

BLC™ listing cooperative Guidelines

for



RULES AND REGULATIONS

December 2007

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Procedure and Practices relating to BLC™ listing cooperative Fields

I. Property Type

a. Definitions

i. Residential

1. Single Family

a. Single unit that none of the Homeowner fee pays for maintenance of any of the exterior of the structure

2. Condominium lifestyle meets one of the following criteria:

a. Some, or all, of the Homeowner fee pays for exterior maintenance of the dwelling.

b. Unit is titled to homeowner, all unit owners have joint ownership in the land and building common areas

c. Lifestyle field further defines condo community

d. Ownership type is Horizontal Property Regime (HPR)

Applications:

A PUD may or may not be a condominium

3. Multi-Family

a. Structure with 4 units or less is considered residential multi-family (for 5 or more units, see commercial multi-family below)

4. Vacant Lots and Land

a. Property with no permanent buildings

b. Land with mobile homes that are not on a permanent foundation are considered vacant lots or land since the mobile home is personal property not a permanent structure

5. Farms and Agricultural

a. Land that is suitable for, or where crops or pastures are cultivated or domestic livestock are grazed

6. Residential Rentals

a. Property that generates income from renting dwelling units

ii. Commercial

1. Industrial Building

a. C-1

b. Building directly used in manufacturing or technically productive enterprises.

c. Usually are not accessible to general public or anyone other than workers

2. Office Building

a. C-2

b. Structure used primarily to conduct business such as administration, clerical, consultation...

c. Building open to public

3. Retail

a. C-3

- b. Building space used for public display and sale of goods
 - c. Open to the public
 - d. Churches are to be listed as commercial retail
 - 4. Multi Family
 - a. C-4
 - b. Structure with More than 4 units is commercial multi family
 - c. Motels are to be listed as commercial multi family
 - 5. Commercial Land
 - a. C-5
 - b. Property with no permanent structures, that is zoned to be used commercial
- b. Applications
 - i. Active properties can be listed in more than 1 property type field, **if applicable**, except for condos (see item 5 below)
 - 1. detail current zoning/use
 - 2. detail potential zoning/use, if applicable
 - 3. reference other listing numbers
 - 4. property can only be pending and closed under one field
 - 5. Condos are only to be listed as condo, do not list as residential
 - ii. Contact local municipalities for zoning information
 - iii. See Zoning Information in XVIII
- c. Violations
 - i. Can not pending or close a property under more than 1 field per transaction, withdraw the other list(s).
 - ii. Information must be accurate
 - iii. Incomplete information is not acceptable
 - iv. Make sure the current and/or proposed use of the property is allowable by the county/city planning board.

II. Listing Date

- a. Definition
 - i. Listing date as stated in the body of the listing contract
- b. Application
 - i. Must be put in BLC™ listing cooperative within 48 business hours of listing date
- c. Violations
 - i. Sign can not be in the yard more than 48 business hours prior to listing being entered in Propertylink
 - ii. BLC™ listing cooperative dates must mirror the contract dates
 - iii. Signatures must be obtained immediately on a listing contract

III. Status

- a. Definition
 - i. Active
 - 1. completed signed contract
 - ii. Active with Contingencies

1. Contingencies must happen before purchase agreement is valid
 2. continue to show property
 3. can accept additional offers, but contingencies details will need to be adhered to
 4. when contingencies are removed, change in Propertylinx immediately
- iii. Pended
1. signed accepted offer to purchase
 2. pend date is date Purchase Agreement signed and accepted
- iv. Sold
1. property has closed
 2. get info off HUD statement and documents from closing
- v. Expired
1. past the expiration date on contract

- vi. Withdrawn
 - 1. seller and listing broker have signed a mutual release that takes property off market, but does not release the contract
 - 2. property temporarily taken off market due to damage or other unforeseen circumstance
- vii. Released
 - 1. seller and listing broker have signed a mutual release that not only takes property off the market but also releases all parties from the listing contract
- viii. Incomplete
 - 1. REALTOR has begun entering new listing and not saved as complete yet
 - 2. incomplete listings must be saved as active within 30 days from entry date or it will be purged from Propertylinx system
- b. Application
 - i. Status must mirror the signed contract in broker's office
- c. Violations
 - i. Change in status must be posted within 48 business hours
 - ii. Properties are not to be withdrawn and re-listed to create the appearance the listing is new and/or to lessen the days on market
 - iii. Contracts, amendments and addendums must match the activity shown in Propertylinx

