

SIBOR Listing Compliance Guide

Entering listings into the SIMLS system:

You have been given the rights to add and edit listings where you are the listing agent, and we want to make sure you understand how the system works and what responsibilities you have.

<https://flexmls.wistia.com/medias/lhf9ddroyo>

The above video is not specific to our MLS so it will look a little different, but definitely is relevant and will help you understand the process of how to add a new listing. Please watch the 5-minute video which will walk you through the process. Taking the 5 minutes to watch the video before you try to add a new listing will save you more time (and probably frustration) than it takes to watch it.

<https://help.flexmls.com/en/add-a-listing.html>

The above link is the complete online manual for all the information about how to add and edit a listing. It will have everything you need to know.

If you are having trouble entering a listing, you can contact FlexMLS support at 888-525-4747. PLEASE watch the video and read the help manual before calling.

First, the major rules: (failure to comply does result in fines- [full list here](#))

1. All changes to a listing's status (Active, Acceptance, Under Contract, Sold, Off-Market) must be updated within 24 hours.
2. All paperwork must be sent to the SIMLS within 24 hours. This includes new listing paperwork, the listing agreement and input forms, as well as paperwork for all changes. On the main page of the SIMLS dashboard (first screen with all the buttons) there is an option that says [UPLOAD LISTING FORMS](#) You can click on that link to get all of the forms as well as send them directly to the SIMLS. Paperwork can also be e-mailed to listings@sibor.com or faxed to 718-928-3212
3. Residential listings must go live with a minimum of three photos

Quick summary of adding a listing:

To add and edit your listings: In the FlexMLS system, click the Menu button in the top left of the FlexMLS site. In the "Search the menu" bar with the flashing cursor, just start typing "Add" and you will see the option to Add Listing pop up on the screen (you can do the same thing to find the option to change an existing listing, just type "Change") **To make it even easier in the future, click the STAR icon next to the option and it will become a preferred menu option across the top of your screen.**

When adding a listing, all fields highlighted in RED are required.

After you hit submit, if you missed anything a screen will come up telling you which required fields you missed or which fields have bad information in them.

Make sure you add all of your required media, like your photos and documents. You can add photos BEFORE you make a listing live by clicking "Save Incomplete" rather than "Add Listing". Saving it as incomplete will let you add all of your media, then you can

"Add Listing" and have it go out to the world with all of the photos. Remember, each property listing requires a minimum of three photos, the homeowner information document, and the lead-based paint disclosure if the property was built before 1978. Photos, documents, videos, and virtual tours can be added only through the Change Listing page.

Tips and recommendations:

- The block-and-lot naming convention is a 5-4-digit format. You should use preceding zeroes (0's) to fill in the extra space where appropriate (*for example your block and lot information shows as block = 1234 and lot = 987, it should be 01234 and 0987*)
- When submitting the binder for an Acceptance, make sure to include the selling agent's name and MLS ID
- If an offer falls through and you have a backup offer, the correct sequence is the listing must go back to Active status then you can change to Acceptance again with the new selling agent information
- If you are entering a listing outside of Staten Island and the County or City name is not in the list, use "Out of Area" for the County and e-mail SIMLS@SIBOR.com with the missing information and we will get it added for you. You can add the listing with Out of Area as the county name, it will not affect anything and once the correct information is added it will update everywhere.
- If you have an ownership interest in a property you are listing, you must disclose that in agent remarks
- There is no contact or showing information allowed in public remarks. All information should be put into Showingtime
- Once the listing is live in the system, you will not be able to change commission information. If you made a mistake or need to update it, you must contact MLS staff.

If you are having any issues with your rights to add or edit listings, please e-mail SIMLS@SIBOR.com. For general support issues, we ask that you have watched the video then contact FlexMLS support at 888-525-4747.