



Big Sky Country MLS Listing Input Checklist

When entering a new listing into the Big Sky Country MLS, take the following steps to ensure compliance with BSCMLS Rules and Regulations.

1. ____ **Make sure your listing contract is valid.** Run an MLS search of the property address to ensure it is not "Active" with another listing agent. If it is, contact BSCMLS at 406-585-0033. We will follow-up with the other agent to determine whether they still have a valid contract. If the contract is valid, we will inform you. If the contract was cancelled, we will ensure the listing is removed from the MLS as soon as possible. Do not enter your listing until the other agents listing is cancelled. If you enter a listing on the MLS without a valid contract, you may be subject to a \$250 fine. **All fines escalate for repeated offenses.**
2. ____ **(OPTIONAL) Bring the appropriate Listing Input Form with you to your listing appointment.** The forms can be printed and filled in manually or completed electronically from your computer. These are merely a matter of convenience and they do not transmit any data into the MLS. The purpose of these forms is to provide you with a list of all the options for every field in the MLS while you are at your appointment. This way when you sit down to enter the listing, you'll have everything in front of you and be able to enter the listing without missing any details.

NOTE – it's possible for these forms to not be 100% up to date since the MLS is always evolving. As fields and processes get added or removed from Matrix, BSCMLS staff will make every effort to update the input forms in a timely fashion. If you notice a discrepancy in the input form compared to what you see in Matrix, please notify our office and we will make the necessary corrections.

3. ____ **Determine the correct "Listing Date".** Brokers and/or Supervising Brokers should always be the last person to sign the listing agreement. There are several key factors in determining the correct listing date.
 - a. What day did the Broker sign it?
 - b. What is the date written down on page 1 of the listing agreement as the "starting" date?
 - c. Compare the two dates. Whichever date is the latest, that is the correct Listing Date.

Keep in mind that all signatures, including the Broker, can be obtained prior to the starting date written on page 1. Just acknowledge that if the Broker signs the agreement prior to the start date, you cannot advertise the property, in any way, shape, or form, as being for sale until the date written on page 1. You also cannot advertise the property as for sale until all parties have signed, including the broker.

4. ____ **Enter your listing on the MLS by 11:59pm the 3rd business day after all signatures have been obtained.** This rule is subject to escalating fines if violated twice or more in a 12-month period.
5. ____ **Does your seller want to withhold the listing from the MLS?** The seller has the right to say they do not want their listing on the MLS. There can be times where the listing agreement is valid and officially on the market, but circumstances may be preventing you from entering the listing on the MLS (repairs, waiting for photos, preparing marketing materials, etc.). If this is the case, you must comply with the 3-Day Rule by submitting the "Listing Exemption Authorization" form to the BSCMLS by **11:59pm the 3rd business day** after the listing agreement goes into effect. This rule is subject to escalating fines if violated twice or more in a 12-month period. You can email the form to katie@gallatinrealtors.com

3 Day Rule / Clear Cooperation Policy

3 Day Rule: All property types (with the exception of Commercial Sale or Lease), located on lot sizes up to and including 40.000 acres, within the BSCMLS Service area, must be entered on the MLS by 11:59pm the third (3rd) weekday after the listing date.

Clear Cooperation Policy: If at any point prior to day 3 the property is marketed outside the walls of your brokerage (social media, flyers, digital marketing, etc.) you have just shortened the deadline and must have it entered by 11:59pm the next weekday.

6. ___ **Save, and Save Often!!** When you are entering your listing, save it as a Partial listing immediately, and save often so you don't lose any of your work.
7. ___ **Is the property available for showings?** If the owner does not want the property shown, for any period of time, notate this in the Showing Instructions. FYI - ShowingTime for the MLS is the preferred method by our members for handling all their showings, and you can make notes in that system as well.
8. ___ **Load at least 3 different photos, renderings, or drawings while your listing is still in a 'Partial' status.** While it is still a Partial listing, go into the Add/Edit Photos page (a.k.a. Manage Photos) and upload your photos before you activate the listing. If you know you will not be able to upload a minimum of 3 different photos of the subject property before it goes live, go back to step 5 and submit the Listing Exemption Authorization form so you are in compliance of this policy.

It is a violation to include your contact information in your photos, such as yard signs or watermarks.

9. ___ **Make sure your Public Remarks are in compliance with the BSCMLS Rules & Regulations.** The Public Remarks field is reserved for highlighting the features of the property. Do not include any contact information of any kind (email addresses, agent or office names, phone numbers, websites, etc.). It is strictly reserved for marketing the property, not directing the viewer to contact you for more information...that is what the Agent Remarks field is for. If the viewer of your listing wants more information, they can contact the agent of their choice, and that agent can contact you for more information. Be as detailed in Public Remarks as possible, while remaining in compliance with the rules, and you should have no problem with getting the message out.
10. ___ **Validate your listing.** Before you activate your listing, click the 'Validate' button at the bottom of the Add/Edit page. This will determine if you missed any required fields. If the system finds any empty required fields, or fields that may conflict with policy, Matrix will identify it with an exclamation point surrounded by a red circle, like this...



11. ___ **Triple check your work for violations.** The most common violation is late entry, but if you are in compliance with the 3-Day Rule up to this point, then some of the more common violations you should pay attention to mostly relate to accuracy.

Make sure you are entering complete and accurate information for the Address, Area, Parcel Tax ID, basic building information like Square Footage, Lot Size, Bedroom/Bathroom count, Owner Name (entering Anonymous or Owner of Record is a violation), Financials, Showing Information, Public Remarks, and Syndication.

Talk to your client and ask them which websites they want, or don't want, their listing to be displayed. If you need clarification on what the fields in the syndication tab mean, call the BSCMLS office and we will explain it to you.

12. ___ **Call if you are concerned.** If you have any questions at all about your listing, or if you feel you may not be in compliance, do not hesitate to contact the BSCMLS office to have a staff member review your listing before you activate it.