


MLS Transition Tips for LUTAR® Members

10 Vital Steps for a “Smooth Move” to Realcomp!

Realcomp is pleased to be the new official provider of Multiple Listing Services and Public Record Data for the Lapeer and Upper Thumb Association of REALTORS®! We look forward to a long-lasting partnership with the association and its members and to meeting your MLS needs. As your new provider, Realcomp is committed to ensuring a straightforward, money-saving, and successful transition. For this, we recommend that you complete the following:

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1. **Help Us “Convert and Complete” Your On-Market Listings in Realcomp *Online*® before August 1st!** To help us with this process, we need to receive a completed [“Listing Adaptation” form](#) from you for each of your on-market listings. Visit us at [Realcomp.com](#) and click on “Products & Services” and [“Listing Adaptation Forms”](#) to access the forms.

It is important that we convert your listings to the “Realcomp format” NOW for these reasons...

A. FAAR will discontinue sending LUTAR listings to Realcomp as of August 1, 2009.

B. Although we have your listings in the Realcomp system currently, they exist as “data sharing” listings. Data sharing listings display in Realcomp’s system with fewer fields of data, are not “assigned” to any Realcomp members, and are therefore limited in the system. As such, they do not appear in any member’s online inventory, cannot be syndicated to outside website services, do not allow online showing requests to be made, etc.

C. Once your listings are converted to the “Realcomp format”, they are assigned to you (as the listing broker or agent) and become “full-featured”. Additionally, they are added to Realcomp’s MLS data feed, which is sent to FAAR and Ann Arbor daily in conjunction with our reciprocal data sharing arrangements. This means your listings continue to receive the exposure you have become accustomed to without needing to be a member of these MLS organizations.

2. **Review Your Converted Listings in Realcomp *Online*® for Data Accuracy NOW.** After reviewing your listings, if you see any data inaccuracies, missing photos, or missing virtual tour links, please contact our [Customer Care Support Department](#) right away, so we can make the necessary corrections.
3. **Please know, Realcomp has received a list of approximately a dozen fields (i.e. % wooded, % tillable, % tiled, soil type, etc.) from LUTAR’s MLS Committee that will be added to the Realcomp system.** We expect to make these new fields available in an upcoming upgrade of Realcomp’s MLS system. Please watch for news of this release through Realcomp’s [MLS Tech Trends e-mail service](#).
4. **Report All of Your Listing Changes to Realcomp NOW.** Please be sure to report all changes (i.e. data changes, status changes, etc.) on your listings directly to Realcomp from this point forward. This will help us to keep your listings current as they are displayed to MLS Subscribers and Data Sharing Guests, syndicated to outside websites (for consumer access), & disseminated to data sharing partners (i.e. FAAR & Ann Arbor) for display in their MLS systems.

5. **Attend Realcomp Training in Your Area NOW!** Although Realcomp's MLS system is very user friendly, attending training is vitally important to a successful transition. The training is free, endorsed by LUTAR, and being held in Lapeer and Caro. Visit us on Realcomp.com and click on "Training" and "[Register for a LUTAR/Realcomp Training Course](#)" for additional details.
6. **Sign Up for Realcomp's FREE Point2 Agent Listing Syndication and Website Services for a Powerful Internet Presence.** Visit us on Realcomp.com and click on "Products & Services" and "[Point2 Agent](#)" for additional details.
7. **Sign Up for Realcomp's FREE Showing Assist™ Services to Make Showing Management a Breeze.** Visit us on Realcomp.com and click on "Products & Services" and "[Showing Assist](#)" for additional details. (This service will take the place of the "Book-a-Showing" service).
8. **Sign Up for Realcomp's FREE MLS Tech Trends e-mail newsletters.** We want to make sure you [receive our weekly communications](#) designed to help you get the most from your Realcomp MLS subscription. Visit us on Realcomp.com and click on "News" and "[Subscribe to Realcomp's Weekly MLS Tech Trends News via E-mail](#)" to make sure you receive this important information from us on a regular basis.
9. **Get Your Custom Office Forms Converted for Online Access through Realcomp FREE of Charge!** Normally, this service is associated with a conversion fee of \$50.00 per page to cover the cost of programming your office forms. **However, until November 1st, 2009, this service is FREE of charge for new LUTAR Broker members.** Visit us on Realcomp.com and click on "Products & Services" and "[Online Forms – by Instanet](#)" for details. *Some restrictions do apply.*
10. **Contact Us with Any Questions, Concerns or Issues You Have!** We can be reached seven (7) days per week via phone at (866) 553-3430, ext. 2 or e-mail at support@realcomp.com. Our hours are:

Monday through Friday: 8 a.m. to 9 p.m.

Saturday: 8 a.m. to 8 p.m.

Sunday: 11 a.m. to 6 p.m.

Other Tips for Your Transition:

- **Got Prospects, Saved Searches, or Contacts Stored in Your Current MLS System?** Be sure to print copies of these out so you can refer to them in the future as you add them to Realcomp *Online*®.

Did You Know? LUTAR members will save \$70+ per year with Realcomp as their MLS provider, being able to access Realcomp, FAAR, and Ann Arbor listing information through one source, one database, and one MLS provider, Realcomp. Plus, a Realcomp subscription entitles LUTAR members to receive *MORE* services than ever before.