing Classifications



Property Type ▾

Exclude Selected

- Commercial Sale
- Commercial Lease
- Under Construction Commercial



Property Style

- Agriculture
- Assembly Building
- Business
- Five or More
- Hotel/Motel
- Industrial
- Mixed Use
- Office
- Retail
- Unimproved Land
- Warehouse



Adding Listings / Listing Classification

Home : AddListing

Add Listing

Residential
Condominium/Attached SFR
Multi-Family
Land
Commercial
Residential Rental
Commercial Land

Add Listing as Sold/Closed

*Add Listing as Sold/Closed will require entering Selling Information and your listing will be submitted with a status of Sold/Closed.

Residential
Condominium/Attached SFR
Multi-Family
Land
Commercial
Residential Rental
Commercial Land

Add Listing From Tax

Residential
Condominium/Attached SFR
Multi-Family
Land
Commercial
Residential Rental
Commercial Land

Add New Listing

Select Form

- Residential - Add/Edit Listing Fields
- Commercial Sale - Add/Edit Listing Fields
- Commercial Lease - Add/Edit Listing Fields
- Business Opportunity - Add/Edit Listing Fields
- Income - Add/Edit Listing Fields
- Vacant Land - Add/Edit Listing Fields
- Rental - Add/Edit Listing Fields
- Sold Data Entry Only (SDEO) - Residential**
- Sold Data Entry Only (SDEO) - Commercial Sale**
- Sold Data Entry Only (SDEO) - Commercial Lease**
- Sold Data Entry Only (SDEO) - Business Opportunity**
- Sold Data Entry Only (SDEO) - Income**
- Sold Data Entry Only (SDEO) - Vacant Land**
- Sold Data Entry Only (SDEO) - Rental**

+ Add a New Cross Property Listing

Fill From Public Records | Fill From Realist Tax | Fill from Cross Property | Start with a blank Listing

Navica - Sold / Closed



Add Listing as Sold/Closed

* Add Listing as Sold/Closed will require entering Selling Information and your listing will be submitted with a status of Sold/Closed.

Residential

Condominium/Attached SFR

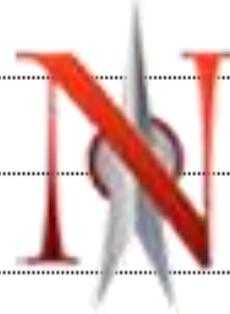
Multi-Family

Land

Commercial

Residential Rental

Commercial Land



Stellar - Sold Data Entry Only

- ❖ Agent facilitates the sale of a property not listed in Stellar MLS
- ❖ Separate listing input form
- ❖ Must contain at least one photo
- ❖ Must be entered within 30 days of closing

Add New Listing

Select Form

Residential - Add/Edit Listing Fields
Commercial Sale - Add/Edit Listing Fields
Commercial Lease - Add/Edit Listing Fields
Business Opportunity - Add/Edit Listing Fields
Income - Add/Edit Listing Fields
Vacant Land - Add/Edit Listing Fields
Rental - Add/Edit Listing Fields

Sold Data Entry Only (SDEO) - Residential
Sold Data Entry Only (SDEO) - Commercial Sale
Sold Data Entry Only (SDEO) - Commercial Lease
Sold Data Entry Only (SDEO) - Business Opportunity
Sold Data Entry Only (SDEO) - Income
Sold Data Entry Only (SDEO) - Vacant Land
Sold Data Entry Only (SDEO) - Rental



Vacant Land – Road Frontage



The road frontage of the property is an important factor in determining value of the property and its appropriateness for intended use.



Road Frontage

- | | | | | |
|--|---------------------------------------|--------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Business District | <input type="checkbox"/> City Street | <input type="checkbox"/> County Road | <input type="checkbox"/> Divided Highway | <input type="checkbox"/> Easement |
| <input type="checkbox"/> Highway | <input type="checkbox"/> Interchange | <input type="checkbox"/> Interstate | <input type="checkbox"/> Main Thoroughfare | <input type="checkbox"/> None |
| <input type="checkbox"/> Other | <input type="checkbox"/> Private Road | <input type="checkbox"/> State Road | <input type="checkbox"/> Turn Lanes | |

Modular Homes / Mobile Homes



A modular home (or prefabricated home) is built in a factory to about 80-90% completion and then trucked over to the building site.



A mobile home is a pre-fabricated structure, built in a factory on a permanent attached chassis before being transported to site.

Mobile Homes

- ❖ **Must be on seller-owned land or in a resident- owned / Co-op Mobile Home Park**
- ❖ **Otherwise, not allowed in MLS**
- ❖ **Check tax records for ownership details**

MH Make <input type="text"/>	MH Model <input type="text"/>	MH Width <input type="checkbox"/> Double Wide <input type="checkbox"/> Single Wide <input type="checkbox"/> Triple Wide
--	---	---

New Construction

Residential New Construction, must have:

- ✓ **Specific Lot**
- ✓ **Specific Structure**
- ✓ **Specific Price**

**Otherwise, the listing must be classified as
vacant land**

New Construction – Pre-Construction

Pre-Construction definition:

The listing is for a specific lot with a specific structure that could be built for a specific list price however construction has not begun.

Section 21: Pre-Construction Homes

Pre-construction homes may be listed under the Residential property type under the following conditions:

- A.** The list price must include the price of the residential structure and the lot.
- B.** Pre-construction must be selected from the Construction Status field.
- C.** The first words in the Public Remarks field must say “Pre-Construction. To be built.”
- D.** The first photo must be an image of the model offered or an artist rendering. If the image is different from the actual model, disclosure must be made in the Public and Realtor Only Remarks.
- E.** The Realtor Remarks must include a breakdown of when the commissions are to be paid.
- F.** If there is no contractual agreement in place between the seller listing vacant land and a builder that grants the builder an interest in the property, the listing may not be entered.

[Article 4.21: Pre-Construction Homes - Stellar Rules and Regulations - Stellar MLS](#)

New Construction – Under Construction

Under Construction Definition: The listing is for a specific lot and specific structure where ground has broken but construction is not complete, and a Certificate of Occupancy has not been issued.

Under Construction Type	
<input type="checkbox"/>	Interior Complete
<input type="checkbox"/>	Permit
<input type="checkbox"/>	Permit, Slab
<input type="checkbox"/>	Permit, Slab, Roofed/Framed
<input type="checkbox"/>	Roofed/Framed
<input type="checkbox"/>	Roofed/Framed, Interior Complete
<input type="checkbox"/>	Slab
<input type="checkbox"/>	Slab, Roofed/Framed
<input type="checkbox"/>	Slab, Roofed/Framed, Interior Complete



Section 22: Under Construction Homes

Under construction homes may be listed under the Residential property type under the following conditions:

- A. The list price must include the price of the residential structure and lot.
- B. Under Construction must be selected from the Construction Status field.
- C. The first words in the Public Remarks field must say “Under Construction.”
- D. The first photo must be an image of the model offered or an artist rendering. If the image is different from the actual model, disclosure must be made in the Public and Realtor Only Remarks.
- E. The Builder Name and License Number are required in the designated fields.
- F. A floor-plan representing the finished structure is recommended to be uploaded as an attachment but is not permitted to be uploaded as a listing photo. Please see Article 4, Section 5D.

