



Inputting Your Listing into the MLS

Listing Documents

Complete the following listing documents (and any additional applicable forms for the property):

1. Consumer Notice for Seller
2. Listing Agreement (*be sure to check your start date - is there enough time to get it listed within 72 hours?*)
3. Cooperating Broker Compensation Agreement
4. Seller's Disclosure Statement (*estate sales should be signed on the first & last page, with a line through every page after, with initials/ date by the seller on each!*)
5. Lead Based Paint Disclosure Form *for properties built prior to 1978*
6. Seller's Estimated Closing Costs for List Price
 - ★ Legal documents for any LLC, Estate, or Trustee sales. If a seller has passed away, a Death Certificate is recommended for the file.
 - ★ Seller Name Formatting: *Jessie's Place LLC (name of LLC or estate), Jessie Stamp (name of signor), Owner (signor's role/position) - all signatures and initials should be that of the signor!*

Creating a Transaction in Brokermint

Once all of your listing paperwork is completed, create a transaction in Brokermint and add the appropriate New Listing Checklist to upload all of your required listing documents for review.

- ★ When you upload your documents in Brokermint, be sure to click Submit so that it says *Pending Review* next to your doc.
- ★ Your documents will be reviewed by the Listing Team and they will be approved/rejected. If your document is rejected there will be a comment telling you what needs corrected or is missing from your doc.

Entering A Listing in the MLS

1. Log into the MLS and select the Input tab from the menu across the top of the page.

Greater Erie Board of REALTORS®, Inc.

MY MATRIX | SEARCH | STATS | REALIST TAX | FINANCE | **INPUT** | MARKET REPORTS | LINKS

? Enter Shorthand or MLS#

+ Input

Listings

Add new or Edit existing Listings

Quick Modify:

Select an Agent ☐ Show agents with no listings.

or type --MLS#-- Edit

Roster

Click on the Add New in blue writing to start a new listing.

2. Then select the type of Listing you wish to start: **Residential, Investment, Commercial, Vacant Land, or Business Opportunity**

Add New Listing

Select Form

Residential Listing Input

Investment Listing Input

Commercial Industrial Listing Input

Business Opportunity Listing Input

Vacant Land Listing Input

Residential Non-Listed Sold

Investment Non-Listed Sold

Commercial Non-Listed Sold

Business Non-Listed Sold

Vacant Land Non-Listed Sold

Simply click on the type of Listing you wish to enter.

Cancel

3. There are **3 options** when beginning a new listing:
 - a. Fill From Cross Property (if the property was previously listed)
 - b. Fill From Realist Tax (will autofill tax website info into the listing)
 - c. Start with Blank Listing (if you cannot utilize the first 2 options then you can start a completely blank listing)

+ Add a New Cross Property Listing

Fill from Cross Property | Fill From Realist Tax | Start with a blank Listing

MLS Number from which to Fill

Search for pre-existing Cross Property Listing from which to Fill

Status - Date or Range
 Select All | Select None
☒ Active
☒ Contingent on Sale
☐ Pending Still Showing
☐ Pending
☐ Sold
☐ Temp Off Mkt
☐ Expired

Property Type
 Residential
 Business Opportunity
 Commercial Industrial
 Investment
 Vacant Land

Map Search: No Map Selected
 Within [] miles of [] [My Location](#)

St # **Dir Pfx** **St Name** **Street Suffix** **Dir Sfx** **Unit #**

Area **Subdivision**

☒ Or ☐ Not

Price
 (000s)

MLS #

Approx SF

Year Built

Acreage

Zip Code

Cancel **Search**

Select one of the 3 choices at the top.

A. If you were filling from a cross property you would enter the old MLS # in this box. You can find if there is a previous listing by searching the property address in the search bar.

B. Realist tax- can search by address, owner name, or tax ID. This will partially autofill your listing based of of data available on the Erie County Assessment site. Only works for properties in Erie or Crawford counties.

