

**Greater Pocatello Association of REALTORS®  
Multiple Listing Service**

**Policies and Procedures**  
(Last Revised September 12, 2007)

**POLICY PURPOSE**

Policy statements are for the purpose of developing guidelines and standards for internal MLS operations. Policy statements are ongoing and must be affirmed by the Board of Directors. Any new policies must be approved by the Board of Directors sitting at the time of recommendation of the new policy. Policy recommendations may be made by staff, committee members, the Board of Directors or any member may present a recommendation to the Executive Officer in writing.

**INFORMATION REQUESTS**

From general public, written or verbal, shall be referred to the President or Executive Officer.

**OFFICE HOURS**

The Association Office hours are: 8:30 a.m. to 5:00 p.m. – Monday through Friday; hours may vary over the lunch hour and during General Association meetings, vacation time, emergencies or illness, and members are asked to call the Association office to verify office is open.

**MLS MAIL DROP**

When the office is closed items may be left in locked metal box outside of Association office building. The box will be checked every morning.

**CONFIDENTIALITY OF MLS INFORMATION**

Any information provided by the Multiple Listing Service to the Participants shall be considered official information of the Service. Such information shall be considered confidential and exclusively for the use of Participants and real estate licensees affiliated with such Participants and those Participants who are licensed or certified by an appropriate state regulatory agency to engage in the appropriate state regulatory agency to engage in the appraisal of real property and licensed or certified appraisers affiliated with such Participants. Information provided by the Tax Tools is for use by members of the Pocatello Multiple Listing Service ONLY, and is NOT to be given to anyone else. Distribution to any individual or group for unrelated commercial purposes is strictly prohibited.

Type of contract codes:

ERS – Exclusive Right to Sell

ERP – Exclusive Right to Sell with Prospects (named prospective buyer exclusions/exceptions)

EXA – Exclusive Agency (reserves to the seller the general right to sell the property on an unlimited or restrictive basis)

**DATA ENTRY**

**1) 3 Business Day Rule (72-Hours):**

Listings must be input in the MLS system within three (3) business days (72 hours) from the listing date. If an agent is in violation of the 3 Business Day Rule (72-Hours) they will be notified by the Association office and requested to provide an explanation for the violation and make necessary corrections to the listing within 3 business days. The MLS Committee will review all explanations received within 3 business days and determine if a fine will be assessed. If no explanation is provided a \$100 fine will be assessed. If the fine is not paid within 30 days, the agent will be suspended from the GPAR MLS until the fine is paid and the listing is corrected. (MLS 10/6/06; BOD 10/11/06)

**2) Pictures:**

- a) All local listings with any building/improvements (except land and business only) must have a photo within five (5) business days of submission or MLS will have photo taken and the listing office will be billed \$5.00 per picture. (BOD 12/4/1998, amended 2006)
- b) Photo Copyright – Just a reminder that photos entered into the Paragon system are owned by the listing agent. If you decide to use a photo on your listing from a previously listed property in the Paragon system, please get permission in writing from the listing agent before placing it on your listing or the Association will remove the pictures.

**3) Missing/Inaccurate Information; Legal Description; Property Disclosure;  
Lead Base Paint Form (when applicable):**

Incomplete or incorrect listings will be faxed back to the listing office for corrections. Corrections must be made within five (5) calendar days or the listing will be deleted. A correction request will be emailed to the broker and the agent, and faxed to the broker. On the fifth (5) calendar day, the listing will be rechecked and if the corrections aren't made, the listing will be deleted from the GPAR MLS. The agent can then re-enter the correct information without any waiting period. It is mandatory to include the Legal Description, Property Disclosure, and the Lead Base Paint forms (if applicable) on every appropriate listing. (GA 9/9/05)  
MLS office staff is authorized to delete any words in remarks that violate Fair Housing guidelines. (The listing agent will be notified of deletions that are made). (BOD 11/10/04)

**4) Sold Info and Status Changes:**

A correction request/warning will be emailed to both the broker and the agent and faxed to the broker. If the correction is not made within five (5) calendar days a \$100 fine will be assessed to the agent. If the correction isn't made within ten (10) calendar days, an additional \$100 fine will be assessed. If after a total of twenty (20) calendar days and \$400 in fines have been assessed or the correction isn't made, the agent will be suspended from the GPAR MLS. If there are any circumstances that would preclude implementation of the fine, the agent may appeal, in writing to the Board of Directors within thirty (30) calendar days. (GA 9/9/05)

**5) Descriptions of Property:**

Only information pertinent to the description of the listed property will be permitted in the Public Remark or any field displayed to the public. No personal contact or marketing information will be permitted to be displayed in the Public Remarks field or any field displayed to the public. Any third party marketing information including the specific naming of any Lender, Title Company or other affiliated service provider is not permitted in any field displayed to the public, but may be included in the Private Remarks. (MLS 9/7/07, BOD 9/12/07).

**Access To Comparable And Statistical Information:**

Actively licensed Real Estate Brokers, their agents, and appraisers who are members of the Greater Pocatello Association of REALTORS®, additionally, local county assessor offices who are in the territorial jurisdictional boundaries of the Association, who are actively engaged in real estate brokerage, management, appraising, land development, or building, but who do not participate in the MLS, are nonetheless entitled to receive, by purchase or lease, all information other than current listing information that is generated wholly or in part by the MLS including "comparable" information, "sold" information, and statistical reports. This information is provided for the exclusive use of Association Members and individuals affiliated with Association Members who are also engaged in the real estate business and may not be transmitted, retransmitted or provided in any manner to any unauthorized individual, office or firm except as otherwise provided in these Rules and Regulations. Association members who receive such information, either as an Association service or through the Association's MLS, are subject to the applicable provisions of the MLS rules and regulations whether they participate in the MLS or not. (MLS 7/7/06, BOD 7/12/06)

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**PARTICIPANTS/SUBSCRIBERS**

All Real Estate and Appraisal firms holding primary membership in the Greater Pocatello Association of REALTORS® are encouraged to be Participants in the Service.

All Real Estate licensees and Appraisers licensed with Participants holding primary membership in the Greater Pocatello Association of REALTORS® are required to become Subscribers to the Service.

The following applies to potential Participants/Subscribers whose firms are primary members of the Greater Blackfoot Association of REALTORS®, Greater Idaho Falls Association of REALTORS®, or the Upper Valley Association of REALTORS® and are members of the Snake River Regional MLS:

1. The Designated Broker/Appraiser principal of the firm may join the Greater Pocatello Association of REALTORS® MLS as a Participant.
2. Agents/Appraisers licensed with the Participant may become Subscribers to the Service at their option after their Designated Broker/Appraiser has become a Participant of the Service.
3. Only listings of individual Subscribers will be allowed entered into the system.
4. The Participant must assure that only the Designated Broker and Subscribers licensed with the Participant's firm will have full access to the system.
5. Read-only access to the Greater Pocatello Association of REALTORS® MLS will be provided to all members of the Snake River MLS at no charge.
6. Participants or subscribers found in violation of the MLS Rules and Regulations will be subject to a fine and/or suspension or MLS subscription.
7. Participants of Greater Pocatello Association of REALTORS® agree to compensate Participants of the Snake River Regional MLS as set forth in the GPAR MLS Rules and Regulations. (12/6/06)

(BOD 3/9/05, GA 4/8/05)