



## Upcoming LISTING TYPE and LEVEL OF SERVICE MLS Modifications

Realcomp's MLS (i.e. Realcomp *Online*®, Realcomp *Mobile*™, & all applicable databases) will be upgraded by the end of September to improve the method by which MLS Subscribers are able to identify **Listing Type** and **Level of Service** on listings. Specifically, **Listing Type** and **Level of Service** information will be separated. This means these fields will be noted independently of one another, enabling you to indicate the **listing (or contract) type** separately from the **level of service** you are providing.

The new **Listing Type** field will offer two (2) choices: **1) Exclusive Right to Sell** or **2) Exclusive Agency** (and only one of these will apply). The new **Level of Service** field will offer three (3) choices: **1) Full Service**, **2) Limited Service**, or **3) MLS Entry Only** (and only one of these will apply).

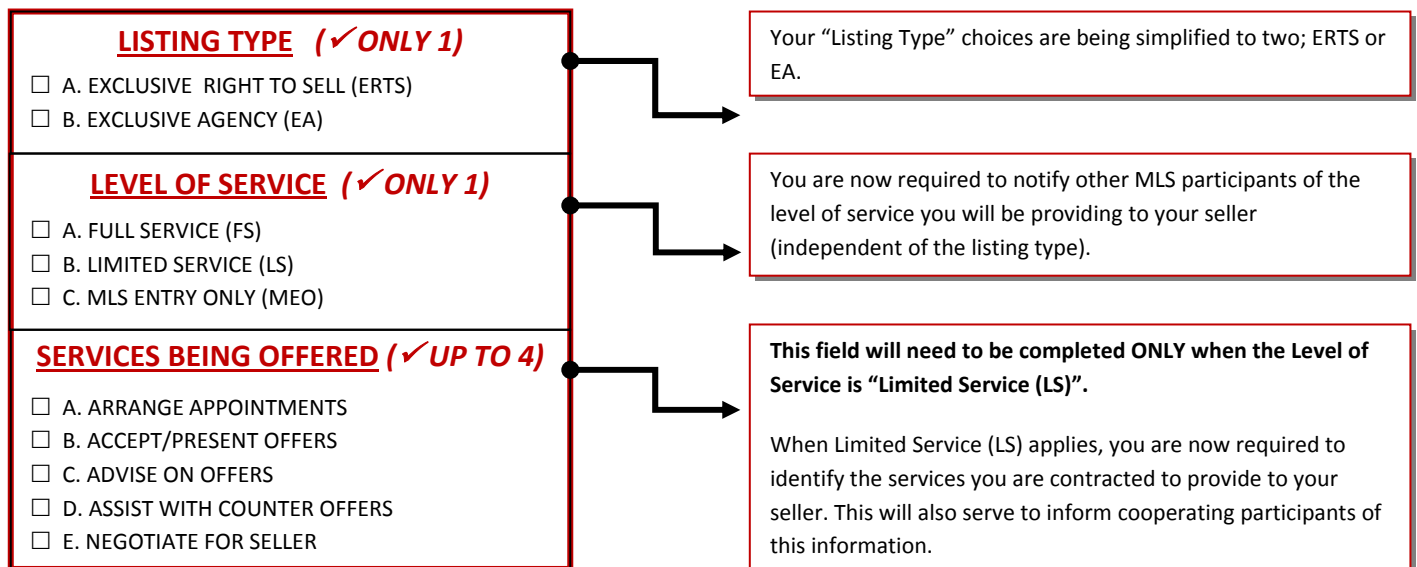
When **Limited Service** applies, you are now required to identify the services you are contracted to provide to your seller based on the following features: **1) Arrange Appointments**, **2) Accept/Present Offers**, **3) Advise on Offers**, **4) Assist with Counter Offers**, and **5) Negotiate for Seller**. Up to four (4) of these may be selected with **Limited Service**. **When all five (5) happen to apply, you should select "Full Service"** as your service level and all of these features will automatically appear on your listing.

When **MLS Entry Only** applies, you will **not** need to select any "Services Being Offered" features. As is implied by the description, **MLS Entry** is assumed to be the **Only** one.

### Current Method for Entering Listing Type and Services:

REQUIRED LISTING TYPE (YOU MUST ✓ AT LEAST 1)			
<input type="checkbox"/> A. EXCL. RIGHT TO SELL	<input type="checkbox"/> B. EXCLUSIVE AGENCY	<input type="checkbox"/> C. LIMITED SERVICE	<input type="checkbox"/> D. MLS ENTRY ONLY
<i>(Full Service)</i>			

### New Method for Entering Listing Type and Level of Service:



When these modifications are implemented, Realcomp will also convert existing listings, saved searches, and prospects, so the Listing Type and Level of Service information is displayed properly and can be searched.

**Here are sample scenarios regarding the upcoming listing conversions:**

<b>Current Listing Descriptions</b>	<b>New Listing Type</b>	<b>New Level of Service</b>	<b>New Services Being Offered</b>
1. Exclusive Right to Sell/Full Service	Exclusive Right to Sell	Full Service	All Services (A-E) Shown
2. Exclusive Right to Sell/Unknown	Exclusive Right to Sell	Unknown/Data Share	Unknown/Data Share
3. Exclusive Agency	Exclusive Agency	Full Service	All Services (A-E) Shown
4. Exclusive Agency/Limited Service	Exclusive Agency	Limited Service	None Shown (info needed)
5. Exclusive Agency/MLS Entry Only	Exclusive Agency	MLS Entry Only	None Shown (n/a)
6. Limited Service	Exclusive Right to Sell	Limited Service	None Shown (info needed)
7. MLS Entry Only	Exclusive Right to Sell	MLS Entry Only	None Shown (n/a)
8. Exclusive Agency/MLS Entry Only	Exclusive Agency	MLS Entry Only	None Shown (n/a)
9. Unknown	Unknown/Data Share	Unknown/Data Share	Unknown/Data Share

For “Limited Service” listings, we will need your help. If you have listing load privileges, you may update your listing inventory to enter the actual “Services Being Offered” after the upgrade. If you need Realcomp’s data entry assistance with this, please call us. We also plan to follow-up with offices regarding the listings that are not showing these features to obtain the necessary information.

For “MLS Entry Only” listings, “Services Being Offered” will be blank, as these features are only applicable with “Limited Service” listings.

Once all software and database changes have been implemented, we ask that you access your listing inventory and verify the accuracy of the converted listings pertaining to Listing Type, Level of Service, and Services Being Offered. We also ask that you review your prospects and saved searches to verify that these have been converted properly too. If you saved “Exclusive Right to Sell (FS)”, “Exclusive Agency”, “Limited Service”, “MLS Entry Only”, or any combination of these listing types as a part of your search criteria, these will be converted by Realcomp and should be verified by you for accuracy after the system upgrade.

New profile forms have been ordered from our forms supplier and will become MANDATORY as soon as they are available. We do expect these to be available for purchase from Realcomp and/or your Board & Association office at time of system implementation (by the end of September). Additionally, the newly revised online forms will be available also, and can be accessed or printed from Realcomp *Online*® by subscribers **free of charge**.

Please watch for confirmation of these modifications to appear on the announcement screen of Realcomp *Online*®, on our corporate website ([www.realcomp.com](http://www.realcomp.com)), and in all of our other communication vehicles (i.e. fax broadcasts, e-mails, etc.).

If you have any questions about these improvements, please contact our Customer Care Department at (866) 553-3430, ext. 2.

Thank you for your patience as we strive to continue improving Realcomp, the REALTOR’S® MLS!