+ Add a New Cross Property Listing

Fill from Cross Property | **Fill From Realist Tax** | Start with a blank Listing

Search for pre-existing Tax Record from which to Fill

Tax Search

Crawford **Erie**

Street Number

Street Name

Unit Number

Owner Last Name

Owner First name

Tax ID

Cancel **Search**

General Features Rooms Financial/Office Information Remarks

Agent & Office Information

Find an Agent
Listing Agent
PANIGHETTIA106 ? Ref

Find a Co Agent
Co Listing Agent
? Ref

Property Information

Street # ? Dir Prefix ? Street Name ? Street Type ? Dir Suffix ?

City ? Zip ? Unit # ?

Municipality ?

Subdivision ? Zoning ? County ?

Co Index ? School District ? State ? PENNSYLVANIA ?

Co Index 2 ?

Area ? Mineral Rights ?

Acreage ? Lot Front ? Lot Right ? Lot Back ? Lot Left ?

Map Not Found

Latitude ? Longitude ? Update Map
Get Map Location from address Set Map Location
Choose Google Street View

Please note: all fields highlighted in yellow are required by the MLS in order to submit your listing and make it live.

Save as Incomplete Validate Cancel Input Submit Listing

If you wish to save your draft in order to finish working on it at a later time or in order to have the listing team review it, select **"Save as Incomplete"**.

Please make sure to **Validate** your listing. Doing this will highlight any missing or incorrect required information with a red ▲ next to it. You will not be able to Submit your listing until it validates.

Submit Listing- will make your listing live on the MLS. Do not submit until you are 100% ready to go.
*Making a listing live on your own prior to review by the listing team is only recommended for experienced Agents.

Filling Out the Listing

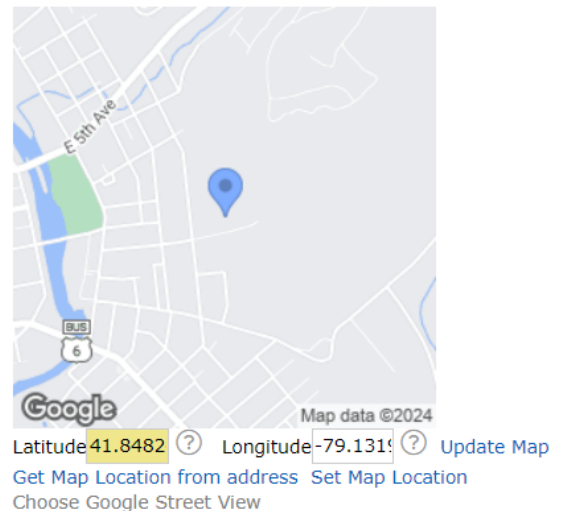
List Price 129900 ? **Sub Property Type** ? ▲ **Total Beds** 3 ▲ **Half Baths** ? ▲ **Apprx SF** ? ▲

List Date 10/25/2022 ? **Style** 2 Story ? **Full Baths** 2 ▲ **Other SF** ?

Complete the listing input form the same way you would a printed version per your new agent training. Here are some helpful notes:

General Tab

- ☐ Make sure the list date on the MLS is the same as the Start Date on the Listing Agreement
- ☐ Set the map location and choose the google street view, if applicable
- ☐ Choose the correct City and Municipality:
 - ☐ City = The city that's defined in the mailing address
 - ☐ Municipality = Actual township/city, if different from the mailing address (i.e. Mailing address is Erie, but township is Summit)



Features Tab

- ☐ Confirm Utility information against Erie Assessment site and client information - make sure these are accurate and correct! Remember, only the Yellow highlighted fields are required

Rooms Tab

- ☐ Make sure all bedrooms and bathrooms are listed under the Rooms tab - they must match the number of rooms and bedrooms you listed under the General tab
- ☐ To add more rooms, click the **More** button at the bottom right of the screen

Financial/Office Information Tab

*****Effective August 1, 2024- OFFERS OF COMPENSATION ARE PROHIBITED FROM THE MLS - buyer broker compensation fields have been removed**

