

## **Multiple Listings – One Property**

Listing a property in multiple categories is permitted in the MLS. For example, you can list a property in Land & Commercial, or Residential & Land (if the seller is willing to remove the home prior to sale), or even Residential, Land & Commercial. In order to do this, and avoid getting an error from the system, you must first enter one listing into the system. Then enter all subsequent listings and **SAVE EACH LISTING AS INCOMPLETE**. You must contact the Association office to bring these other listings “live”. There will be a \$10 charge for **each** listing the Association Office must handle when creating multiple listings. Any listing the Association Office brings “live” must be handled by the Association Office from that point forward. This means that even though these listings will appear in each of your inventory, you cannot modify them, only the Association Office can. So please be sure that the listings are COMPLETE prior to the Association Office bringing them live. When the property sells, you must mark the listing sold that best represents the future use of that property. All other listings will be removed from the system to avoid inaccurate statistics.

**Section 1.8.1 - Multiple Listings for One Properties** has been added to the MLS Rules & Regulations.

## **Supra Key Responsibilities**

The MLS Committee would like to remind all Participants of the MLS of the liabilities and penalties involved with loaning Supra Keys to members. It clearly states in **Section 7.4** of the MLS Rules & Regulations that sharing of Supra Keys for any reason is prohibited and violations of this rule may be assessed a penalty as determined by the MLS Committee. Remember to maintain the security of each Key and the PIN number associated with it. You cannot attach the PIN number to the Key for any purpose whatsoever or disclose that information. Supra Keys are leased to each subscriber but they are the Participant’s responsibility!

## **MLS Orientation**

According to Section 15 of the MLS Rules & Regulations, any applicant for MLS Participation and any licensee affiliated with an MLS Participant must complete an orientation program. The MLS Committee has made a small change to Section 15 that specifies the applicant must attend orientation within the next two (2) times of orientation being offered.

## **BCAR Area Map Goes DIGITAL**

The BCAR Area Map that has been handed out at Orientation has been updated by a digital version. This digital map will be available before the end of May and will replace our existing map in the MLS Links & Documents section. You are going to see a BIG improvement, as this map is going to be street level detailed with the BCAR Areas drawn in. In addition to the Brunswick County map, Bladen and Columbus County are available as well. You will future announcements when these maps are finalized.

## **Multi-Family defined**

The definition of Multi Family for the purposes of the BCAR MLS is, two (2) or more dwelling units sharing common walls and possibly ceilings and floors (or a duplex or larger). Multi-Family is currently a property sub-type in the MLS (along with single family, condo, townhome, etc..). The ONLY time this subtype should be selected is to describe the sale of the entire building. If listing one-half (or one unit) of the Multi-Family dwelling, the listing should be single family. In order to better identify these individual units it must be noted in the GENERAL REMARKS of the listing “individual unit of a multi-family”. Section 1.1.2 has been added to the MLS Rules & Regulations to reflect this change.

## **Lot # field**

The field everyone has been asking about is here – but it needs to be populated. Everyone’s help is needed to enter the lot #s for their listings. This needs to be done for all Active, Pending or Sold listings you may have (please make Active listings the priority).

## **MLS Points of Interest**

- Remember new & improved listing input forms are available! Look in Links & Documents or on [www.bcarnc.com](http://www.bcarnc.com)
- The description of “Water Access Community” under property site description, in both Residential & Land listings has been removed. Please use the General Remarks section to state this type of description about your listings.
- Garage Spaces is in the process of being changed – you will be able to search by these fields very soon!
- The new category of Time Shares will be up and running shortly, an announcement will follow.
- Don’t forget, the most recent version of the MLS Rules & Regulations is always available on our website!