

INSTRUCTIONS FOR
 HOA ADDENDUM
 LAND LEASE FIELD
 NO LONGER A VIOLATION (POCKET LISTINGS IF YOU FOLLOW THE RULES)
 CLOSED FSBOs TO BE ALLOWED
 COMING SOON

**HOA ADDENDUM IS NOW REQUIRED
 FOR ALL HOA PROPERTIES**

HOA ADDENDUM IS NOW MANDATORY IN FLEXMLS FOR HOAs

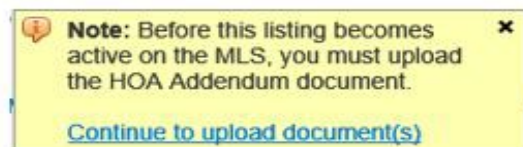
If any one of these are selected (checked) in the HOA Details Field, the HOA Addendum will be mandatory:

- Multiple
- Voluntary
- Yes
- Other – See Remarks

“None” is the only HOA Addendum selection that won’t trigger the mandatory HOA Addendum.

NOTE: A POA is not an HOA, so places like Verde Village, Verde Lakes, Black Hills Estates, etc, should have “None” marked under HOA. Also, irrigation, shared wells, shared septic, etc., are not HOAs, even if the seller gets a bill from an entity with "Association" in its name, like Verde Ditch Association.

When the HOA Addendum is required, your listing will not become Active and you will receive this warning whenever you go to Listing Maintenance:



To add the HOA Addendum, click on “Continue to upload document(s)” or when in “Change Listing” click on “Documents” under “Media.”

DON’T TYPE IT IN. Just Like Lead Based Paint, you must choose it off the dropdown menu or the software won’t recognize the document.

Developers and new home subdivisions: If your subdivision has an alternative HOA disclosure document/form, then that should be substituted for the HOA Addendum.

NEW LAND LEASE FIELD ADDED

A new field has been added to Flexmls - Land Lease Y/N.

Now that mobile and manufactured homes not legally affixed are allowed to be listed in Flexmls, please follow all these instructions when entering:

1. The property must be entered in Property Sub-Type "Manufactured Home," "Mobile," or "Modular Home", (whichever is applicable) under Property Type "Residential"
2. The Tax Parcel Number must be left blank
3. The Lot Acreage must be left blank or zero
4. The Land Lease field must be marked "Y"

Additional information: According to the Arizona Department of Real Estate, has passed Arizona House Bill 2072 ([HB 2072](#)). It went into effect on August 9, 2017; see [summary of changes here](#). This allows Arizona Department of Real Estate (ADRE) licensees to sell mobile and manufactured homes not legally affixed to the land in manufactured housing communities. Read more at [AAROnline](#).

NO LONGER A VIOLATION

HAVE YOU HAD A PURCHASE CONTRACT ON A LISTING IMMEDIATELY, BEFORE YOU EVEN ENTERED IT INTO THE MLS?

(Sometimes referred to as "Pocket Listings" or "Sold Before Print")

These listings are now allowed to be entered into Flexmls. The SVVAR MLS Committee determined that all member listings are allowed in the MLS in order to keep up with other listing sites and to provide more accurate comparables to Members,

Provided these rules are followed:

the Listing Date on the contract is within 72 hours of entering it into the MLS, or

1. an [Exclusion from Multiple Listing Service](#) form has been completed and sent to the SVVAR office within 72 hours of the signed contract.

CLOSED FSBOs TO BE ALLOWED

HAVE YOU BROUGHT A BUYER TO A FSBO AND CLOSED RECENTLY?

If a Member brings a buyer to a For Sale By Owner listing, the sales agent will now be able to enter that listing in Flexmls **provided all of the following are completed:**

1. The property was a For Sale by Owner (not an SVVAR Member) and an SVVAR Member provided the buyer.
2. The listing has closed and has been recorded at the county making it now Public Record.
3. The listing closed after June 1, 2018.
4. The member enters the listing as any other listing with themselves as the listing and selling agent, entering complete information about the property as if it were their listing, including at least 1 photo of the front of the property (not a map).

5. Agent and Marketing remarks must say, "FSBO – for statistical purposes only."
6. Immediately upon saving the listing, changing the status to "Pending," saving the listing and then immediately changing the status to "Closed," providing accurate and complete closed data.
7. Immediately sending an email to info@svvar.com so that SVVAR staff can change the listing agent to "Unrepresented Seller."

COMING SOON


You can now enter "Coming Soon" listings into Flexmls! HERE'S HOW...

Before entering a Coming Soon listing:

1. You must have a signed Employment Agreement.
2. You must submit an **Exclusion from Multiple Listing Service form** to info@svvar.com within 72 hours of the Employment Agreement being signed.
3. Information entered in the MLS for the Coming Soon listing must be complete and accurate (no "skeleton" entries).
4. Do not put a future date in the Listing Date field if you want the listing to show up immediately as "Coming Soon." The listing will not appear in the MLS until the morning of the Listing Date.
5. When entering a listing, go to **Main Fields** and select **Coming Soon** off the dropdown menu in **[Status]**.

The screenshot shows the 'Add Listing - Residential' form with the 'Main Fields' tab selected. The 'Contract Information' section includes fields for [Area], [Subdivision], [Sub-Type], [Listing Price], [Status], and [Listing Date]. The [Status] dropdown menu is open, showing 'Active' and 'Coming Soon' options. Red arrows point to the 'Active' and 'Coming Soon' options.

5. Toggling the status from Active to Coming Soon will make the **[Start Showing Date]** display and be required. The Start Showing date must be within 14 days of the date the Exclusion from MLS form was filed. Note: Coming Soon days will be included in DOM.

[Status]	Coming Soon	Select Coming Soon if th
[Listing Date]		
[Start Showing Date]	7/25/2018	
[Expiration Date]		
[Listing Type]	Select One	

FYI: Days on Market will begin counting from the date of entry.

[CLICK HERE](#) for information and instructions on the latest MLS changes, including

- 1. Coming Soon**
- 2. Mandatory HOA Addendum**
- 3. Land Lease Field**
- 4. Listings with a Purchase Contract Before
MLS Entry**
- 5. FSBOs in MLS**