



Bay Area Real Estate Information Services, Inc.  
 153 Stony Circle, Suite 200 Santa Rosa, Ca 95401  
 PO Box 3367 Santa Rosa, Ca 95402  
 707-575-8000 Fax 707-577-0140

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

A valid, written listing agreement is required prior to entering a listing into the BAREIS MLS® database. Any listing modification or extension must be authorized by the seller in writing.

BAREIS MLS® accepts exclusive right to sell, seller reserved, open and probate listings. BAREIS may request documentation, including copies of listing and purchase agreements and seller authorizations.

Listing Entry & Status Changes	Property must be entered into the MLS within 3 days of signing the listing agreement. Changes in status must be entered within 3 days.			
Property Types & Subtypes	<b>Residential</b> Single Family Condo/Coop	<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 Duplicate Listing Guidelines as set by BAREIS MLS®. To view the guidelines from BAREIS MLS® database click <a href="#">here</a> . Unapproved Duplicate Listings will be withdrawn/cancelled from the MLS.			
Fields Requiring MLS Staff Assistance for Revising	Changes to the <b>Original List Price</b> , <b>Listing Date</b> or the <b>Address</b> require the assistance of MLS staff. To request changes to these fields, send a completed Listing Change Form along with the listing agreement to <a href="mailto:Dataentry@norcalmls.com">Dataentry@norcalmls.com</a> . The form is available on <a href="http://www.bareis.com">www.bareis.com</a> or by clicking <a href="#">here</a> .			
Listing Type	A property can be entered as both <b>For Sale</b> and <b>For Lease-Rent</b> simultaneously.			
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	The <b>On-Market Date</b> field reflects the date the listing goes <b>Active</b> on the MLS database.			
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.			



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Confidential Remarks	The confidential remarks data field is intended to contain agent-to-agent remarks, including showing instructions, financing information and escrow information. Access codes, including alarm codes and gate codes are prohibited in the MLS database.
Property Description	The property description field is restricted to the physical description and condition of the property. No contact information, website 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. Public remarks appear on client reports and on the public Websites in which BAREIS MLS® participates.
Unapproved Listings	When entering a future date in the On-Market Date field, the listing will show up as <b>Unapproved</b> . These listings are suppressed from the market and can only be viewed by the listing agent, listing broker and BAREIS MLS® Staff. The listing will automatically approve upon the on-market date and will become <b>Active</b> for other members to view.
Re-Entering Listings	A property must be W/C or Expired in the MLS for more than 10 days before it may be re-entered as a <b>New</b> listing in the MLS. A new listing agreement is required.
Status Definitions	A complete list of the status definitions is available on the BAREIS MLS® database <a href="#">here</a> .