

# MLS DO's & DON'Ts

## I. Do....

### A. OTHER LISTING PROCEDURES

1. Still submit your listing contracts to GAR Office via fax 477-4275 when your clients/customers opt out from listing it in MLS
2. Educate your clients/customers about the important timeline that you have to observe when taking listings so as not to delay your submission needlessly.
3. Provide an authorization from your clients/customers each time you change the status of your listings. An email will suffice until you have an actual signed authorization; however, it must be uploaded in FLEXMLS.
4. Make it a practice to ask permission whenever you are using someone else's photos or maps.
5. Ensure that photos uploaded are up to date.
6. Upload the exterior photo of the property as the "main" photo for ease of finding the property's location.
7. Upload more than one photo to market your listings effectively
8. Create a vicinity map that is decipherable by all members and use the proper format.
9. Update your listing status timely and accurately which can be used as a reliable reference by others.
10. Always consider providing accurate and detailed information about your listings for better marketability
11. Make it a practice to call the listing agent prior to showing, so as not to waste your valuable time as well as your client/customer
12. Utilize the SUPRA showing report to find out the last agent that showed the property, in the event that the keys are not returned in the lockbox
13. Utilize the "Open House" feature in FLEXMLS when announcing your scheduled open houses
14. Notify GAR if a new building name needs to be added in FLEXMLS and submit required documents (call GAR for the list)

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15. Create notice in all your listings about your "trip" or "unavailable period" instead of making the "one-time" announcement
16. Apply for an "assistant key" with GAR, if necessary at an annual fee. A listing of names of all personal assistants with access to MLS system shall be provided by and be the responsibility of the Participant. Any changes to that list shall be reported timely to GAR Office.
17. Utilize the "ERROR REPORT" feature in FLEXMLS upon observing inaccuracies in a listing. This is sent anonymously to the recipient.

## B. MLS INTRANET USAGE

The system includes an electronic email feature that is to be used ONLY to announce new listings, changes to listings, open houses for listed properties.

Good Day Everyone!

Summer Sale in DEDEDO off Salisbury happening now!  
Seller has just reduced this home to \$212,000, and is very motivated and possibly still negotiable.  
Combo lockbox on the door, call for the combo code anytime.

Check out the link and share with your buyers.  
<https://my.matterport.com/show/?m=vL6N4yEth3n>

Report for MLS # 17-581:  
<http://www.flexmls.com/view.html?uid=cBud3j6WyU&s=8>

Hafa Adai, Real Estate Familia!

Please include this 5 bed / 3.5 bath Royal Gardens Town Home into your showings list.

Unit #31-4 on G Street. Supra Lockbox installed for easy showing.

-Centrally located; family-friendly neighborhood -\$2,650/month [negotiable] -Upgraded & in very good condition -Has business license; Military tenants welcomed

MLS #: 17-1877

Listing link:  
<http://www.flexmls.com/share/xO1a/SharedListings>

Call the office (123-4567) or mobile (123-4567) for more info.

Let's make a deal!

# MLS DO's & DON'Ts

## II. Don't....

### A. OTHER LISTING PROCEDURES

1. Deliver/Drop off listing forms in a mailbox, office or home without assisting your client/customer in understanding the forms.
2. Dismiss awareness and understanding of the fair housing and anti-trust laws in dealing with consumers
3. Be negligent with words that will be perceived as to undermining another office or other REALTORS®
4. Use aerial maps as your vicinity maps
5. Leave your listings unattended when an "error message" is received
6. Leave blank the commencing and expiration dates in your listing contracts
7. Submit incomplete listing contracts (no price, no date, no signature, no address)
8. Use the MLS intranet to instigate solicitation of "pocket listings" (*unlisted property, coming up, upcoming, soon to be available, anything coming soon, anything you may not have in MLS, anything you can share, contact me directly for what you have available, let me know what you have, and the like*)
9. Use someone else's photos, maps and other information without permission
10. Market someone else's listings as yours in your website or social media
11. Allow unlicensed personnel under any circumstances, be designated as a listing or selling agent on a property. They may remove or install lockboxes or tidy up the property prior to any showings.