- ☐ Taxes can be found on the Erie Assessment site for Erie County properties. Be sure to confirm tax accuracy with local municipalities when necessary. Taxes should be rounded to the nearest dollar.
- ☐ Check Homestead, Farmstead, Clean & Green, and LERTA Status on the Erie County Assessment Site for Erie County properties
 - ☐ If Homestead is **Active**, you must add the Homestead Exemption to the school taxes listed on the Erie County Assessment site and report those school taxes at face value on your listing. After doing so, add the following to Private REALTOR Remarks:

- ☐ *If buyer is eligible for the Homestead Exclusion, school taxes would be reduced by \$XXX.XX
- ☐ Homestead Exemption rates can be found on the bulletin page via the [Millage Rate](#) link
- ☐ Alert the Listing Coordinator if any of the other statuses are Active
- ☐ Under Showing Instructions, we recommend choosing “See Remarks” as 1 of your 3 selections (this alerts them to ShowingTime as the scheduling service for this property), if applicable
- ☐ IDX/Internet/VOW - this section refers to the ability for the IDX feed to send information about your property to various sites. Do not edit these unless you have a specific situation in which your seller does not want the property marketed normally - consult with the transaction team in those cases before making a selection

IDX/Internet/VOW			
Internet/VOW Yes ▼ ?	Internet/VOW Address Yes ▼ ?	Blogging Yes ▼ ?	AVM Yes ▼ ?
Virtual Tour		Virtual Tour 2	Delayed Marketing YN

- ☐ Add your MLS compliant virtual tour link in this section, if applicable

Remarks Tab

- ☐ Make sure public remarks are only describing physical traits of listed properties and vicinities per MLS Rules & Regs: **(absolutely no offers of compensation allowed)**
Section 1.2.4. Information in Public Remarks Fields designated by the service as public remarks fields and websites that can be reached by links from listing records may contain only description of the physical traits of the listed properties and their vicinities. Inclusion of participant or subscriber promotional messages or contact information, including phone numbers, email addresses and website addresses is expressly prohibited. Remarks to contact agent may only show up in private remarks
- ☐ GEBOR requires that you input some level of directions - “GPS address” is not acceptable for this field
- ☐ Private Realtor Remarks should include, if applicable: “Schedule appointments via ShowingTime” and another other notes that are not meant for the general public
- ☐ Indicate yes or no for Audio or Video Recording Devices (ie. Ring doorbell, video camera on exterior or interior, etc.). If yes, indicate the devices present

Validate the Listing & Finish Photos/Supplements/ShowingTime

- ☐ Validate the listing to address any errors (noted by a red exclamation mark) and Save as Incomplete
- ☐ Attach Seller's Disclosure, Lead Based Paint Disclosure, and any other applicable documents to Supplements. **The SPD and LBP must be uploaded within 7 days of the listing start date.**

Select Form

[Vacant Land Listing Input](#)
[Change to Contingent on Sale](#)
[Change to Pending Still Showing](#)
[Change to Pending](#)
[Change to Sold](#)
[Change to Temporarily Off Market](#)
[Change to Expired](#)
[Open Houses](#)

Other Options

[Manage Photos](#)
[Manage Supplements](#)
[Manage ShowingTime](#)

Supplement Description:
Document title that you want to appear on the MLS.

Select File: Click Choose File to upload the document.

Supplement Type: Defaults to "deed" but you can drop down to choose Sellers Disclosure or Other.

Click the **Upload** button and the document will appear above. Then click **Save**.

File Name

Description

File Size

Type

☐  Sellers disclosure.pdf

Seller's Property Disclosure Statement

7655 kb

Seller Disclosure Statement ▼

Add Supplement (10MB max)

Supplement Description

Supplement Type

Supplement Type

Choose File

No file chosen

Deed

Deed

Other

Seller Disclosure Statement

Upload

Cancel

Delete

Save

- ☐ Upload the Photos (see more information below)
- ☐ Complete the ShowingTime instructions
- ☐ Make the property live by clicking **Submit Listing**. If you need any assistance or have any questions please contact listings@agrestadmin.com!