Property Condition	
<input type="checkbox"/>	Completed
<input type="checkbox"/>	Fixer
<input type="checkbox"/>	Pre-Construction
<input type="checkbox"/>	Under Construction



[Article 4.22: Under Construction Homes - Stellar Rules and Regulations - Stellar MLS](#)

New Construction – Completed



Completed - construction is complete and a Certificate of Occupancy has been issued.

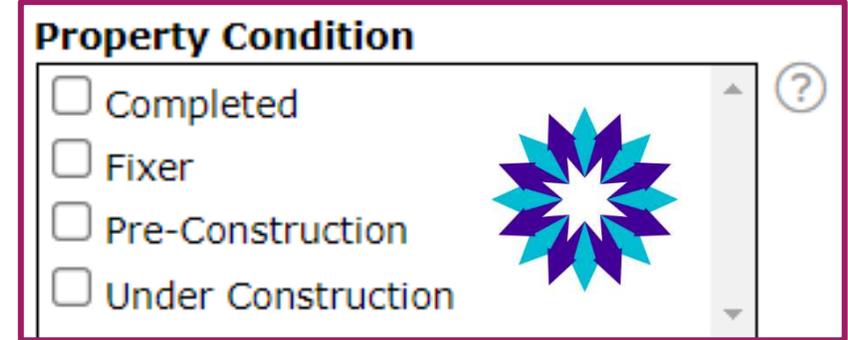
Property Condition

- Completed
- Fixer
- Pre-Construction
- Under Construction



?

Property Condition



Excellent – Property that is in move in condition.

Good – Property that is habitable but requires cosmetic repairs.

Handyman – Property that may or may not be habitable that requires major repairs/replacement of the mechanics of a structure, replacement of the roof, extensive mold remediation and/or any structural damage.

New Construction - structure that are brand new and have never been lived in.

Completed – construction is complete, and a Certificate of Occupancy has been issued.

Fixer – The property is a "fixer" or property in need of moderate or extensive repair.

Pre-Construction –The listing is for a specific lot with a specific structure that could be built for a specific list price however construction has not begun.

Under Construction - The listing is for a specific lot and specific structure where ground has broken but construction is not complete, and a Certificate of Occupancy has not been issued.



Navica - Results Page View

Home / Search

Find on page

Hide Menu

EXIT logout

chat

print

help



Content: Residential Layout: Traditional Per Page: 10 Show Photos: Show All Results:

Return to Search

Show Criteria

Save Search Criteria

X Property Type X Property Status

Showing 1 to 9 of 342 entries

Search: Previous 1 2 3 4 5 ... 38 Next

Click to View	All	MLS #	List Pr	Str #	Dir	Str Nm	Area	Bd	FB	PB	Lvg SqFt	#Stories	LO	LA	DOM	CDOM
	<input type="checkbox"/>	RH264315A	\$12,199,000	N/A		HaEshel St	6-Out of Area	7	7	2	9150	Three Or More	1056	1	489	489
Request Showing																
	<input type="checkbox"/>	RH268404A	\$3,200,000	28		Seascape Circle	9-St. Johns Co.	5	5	0	4594	Two	302	59	357	357
Request Showing																
	<input type="checkbox"/>	RH269137A	\$250,000	507		Vineyard Way	6-Out of Area	2	1	1	1073	One	127	182	335	335
Request Showing																
	<input type="checkbox"/>	RH269163A	\$594,000	1303	S	Daytona Ave	2-Flagler Beach	2	2	0	1267	One	1133	71	332	332
Request Showing																



Stellar - Results Page View

Criteria Map Results

Previous Next · 1-10 of 47 Checked 0 All · None · Page Display Agent Single Line at 10 per page

<input type="checkbox"/>	#	ML #	Status	Address	City	Zip Code	Subdivision Name	HTD	Current Price	BED	FB	HB	Yr Built	Pool	Property Style	Taxes
<input type="checkbox"/>	1	V4924428	ACT	1753 LANCEWOOD ST	BUNNELL	32110	DAYTONA NORTH SUB	784	\$149,900	2	1	0	1999	None	Manufactured Home	\$879.54
<input type="checkbox"/>	2	O6025602	ACT	18 ZIEGFELD PL	PALM COAST	32164	PALM COAST SEC 63	1,308	\$269,000	3	2	0	1993	None	Single Family Residence	\$0.00
<input type="checkbox"/>	3	O6022143	ACT	1338 BAYBERRY ST	BUNNELL	32110	DAYTONA NORTH SUB	1,244	\$299,000	3	2	0	2022	None	Manufactured Home	\$1,108.00
<input type="checkbox"/>	4	O6011309	ACT	36 FALLWOOD LN	PALM COAST	32137	PALM COAST SEC 09	1,504	\$301,000	3	2	0	1994	None	Single Family Residence	\$3,169.00
<input type="checkbox"/>	5	O6027902	ACT	9 RIDDLE PL	PALM COAST	32164	PALM COAST SEC 31	1,387	\$329,000	3	2	0	2005	None	Single Family Residence	\$2,807.00
<input type="checkbox"/>	6	L4930029	ACT	3 ZOFFINGER PL	PALM COAST	32164	PALM COAST SEC 63	1,367	\$329,000	3	2	0	2004	None	Single Family Residence	\$2,747.00
<input type="checkbox"/>	7	T3375120	ACT	199 FRONTIER DR	PALM COAST	32137	PALM COAST	1,700	\$334,900	3	2	0	1982	None	Single Family Residence	\$1,315.00
<input type="checkbox"/>	8	V4924716	ACT	93 FLEETWOOD DR	PALM COAST	32137	PALM COAST SEC 07	1,592	\$359,900	3	2	0	2018	None	Single Family Residence	\$2,768.00
<input type="checkbox"/>	9	T3371967	ACT	8 PLUMTREE PL	PALM COAST	32164	SOUTHWEST QUADRA	1,665	\$359,900	4	2	0	2022	None	Single Family Residence	\$288.00
<input type="checkbox"/>	10	V4924257	ACT	200 OCEAN CREST DR Unit#30	PALM COAST	32137	NORTHSHORE 05	678	\$379,000	1	1	0	2003	Communit	Condominium	\$1,969.00

