

Important MLS Updates, Information, Reminders, & Requests

Great new enhancements have been added!

September 2, 2009

1. **More than 9 photos** will now show on BismarckMandanHomes.com. Up to 99 photos can be added to your listings.
2. **Market share reports** are available in InterfacExpress on the Reports tab. Agents can view reports for their respective company.
3. The **Edit Map function has been moved** to be conveniently accessible in the Data Entry Module. It appears as an option on the pick list/drop down menu. Your data entry module must be updated to see this function (see item #12).
4. The **integration to Supra has been added to the Data Entry Module** as well. You will now see three icons, which appear next to the “update” button. You can choose to “assign a lockbox”, “view lockbox activity”, or “view keybox settings” directly from the Interface Data Entry screen. Your data entry module must be updated to see this function (see item #12).
5. Remember, when you enter your listings, that **completing all of the fields** is important. As an example, if you don’t fill in the number of bedrooms, your listing will not be found when agents and buyers conduct search functions, and it will not be disseminated through the Private Client Services function and potential buyers will not see it.
6. **Sellers’ names and contact information**, along with complete and accurate showing instructions is necessary and important information. Please provide first and last names, and complete and accurate phone numbers of where the owners can be reached, and other pertinent information that agents need when arranging showings for the property.
7. Giving proper, **complete, and accurate directions** to your listings is not only an important component of your listing data, it is also a courtesy to the agents who want to show the property. Would you want potential buyers stuck in the car with an agent who is frustrated and embarrassed because they can’t find the property? Those buyers could also be “turned off” to seeing the property if it’s difficult to find. Consider it a marketing tool – help people locate the listing!

8. We put out a request to appraisers asking them what additional **information might be helpful to them in preparing their appraisals**. Here is what they told us. Again, complete and accurate information is the key:
 - a. Closing costs paid by sellers is very important and should always be included.
 - b. If a property is a manufactured home, it should be listed as a manufactured home.
 - c. Choosing the correct section of town is important. (Areas & sub-areas)
 - d. Be sure to indicate items of value like: deck, patio, fireplace, sunroom, number of garage stalls, condition of the home, fencing, sprinkler system.
 - e. On income-producing properties (including duplexes), include the rental income information and indicate who pays utilities.
 - f. Correct legal descriptions.
 - g. Indicate if it is an estate sale.
 - h. Full name of the seller.
 - i. Lot size
 - j. Updating and/or remodeling information and dates of when it was done. Examples: recently renovated, new flooring (indicate where), new kitchen (indicate cabinets, appliances, all), fresh paint (indicate where).
 - k. If the sale price exceeds the list price, provide an explanation.

9. The option to sort by the various columns in the **Open House feature** on BismarckMandanHomes.com is operational. This gives lookers the ability to sort by time, section of town, price, etc.

10. Agents may now choose as a property type **“Multi Family – more than 4 units” in the Residential** side of the Interface program. You may enter these types of properties as a Duplicate Listing in Commercial and in Residential for the Duplicate Listing fee of \$25. You can then reference the MLS # of the commercial listing in the remarks section of your residential listing, such as, “see MLS #xxxxx for more details”.

11. Burleigh County assessment information is available at:
<http://burleigh.northdakotaassessors.com/>
The Burleigh County assessment info includes property assessment data for Hay Creek, Burnt Creek, Riverview, Lincoln, Ft Rice, Apple Creek and Gibbs Townships AND the City of Lincoln (area approximately 5-miles outside of Bismarck City limits). County Auditor Kevin Glatt says this information is updated monthly.

12. The **Data Entry Module has updates which require you to update this module.** By mid-September it will be mandatory that the module is updated to do any of the functions in this area of the program. (Until mid-September, you may still use the data entry module but you will not be able to perform the latest additions.)

To install the new Data Entry Module:

Uninstall the current program:

Go to the Control Panel

Choose "Add/Remove Programs"

Find RealtyServer Application Suite and click "Remove" or "Uninstall"

Log in to InterfacExpress

On the Maintenance Tab, Choose "Data Entry"

Click on "Click here to download the RealtyServer Application Suite installer. "

Follow the prompts to complete the download.

13. Save a tree – **do not submit Status Change forms** to the Board Office for the following changes:*

Contingent

Pend

24/48/72 Contingency

Sale

Back on Market

On Hold

Extensions of closing dates

*If changes are to be made by the Board Office, then the completed Status Change Form must be submitted.

Do not submit Purchase Agreements to the Board Office.

14. Complete **Status Change Forms are required** for:

Extensions

Re-opens

Price Changes

Withdraw (broker signature required)

All of the following items must be completed on the Status Change form: Seller and Agent signatures, MLS #, property address, date, indicate who is to make the change, and the related information for the change (new price, new expiration date, etc.).

15. The Interface program can be updated while you are logged in. Go to "File" (upper left corner), choose "Update Data".