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## B. MLS INTRANET USAGE

The system includes an electronic email feature that is to be used ONLY to announce new listings, changes to listings, open houses for listed properties.

Good evening Agents,

Looking for a 4 bedroom/3 bath 2000 square feet or greater, fenced in yard and garage (preferred not a deal breaker) for a family of 5. Their budget is \$2600-2800. Location desired Dededo, Mangilao, Yigo and Barrigada. **Please send me anything you have coming up this month. Thank you!**

I have a buyer who would like to be under contract by the end of the week. They would like at lease a 3 bedroom 2 bath home with a minimum sq. footage of 1700. Must be near Andersen. Would love to have a garage and a fenced in yard. We have looked at almost everything on MLS. **If you have an owner who is willing to lower the price of their home or you know of a home coming up please let me know.**

Good morning agents,

this is a long shot, but a dear young friend of mine is looking for an apartment to complete her studies at UOG. Her budget is \$400. **If you have anything in mind, please get in touch with me.**

Thank you so much.

Good Afternoon!

I hope everyone is enjoying their Sunday. I have a Navy Chief, his wife and two girls looking for a SFD, three bedroom, two bath close to Big Navy. Price Max \$2600 and they would prefer something newer. They arrived yesterday and are ready to move in asap. No pets. Great family. **Do you have something just coming available or listed higher and willing to negotiate?** Thank you in advanced and have a great weekend!

Any property down Marbo Cave road for up to 50k. **Please let me know.** Thanks. 123-4567

Good afternoon Agents,

I have a client that is looking for 2 separate spaces (must be in same building) around 1,000 sqft or larger in Tamuning off of Marine Corps Drive or Chalan San Antonio. She will need 1 unit downstairs for an Ice Cream shop and 1 that can be up or down for a dress shop.

**Please let me know if you have anything that will fit her needs.**

# MLS DO's & DON'Ts

I am in need of two rentals.

4bd down south with a fence for \$2450 (may be willing to pay a little more). A 3bd will work as long as there is an extra room.

4bd up north for \$2600, a fence, and more than 2400 sq feet.

Send me homes up to \$3000, they may come up for the right home.

Hafa adai Realtors! I have a military family relocating to Guam and will arrive in August, looking to be in a new place by mid August. They are seeking a 3-4 bedroom home, close as possible to Big Navy, for \$2450. Please let me know if you'll have any units available around that time and meet these preferences.

I have a buyer who would like to be under contract by the end of the week. They would like at least a 3 bedroom 2 bath home with a minimum sq. footage of 1700. Must be near Andersen. Would love to have a garage and a fenced in yard. We have looked at almost everything on MLS. If you have an owner who is willing to lower the price of their home or you know of a home coming up please let me know.

Hi everyone,

I have a customer interested in purchasing a unit at the Tumon Horizon Condo. Does anyone know of any units that might be available for sale?

Please let me know ASAP and let's do a deal together.

Good Morning Everyone,

Please ask your customers that own unit(s) at Tumon Horizon Condo if they will be willing to sell a unit or multiple units in this building.

I have a Buyer that is interested in purchasing. We can close the deal by August 18th.

Please let me know if you have anything.

# MLS DO's & DON'Ts

Good Evening Agents,

I have a client who is looking to rent a 1 or 2 bedroom in the northern and central. She has 3 cats (small) and 1 dog (25 lbs).

Her budget right now is \$900.00.

Kindly let me know if you have any units that may be available.

Good Evening, My client is in need of a short term rental in Dededo or Tumon for 7 months with a budget of \$2,100. She has 2 medium size dogs (25 lbs) and looking for a condo/apartment.

Please let me know if you can assist. Thank you in advance,

Afternoon Realtors!

I have a client interested in renting commercial property located within Dededo, Upper Tumon, or Harmon Loop area. They would prefer 1200 sq ft-1500 sq ft and road frontage. If you have any current, unlisted or upcoming vacancies, please contact us!

Hafa Adai all!