Actions Refine Save Carts

Previous 1 2 3 4 5 Next

Criteria Email Print CMA Directions Stats Export Quick CMA Cloud CMA ShowingCart Custom PDF Reports



Stellar - Property View

Listing Tax Photos History Parcel Map Flood Map Foreclosure



U8133161 19133 HARBORBRIDGE LN, LUTZ, FL 33558



County: Hillsborough

Status: Active

On Market Date: 08/10/2021

Subdiv: HERITAGE HARBOR PH 1B

List Price: \$950,000

Beds: 5

Year Built: 1999

Baths: 4/1

Special Sale: None

Pool: Private

ADOM: 169

Property Style: Single Family Residence

CDOM: 169

Lot Features: Conservation Area, Corner Lot, Cul-De-Sac, Near Golf Course, On Golf Course, Sidewalks, Street Dead-End, Street Paved, Street Private

Total Acreage: 1/2 to less than 1

Pets: No

Garage: Yes **Attch:** Yes **Spcs:** 4

Carport: No **Spcs:**

Garage/Parking Features: Covered Parking, Driveway, Garage Door Opener, Guest Parking

LP/SqFt: \$197.51

Heated Area: 4,810 SqFt / 447 SqM

Total Area: 6,684 SqFt / 621 SqM

New Construction: No

Total Annual Fees: 1,380.00

Average Monthly Fees: 115.00

Flood Zone Code: A

1 / 87



Actions

Refine

Save

Carts

Previous

1

2

3

4

Criteria

Email

Print

CMA

Directions

Stats

Export

Quick CMA

Cloud CMA

ShowingCart

Custom PDF Reports

360 Property View



MLS #: RH278392A (Active) List Price: \$525,000 191 Arena Lake Dr Palm Coast, FL 32137

Request Showing

	Style: # Stories: One # Bedrooms: 4 # Full Baths: 2 # Partial Baths: 0 Living SqFt: 1748 Source SqFt: Tax Rolls Year Built: 2012 Model: Rent Amount: \$0 Lease Expiration Date: Month to Month:	Refer To MLS #: Area: 3-Palm Coast Subdivision: Hidden Lakes Neighborhood: County: Flagler Country: Zoning: PUD Location: Cul-de-Sac/Dead End Historic District: Homestead: Yes Lot Dimensions: irregular Property SqFt: 15246 Acreage: 0.35 Parcel Size:
--	---	---



FC278392 191 ARENA LAKE DR, PALM COAST, FL 32137

	County: Flagler Subdiv: HIDDEN LAKES Beds: 4 Baths: 2/0 Pool: None Property Style: Single Family Residence Lot Features: Cul-De-Sac, Irregular Lot Total Acreage: 1/4 to less than 1/2 Garage: Yes Atch: Spcs: 2 Garage/Parking Features: LP/SqFt: \$300.34 Flood Zone Code:	Status: Active Backups Requested: No On Market Date: 06/01/2022 List Price: \$525,000 Year Built: 2012 Special Sale: ADOM: 10 CDOM: 10 Pets: Carport: Spcs: Heated Area: 1,748 SqFt / 162 SqM
---	--	--

FCAR Board Code = FC

The Board Code is the start of each MLS Number. Each shareholder or customer organization has a Board Code assigned. When a listing is an input the listing number will begin with the board code of the listing agent's primary board.

All listings that will be imported into Matrix will start with FC and use the Numerical value only found on MLS# in Navica.

Property View



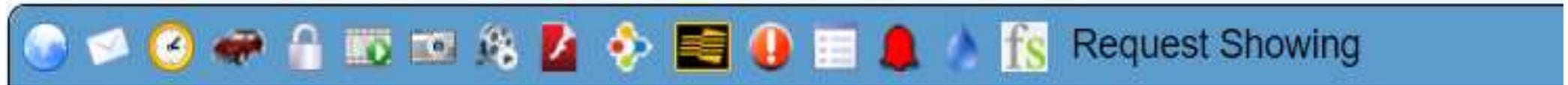
Navica	Matrix	Description
		Map
		Email -> For Matrix it is an option under Actions
		History
		Driving Directions -> For Matrix it is an option under Actions
		KeyBox Information
		Slide Show
		Photos

Property View



Navica	Matrix	Description
		Virtual Tour
		Matrix -> Flyer is an option on Cloud CMA
		Matrix -> RPR is available under your association resources
		Matrix -> iMapp & Realist are available for public records data
		Matrix -> report a listing violation is in the 360 property view
	View Comparable Properties	Matrix -> View Comparables properties is on the 360 property view
		Listing Notifications – Matrix -> Reverse Propecting

Property View



Navica	Matrix	Description
	Flood Map	Matrix -> Flood Map is on the 360 Property View
		Matrix -> Form Simplicity & Transaction Desk
Request Showing		Matrix -> Showing Time
		Matrix -> Rate Plug
		Matrix -> Data Co-Op
		Matrix -> Market Condition
		Matrix -> Realtor.com Property Report

Actions Options



Live Demo

Completing the Data Entry Form Digitally



TRANSACTIONS
TransactionDesk Edition

TransactionDesk
Digital docs management

The logo for TransactionDesk Edition features a red circle containing a white silhouette of a hand pointing upwards. Below the circle, the word "TRANSACTIONS" is written in a bold, black, sans-serif font, and "TransactionDesk Edition" is written in a smaller, black, sans-serif font. The entire logo is enclosed in a white rectangular box with a thin black border.

Form
Simplicity™

Form Simplicity™
Cloud transactions

The logo for Form Simplicity features a green document icon with three horizontal lines representing text. To the right of the icon, the words "Form" and "Simplicity" are stacked vertically in a black, sans-serif font. The word "Simplicity" is larger and includes a trademark symbol. The entire logo is enclosed in a white rectangular box with a thin black border.

Using either TransactionDesk or Form Simplicity, the Listing Data Entry Form may be completed electronically then uploaded into Matrix as an Incomplete status listing for further editing.



Disclosures

Special Sale Provisions / Special Conditions

The following Special Sale Provisions must be disclosed:

- Auction**
- REO/Bank Owned**
- Government Owned**
- Probate Listing**
- Short Sale**



NAVICA	MATRIX
Bank Owned/REO	
Corporate Owned	
Government Owned	
Probate Listing	
Short Sale	
None	
Relocation Company	

Special Conditions

- Corporate Owned
- Government Owned
- None
- Probate Listing
- Relocation Company
- REO
- Short Sale
- Short Sale, 2 or More Mortgages

Required Field

Special Sale Provision

- Auction
- Bank Owned/REO
- Government Owned
- Probate Listing
- Short Sale
- None

Special Sale Provisions / Auction



Section 1: Note 4:

In the known event of an auction listing, the following phrase must be entered as the first sentences in the **public remarks section**: “This is an auction property and additional buyer fees may apply.”