Media IV. Media

- a. Definitions
 - i. Property Photographs and Line Drawings
 - 1. Must be of the listed property and/or included amenities
 - 2. The first or primary must be of the exterior of the listed property
 - 3. Subscriber must have permission and/or rights to submit.*
 - ii. Virtual Tours of the listed property
 - 1. Branded Virtual Tour may contain contact information.
 - 2. Unbranded Virtual Tour may not contain contact information.
 - iii. URL addresses
 - 1. Website of listing brokerage, listing agent, the listed property or the listed property's community.
 - iv. Text Files
 - 1. A generic computer file, typically using the ASCII character set, that may be uploaded and attach documentation about the listed property.
 - v. PDF files
 - 1. Adobe Acrobat Portable Document Format used to attached documentation about the listed property
 - vi. DOC files
 - 1. Microsoft Word Format used to attached documentation about the listed property
- b. Application
 - i. Digital photo dimensions designed for 640 x 480

- ii. The back of each photograph submitted by the Participant for scanning must contain the listing broker code, BLC™ listing cooperative number, and the order of appearance.
- c. Violations
 - i. Photos of common areas, pools and other non-property photos are not allowed
 - ii. Stored photographs or line drawings may not contain any type of copy, including a Participant company logo or advertising of any kind, placed on or within the photograph, (excluding normal real estate signage within the photograph), contain people or other props or be framed or modified in any way.

* The act of submitting photographs or line drawings to the BLC™ listing cooperative represents that the Participant has been authorized to grant and also thereby does grant authority for the BLC™ listing cooperative to include such information into its copyrighted BLC™ listing cooperative compilation.

IV. Pricing

- a. Definition
 - i. Price on signed listing contract or Amendment
- b. Application
 - i. Must be exactly as appears on contract
 - ii. An * indicates the price has been changed (this is hard coded in the program and shows all price modifications)
- c. Violations
 - i. Prices must mirror contract
 - ii. Price changes must be entered within 48 business hours of signatures obtained
 - iii. Most errors are typos- read carefully before saving
 - iv. Whole dollars only

V. Area

- a. Definition
 - i. Assigned number for county, township where the property is physically located
- b. Application
 - i. Locate property on MIBOR service area map to determine
 - 1. available in REALTOR Store
 - 2. available on line in Propertylinx sidebar
- c. Violation
 - i. Property must be located in the area the property is listed in

VI. Tax ID

- a. Definition
 - i. Identifies property for tax purposes
 - ii. Each property has a different number
- b. Application
 - i. Property will auto populate
 - ii. Tax search by address and/or name to locate tax record in Propertylinx, with the Tax ID number

- iii. contact the county treasurer for number
- iv. New subdivision that has not been assigned a tax id number, use legal description and lot #
- v. Tax ID is the field that determines duplicate listings
- c. Violation
 - i. Properties that have no ID at this time should use legal description plus lot number
 - ii. Fake tax ids will create listings to appear as duplicates
 - iii. Properties will also be assigned a parcel number; in some counties they use the parcel number as the tax id, in others, the parcel number and tax id are the same number. Be sure you are inputting the tax id number.

VII. Semi Annual Tax

- a. Definition
 - i. Property tax payment for 6 months, payable in current year for taxes from previous year
 - ii. Solid waste is included in this amount, except in Marion County it is listed separately and needs to be added to semi-annual tax figure.
- b. Application
 - i. Tax search by Tax ID number for tax record and amount of taxes due
 - ii. Contact county treasurer for year due and amount
 - iii. Amount will be filled in if you 'auto-populate' after inputting tax id number
- c. Violation
 - i. Critical information that must be entered accurately
 - ii. Fine of \$100

VIII. Map Coordinates

- a. Definition
 - i. Numbers assigned based on miles from center or 0 point in county
- b. Application
 - i. Realtor Store has maps available that show coordinates
 - ii. Property linx has side bar on left of page that shows you maps with coordinates
- c. Violation
 - i. Entering 00 or guessing at the numbers is not acceptable.

