



Rules Tips

Common Errors and How to Avoid Them

BAREIS 3 Day Golden Rule

Within three days:

- Submit your listing into the MLS
- Exclude your listing from MLS
- Report status changes

Exclusions from MLS

If a listing will not be submitted within 3 days, it must be excluded.

Inform BAREIS of an exclusion by:

- Using the Exclusion Confirmation System

In MLS click>Listings>Exclude listing

- Or email completed exclusion form: rules@norcalmls.com

Note: Listings submitted within 3 days with a future On-Market Date do not require an exclusion.

Sharing is not Caring . . .

- *MLS Access* - Assistants must be registered as a member of BAREIS MLS® if they will access the MLS database. Sharing MLS login information is not permitted.
- *Lockbox Key Access* - Sharing Supra lockbox keys with other agents, assistants or clients is never allowed. Lockbox contents must remain in the showing agent's possession and must be returned to the lockbox before leaving the property.
- *Social Media* – Listing information cannot be shared on social media sites (i.e., Facebook, Instagram, etc.) without the listing broker's permission.

Listing Photographs

- All residential, mobile in park and residential income listings must have at least one exterior photo of the home added within 1 day of being entered into the MLS (optional for Coming Soon status listings).
- Photos may not contain agent or office names or contact info and should not include images of people.
- Photos that illustrate any condition other than the “as-is” condition should be labeled as such in the photo comments or on the photo itself—“Living room has been virtually staged” or “Virtually enhanced photo”, for example.

Public Remarks Field Restrictions

The public remarks field is intended to describe the property and/or its amenities. Some things to avoid are.

- Contact info or “Call” remarks
- Vacancy or showing information
- Agent to Agent comments
- Specific financing information
- Due dates for offers
- Property website or virtual tour links
- Info about occupants or owners
- Open house information
- “Perfect for” or “Ideal for” a type of buyer statements

Access Codes

Access code should not be posted in BAREIS. Examples include:

- Security alarm codes
- Digital deadbolt codes
- Gate codes

Showing Instructions

- When showing property, the showing agent must follow the instructions posted in the MLS. The presence of a lockbox on a property does not authorize access to a property without instructions indicating the property may be shown.
- Contingent-No Show, Pending and Closed status listings should not be shown without obtaining permission from the listing agent to enter the property.

Upcoming Rules Changes

- DOM applies to the total number of Days a listing is Active or Contingent on BAREIS MLS®. For the purpose of determining DOM, if the property is withdrawn/cancelled or expired ~~for more than 10 Days~~, DOM shall reset to zero if replaced with a new listing. (Rev. 08-09-2021)
- MLS system will allow listing agents to enter eligible properties as a duplicate listing in both categories RESI and RESI Income or RESI and Land in BAREIS Plus. BAREIS rules and guidelines for duplicate listings remain unchanged.

Delayed Offer Presentation

- A Listing Broker at the direction of the Seller may establish a date for presentation and review of all offers. ~~The Listing Broker shall accept/receive all offers for presentation up to and on the specified date.~~ If a Seller(s) has directed that offers are not to be presented for any length of time, Seller's direction authorizing such arrangement shall be in writing, and Listing Broker shall provide clear and accurate notice to Participants and Subscribers in the MLS of the date/time of presentation of offers as set forth in seller's written instruction. ~~If an offer is presented and accepted prior to the date, the Listing Broker shall notify, in writing, all Brokers submitting offers, and may be subject to disciplinary action.~~ (Rev. 08/09/2021)

Questions

Please contact Jennifer Fraga in our Data Integrity department with any questions at 707-575-8000 or via email rules@norcalmls.com.