

# Ruleschool: SNL Listings and Manufactured Homes

*This article is part of our series Ruleschool, where we take a closer look at selected parts of the RMLS™ Rules and Regulations.*

We're going to take a closer look today at a couple of rules we commonly speak to subscribers about: Sold, Not Listed (SNL) listings and manufactured homes.

## **Sold, Not Listed (SNL) Listings**

Do you know when to enter a listing as SNL?

**3.27 Sold, Not Listed Records.** *RMLS™ subscribers may enter information on properties sold to a represented buyer that were not listed in the RMLS™ system, which can include properties offered for sale by owner, through a non-RMLS™ broker, or listed with an RMLS™ participant office as an office exclusive where the listing office declines to enter the information after the sale. The selling agent entering the information is responsible for the accuracy of the content. These records will be clearly marked with a status "Sold, Not Listed" and display "Non-RMLS" as the listing agent and office. Submission of listing of sold properties not filed with RMLS™ by participants for comparable purposes requires the authority of the buyer or seller. This section does not apply to the Commercial Lease category.*

The most common question asked about this status is, "can I enter the listing as SNL if I represented the seller?" The answer is no since the listing would automatically default the listing agent and listing office to non-RMLS™. The proper use of an SNL listing would be if the seller/owner was not represented, they were represented by a non-RMLS™ broker, or

the listing was an office exclusive and not entered into RMLSweb.

## **Manufactured Homes**

On just one morning this week, our office had six conversations about entering manufactured listings into RMLSweb! Here's what the RMLS™ Rules and Regulations say:

**3.6 Manufactured Housing.** *Listings involving manufactured homes must be identified. These listings are denoted as either including the sale of real property or not including the sale of real property by using the correct abbreviation in the Property Type field.*

In the Property Type field you would either use RES-MFG (including real property) or IN-PARK (not including real property). By using either of these property types, the style field allows you to mark either DBL-WIDE, MANUFHS, SIN-WIDE, or TRI-WIDE to define the type of building.

There have been several inquiries recently regarding these types of listings. Be sure to accurately describe the property for sale by checking the appropriate boxes and using the drop down menus when available.

Confused by one of the RMLS™ Rules and Regulations? Leave a comment below or contact us via email to suggest a topic you'd like to see next time.

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# Ruleschool: New Construction and Photographs

*This article is the next in our series Ruleschool, where we take a closer look at selected parts of the RMLS™ Rules and Regulations.*

The RMLS™ Rules and Regulations are key to maintaining accurate data on RMLSweb and a smooth-running real estate marketplace. Just like in last month's blog post, Things the Rules Committee Wants You to Know, we're going to take a closer look today at a couple of rules we commonly speak to subscribers about: new construction and photographs.

**3.5: New Construction Listings.** *Listings involving new construction shall classify such construction as:*

- a. "NEW" – construction completed, but property has never been occupied;*
- b. "Under Construction" – ground broken and construction actually under way; or*
- c. "Proposed" – not yet under construction*

When entering a new construction listing, the Year Built Description field may start with "PROPOSD" which means no construction has started. Once ground is broken and construction begins, the field will need to be changed to "UNDRCON". If construction is completed before listing is sold, the field will need to be changed to "NEW". These changes will accurately reflect the status of construction in a listing.

If for some reason you are not able to make the appropriate change before the listing is changed to SLD status an email will be sent to verify the status of the Year Built Description field if other than "NEW". When you respond, we will adjust the Year Built Description field as needed.

**3.7: Photographs:** *Listing Brokers may submit up to sixteen (16) photographs for all listings to be Published in the RMLS™ System. The photographs are to be submitted without any added text or graphics, or any alterations that misrepresent the property. At the time of publication, listing submitted to RMLS™ are required to have one (1) photograph of the exterior building view, except for bare land, which must have a photograph of the land. If the seller does not wish to have a photograph published, a Photograph Omission Form or equivalent document signed by the seller is required and must be submitted to RMLS™ within 72 hours of listing publication.*

*The exterior building view is to be photograph number one (1) if multiple photographs are submitted. Residential new construction is required to have a photograph, which may be of the floor plan or exterior elevation until the building is completed, at which time a photograph of the exterior building view must be added.*

We receive numerous complaints when the first photograph is not the exterior building view. This photograph does not need to be only of the front of the building but can be the side or the back depending on which best highlights the features of the building. The photograph should not be of the deck or the view of the river/ocean or mountains.