Section 24: Auction Properties

The MLS accepts exclusively listed property that is subject to auction (Absolute Auction or Auction With Reserve) or Online Auction; however, any listing submitted is entered within the scope of the Listing Brokerage’s licensure and in accordance with all other requirements for listing input. Compensation must be offered as described in Article 9.2 of these rules. Any contact information, bidding website, if applicable, or any other details related to the auction shall only be included in the fields related to Auctions and also may be included in the **“Realtor Only Remarks” field**.



Special Sale Provisions / Short Sale



Section 1.6:

Any contingency or conditions of any term in a listing shall be specified and noticed to the Participants. In the known event of a “short sale” the following phrase must be entered in the **special remarks** “Short Sale Lender approval required.”



Section 14: Article 4.14 Short Sales

Short Sales must be disclosed in the “Special Sale Provision” field by selecting “Short Sale” in addition to remarks requirements in the **Realtors Remarks field**. See Article 5, Section 1C for further disclosures regarding compensation on Short Sales.



Taxes



A screenshot of a web form for property information. The form includes several input fields and dropdown menus. Three fields are highlighted with red boxes: 'Tax ID' (with a 'Required Field' label), 'Current Tax Year', and 'Current Tax Amount'. Other fields include 'Waterfront Feet', 'Rear Exposure' (a dropdown menu), 'Legal Description', 'Special Assessments' (radio buttons for 'Yes' and 'No'), 'HOA' (radio buttons for 'Yes' and 'No'), and 'Condo/HOA Fee \$'. Each of the highlighted fields has a 'Required Field' label below it.

Navica – Stellar = The **TAX ID** should be entered exactly as displayed on the Property Appraisers website

TAX AMOUNT should reflect the current TOTAL TAXES due (not the amount paid as this may include a discount).

TAX YEAR must be the current tax year as indicated on top right of tax record.



A screenshot of a software interface showing a 'Legal' section. It contains three yellow input fields: 'Tax ID', 'Tax Year', and 'Taxes'. Each field has a small question mark icon to its right.

Taxes - The annual property tax amount as of the last assessment made by the taxing authority.

Housing for Older Persons

**Indicate if a property is part of a
55+ community**



55+ Community

Yes No

Required Field



Community

Housing for Older Persons Y/N

▼ ⓘ

Agent Owned Property

- Must disclose if listing personal property or property of family member (Article 9.4)
- Realtor Information field and remarks
- Must also disclose in writing if purchasing property for yourself or family member to listing broker no later than time of submitting offer

Realtor Information

In Foreclosure

Lease Restrictions

Leasing Not Allowed

List Agent is Owner

List Agent is Related to Owner

Mtge - Owner Will Hold

No Sign

Other

Owner Motivated

Owner Will Assist with Closing Costs

Realtor Remarks: The listing agent is the owner of the property.

Compensation Rules



Non Rep Fee % <input type="text"/> <small>Required Field</small>	Co-op \$ Amount <input type="text"/>	Dual/Variable <input type="radio"/> Yes <input type="radio"/> No <small>Required Field</small>	Relationship <input type="text"/> <small>Required Field</small>
--	---	--	---



Compensation			
Single Agent Comp <input type="text"/> ?	Non Rep Comp <input type="text"/> ?	Trans Broker Comp <input type="text"/> ?	
Bonus Y/N <input type="text"/> ?	Bonus Amount <input type="text"/> ?	Bonus Expiration Date <input type="text"/> ?	Dual/Variable Compensation <input type="text"/> ?

Commission amounts and splits are at the sole discretion of the listing broker. Stellar MLS cannot be involved in these decisions.

Prior to activating a listing, the compensation amount offered to cooperating broker must be entered. (Must match listing agreement)

Must be a blanket, unilateral offer of compensation (no additional terms in remarks).

Be sure to use the % symbol for percentages and/or the \$ sign for dollars.

Dual / Variable Compensation



Non Rep Fee % Required Field

Co-op \$ Amount

Dual/Variable Yes No Required Field

Relationship Required Field



Compensation

Single Agent Comp ?

Non Rep Comp ?

Trans Broker Comp ?

Bonus Y/N ?

Bonus Amount ?

Bonus Expiration Date ?

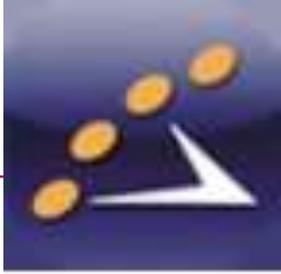
Dual/Variable Compensation ?

A Variable Compensation is when the seller owes the listing brokerage a higher commission amount if the cooperating broker brings a buyer.

If the listing agent brings the buyer and there is a multiple offer scenario, the listing broker's offer *could* be more competitive since a lower commission would be owed.

This must be disclosed and match what is written into the listing agreement.

Showing Instructions



Showingtime



Showing Instructions

200 characters left

Required Field

- ❖ Only place to enter confidential showing information (codes, etc.)
- ❖ Only viewable by clicking on the ShowingTime button in the listing
- ❖ Subscribers must have a valid real estate license to access

Showing Information

Call Center Phone Number ?

Occupant Type ?

ShowingTime Secure Remarks ?

Characters Remaining: 500

Showing Instructions

No Sign ?

Other

Pet On Premises

See Remarks

Under Construction

Use ShowingTime Button

Driving Directions



Driving Directions

200 characters left

Required Field



Driving Directions

- ✓ Turn-by-turn directions are required from a major intersection
- ✓ First direction needs to be a cardinal/compass direction
- ✓ No URLs or contact information



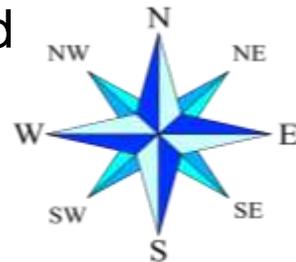
Characters Remaining: 1024



I 75 to Exit 240. West towards Ruskin. Right on US 41. Left on Shell Pt Rd. Right on 32nd St. Cross bridge into Little Harbor. Left at stop sign. Town home located in 3rd building on the right.



Use GPS, Google maps or your favorite map tool.



Where Do Listings Go?



Agent Interest <input type="radio"/> Yes <input type="radio"/> No <small>Required Field</small>	Agency <input type="text"/> <small>Required Field</small>	Display on Internet ⓘ <input type="radio"/> Yes <input type="radio"/> No <small>Required Field</small>	Display Address ⓘ <input type="radio"/> Yes <input type="radio"/> No <small>Required Field</small>
Allow Comments ⓘ <input type="radio"/> Yes <input type="radio"/> No <small>Required Field</small>	Allow AVM ⓘ <input type="radio"/> Yes <input type="radio"/> No <small>Required Field</small>	Occupied <input type="text"/> <small>Required Field</small>	Condition <input type="text"/> <small>Required Field</small>



Listing Distribution

Brokers choose where listings are distributed to for the entire office. If your broker has chosen not to send listings to an option below then your listings will not be distributed to them.

