

Realcomp Online[®]: Listing Load Tip Sheet

Effectively Utilizing the Listing Load Program

The Listing Load program in Realcomp Online allows Subscribers* to enter and change listings 24 hours a day seven, (7) days a week. From automatically populating certain fields by entering the Property ID number (PIN) to not allowing the listing to be submitted without the entry of finable fields, utilizing the Listing Load program has many benefits.

The Listing Load Tip Sheet contains information on how to better use and navigate through the Listing Load program. If you are unfamiliar with the program, Realcomp recommends that you begin by consulting the Listing Load Manual, which can be found on the corporate website, www.realcomp.com, by clicking “Products and Services” and “Listing Load”.

Timesaving Tips when Entering and Changing Listings

1. Once a Subscriber has reached the features section in Listing Load, press “Enter” to move to the next field instead of “Tab”. The “Tab” key can potentially auto-fill unintended characters into the features section.
2. A Partial Save will not produce an MLS number for a Listing. An MLS number and Preview Flyer are only available after the Listing is complete and submitted.

Accuracy: A Crucial Component of Listing Load

1. Make sure you have selected the correct form when entering a listing. If you complete and submit the wrong form (i.e. you fill out the Residential Listing form for a Condominium) your Broker or Designated REALTOR will need to Unconditionally Withdraw (UWTH) the listing and then you will have to resubmit it to Realcomp.
2. The PIN of a property auto-fills many needed fields, making Listing Load more user-friendly. Double check the address that is auto-filled to ensure that the information automatically filled into the listing is accurate.
3. Double check the price you enter. Make sure to include all 0’s and leave out all commas. If you leave out the zeros, your listing will not only be hard to search, it also has the potential to look like a lease.
4. Be sure that the list date of the property is correct. Entering a late listing is a finable offense.
5. When completing a Multiple Family Listing Submission Form, be sure that the number of units is equivalent to the number of total bedroom units.
6. If a listing has a bonus attached to it, the bonus must go to the Broker and can then be intended for the Agent. The bonus must specify whether the bonus is for “Accepted Price and Terms” or “Full Price and Terms”.

Realcomp Online[®]: Listing Load Tip Sheet

7. Fill out Land Contract information completely! This information should be provided by the seller of the listing.

Other Useful Listing Load Tips

1. Any Split commission must be explained in the Remarks Section of the listing (i.e. 3% on first 100K and 1.5% thereafter).
2. Be sure to enter the right Area Number (where the property is physically located). Entering the wrong Area Number can delay photos requested through Realcomp.
3. If a listing cannot be shown after being listed in the MLS, the Agent must possess a letter of proof from the seller stating so and reason for the delayed showing. This letter does not need to be sent to Realcomp.
4. Avoid duplication! When entering the address of a listing, remember that “Street Type” is a separate field. St, Rd, Ave, Dr, Blvd, Ln, and Cir have their own field; do not type one of these in the “Street Name” field.
5. If you are unsure about what to enter in a field, DO NOT GUESS. This is an important part of keeping the data accurate!

*Access to the Listing Load program is determined by the Designated REALTOR[®]. If you are unsure if Agent access is allowed in your office, consult with your Designated REALTOR[®].

If you have any questions regarding the Listing Load program, you may contact Customer Care at 248.553.3430 ext.2 or by e-mail at support@realcomp.com.