IX. Geo Coding

- a. Definition
 - i. Map generates codes based on property mailing address using the latitude and longitude lines.
- b. Application
 - i. New properties may not automatically generated comes
 - ii. Codes are used to map properties in Propertylinx
 - iii. Preview map and notify MIBOR staff to correct any inaccurately mapped properties

X. Legal Description

- a. Definition
 - i. This is how the property is legally described and recorded with county
- b. Application

- i. Locate information on tax record in propertylinx
- ii. Contact local assessor
- iii. Description can be very long- enter shortened version
- c. Violation

XI, School District

a Definition

- i. Area school district property is located in

b Application

- i. contact local school board for this information

c Violation

- ii. Do not guess, this is important information to buyer
- iii. School district is not the school name

XI. Square Footage

a. Definition

- i. Main
 - 1. this level is above the grade
- ii. Upper
 - 1. any second level where the first level is above the grade
- iii. Basement
 - 1. below grade
- iv. Minimum Contiguous space (commercial)
 - 1. smallest amount of sq ft that would be available connected
- v. Maximum Contiguous space (commercial)
 - 1. largest amount of sq footage that would be available connected
- vi. Add-on percentage
 - 1. amount of space available to add on square footage

b. Application

- i. Square footage info can be obtained several different ways
 - 1. assessor office
 - 2. appraiser
 - 3. floorplans
 - 4. builder
 - 5. broker

c. Violation

- ii. Make every effort to verify information seller gives you against one of the above sources.
- iii. Only include living space
- iv. Garages are not included
- v. Unfinished attic areas are not included
- vi. Bi-Level should not include square footage of integral garage.

- vii. Tri level basements are not completed below grade so the lowest level square footages and middle level are added together and considered the main; the upper level is then used as the upper level square footage.
 - 1. This is the system also used by appraisers and assessors

XII. Bedrooms

a. Definition

i. Generally:

- 1. The room should have a door,
- 2. The room must have a closet nearby
- 3. The room should not be used as a “walk-through” to another room or bedroom. i.e.: you can not access another room from a bedroom
- 4. Should have 2 means of egress
- 5. Bedrooms outside of these guidelines, **MUST** be described in property description area of the listing.

XIII. Unit Mix (Multi-family)

a. Definition

i. Number of units in each of the following categories:

- 1. bedrooms
 - a. enter number of bedrooms
- 2. baths
 - a. enter number of bathrooms
- 3. size/square footage
 - a. enter sq ft for that particular type of unit
- 4. market rent
 - a. enter the amount of monthly rent which corresponds to type of unit

b. Application

- i. Give number of each type of like-unit

c. Violation

- i. Rent to be entered monthly, not yearly
- ii. Bedrooms must meet the requirements to be counted as a bedroom, (see Room Definitions above)

XIV. Room Sizes

a. Definition

- i. Measurement of each room’s length and width in feet

b. Application

- i. Measure each room or refer to blue prints

c. Violation

- i. All measurements need to be rounded DOWN if less than or equal to .5, otherwise round up to next foot.
- ii. Do not rely on seller information, confirm it's accuracy
- iii. Do not rely on previous listing's measurements, re-measure and confirm accuracy

XV. Acres Information- Agricultural Land

a. Definition

- i. Tillable Acres
 1. land that can be farmed
- ii. Non-tillable
 1. vacant land this is not suitable for farming
- iii. Pasture
 1. open vacant ground with grass or hay
- iv. Wooded
 1. numerous trees
- v. Gross acres
 1. total amount of acres available, including easement areas
- vi. Usable acres
 1. total amount of acres that can be built on or farmed, do not include easement and unusable areas

b. Application

- i. Tax records will show acreage, but may need to contact engineer to determine easements and acreage for portions of land.
- ii. Plat Maps can also assist with determining acreage and easements.

c. Violation

- i. Locate detailed and accurate information, this needs to be precise

XVI. Financial Information

a. Definition

- i. CAM Expense
 1. Common Area Maintenance expense
 - a. cost to maintain parking lot, snow removal, etc. for commercial and investment properties, annually
 2. Per Square Foot (PSF)
 - a. Annual cost divided by square footage for expense per square foot
- ii. Insurance Expense
 1. Total
 - a. Hazard and liability insurance for entire property, annually
 2. Per Square Foot (PSF)
 - a. Hazard and liability insurance for entire property divided by the total sq ft = insurance per sq ft, annually
- iii. Expense Stop