Internet Y/N <input type="text"/> ⓘ	IDX/VOW Display Comments Y/N <input type="text"/> ⓘ	IDX/VOW AVM Y/N <input type="text"/> ⓘ	Distribute To ⓘ <input checked="" type="checkbox"/> Homes.com <input checked="" type="checkbox"/> HomeSnap <input checked="" type="checkbox"/> International MLS <input checked="" type="checkbox"/> Realtor.com
Third Party Y/N <input type="text"/> ⓘ	Show Prop Address On Internet Y/N <input type="text"/> ⓘ		

- ❖ **Brokers choose where listings are distributed to for the entire office.**
- ❖ **For an individual listing, you can opt out of certain sites if the seller does not want their property to display on them.**
- ❖ **The selections above originate from the FR Exclusive Right of Sale Listing Agreement.**

Public Remarks

- ❖ Are intended to be visible on public sites and customer reports.
- ❖ Stick to the facts of the property
- ❖ No agent/company information, web sites, showing information, open house information, financial information
- ❖ Be careful to not misrepresent property or use overly vague terms (i.e. Close to the beach).
- ❖ Be careful not to “steer” buyers (Fair Housing)
- ❖ Restricted Words

Public Remarks

Scenic, classic, and welcoming, this custom-designed home is located in Sarasota's preferred "West of the Trail" neighborhood on a quiet street. Configured for a variety of lifestyles, the floor plan includes two master suites with one located on each level. The owners' large master suite is on the ground floor along with a tastefully appointed kitchen open to the family and dining rooms. Also on the main floor is a second TV room/office with French doors, a laundry room, a half bath, and a large storage closet. Perfect for singles, empty nesters, retired couples, or seasonal residents. Upstairs is ideal for the kids, grandkids, or guests, with three bedrooms and two additional full baths easily sleeping 7 or more. There are two brand new high seer rated A/C units and a new 50-gallon hybrid hot water heater. Enjoy your own private pool, Jacuzzi, and large fenced back yard. The desired upgrades are all present in this beautiful home. Enjoy afternoon bay breezes and close proximity to beaches, downtown, great schools, and all of the culture Sarasota offers. Own this home for 5% down.

Smile In
3

Photos

Listing Photos

- ✓ At least **one** photo required prior to activating listing (**100 max.**).
- ✓ No **copying** of other brokers' photos without written consent.
- ✓ Stellar does not remove photos. You will need to remove and/or update them.
- ✓ There can be **no** agent/company branding, signage, or any other text in photos.
- ✓ No characters or people in the photo.



First Photo Rules



OR



OR



Front Exterior
no broker
signage

Water View from
the Subject
Property

Aerial View
from a non-
copyrighted
source

If you use either water view or aerial photo – the second photo MUST be front exterior.



Photos **X**

A Swimming pool alone does **not** qualify as a water view for the first listing photo.



Floorplans are allowed as images, but may not contain any branding.



Adding a view that is not possible from the location is prohibited.



Photos & virtual tours featuring people, **including if in costume**, are not allowed in the MLS.





Property
Panorama



Virtual Tours

Virtual Tours

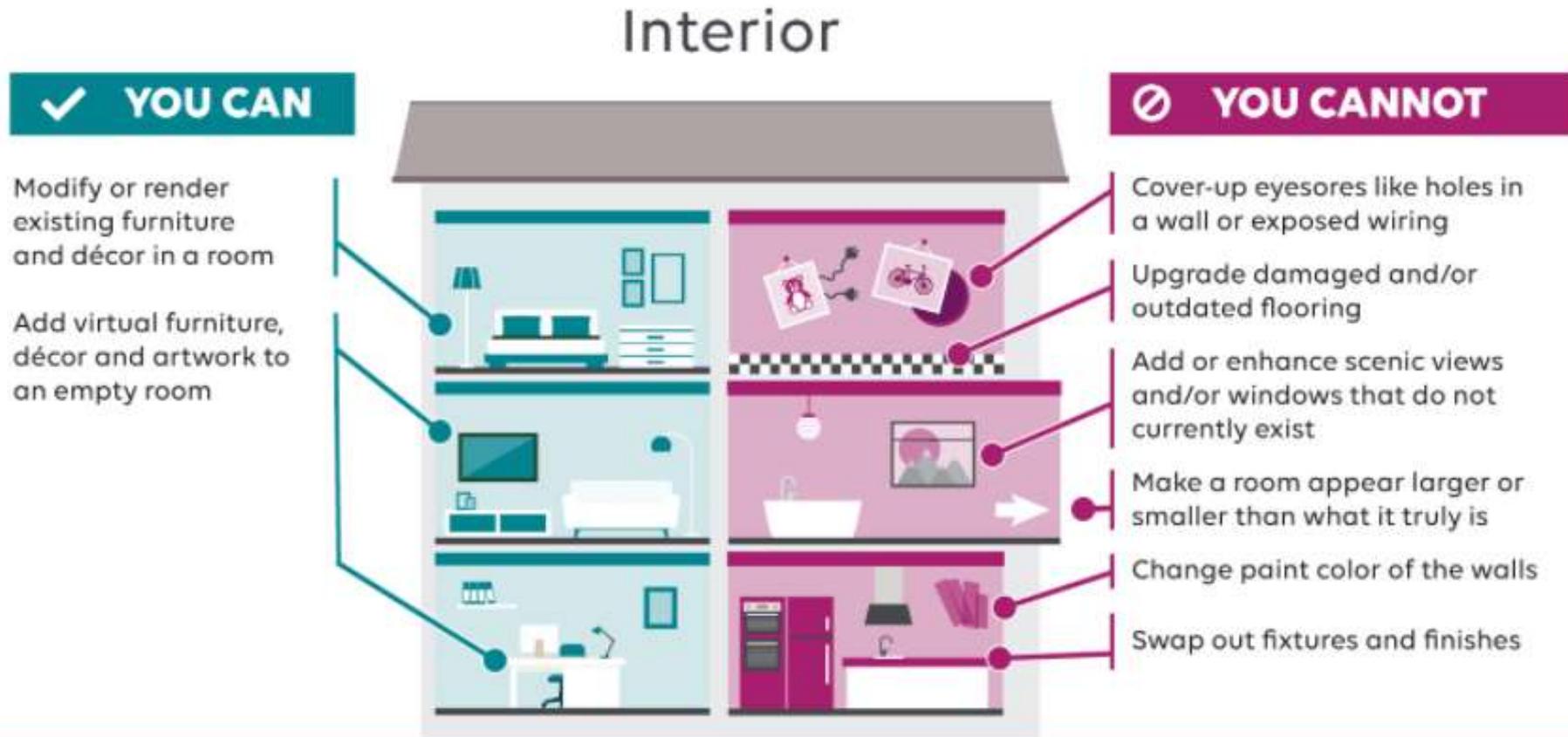
- Only unbranded virtual tours may be placed in Virtual Tour links
- Property Panorama offers an unbranded virtual tour for the first 5 images
- No contact information or agent/office branding
- YouTube videos must be an embedded link (no visible channel information)



