

# Action Item Checklist for my San Francisco (SFAR) Listings and Settings

**BAREIS members will no longer have access to MetroList MLS as of January 19, 2021 at 5pm**

- **Will Not Transfer to BAREIS Plus:** Your saved contacts, searches, carts, preferences and settings in SFAR will not be accessible unless you take action prior to January 19, 2021.
- **Will Automatically Transfer to BAREIS Plus:** Your SFAR listings will be accessible in BAREIS Plus without further action from you.

## BEFORE Launch Action Items

January 19, 2021 - Pre-Launch

**On-Market Listing: Do you have an active, contingent or pending listing in SFAR?**

- If the property is posted **only in SFAR** (not in BAREIS), no action is needed. You will have access to your SFAR listing in BAREIS Plus.
- If the property is posted in **both SFAR and BAREIS**, withdraw the **BAREIS** listing prior to January 19, 2021.

**Export Contacts to a CSV file from [SFAR](#) and import into [BAREIS](#)**

**Create a backup of your Contact and Contact Search Criteria from [SFAR](#) by creating and saving a Contact Report and enter in BAREIS**

**Create a backup of your Saved Searches and Hotsheets from [SFAR](#) and enter in BAREIS**

## AFTER Launch Action Items

January 20, 2021 - Post-Launch

**Check Your Listings in [BAREIS Plus](#) to ensure data transferred completely and accurately**

**Import Contacts in [BAREIS Plus](#) (if not imported into BAREIS Pre-Launch)**

**Enter Your Contact Search Criteria in BAREIS Plus (if not entered into BAREIS Pre-Launch)**

**Enter Saved Searches and Hotsheets in BAREIS Plus (if not entered into BAREIS Pre-Launch)**