Listing Photos

Select Form

[Vacant Land Listing Input](#)
[Change to Contingent on Sale](#)
[Change to Pending Still Showing](#)
[Change to Pending](#)
[Change to Sold](#)
[Change to Temporarily Off Market](#)
[Change to Expired](#)
[Open Houses](#)

Other Options

[Manage Photos](#)
[Manage Supplements](#)
[Manage ShowingTime](#)

Take or schedule property photos and **save them in JPEG format**. Upload them to your desktop, or an accessible folder where you can add them to the MLS. You can upload 50 photos to the MLS. Once you've created your draft and saved it as Incomplete, choose "Manage Photos" from the input page for that listing and begin uploading:

Select Form

[Vacant Land Listing Input](#)
[Change to Contingent on Sale](#)
[Change to Pending Still Showing](#)
[Change to Pending](#)
[Change to Sold](#)
[Change to Temporarily Off Market](#)
[Change to Expired](#)
[Open Houses](#)

Other Options

Manage Photos
[Manage Supplements](#)
[Manage ShowingTime](#)

Click "**Browse**" to select one or multiple photos from your desktop/accessible folder to begin uploading. Once you've uploaded the photos, you can sort them by dragging and dropping them into place. You're also able to label them.

219 JEFFERSON STREET

 **Browse...**

Click **Browse** to select photo(s) to upload (0/50).

☐ Check All

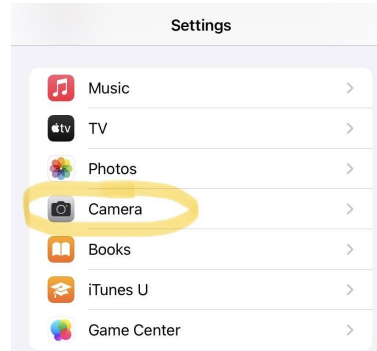
☐ Primary slot	☐ Slot: 2	☐ Slot: 3	☐ Slot: 4	☐
				
Enter description...	Enter description...	Enter description...	Enter description...	Ent

1. **I-phone users** if you're taking the photos with your phone camera they may automatically save as HEIC which is not accepted by the MLS. In order to upload photos

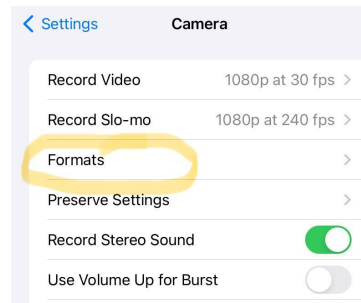
to the MLS they will need to be converted to JPEG. You can do this by searching a free online converter tool on google.

- a. If you want your photos to always be JPEGs, change the Settings on the iPhone for the Camera to take JPEGs instead of HEIC files.

1. Go to Settings > Camera.



2. Tap Formats.



3. Tap Most Compatible-

This will ensure that
Photos always save as
JPEGs



2. The “main” listing photo (**Primary Spot**) for the property must be an **exterior, ground-level photo, with no brokerage signage!**
3. **No brokerage or agent identification can be included in any photos or virtual tour links that are uploaded to the MLS.**
4. Add any MLS compliant virtual tour links here:

General Features Rooms **Financial/Office Information** Remarks

Office Information

Limited Service Listing REO

Net Sales %

Subject to Third Party

Seller Disclosure

Possession Date

Possession (Max 2)

- ☐ 7 Days
- ☐ 15 Days
- ☐ 30 Days
- ☐ 45 Days
- ☐ 60 Days
- ☐ 90 Days
- ☒ At Closing
- ☐ Tenant Rights

Showing Instructions (Max 3)

- ☐ 24 Hour Notice
- ☐ Agent Must Accompany
- ☒ Appointment

IDX/Internet/VOW

Internet/VOW Internet/VOW Address Blogging AVM

Virtual Tour

Attribution Contract

Virtual Tour links can be added in Financial/Office Information tab at the bottom under the IDX/Internet/VOW section.