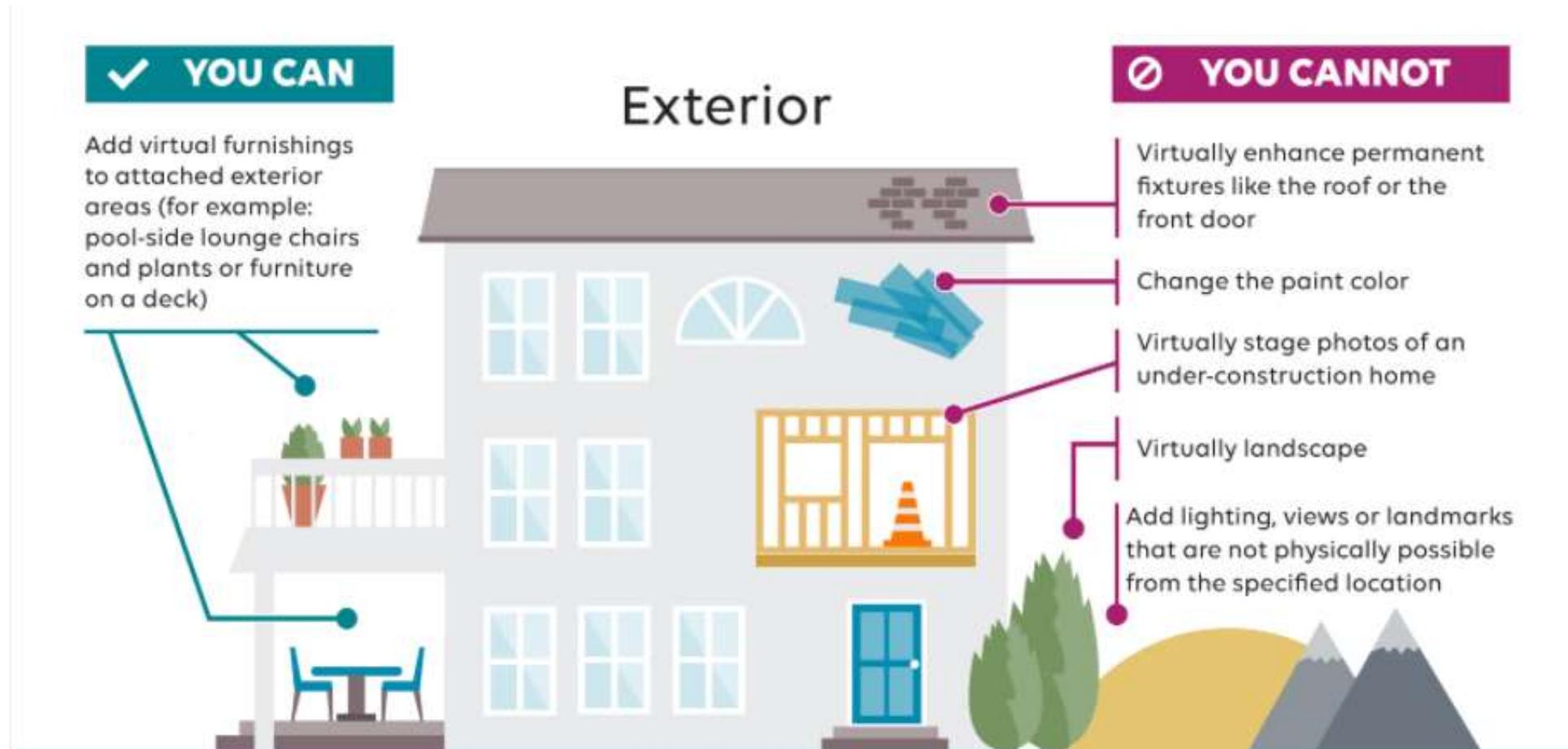


Virtually Staged

Virtual Staging



Virtual Staging



Virtually Staged

1. You must check the “Virtually Staged” box to populate the Public Remarks of a listing.



Public Remarks (English Only)

Characters Remaining: 1530

Virtually Staged 

Check this box ONLY if one or more photos have been digitally edited by adding images of furniture, mirrors, artwork, plants, etc. OR Removing existing furniture from a photo and replacing it with digital images of furniture, mirrors, artwork, plants, etc., is allowed. Auto-populated remarks will be placed in Public Remarks when this box is checked.

2. You must also indicate “Virtually Staged” in the caption of each virtually staged photo.



Virtually staged.



Virtually staged.



Virtually staged.



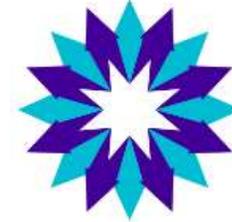
Status Changes

Pending Status Change

- ❖ A listing becomes pending when a seller has accepted a contract.
- ❖ Must be entered in the MLS
- ❖ Status Change must be made within 2 business days
- ❖ Listings must be entered into the MLS before they will be listed as Pending



Pending Back-Up



NAVICA	MATRIX
Active Under Contract	Pending Back Up Requested
A seller has accepted a contract but is also accepting back-up offers.	
Listings must be entered into the MLS before they will be listed as Pending	
Or submitted to the Association Office	

2 Business Days

Pending Listings

- ❖ Indicate whether backups are accepted, per seller's instructions.
- ❖ If yes, property must remain available to show.
- ❖ If contract falls through, change back to Active within **2** business days.
- ❖ If Expected Closing Date is pushed back, be sure to update!

Change to Pending

Backups Requested Y/N ?

Contract Date ?

Expected Closing Date ?

Selling Agent ID ? Refresh

Co Selling Agent ID ? Refresh

Selling Team ID ? Refresh

Contract Status (3)

- Appraisal
- Financing
- Inspections
- Kick Out Clause
- Letter Of Intent
- No Contingency
- Other Contract Contingencies
- Pending 3rd Party Appro

Selling Agent
Agent Name:
Direct Phone:
Selling Office
Office ID:
Office Name:
Office Phone:

Co Selling Agent
Agent Name:
Direct Phone:
Selling Office
Office ID:
Office Name:
Office Phone:

Selling Team Name

Sold Listings

- ❖ Change to Sold within 2 business days of transaction closing.
- ❖ Provide all relevant information (sold price, selling agent, terms, etc.).