1. dollar amount for the ceiling at which the owner/lessor no longer incurs the expense debt
- iv. Gross Potential Rent
 1. total amount of rent or income generated by property per month
- v. Vacancy and Collections
 1. determine percentage of units in property that are vacant and/or behind on payments monthly

- vi. NOI
 - 1. Net Operating Income
 - a. Actual net operating income (actual annual gross rents less actual annual gross expenses)
- vii. Actual Expenses
 - 1. actual annual gross expense outlay
- viii. Cap Rate on Actual Expenses
 - 1. limit of actual expenses
- ix. Improvement Allowance per sq ft
 - 1. amount of credit for the cost of building out the leased space
- x. Economic occupancy
 - 1. the percent of occupancy needed to cover expenses/liabilities
- xi. Physical Occupancy
 - 1. the percent of actual units physically occupied
- xii. GRM
 - 1. Gross Rent Multiplier
 - a. Ratio used to estimate the value of income producing properties
 - b. To calculate monthly GRM=sales price divided by the potential monthly gross income
 - c. To calculate yearly GRM=sales price divided by the potential yearly gross income
- b. Application
 - i. All of the financial information can be obtained by the owner of the property
 - ii. These numbers are used to determine the feasibility of the property
- c. Violation
 - i. Include all information, crucial for accurate estimations and proposed business plans

XVII. Zoning

- a. Definition
 - i. Zoning ordinances and regulations are laws that define and restrict how you can use your property and to set development standards to assure that land is used for common good
 - 1. Zoning Laws set forth use restrictions
 - ii. Determined by county and/or city and/or township where property is located
 - iii. Typical Zoning Categories are as follows, with additional subcategories for each:
 - 1. Residential
 - 2. Commercial
 - 3. Industrial
 - 4. Agricultural
 - 5. Recreational
- b. Application
 - i. One zoning use is typically not compatible with another
 - ii. Local planning office can give you the property's zoning information

- iii. Grandfathered properties were established prior to current zoning designations are allowed to remain under the previous zoning.
 - 1. Properties located in an area that is not zoned for their use are typically grandfathered and allowed
 - 2. Determine if the grandfather clause runs with the property or the owner
 - a. Upon the sale of the property it may have to conform to the current zoning
- iv. Land Use Attorney can be helpful for property owners if there are issues

c. Violation

- i. Property can only be used the way it is currently zoned, market the property accordingly
 1. Getting the zoning changed is a very difficult process involving public notices and approval by government agencies for a variance
 - a. no guarantee of outcome on requests for variances or re-zoning, boards that make determination will look at development plan for the area and see if your request is within those guidelines
 2. When listing property under multiple listing numbers indicating potential zoning, explain current zoning and that variance would have to be approved for proposed zoning

XVIII. Directions

a. Definition

- i. Driving directions to property beginning at a major intersection

b. Application

- i. Determine a convenient starting point near major intersection and give details to property.
- ii. Drive to property following your directions and make sure it is easy to follow.

c. Violation

- i. Contact or other information is not allowed in this field
- ii. Only include directions to the property.

XIX. Property Description

a. Definition

- i. Describe home, land, amenities, features nearest to listed property

b. Application

- i. Include important facts and features
- ii. Details must apply to all people and not single out any specific group or type of people.
Review the attached Fair Housing Act for more information
- iii. Only include information that describes the property!
- iv. Provide disclosures and/or condition of property.

c. Violation

- i. Contact information is not allowed in this field.
- ii. No financial information can be in this field
- iii. No web addresses can be in this field
- iv. No phone numbers can be in this field
- v. All info must be accurate- do not mislead the buyer
- vi. Do not specify schools, churches, shops, restaurants, this could show discrimination – See page 25 ‘Fair Housing Advertising Guidelines’

XX. Agent to Agent Remarks

a. Definition

- i. Comments from listing agent to buyer’s agent regarding this property

b. Application

- i. Use this area to relay helpful info to the buyer’s agent.

- ii. Include exclusions, commission disclosures and/or info to help with showings
- c. Violation
 - i. These comments are not seen by the public, only agents can view
 - ii. No builder/contractor names may be in this field.