Additional Helpful Notes

Listing Dates

- The start date on the *Listing Agreement* must match the list date on the MLS.
- You have 72 hours to submit a listing from the date on the agreement but it will show "X" days on the market.
- If you wait more than 72 hours to make the listing live, you must submit a *Change to Listing* form.

Expiration Dates

- You can expire a listing as long as it is within 72 hours of the expiration date listed on the paperwork, if it is more than 72 hours you will need a *Change to Listing* form with an updated expiration date.

Listing Multiple Parcels

- If more than two parcel ID's, add additional lots to the Private Realtor Remarks
- Additionally the taxes, land values, & acreage should reflect all lots combined and you should note this in the private remarks as well

Investment Properties (calculating annual income/expenses)

- Gross Rental Income (*monthly rent x 12*)
- + Other Income (*coin operated laundry, etc.*)
-
- =Total Gross Operating Income (GOI)
- Total GOI
- Total Expenses (*RE tax, repairs, Insurance, Utilities, etc*)
-
- =Net Operating Income

Miscellaneous

- If listing is owned by the agent, or if the agent is related to the seller, it must be noted in Private Realtor Remarks
- Transfer taxes are almost always split
- If the property is tenant occupied, the Possession box should include "Tenant Rights"
- All closings should default to "At Closing" in the Possession box, unless other terms were negotiated
- Use the tax map on the assessment site to help locate a parcel that is not populating by the address in the map section
- Area maps can be found on GEBOR
- Building Information default is Existing Structure

Office Information

Limited Service Listing REO

No ▾ ⓘ No ▾ ⓘ

Net Sales %

▾ ⓘ

Subject to Third Prty

No ▾ ⓘ

Seller Disclosure

Yes ▾ ⓘ

Each of these fields are standard defaults/presets.

HELPFUL TIPS FOR UPLOADING DOCS IN BROKERMINT

The easiest way to create your document packages is directly through Brokermint. If you choose to use ZipForms or wet sign there are a couple of methods for uploading documents.

Please note: there are two ways to manually add external docs to your checklist.

1. From your checklist select the "Use Forms" button on the correlating task for the document you wish to upload.

A screenshot of a checklist interface. It contains four items, each with a red circle containing '03', a red circle containing 'CS', a document icon, and a title. To the right of each item is a status button. The third item, 'Seller's Estimated Costs (SEC)', has a 'Use forms' button highlighted with a yellow box.

Item	Status
03 CS Consumer Notice (CN)	review requested
03 CS Listing Agreement (XLS)	review requested
03 CS Seller's Estimated Costs (SEC)	Use forms
03 CS Lead Paint Disclosure (LPD)	exemption requested

Next Select, "attach a document". Choose the file you wish to upload.

FORMS AND DOCUMENTS

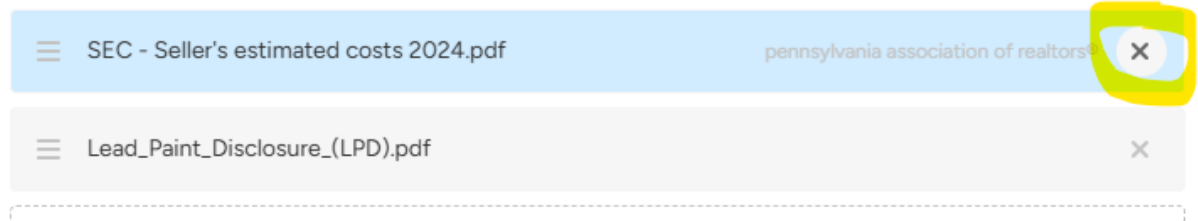
Compile your package by selecting forms and documents from your library or attaching them from your computer.

A screenshot of the 'FORMS AND DOCUMENTS' modal. It shows a list of documents, including 'SEC - Seller's estimated costs 2024.pdf'. Below the list, the 'attach a document' option is highlighted with a yellow circle. At the bottom, there are 'Cancel' and 'Next' buttons.

