



MOST FREQUENTLY ASKED RULE AND LISTING QUESTIONS

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MOST FREQUENTLY ASKED RULE AND LISTING QUESTIONS

GENERAL INFO

How long do I have to enter my listing in the MLS?

Answer: SOMLS Rules require that listings be entered into the MLS within **2** business days of the marketing date in the listing agreement. HOWEVER, if any public marketing is done (i.e. – put a sign in the yard, post something on social media, announce it at tour meeting, etc.), the Clear Cooperation Policy kicks in (see below), and the timeframe shortens to **1** business day from the date the public marketing occurred. See *SOMLS Rules & Regulations, Section 2-1: Listings, Part E, and Appendix B, Section 2-2: Listing Procedures, Part A.*

What is an Office Exclusive?

Answer: An Office Exclusive is a listing for which NO public marketing is done, and it is only marketed to other brokers within the same firm. See *SOMLS Rules & Regulations, Appendix B, Section 2-17: Office Exclusives.*

Am I allowed to share my MLS login credentials with anyone?

Answer: No, MLS credentials are unique to each individual with access to the MLS and may not be shared with another broker, a team member, client, personal assistant, family member, etc. See *SOMLS Rules & Regulations, Section 8-4: Breaching Confidentiality of MLS System Login Credentials, and Appendix B, Section 1-5: Information for Participants Only.*



Sharing your MLS login credentials is a \$1000 fine.

Can a personal assistant or clerical user (office staff) also be a real estate or appraisal licensee?

Answer: Yes, but then they are classified as a REALTOR® member (a REALTOR® is a real estate licensee OR a certified or licensed appraiser) and have the corresponding fees and obligations. See *SOMLS Rules & Regulations, Section 4-2: Clerical Users, Section 4-3: Broker Load, & Section 4-6: Personal Assistants.*

CLEAR COOPERATION POLICY

What is the Clear Cooperation Policy?

Answer: It is the policy that if you do any public marketing of your listing, it must be in the MLS in either Coming Soon or Active status within **1** business day. NAR has dedicated a page to explain the policy and has answered the most frequently asked questions: <https://www.nar.realtor/about-nar/policies/mls-clear-cooperation-policy>.

COMING SOON LISTINGS

Does entering the listing in the MLS in the Coming Soon status satisfy the Clear Cooperation Policy requirement?

Answer: Yes, for the complete Coming Soon rules, See *SOMLS Rules & Regulations, Appendix B, Section: 3-4 Coming Soon.*

How long can a listing be in Coming Soon status and what if I need longer?

Answer: A listing can be in Coming Soon status for a maximum of 30-days. If you need longer, the listing status can be changed to Withdrawn, which does not accrue DOM/CDOM; please review *SOMLS Rules & Regulations, Appendix B, Section 3-4: Coming Soon Part E.*

Can a Coming Soon listing have showings?

Answer: Yes. See *SOMLS Rules & Regulations, Appendix B, Section 2-2: Listing Procedures, Part E.*

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LISTING INPUT GENERAL INFO

If I co-list with another broker from another MLS, can I input the listing in SOMLS?

Answer: Yes, in the MLS, you would enter yourself as the primary listing broker and put (ID: r9998) in the co-listing broker field. You could note who the other listing broker is in the private remarks, but it isn't required. See *SOMLS Rules and Regulations, Appendix B, Section 2-15: CO-OP Listings*.

Can limited representation listings be entered into the MLS?

Answer: Yes. See *SOMLS Rules & Regulations, Appendix B, Section 2-5: Limited Service Listings*.

Can any rural listing be entered in the Farm category?

Answer: No, the property must be producing income from farming or ranching activities. If it is rural but not income producing, it goes under the Residential property type. See *SOMLS Rules & Regulations, Section 2-1: Definitions, Part A: Property Types*.

If I represented a buyer on a FSBO, can I enter it into the MLS as COMP only?

Answer: Yes. See *SOMLS Rules & Regulations, Appendix B, Section 3-9: Comp Only*.

DOM/CDOM

What does DOM/CDOM stand for?

Answer: DOM = Days on Market & CDOM = Cumulative Days on Market

Does DOM/CDOM continue to count in all statuses?

Answer: No, the DOM/CDOM is only counted when the listing is in Active, Active w/Contingency, or Active Short Sale status.



To reset the CDOM, the listing must be Expired, Withdrawn, or Canceled for more than 60 days. If a listing is Withdrawn, which means no public marketing, after 60 days the listing can be canceled and entered as new. However, after creating the new listing, the broker will need to call MLS staff to alter the CDOM.

LISTING CHANGES

How long after a listing is Closed can I make changes to it?

Answer: Once a listing is Closed, you have **3** days from the date of sale in the MLS to make changes. After 3 days, you will need to contact SOMLS staff for any changes or corrections.

How long after a listing is Expired can I make changes to it?

Answer: Once a listing is Expired, you have **14** days from the date of expiration to make any changes; otherwise, after **14** days but less than **60** days, you will need to contact SOMLS staff. After **60** days, no changes can be made at all.

How long do I have to report a change of status in the MLS?

Answer: **2** business days. See *SOMLS Rules & Regulations, Section 2-3: Changes*.