XXI. Listing Type

a. Definition

i. Exclusive Right to Sell

1. Listing Agent (Broker) will represent sellers and earn a commission no matter who sells the home

a. If buyer's agent is involved commission is usually split between buyer's agent and listing agent. (commission split is stated by percentage or dollar amount in Buyer Agent Commission field)

ii. Exclusive Agency

1. Listing Broker has right to market and sell property and the seller retains the right to also sell the property without paying a commission if the buyer was not introduced to the property by the listing agency.

iii. Exclusive Right to Sell – Exclusions

1. Similar to above Exclusive Right to Sell, but an exclusion has been added that omits a certain buyer or buyers from the listing contract. If one of these buyers purchases property within the time frame and parameters of the exclusion, then the listing agent will not be paid a commission.

b. Application

i. Exclusive Agency properties are not marketed on the public internet sites, only on Propertylink

c. Violation

i. It is a violation to enter Exclusive Agency properties as Exclusive Right to Sell property.

XXII. Variable Rate Commission

a. Definition

i. Commission amount will be different if the listing agent acts as a limited agent versus having a buyer's agent and seller's agent

b. Application

i. Mark 'Y' or 'N' in box

c. Violation

i. Must be disclosed if this applies, it will affect the seller's proceeds when offer is from a buyer's agent rather than the listing agent acting as a limited agent.

1. If 2 offers are being considered at one time this can be a critical factor.

XXIII. Agent Owned

a. Definition

i. The property for sale is owned by a licensed agent.

b. Application

i. Put the agent's license number on the contract

c. Violation

i. If owner of property is a real estate agent it must be disclosed to the buyer. Buyer needs to know your that your level of expertise is higher than the average seller.

XXIV. Mandatory Fee

a. Definition

i. Any fee that is required by this property, typically association dues

b. Application

- i. Any associations that require mandatory fees would have information attached to the deed, contact title company if you are unsure

c. Violation

- i. You must include the fee and indicate the frequency of payment, either monthly or yearly. Contact the current head of the association to insure you have the correct amount of dues.

XXV. Remarks on Internet

- a. Definition
 - i. Remarks on Internet are for REALTOR.com and MIBOR.com
- b. Application
 - i. Propertylinx and MIBOR .com will use your descriptions as you imputed them on the propertylinx site.
 - ii. REALTOR.com may revise your description
- c. Violation

XXVI. Contact Information

- a. Definition
 - i. How to contact you or your listing office
- b. Application
 - i. Use numbers that you are easily reached at
 - ii. Include numbers for showings and feedback if they are different
- c. Violation
 - i. Must have a valid number that you can be reached at

XXVII. Expiration

- a. Definition
 - i. Date on the signed listing contract or amendment that property will expire and be off the market
- b. Application
 - i. Enter exactly how appears on contract
 - ii. Must have signed documentation for all changes
- c. Violation
 - i. Corrections to expiration dates that need to be earlier then original date, must be changed by MIBOR staff and documentation from Broker is required.

XXVIII. Withdrawn

- a. Definition
 - i. Date a property was taken off market temporarily; it is still under contract with the brokerage
- b. Application
 - i. Must have a signed amendment from listing contract
- c. Violation
 - i. Properties can NOT be withdrawn and re-entered under a new listing number.

XXIX. Released

- a. Definition
 - i. Date a property was released from the listing contract as it appears on the Mutual Release document
 - ii. Listing will automatically change to Expired status at midnight of the date released
- b. Application
 - i. Must have a signed mutual release from listing contract
- c. Violation

- i. Properties can NOT be re-entered under a new listing number *unless* there is a mutual release signed showing the property was released and a new listing contract showing the dates of the new listing.

XXX. Pending

a. Definition

- i. date the purchase agreement was accepted and signed

b. Application

- i. Enter pended information and date as soon as receive documentation, must match the contract

c. Violation

- i. Must be entered as pended within 48 hours of receiving signed purchase agreement

XXXI. Contingencies

a. Definition

- i. Property has an activity(s) that must be completed before it can be sold.

b. Application

- i. Contingencies can be as follows:

1. Backups

- a. Property owner has received and accepted a purchase agreement, but deal is contingent on items to be completed that look unsure

- i. Indicates you have an offer, but are still showing the house and considering offers

- ii. Any offers presented would have to be written as back up offers

2. First Right of Refusal

- a. Seller has given a potential Buyer the right to purchase property and that buyer must be notified before property is sold to someone else

- i. If seller accepts another offer, they have to give the original buyer time to remove the contingency of selling home and move forward with purchase agreement or release original purchase agreement, based on timeframes stated in contingency agreement

3. Limited First Right

- a. Property has received and accepted a purchase agreement, but the buyer has a house that must sell before they can purchase the property.