When working with new construction, don't forget to load a photograph in the first position of the completed building before changing the status of the listing to sold. If the listing has been changed to sold before a photograph was entered, you can send the photograph to RMLS™ and we will post it for you.

Check in again next month for more rules information you can use!

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# Ruleschool: Things the Rules Committee Wants You to Know

The Rules and Regulations Committee wants to make sure that all of our subscribers understand the RMLS™ Rules, because they are a key ingredient in accurate data and a smooth-running real estate marketplace. Our new blog series Ruleschool will periodically highlight rules, starting with the following two.

**3.26 Availability for Showing.** *With the exception of Commercial Lease and Auction listings, all active listings shall be available for showing immediately upon entry into the RMLS™ system, excluding listings which require all offers to be made contingent on interior inspection. Listings cannot restrict showings until a future date.*

There are several complaints sent in each week because the remarks say, “No showings until broker tour...” which is not acceptable based on Rule 3.26.

There are several other reasons that have been given when the listing has “No showings...” in the remarks field, but unless the listing requires all offers to be made contingent on interior inspection, the listing must be moved to WTH status if it cannot be shown.

## **Section 7: Showing Procedures**

*a. A Cooperating Broker or Appraiser may use the lockbox system access device to enter a listing whose status is Active, Bumpable, or Short Sale Pending, only in accordance to the instructions on the RMLS™ Listing Data Input Form or in accordance with the express instructions of the Listing Broker or Owner.*

*b. A Cooperating Broker or Appraiser may use the lockbox system access device to enter a listing whose status is other than Active, Bumpable or Short Sale Pending, only with the express permission of the Listing Broker or Owner.*

The formal violations received so far in 2014 were for not following showing instructions or entering a property without permission when the status was not Active, Bumpable, or Short Sale Pending.

There are so many reasons to be careful to follow the showing instructions and the status rules! Even if the house is vacant, there can be big problems. In one case, an alarm system was activated and the home owner had to pay for a visit from the Police Department.

If the house is not vacant there could be teenage children alone, dogs, alarms systems, etc. If you are out viewing properties and you see one for sale that you don't have on your list, use your smart phone to check the status of the listing and the showing instructions before using your key to enter the property!

Stay tuned! Later this spring, there will be more rules that will be the focus of this blog.

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## **The Report Issue Button on RMLSweb, One Year Later**

RMLS™ introduced the Report Issue button to report discrepancies on RMLSweb listings along with other system improvements last January. One year after its release we have received over 4,000 issue reports, and the button has helped

us ensure accurate data. The Report Issue emails that we've received are filled with the necessary information in order to correct the data in less time, which saves time for everyone.

As you are looking at listings in the Agent Full and Data Only reports and encounter any data inaccuracies, you can notify us by clicking on the Report Issue button at the bottom of each listing in the right hand corner.



When you click on this button a pop-up screen will appear. Check off the type of issue you would like to report, adding additional comments that will assist us in evaluating the issue.



After you have completed the form, click on Submit to send the information to RMLS™. We will investigate the issue(s), contact the listing agent, and have the data corrected.

Here are the numbers of reports we've seen by month, and by type (February-December 2013):

Month	Number of Reports
February	400
March	464
April	450
May	387
June	373
July	452
August	360
September	332
October	408
November	295
December	224
<b>TOTAL</b>	<b>4,145</b>

Type	Number of Reports
Other	1,148
Photo Issue	562
Status	539
Property Type	376
Owner Name	292
Remarks	233
Multiple Issues	233
Personal Promotion	204
No Showing	189
Area	171
Year Built	108
Address	64
Tax	26
<b>TOTAL</b>	<b>4,145</b>

As you can

see, many inaccuracies have been corrected in less than a year and your continued use of the Report Issue button will help keep data accurate in RMLSweb. If you have any questions regarding data accuracy, please contact me (Vallerie Bush) or Wanda Kennedy at [dataaccuracy@rmls.com](mailto:dataaccuracy@rmls.com) or (503) 236-7657.