Change to Sold

Contract Date
02/11/2022

Contract Status
 Appraisal
 Financing
 Inspections
 Kick Out Clause
 Letter Of Intent
 No Contingency
 Other Contract Contingencies
 Pending 3rd Party Appro

Days to Close
[]

Expected Closing Date
02/11/2022

Gifted/Donated
[]

Sold Terms
 Assumed
 Cash
 Conventional
 FHA
 Lease Option / Purchase
 Private

Seller Paid Buyer Costs
[]

Sold Price
[]

Sold Date
[]

Selling Agent ID
Agent Name or ID
[Refresh](#)

Selling Agent
Agent Name: Denyce DiCaprio
Direct Phone: 407-960-5300
Selling Office
Office ID: 261005206
Office Name: STELLAR MLS
Office Phone: 407-960-5300

Selling Agent ID 2
Agent Name or ID
[Refresh](#)

Co Selling Agent
Agent Name:
Selling Co Office
Office ID:
Office Name:
Selling Team Name

Selling Team ID
Team Name or ID
[Refresh](#)

Sold Remarks
[]

Characters Remaining: 255

Backups Requested
No []

Status Change Rules

- ❖ Status Changes must be made within 2 business days (including price changes and expiration date changes).
- ❖ Must have something in writing from seller(s).
- ❖ Status Change Form



Live Demo



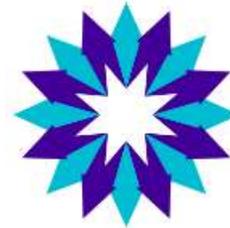
Keeping your Listings in Compliance

Withdrawn Listings



Navica	Matrix
Withdrawn	Withdrawn Conditional
May be withdrawn from the Multiple Listing Service by the listing broker before the expiration date of the listing agreement	
A listing agreement may still exist between the seller and the listing office	

Cancelled/Void Listings



NAVICA	MATRIX
Withdrawn/ Void	Cancelled
when a seller(s) can document that the exclusive relationship with the listing broker has been terminated, the Multiple Listing Service may remove the listing at the request of the seller.	The listing has been withdrawn from the market with no outstanding obligations between the seller and the prior listing office.

Withdrawn Listings

Status:
Withdrawn Conditional
Withdrawn Unconditional (Canceled)

- ❖ Listing broker may still be entitled to compensation on a Withdrawn listing with conditions, until the date the conditions expire.

Temporarily Off-Market

N6108070 1544 N CASEY KEY RD, OSPREY, FL 34229

County: Sarasota

Status: Temporarily Off-Market

On Market Date: 11/24/2019

List Price: \$9,950,000

Year Built: 1992

Subdiv: PALMER
Beds: 6
Baths: 7/1
Pool: Private
Property Style: Single Family Residence
Lot Features: Coastal Construction Control Line, Flood Zone, In County, Oversized Lot, Street Dead-End, Street Paved, Street Private
Total Acreage: 2 to less than 5
Minimum Lease Period: 1 Month
Garage: Yes - Atch: Yes - Spcs: 2
Garage/Parking Features: Garage Door Opener, Garage Faces Side
LP/SqFt: \$1,422.04

Pets:
Max Times per Yr: 12
Carport: No Spcs
Heated Area: 6,997 SqFt / 650 SqM
Total Area: 10,137 SqFt / 942 SqM

New Construction: No
Total Annual Fees: 0.00
Average Monthly Fees: 0.00
Flood Zone Code: VE

- ❖ Active Listings in the MLS must be available to show
- ❖ If a listing becomes unavailable for showings, status can be changed to “Temporarily Off- Market” (with seller’s written permission)
- ❖ May stay in “Temporarily Off-Market” status until expiration date

Days on the Market

Active Days on Market (ADOM) is tied to a specific MLS ID

- Creating a new listing causes ADOM to reset to 0.

Cumulative Days on Market (CDOM) is tied to a specific Property ID

- A listing must be off the market for a full 60 days for the CDOM to reset to 0.

C7439248 2902 SW ARMADILLO TRL, ARCADIA, FL 34266	
	<p>County: DeSoto</p> <p>Subdiv: HIDDEN ACRES SEC 11</p> <p>Beds: 4</p> <p>Baths: 3/0</p> <p>Pool: None</p> <p>Property Style: Mobile Home</p> <p>Lot Features: Flood Insurance Required, Oversized Lot, Street Paved, Zoned for Horses</p> <p>Total Acreage: 2 to less than 5</p> <p>Minimum Lease Period: No Minimum</p> <p>Garage: Yes Attch: No Spcs: 2</p> <p>Garage/Parking Features: Driveway</p> <p>LP/SqFt: \$105.90</p> <p>New Construction: No</p> <p>Total Annual Fees: 0.00</p> <p>Average Monthly Fees: 0.00</p> <p>Flood Zone Code: X, AE</p>
	<p>Status: Temporarily Off-Market</p> <p>On Market Date: 03/01/2021</p> <p>List Price: \$249,500</p> <p>Year Built: 2001</p> <p>Special Sale: None</p> <p>ADOM: 4</p> <p>CDOM: 531</p> <p>Pets: Yes</p> <p>Max Times per Yr:</p> <p>Carport: Yes Spcs: 1</p> <p>Heated Area: 2,356 SqFt / 219 SqM</p> <p>Total Area: 3,692 SqFt / 343 SqM</p>
1 / 54	

Listing Manipulation

- ❖ A listing within the same office that expires, is withdrawn, or cancelled should be reactivated with the same MLS ID if this occurs within 30 days from the expiration, withdrawal, or cancellation date.
- ❖ Creating a new listing ID prior to 30 days from an expired, withdrawn, or cancelled listing from the same office to make it appear as new is a listing manipulation subject to a \$500 fine.

Creating a New MLS Number

Valid reasons for creating new listing ID

1. Execution of a new listing agreement by new office
1. Execution of a new listing agreement on a property by the same brokerage dated 30 days or more after expiration or withdrawal of original listing

Using MLS Data

- ❖ An IDX feed is the only authorized way to advertise another broker's active listing online without written permission.
- ❖ Print advertisements cannot contain other brokers' active listings without written permission.