- i. If seller accepts another offer, the original buyer need not be notified before the seller may sell to another buyer.

4. Other

- a. Contact listing office for details

c. Violation

- i. When contingencies are removed, status in Propertylinx must be changed within 48 business hours

- ii. Buyer's agents must be made aware when showing a property that there a contingency. This info must be in listing accurately

XXXII. Direct Soliciting

a. Definition

- i. Yes or No Question: Is there a “for sale by owner” or other sign or notice on the Property indicating that the seller is soliciting direct contact from buyers?
- b. Application
 - i. If the answer to this question is “Yes”, (meaning the seller is soliciting direct contact from buyers with a “for sale by owner” sign on the property) MIBOR will not include the listing in board website publications such as REALTOR.com and MIBOR.com.
- c. Violation

If a “for sale by owner” or other sign or notice is on the property the brokerage is required to answer yes to this question. If proof of signage such as a photograph is provide staff may update the field to correctly indicate the value of the Direct Soliciting field.

XXXIII. COMPLIANCE PROCEDURES

BLC™ listing cooperative Violations

- a. Submitting Complaint
 - i. Violation can be reported to a MIBOR tech support via phone, email, helpdesk or fax
 - ii. The MIBOR tech support staff also monitors and searches for violations on a daily basis
- b. Notification of Violation
 - i. MIBOR Tech Support will contact you when one of your listings has a violation via phone and/or mail
 - ii. Upon notification you will be given 48 hours to correct the infraction.
- c. Enforcement
 - i. REALTORS that do not correct violations within the allotted time, after being notified by MIBOR, will be assessed a \$100 fine

II. Ethical Issues

- a. Enforcement of the Code of Ethics is handled through MIBOR’s Professional Services Staff at MIBOR, please contact them directly.

CHANGE STATUS MATRIX*****

Proposed Status → Current Status ↓	Active	Expired	Pending	Sold	Extend Expire Date	Delete	Withdrawn	Price Change	Released
Active		Not Allowed *1	Allowed *2	Not Allowed	Allowed *4	Not Allowed *5	Allowed *6	Allowed *7	Allowed *9
Expired	Allowed *8		Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Pending	Allowed	Not Allowed		Allowed *3	Not Allowed	Not Allowed	Allowed	Not Allowed	Not Allowed
Sold	Not Allowed	Not Allowed	Not Allowed		Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Delete	N/A	N/A	N/A	N/A	N/A		N/A	N/A	N/A
Withdrawn	Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed		Not Allowed	Not Allowed
Released	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	

*1 Listing will automatically expire on expiration date. The expiration date cannot be less than the original expiration date.

*2 Required fields: Selling Agent, Pending Date

*3 Required fields: Selling Agent, Sales Price, Closed Date, Repairs/Allowances, Terms, Seller Points, Interest Rate, Buyer Discount Points, and Closing Costs

*4 Required fields: New Expiration Date

*5 BLC™ listing cooperative Staff can delete a listing if it was input in error.

*6 Required fields: Withdrawn Date

*7 Required Fields: New List Price

*8 Only allowable within 30 days of expiration date . Required fields: New Expiration Date

*9 Released status only used when there is a 'Mutual Release of Contract' signed. Listing will automatically expire at midnight of the Released date.

a. BLC™ listing cooperative STAFF can change ANY status to any status, from any status. Staff is also the only one who can delete a listing.

b. When a listing is expired the expiration date is automatically filled in with the current date.

c. When a listing is pended there are no changes allowed by anyone but staff for the listing except to change status to active, sold, or withdrawn.

d. If a listing is pending, the expiration date should be ignored. A pended listing should not expire.

e. If there is a change to the list price after it is entered into the system, a space and an asterisk(*) should appear right after the \$ amt on all search results and reports.

f. If a listing is pending, the pending date can not be less than the list date.

g. After a listing expires, extending it changes it to a status of active.

h. Withdrawn date is automatically populated in with the current date.

i. When putting a listing back on market, if expiration date is less than today's date, a new expiration date should be entered. This date can not be less than the original expiration date.

****The above graph is for Brokers, administrative assistants, listing secretaries, and agents with add/edit access in PropertyLinx.

