OUTLINE of the Listing Submission Process

See the **Detailed Guide to Listing Submission** here: https://www.ranw.org/media/vmpfimub/submitalisting-details.pdf

Use a Data Sheet to gather your listing information together. (Recommended for ALL members)

Make sure you have **a signed listing contract and all required photos** for this listing.

If **any other required forms** are needed, make sure those are completed, signed, and ready to be added to the listing. (Examples: Auction form, Delayed Listings, Limited Service listing, Seller Exclusion, Late Listing Waiver)

Listings are entered into Paragon with a Listing Visibility of "Unconfirmed". While Unconfirmed, the only people who can see the listing are the Listing Agent, listing company broker/manager/office assistant, and MLS staff. Unconfirmed listings are not sent out in data feeds, and are not available to vendors like Showing Time, Zillow, or Realtor.com until the listing is confirmed by Data Entry staff. Unconfirmed listings cannot be viewed by other agents, do not appear in Collab Center carts, and cannot be emailed (the listing will not be viewable by the recipient) or shared to Facebook via Paragon.

For All Listings: All required fields as shown on the data sheet must be completed before a listing can be saved to the MLS database. Listings are processed in date/time order received, regardless of the method of listing submission (entered by Data Entry or submitted via LM).

"Paper Listings" – submission by a Member via Data Sheet:

Email your completed data sheet, listing contract, and all other required forms to Data Entry (listings@ranw.org). They will enter the listing into an "Unconfirmed" listing visibility, and then contact you to upload your listing photos and map the listing. Once you have uploaded photos and mapped your listing, Data Entry will confirm the listing.

LIM Listing Entry – submission via the Listing Maintenance tool in Paragon:

In Paragon, go under **Listings > Add Listing** and choose the correct property class

Enter the listing data, saving as a partial listing until everything is ready to save the full listing to the MLS

TO DO BEFORE SAVING THE LISTING TO MLS:

- IMPORTANT NOTE: Skip the **Delayed Showings Yes/No** field until you are ready to save the listing to the MLS; it does not need to be completed to save a partial listing, and *members cannot change the field after it's been saved*.
- The listing can be entered/saved to Paragon as early as *after 5pm* on the day before the list date. Do Not Upload the Listing Contract until the list date itself.
- The Main Listing Photo must be uploaded to the listing before it can be saved to the MLS. If there is finished below-grade square footage, at least one photo of that area must be uploaded to the listing and/or it must be shown in a virtual tour. All Waterfront listings require a GIS/map photo.
- All required Documents must be uploaded to the listing.
- Manually geocode (map) the listing. Use the geocoding tool under the Select An Action link if you want to double-check the mapped location; using the mapping tool on the LIM screen will reset the map to the original location.

AFTER SAVING THE LISTING TO MLS and getting the MLS Number:

- Do not edit or change the listing until Data Entry has confirmed it.
  If members notice a major error that needs to be corrected, a change can be attempted BUT if an error appears that notes someone else is editing the listing, the member must back out of the listing and NOT SAVE THEIR CHANGES. If the error appears, wait at least 20 minutes before trying again.
- Listings are processed on a first-in, first-out basis during regular business hours of Monday through Friday, 8:30 am to 5:00 pm.
- If there are errors or missing information, Data Entry will contact the listing agent/office for corrections. Once corrections are made, the listing will be processed in date/time order with incoming listings.