Print Advertising

- ❖ Information on sold listings and aggregate data
- ❖ Ads are not misleading and include the proper disclosures

Article 6.5: Advertising of Listing Filed with Stellar MLS

Created by Stellar MLS IT, last modified on May 22, 2019

Section 5: Advertising of Listing Filed with Stellar MLS

A listing shall not be advertised by any other Participant without the prior written consent of the Listing Participant. Use of information from Stellar MLS compilation of current listing information, from the Association's "Statistical Report" or from any "sold" or "comparable" report of an Association or Stellar MLS for public mass-media advertising by a Participant or in other public representations may not be prohibited. However, any print or non-print forms of advertising or other forms of public representations based in whole or in part on information supplied by the Associations or Stellar MLS must include the following notice:

"Based on information from the Stellar Multiple Listing Service for the period (date) through (date). This information may or may not include all listed expired, withdrawn, pending or sold properties of one or more members of the Stellar Multiple Listing Service".

Transaction Desk / Form Simplicity



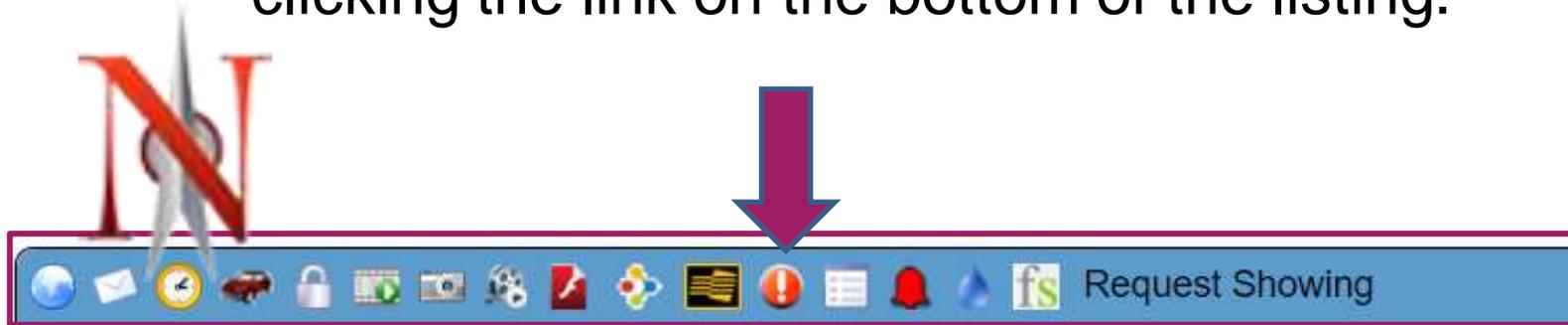
Transaction Desk and Form Simplicity are an online file management system. Made specifically for busy real estate professionals, allows you to conduct paperless transactions from the beginning of the listing process all the way to the closing table. Complete document management, listing upload, built-in electronic forms, unlimited document storage, e-signatures.



Violations

How to Report a Violation

- ❖ Collaboration with other agents is encouraged
- ❖ If you notice a violation on a listing, report the violation anonymously by clicking the link on the bottom of the listing.



[If you believe there is a violation on this listing, click here to report the problem.](#)

Violations Info

- ❖ For minor violations, a Courtesy Warning may first be issued. The violations must be corrected within a designated timeframe before a fine is assessed.
- ❖ For more serious violations, automatic fines are assessed.
- ❖ Violations must be corrected promptly, or fine amount will increase.
- ❖ If a fine is issued in error, there is a waiver and appeal process.



TOP



VIOLATIONS

Contact Information in Public Remarks

- ❖ **Public remarks cannot contain any contact information, including but not limited to: phone numbers, compensation, website URLs, or office information.**
- ❖ **Public remarks should only pertain to the subject property or transaction.**



Exempt Listings

Article 5, Section 11

- ❖ **If a seller does not want their listing in the MLS, an Owners Authorization for Temporary Exclusion form or the Office Exclusive form can be used.**
- ❖ **Agents must use the online submission process to submit their forms according to compliance guidelines.**



4

Article 4, Section 29

Pending Listings with a Past Expected Closing Date

- ❖ **Expected closing date must be maintained in the system.**
- ❖ **If a property goes past the closing date recorded in the system, the date must be updated to avoid a fine.**



3

Failure to Report a Sold Listing

Article 5, Section 12

- ❖ A change in listing status must be reported in the Stellar MLS system within 2 business days.
- ❖ If a listing has sold and proof of this recent sale can be found an immediate fine will apply.



Listing Manipulation

Article 4, Section 15

- ❖ A new listing cannot be created by the same office within 30 days of the expiration, withdrawal, or cancelled date of the original.
- ❖ A withdrawn, cancelled, or expired listing should only receive a new MLS number if outside of 30 days.



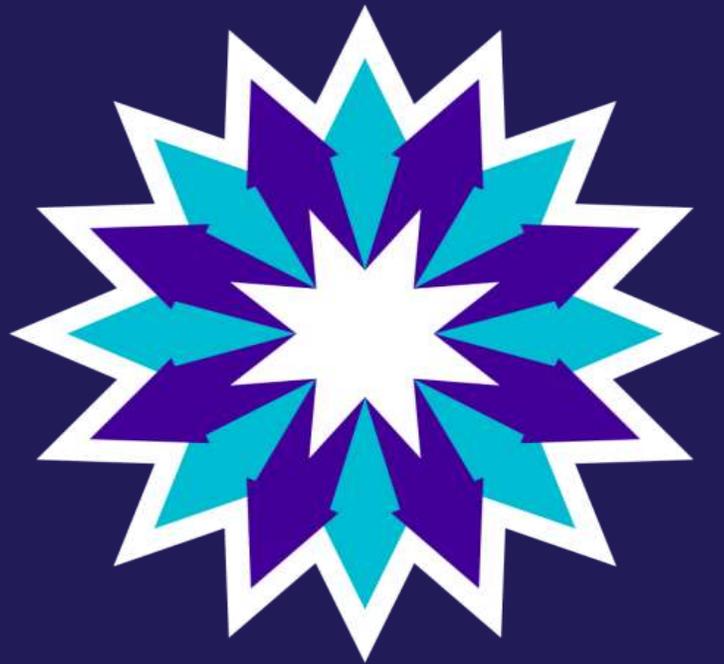
1

Photo, Virtual Staging & Tour Violations

Article 4, Section 5

- ❖ Photos and virtual tours cannot include branded signage, text, or graphics
- ❖ The first photo in the listing must be of the front exterior of the property, a water view from the property, or an aerial view*
- ❖ Agents must own the rights to the photos they are posting
- ❖ Virtually staged photos must be properly disclosed, and virtual staging rules adhered to.





Stellar
MLS

Compliance Assistance

Toll Free: (800) 686-7451

Local: (407) 960-5300

Email: dataintegrity@stellarmls.com

Hours:

Mon. – Fri. 8:00 a.m. – 5:00 p.m.

**Thank you for
joining us today**

