GREENWICH MLS

Broker Load Cheat Sheet

- Adding a Listing: https://help.flexmls.com/en/add-a-listing.html

- Status Change: https://help.flexmls.com/en/change-listing---status.html

- Price Change: https://help.flexmls.com/en/change-listing---price.html

- Media Change (Photos, Video's & Virtual Tours): https://help.flexmls.com/en/change-listing---media.html

- Adding a Tour of Homes (Broker Only Open House): https://help.flexmls.com/en/add-a-tour-of-homes.html

- Adding an Open House (Public Open House): https://help.flexmls.com/en/add-an-open-house.html

Adding New Listings

- Listing entry process remains exactly the same as before.
- **Menu > Add Listing > Fill out all required fields > Save as Incomplete**
- Upload all required documents by selecting the pre-populated descriptions:
  - ***Listing Agreement**
  - ***Proof of Ownership** *(Acceptable documents include: CRS or Town Tax Card, Power of Attorney, Certificate of Appointment, Trust Agreement, Affidavit, or the Business Registration Record including Principal Details. Please refer to the Required Signatures for Listings and Related Forms for more information.)*
  - ***Coming Soon Addendum** *(if applicable)*
- When all required data, documents, photos, etc. have been completed, click **'Add Listing'**
  - *If any required fields or document are missing, FlexMLS will display a pop-up requesting those items be added before the listing can be made live.*
- A compliance review will occur after the listing is live.
- Existing listing fees apply and will be billed to members or offices based on the Participant authorizations currently in place. All invoices will be emailed.
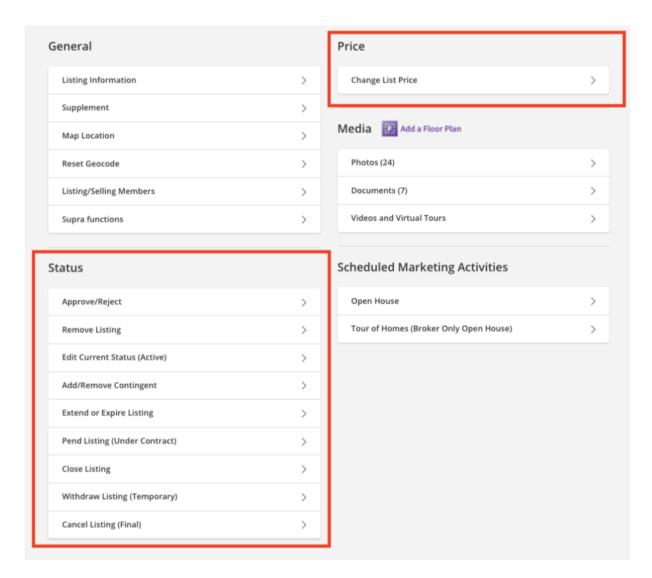
Quick Note: Document Permissions

All document descriptions with an asterisk '' default to **'Has Edit Permission'** meaning **ONLY THOSE WHO HAVE ACCESS TO EDIT THE LISTING CAN VIEW THE DOCUMENTS.***

Add Document

When choosing the Privacy level of the document, choose the appropriate level.
Public: This document will be visible to agents and contacts and is available on syndicated sites.
Private: This document is only visible to agents who log into Flexmls and is not available to contacts.
Has Edit Permission: This means only those that can edit the listing (e.g. Listing Agent, Listing Office, MLS Staff) can view the documents.

Document File: [Choose File] No file chosen

Description: [*Listing Agreement Document ▼]

Document Is: ○ Public ○ Private ◉ Has edit permission

[📤 Add] [⊘ Cancel]

Processing Status and Price Changes

- All changes requiring Owner and/or Broker Authorization will require a document upload for compliance purposes:
  - List Price Change = ***Price Change Authorization (Owner)**
  - Extend or Expire Listing = ***Expiration Date Change Authorization (Owner)**
  - Withdraw Listing (Temporary) = ***Authorization to Temporarily Withdraw Listing (Owner)**
  - Back on Market (Active) = ***Back on Market Authorization (Owner)**
  - Cancel Listing (Final) = ***Listing Cancellation Authorization (Owner & Broker)**
- Under **Edit Listing > Documents**, you will find the corresponding Descriptions pre-populated in the drop-down menu. Select the description based on the change being made, and upload your change form or copy of the written authorization.

Processing Status and Price Changes

- Multiple changes at once? Upload the same document for each description it applies.
- The system will prompt for any additional required information.
  - *Example: When changing the listing status to Pending, the system will require the Pending Date and Selling Agent.*
- Changes that do not require Owner and/or Broker Authorization (Add/Remove Contingent, Pend Listing, Close Listing) do not require a document to be uploaded.

Compliance Reviews

- After adding a new listing or processing a change, keep an eye out for emailed communication from the GMLS Team related to any errors or compliance issues so they are resolved as quickly as possible.
- Failure to respond within 24 hours may result in the temporary withdrawal or cancellation of the listing in question, at which point a violation and fine may be assessed.