

# **BAREIS MLS® Data Entry & Business Rules**

You must have a valid listing agreement prior to entering a listing into the BAREIS MLS® database. Any listing modification must be authorized by the seller in writing.

BAREIS MLS® accepts exclusive right to sell, exclusive agency, open and probate listings. Your listing must be in writing to enter a property in the database, verbal agreements are not acceptable. Upon request you must be able to supply BAREIS MLS® written documentation (i.e. a listing agreement). When a listing date is to be extended past its expiration date, you must have the extension in writing as well.

Listing Entry & Status Changes	Property must be entered into the MLS within 3 business days of signing the listing agreement. Changes in status must be entered within 3 business days.								
Property Types & Subtypes	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;"> <b>Residential</b>                      Single Family                      Condo/Coop                      Farms/Ranches                 </td> <td style="width: 25%; vertical-align: top;"> <b>Mobile/Floating</b>                      Mobile Ranch                      Floating Home                 </td> <td style="width: 25%; vertical-align: top;"> <b>Lots &amp; Land</b>                      Acreage                      Agriculture                      Commercial                      Residential                      Other                 </td> <td style="width: 25%; vertical-align: top;"> <b>Commercial</b>                      Industrial                      Mixed Use                      Office                      Retail                      Warehouse                      Research &amp; Develop                 </td> </tr> <tr> <td style="vertical-align: top;"><b>Multi Unit 2-4</b></td> <td style="vertical-align: top;"><b>Multi Unit 5+</b></td> <td colspan="2" style="vertical-align: top;"><b>Business Opportunity</b></td> </tr> </table>	<b>Residential</b> Single Family Condo/Coop Farms/Ranches	<b>Mobile/Floating</b> Mobile Ranch Floating Home	<b>Lots &amp; Land</b> Acreage Agriculture Commercial Residential Other	<b>Commercial</b> Industrial Mixed Use Office Retail Warehouse Research & Develop	<b>Multi Unit 2-4</b>	<b>Multi Unit 5+</b>	<b>Business Opportunity</b>	
<b>Residential</b> Single Family Condo/Coop Farms/Ranches	<b>Mobile/Floating</b> Mobile Ranch Floating Home	<b>Lots &amp; Land</b> Acreage Agriculture Commercial Residential Other	<b>Commercial</b> Industrial Mixed Use Office Retail Warehouse Research & Develop						
<b>Multi Unit 2-4</b>	<b>Multi Unit 5+</b>	<b>Business Opportunity</b>							
Duplicate Listings	A property may not be entered into more than one property type unless the property meets the Secondary Listing Guidelines as set by BAREIS MLS®. To view the guidelines from BAREIS MLS® database click on <b>Links &gt; Link &amp; Documents &gt; BAREIS.com Forms &amp; Lists &gt; Listing Input &gt; Listing Guidelines</b> . Unapproved Secondary Listings will be considered duplicate listings and withdrawn/cancelled from the MLS.								
Fields Requiring MLS Staff Assistance for Revising	You cannot change <b>Original List Price, Listing Date</b> or the <b>Address</b> without MLS assistance. To have these modified, send your request in writing or on a Listing Change Form along with the listing agreement. The form is available on BAREIS MLS® database by clicking on <b>Links &gt; Links &amp; Documents &gt; Bareis.com Forms &amp; Lists &gt; Listing Input &gt; Change Listings</b>								
Listing Type	<b>For Sale</b> or <b>For Lease-Rent</b> are entered in the same Property type. You simply indicate <b>For Sale</b> or <b>For Lease-Rent</b>								
List Date	The <b>List Date</b> is the date that all necessary signatures have been obtained on the listing agreement or the effective date of the contract.								
On Market Date	BAREIS MLS® has a field for <b>On-Market Date</b> . This is the date the listing should be available and on the market and will be visible to other members on the MLS database. This would be the same as the list date unless the seller does not permit the listing to be included in the MLS database at the time the listing is taken.								
Days On Market (DOM)	<b>Days On Market</b> begins calculating from the <b>On Market Date</b> until the listing becomes Pending.								
Cumulative Days On Market (CDOM)	<b>Cumulative Days On Market</b> tracks the total time on market for a property, regardless of brokerage.								

Confidential Remarks	The confidential remarks data field is intended to contain agent-to-agent remarks, showing instructions, financing or escrow information, contact information, and any information deemed confidential pursuant to BAREIS MLS® Rules and Regulations. “For Comp Purposes Only” must appear in the first line of the confidential remarks when a listing is entered for that purpose.
Property Description	The property description field is restricted to the physical description and condition of the property. No contact information, websites addresses, showing instructions or information directed toward real estate agents or brokers, including compensation or bonuses offered to cooperating brokers may be shown in the property description field.
Unapproved Listings	When entering a future date in the On Market Date field, the listing will show up as Unapproved. These listings are active but are suppresses from the market and can only be viewed by the listing agent, broker and BAREIS MLS® Staff. The listing will automatically approve upon the on market date and will then be live on the system for other members to view.
Re-Entering Listings	A listing may not be re-entered as <b>New</b> by the same company until it has been off the market for at least 10 days.
Status Definitions	A complete list of the status definitions is available on the BAREIS MLS® database under <b>Links &gt; Links &amp; Documents &gt; Bareis.com Forms &amp; Lists &gt; Listing Input &gt; Lists and Definitions &gt; Status Lists &amp; Definitions</b>



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