Hope you all enjoyed your Liberation weekend! Lets co-broke. Need the following.

1. Paradise Meadows budget is 2400 will do a 2 year lease. MOVE IN ASAP 2. Home by GPO (Jonestown or within the area) 2300 could do a 2 year lease. MOVE IN 2 weeks 3. Need a home down south to central max budget 300,000 (VA) approved already.

Sincerely,

Hello All,

I will be off island till next week Friday Please call my assistant, Jane, at 123-1234, or John Doe, at 123-4567 for any assistance with my listings. If you need my immediate attention, please Whatsapp me or send an email and I respond at my soonest.

Morning Everyone,

For any question while we are off island, please contact Jane Doe or email us for any details..

thanks,

# MLS DO's & DON'Ts

Hello All you Super Agents,

We shall be off island from July 6-12th, if you have any further questions regarding our listing please email or whatsapp us with your questions and concerns.

enjoy

Dear Fellow Realtors,

I will be off island from July 4 - July 21, 2017. Any questions concerning my listings please contact John Doe or Jane Doe at XYZ Realty at 123-4567/89. Or you can contact me via email, text or whatsapp. Thank you.

Kind regards,

Good Evening! I have a Navy family of 5 looking for a pet friendly home near navy base Guam. Their budget is 2700 or under. Please send me what you have.

Good morning all:

I am in search of a short term rental, minimum 6 months with possible extension.  
Budget is \$1,200  
Tenants are arriving on island for contract engineering work by July 23rd.  
If you have anything that you'd like to share, let me know.  
Thank you.

Hi All,

I have a client looking for between 1000 to 1500 s.f. of commercial space to put a small restaurant. The preferred location would be between Pleasure Island and the Tumon Church.

Please let me know if you have something coming available.

Thanks!

I know this isn't an easy request since it's so far and few these days. But I've got a tenant under section 8 with a 2 bedroom voucher looking for a place somewhere central and up to Yigo. She has security deposit and more on hand and is ready to move. If anyone has anything please let me know so we can help this young lady. Thank you.

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Hafa Adai Agents, Looking for a home near Andersen that can fit my client's OHA budget of \$2115. Preferences: SFD, partially or fully gated Pet-Friendly (Will pay refundable deposit) Need to move in in 2 weeks or less, need business license ready. **Let me know or keep me in mind.**

Good Morning, All!

I've exhausted the MLS and my clients are willing to go month-to-month for the right home.

In search of a 4br/2ba, min 1800 sq ft SFD close to Navy.  
Garage/fence a plus.

**If you have anything coming available in the next 30-45 days, please send it my way.**

And if you have any fully furnished homes (month-to month) for this family near navy coming available, They'd prefer to stay closer and have time to wait for it.

Thank you for your time and I hope to hear from you soon!

Kindest Regards,

Hello Everyone,

We have a buyer looking to build and need property that is ready to build on, cash purchase and ready. 2,3 or 4 vacant lots .

**Seen everything on MLS but if you know of any properties and like to make a deal, share your information..**

Dear Realtors,

my customers are on their last 10 days of their house hunt and still have not found what they are looking for.

Would you have a 4 BR home with garage and fenced in yard that you are willing to rent out for \$2500 to \$2600 a month?

The family has a little dog and two kids.

**I am happy to hear from you.**

Hi all, I have a buyer interested in Lot 1072-2-A-1, its a commercial property fronting Route 8, but, I cannot find it in the MLS system. **Is anyone aware of this listing?** MLS number? Thank you,



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Hafa Adai Guam's Best,

My pre-qualified clients have seen what's on MLS. Kindly let me know what you have coming up for the following:

Sale Unit- SFD/Barrigada, Sinajana or Agana Heights/Budget-High 300K

Rental Unit- SFD/Fenced/Pet Friendly/Tamuning, Agana, Yigo/1 occupant-Budget \$1,500

Thanks in advance!

Good morning GAR,

Does anyone have any Agana Bay or Agana Beach Condo's coming available? Looking for 2 bedroom budget is \$2205-2450. Please send me what you have or have coming up. Thank you!