Rev. 06/08/06

MIBOR BLC™ listing cooperative Business Rules

Properties must be entered into the database under the property type as currently zoned.

Properties must be listed under the area number in which they physically set and are assessed taxes, regardless of the mailing address assigned to the property by the post office.

A residential property may NOT be entered as single-family and condominium. A property is classified as a condominium only if the association maintains any part or all of the exterior of the structure.

Only Vacant Lots and Land property listings have the copy/cloning feature.

If a listing is input into the incorrect property type, it will need to be withdrawn and re entered under the correct property type.

Any request for BLC™ listing cooperative Staff to modify a BLC™ listing cooperative listing must be in writing with any requested supporting documentation.

Listings will not be deleted from the BLC™ listing cooperative database unless entered in error and with proper documentation from the listing broker.

Any property to be added by MIBOR BLC™ listing cooperative staff must be submitted on a current property profile sheet.

ADDING LISTINGS

- **All Area and Tax ID auto-populated fields are modifiable EXCEPT Township and County.**
- **Area # auto-populates County and Township. Only the BLC™ listing cooperative Staff can modify these two auto-populated fields**
- **Tax ID auto-populates County, Address, Zip, Legal, Town, Township, Year Built, Total Sq Ft, Acres, Lot Size and the Tax ID if information has been populated utilizing the Tax Owner Name.**

- **To save a listing as 'Incomplete' status, the minimum fields required are as follows:**
 - **Property Type**
 - **Area**
 - **Address**
 - **List Price**
 - **Listing agent**
 - **Listing Date**
 - **Expiration Date**

- ‘Incomplete’ status listings remain in the add/edit property list by listing agent until ‘saved as active’ OR for a maximum of 30 days. After 30 days incomplete listings are deleted from the system.
- Required room sizes must reflect actual dimensions as shown on blueprints or as measured by agent.
- If room sizes are entered, then the Level, Floor and Window treatments are required. If the Level, Floor and Window treatments are entered, then the room sizes are required.
- A WARNING MESSAGE will appear if more than 7 bedrooms are entered
- A WARNING MESSAGE will appear if List Price entered is less than or equal to \$10,000
- Media attachments: No photos may be copied to a listing from another listing unless owned by the same listing agent or broker.
- List date must be less than or equal to today
- After completely adding a listing and ‘Saving as Active’, the value of Active will appear in the Status field

EDITING LISTINGS

- A subscriber may edit a listing if:
 - They are the Firm OR Office OR Agent Administrative Assistant
 - They are the listing agent and have permission to add/edit
 - They are the office broker for the agent
 - They are the head (firm) broker for the agent
 - They are BLC™ listing cooperative staff
- Agent ID can only be modified to another agent within the same office and modified only by the listing agent, listing office, listing firm or agent administration.

LISTING STATUS CHANGES

PENDING

- When marking a listing Pending, the Pending date must be less than or equal to today AND greater than or = to the list date.

SOLD

- When marking a listing Sold, the Date Closed should be less than or equal to today AND greater than or equal to the Pending date.
- A WARNING MESSAGE will appear if Sale Price is less than 85% of List Price OR any amount higher than the List Price.

WITHDRAWN

- Withdrawn date must be less than or equal to today AND greater than or equal to the List date.
- Withdrawn status listings may not be re-entered as a new listing by the same brokerage office code within the listing contract term. During the listing contract term, the withdrawn status listing may only be reactivated.

RELEASED

- Upon obtaining all necessary signatures on a 'Mutual Release from contract', the listing may be changed to a status of Released from Active status only.
- Released date must be less than or equal to today AND greater than or equal to the List date.
- Released status listings will automatically change to Expired status at 11:59:59 pm of the Released Date.

EXPIRED

- Any listing with a status, other than Pending, changes to Expired status on its Expiration date. A listing changes to an Expired status at 11:59:59 PM on the Expiration date. Expiration dates can be viewed by ALL users .
- Expired listings may only be reactivated by the Listing Office, Listing Agent or BLC™ listing cooperative within a thirty (30) day timeframe.
- After 30 days, expired listings no longer show up on agents add/edit list. Listings which are in the expired status for more than 30 days will need to be re-entered as a new listing.
- Expiration date must be greater than or equal to today.

