



## 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:

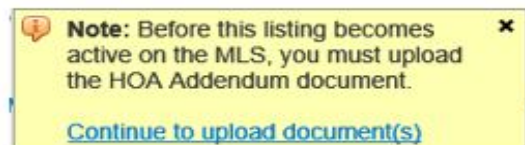
- Multiple
- Voluntary
- Yes
- Other – See Remarks

Address	Main Fields	Details	Rooms	Broker Distribution
<b>HOA: Select between 1 and 5 items.</b>				
<input type="checkbox"/>	Multiple	<input type="checkbox"/>	Voluntary	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	None	
<input type="checkbox"/>	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 septics, *etc.*, are not HOAs, even if the seller gets a bill from an entity with “Association” in its name, like Verde Ditch Association.

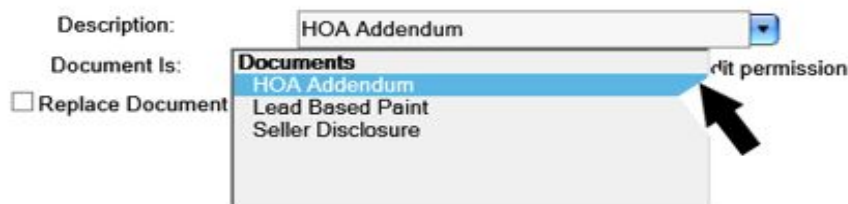
When the HOA Addendum is required, your listing will not become Active and you will receive this warning whenever you go to Listing Maintenance:



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?

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**:

1. the Listing Date on the contract is within 72 hours of entering it into the MLS, or
2. 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.

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](mailto:info@svvar.com) so that SVVAR staff can change the listing agent to "Unrepresented Seller."

## COMING SOON IS COMING SOON!

### Do you have a "Coming Soon" listing?

On July 25, 2018 a new status will appear in Flexmls - "Coming Soon."

This will be for listings that have signed listing contracts but sellers are not ready to show the property. An [Exclusion from Multiple Listing Service](#) form must be completed and sent to the SVVAR office within 72 hours of the listing contract being signed.