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DUAL LISTING

Can I enter my listing in more than one category in the MLS?

Answer: Generally, no, but there are a few exceptions for certain circumstances. See *SOMLS Rules & Regulations, Appendix B, Section 2-16: Dual Listings*.



Did you know that entering a dual listing that is prohibited by the SOMLS Rules & Regulations is a fineable action?

What is a Parent / Child relationship for listings in the MLS?

Answer: This is used for dual listing exceptions, multiple lots that can be sold individually or as a whole, commercial units that can be sold or leased individually or as a whole, etc. The listings are linked using the Parent/Child feature. When one goes Pending or Closed, it automatically changes the linked listing to Withdrawn or Canceled (respectively) to keep the data accurate.

CONCESSIONS & COMPENSATION

Can compensation be indicated in the private remarks?

Answer: No, the specific fields for compensation should be used, and the remarks may NOT be used to alter that offer of compensation except as noted in the question below or in the limited circumstance of a distressed sale as outlined in the Rules and Regulations. See *SOMLS Rules and Regulations, Section 2-8: Compensation Types, and Appendix B, Section: 2-6 Compensation Specified on Each Listing*.

How do I let other brokers know that my seller will not be paying a commission on seller concessions?

Answer: You enter it in the private remarks. Per the SOMLS Rules and Regulations, only three concessions may be stated upfront as not being included in the calculation of commission. Those three items are: 1. seller-paid buyer closing costs, 2. loan points paid by the seller on behalf of the buyer, and 3. new construction builder upgrades. This does not preclude additional negotiations from occurring once a transaction is in process, but the SOMLS Rules limit which concessions can be stated upfront. The legal rationale is that "concessions" is a very broad term and can make the offer of compensation ambiguous. Since the offer of compensation in the MLS is contractually binding, the terms of the contractual offer must be as clear and concise as possible. See *SOMLS Rules & Regulations, Section 2-2: Compensation and Concession*.

PICTURES, VIDEOS, AND VIRTUAL TOURS

Can there be branding in pictures or virtual tours & videos?

Answer: No, pictures, videos, and virtual tours cannot contain any recognizable signage or branding (either in the photo/video, as a watermark, or in the frame around the video or virtual tour). See *SOMLS Rules & Regulations, Appendix B, Section 2-13: Pictures*.

Can a broker copy another broker's pictures from the MLS?

Answer: Generally, no. It can only be done if the other broker holds the copyright to those pictures AND they give you written permission to use them. If the other broker does NOT own the copyright, and they typically won't unless they took the pictures, they cannot permit you to use them, and to copy them without the written permission of the copyright holder would be a violation of federal copyright law. See *SOMLS Rules & Regulations, Appendix B, Section 2-13: Pictures*.

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PUBLIC REMARKS

If I own the listing as a broker, do I need to indicate this detail somewhere on the listing?

Answer: Yes, in the public remarks. See *SOMLS Rules & Regulations, Appendix B, Section 2-12: Participant as Principal*.

Can my contact info be in the public remarks?

Answer: No, there cannot be any contact info or branding in the public remarks. See *SOMLS Rules & Regulations, Appendix B, Section 2-11: Remarks*.



Did you know that branding/contact info in the public remarks, videos, virtual tours, and pictures is one of the most reported violations & is a fineable violation in the SOMLS Rules and Regulations?

BROKER LOAD

How do I get set up to enter my own listings?

Answer: First, check with your managing broker because not all offices allow their brokers to enter their own listings. If your office does allow it, then you can email info@roguevalleyrealtors.org or call 541-770-7060 and ask for Fabrun.

ERROR REPORTING

If an error is found in the MLS, can it be reported?

Answer: Yes, In the upper right corner of the listing screen, there is a "Report Violation" button. Click on that, explain the error you found, and click send. FLEX sends an email to SOMLS staff; they investigate and correct it if it is an error. The process is anonymous, and SOMLS staff does not reveal who submitted the email.

KEYBOXES

How much does a keybox cost?

Answer: SOMLS sells new keyboxes for **\$109** each. We occasionally receive factory refurbished keyboxes that we sell for \$99 and used keyboxes that we sell for \$75. All keyboxes are sold on a first-come, first-served basis. We do not keep a waiting list nor can we hold keyboxes without prepayment. SOMLS will buy current keyboxes that are in good working order and part of our inventory from our participants and subscribers for **\$50**.

FLEX MLS SUPPORT

What is the support contact info for Flexmls?

Answer: **855-881-7465** or support@flexmls.com

OREGON REAL ESTATE FORMS

Where do I go to renew my Oregon Real Estate Forms (OREF) subscription?

Answer: You would need to navigate to www.orefonline.com

Is Oregon Real Estate Forms (OREF) the same as Zipforms?

Answer – No, you pay OREF for the use of the forms. Then you select a platform where you want to use those forms. OREF has its forms on Zipforms, Skyslope, and Forms Simplicity. SOMLS has its forms on the same 3 platforms at no additional cost. Go to <https://orefonline.com/information-center/> for more information.

For a complete copy of the SOMLS Rules and Regulations, go to: <https://rvar.realtor/membership-resources/>