**if an expired status listing returns to Active, the expiration date should be greater than or equal to "today's" date

- DOM (Days on Market) will all appear with different calculations depending upon the status:

Active: List date – Today's Date
 Expired: List date – Expiration date
 Withdrawn: List date - Withdrawn date
 Pending: List date – Pending date
 Sold: List date – Pending date
 Released: List date – Released date

- All **NON-ACTIVE** listings can only be modified by BLC™ listing cooperative Staff. Only BLC™ listing cooperative Staff may modify List Date, Pending Date, Sold Date or Selling Office ID or SOLD status listings.

Fair Housing Advertising Word and Phrase List

Bold text = **Not Acceptable**

Italic = *Caution*

Underlined = Acceptable

able-bodied	<u>family room</u>	must comply with	<u>school district</u>
<i>active</i>	<i>female(s) only</i>	park rules	<u>school name</u>
adult living	<i>female roommate</i>	<i>nanny's room</i>	seasonal worker,
adult community	<i>fisherman's retreat</i>	(nationality)	no
adults only	<u>fixer-upper</u>	<i>near</i>	<u>secluded</u>
African	<i>gays, no</i>	<u>neighborhood name</u>	<i>Section 8, no</i>
agile	<i>(gender)</i>	newlyweds	<i>secure</i>
alcoholics, no	<i>gentleman's farm</i>	<u>nice</u>	<u>security provided</u>
Asian	<i>grandma's house</i>	no play area	<i>senior(s)</i>
bachelor	<i>golden agers only</i>	<i>no student(s)</i>	<i>senior citizen(s)</i>
bachelor pad	<u>golf course, near</u>	non-drinkers	<u>senior discount</u>
blacks, no	handicapped, not	non-smokers	<i>senior housing</i>
blind, no	for	<u>(# of) bedrooms</u>	<i>(sex or gender)</i>
board approval	<i>handyman's dream</i>	(# of) children	shrine
required	healthy only	<i>(# of) persons</i>	singles only
<u>bus/MAX, near</u>	Hispanic	<u>(# of) sleeping areas</u>	single person
Catholic	<u>hobby farm</u>	<u>nursery</u>	<i>single woman, man</i>
Caucasian	impaired, no	<u>nursing home</u>	<u>smoking, no</u>
Chicano	Indian	older person(s)	smoker(s), no
Chinese	Irish	one child	<i>(square feet)</i>
children, no	integrated	one person	Social Security
church(es), near	Jewish	Oriental	Insurance
<i>close to</i>	landlord	physically fit	(SSI), no
colored	(description of)	<u>play area</u>	<i>sophisticated</i>
couple	Latino	Polish	stable
couples only	<i>lesbians, no</i>	<i>prestigious</i>	<i>straight only</i>
<i>country club, near</i>	<u>luxury townhouse</u>	<u>privacy</u>	<i>student(s)</i>
<u>credit check required</u>	<i>male(s) only</i>	<i>private</i>	synagogue, near
crippled, no	<i>male roommate</i>	<u>private driveway</u>	temple, near
deaf, no	<i>man (men) only</i>	<u>private entrance</u>	tenant (description
<u>den</u>	married	<u>private property</u>	of)
<i>desirable</i>	<i>mature</i>	<u>private setting</u>	<u>townhouse</u>
<i>neighborhood</i>	mature couple	<u>public transport,</u>	<u>traditional style</u>
<i>domestic's quarters</i>	mature individuals	near	<u>tranquil setting</u>
drinkers, no	mature person(s)	Puerto Rican	<i>two people</i>
<u>drinking, no</u>	membership	<u>quality construction</u>	unemployed, no
<u>drugs, no</u>	approval reqd	<i>quality</i>	<u>verifiable income</u>
<u>drug users, no</u>	mentally handicap,	<i>neighborhood</i>	<u>view, with</u>
employed, must be	no	<u>quiet</u>	<u>view of</u>
empty nesters	mentally ill, no	<i>quiet neighborhood</i>	<i>walking distance of,</i>
<u>Equal Housing</u>	Mexican-	quiet tenants	<i>within</i>
<u>Opportunity</u>	American	responsible	white
(ethnic references)	Mormon Temple	<i>restricted</i>	white only
exclusive	mosque	retarded, no	<i>woman (women) only</i>
executive	<i>mother-in-law</i>	<i>retired</i>	
<u>family, great for</u>	<i>apartment</i>	<i>retirees</i>	