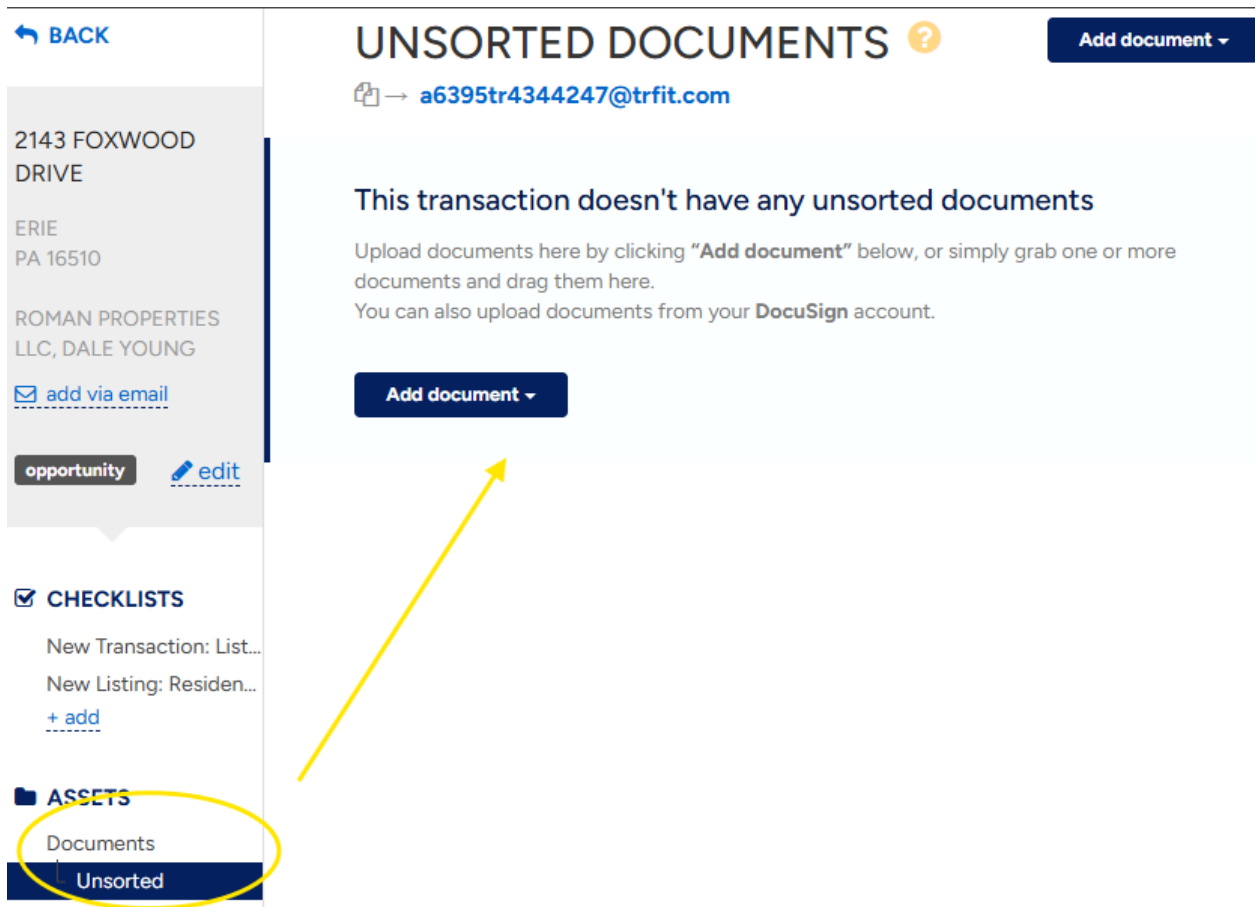
step 1 of 3

The last step before you hit the Next button is to click the "X" on the PAR form. This will remove the blank PAR form Then you can select next and save and now only your executed doc will show up.

Compile your package by selecting forms and documents from your library or attaching them from your computer.



2. Assign docs from the "Unsorted" folder. Simply go into your transaction and select "Documents" from the left-side menu and then "Unsorted". Once in the Unsorted folder there is a button to "Add Document" so you can use this to upload all of your docs into this folder.



1.