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SECONDARY LISTINGS

Per BAREIS MLS Rule 9.5, properties may not be listed in more than one property category or in more than one territory or area, except as otherwise approved by the Board of Directors. Unapproved secondary listings will be considered duplicate listings and appropriately fined. **Requests for secondary listings must be submitted in writing to BAREIS.** In order for a listing to be considered a secondary listing, the listing must meet at least one of the following specific criteria:

For approval in two property categories:

- (a) Parcels with mixed-use zoning are being sold together; or
- (b) A subdivision is pre-approved (residential and commercial or land). Proof of pre-approval from municipality must be provided; or
- (c) A lot where new home construction plans are approved and the list price includes all completed improvements.

For approval in multiple counties or areas:

- (a) The property's footprint overlaps two counties;
- (b) The principal access road to the property is in a different county; or
- (c) The mailing address of the property is different from the property's location.

The biggest confusion surrounds how to list a Multi Unit 2-4, and/or a single family residence with a second or granny unit. Generally, the zoning drives where the property should be listed in the system. For example, single family residences with a granny unit should be listed in Residential-Single Family with 'second unit' checked as yes. When listing a property zoned multi-unit 2-4, and all units are being offered for sale together, the property should be listed in Multi Unit 2-4, and will not be approved to list as Residential-Single Family. When listing one unit of a Multi-Unit 2-4 for sale (example: where it is permissible to sell one side of a duplex), it should be listed as Residential-Single Family (attached if appropriate). (See the note below for helpful hints on how to do a property search for all property with two units.)

Note that entries in both Commercial and Business Opportunity do not require approval, but you will need assistance from BAREIS staff to save the listing.

If approved, the listing agent will be charged \$50 for each secondary listing, to be paid by credit card, check or cash (billing is not an option). The secondary listing should be entered and "saved as incomplete" by the listing agent, then BAREIS staff should be contacted to save the listing as new. The listings must be cross referenced in the confidential remarks ('also listed as MLS #...'). *Any change to either listing must be done by BAREIS staff. Please submit change requests on a Listing Change Form.* When the property sells, only one may be recorded as Sold; the secondary listing must be withdrawn-cancel to accurately reflect statistics and sales volume.

To submit a request, either fax (707-577-0140) or email (kris@norcalmls.com) your request to the attention of Kristine McIntyre.

Helpful Hint: If you have a customer looking for a property with two units, and does not care if it is a Single Family Residence with a Granny or Apartment, or a Duplex, try this:

Log on to Rapattoni, click on search, and select standard search. Place a check on residential. Pick the status you want, put in your price range and county, city, etc. click on the additional criteria tab on the bottom of the search screen. Select 'Yes' on the '2nd unit on lot' question. Save your search as a name you will recognize, like Second Unit Residential. After you run the search, add the results to your cart or to a prospect. Run a similar search for Multi Family 2-4 (you do not have to go to additional criteria in Multi Family), complete the search and save the results to your cart or to the prospect. Your cart or prospect will have all of the properties in one place.