



Rules Orientation

Today's Agenda

- Important Changes from NAR
- Purpose and Value of the MLS
- What is Intermountain MLS?
- Review of IMLS Organizational Structure
- Discussion of IMLS Rules and Policies

Purpose of the MLS

A Multiple Listing Service (MLS) is a platform that fosters cooperation among real estate professionals. It gathers and distributes information, allowing authorized participants to create appraisals, analyses, and valuations of real property for genuine clients and customers. Additionally, it enables those involved in real estate appraisal to contribute to shared databases. The MLS organizes and shares listing information, helping participants better serve their clients and the public.

Value of the MLS

MLSs (Multiple Listing Services) offer significant benefits beyond just sharing offers of compensation. Here's a breakdown of their key values:

- **Comprehensive Marketplaces**
 - MLSs provide access to a broad inventory and extensive advertising, which motivates local brokers to participate. This creates a robust marketplace with diverse property listings.
- **Reliable Data Access**
 - Under NAR (National Association of Realtors) guidelines, local MLS broker marketplaces serve as hubs of trusted, verified information. This ensures that all participants have equitable access to **reliable data**.

Value of the MLS

- **Creating Connections**
 - Local MLS broker marketplaces facilitate the largest network of connections between real estate agents, sellers, and buyers. This enhances opportunities for matching properties with the right clients.
- **Supporting Small Businesses**
 - By compiling housing information in one accessible place, MLSs allow smaller real estate brokerages to compete effectively with larger ones. This levels the playing field and supports business diversity.
- **Encouraging Entrepreneurship**
 - The lower barriers to entry provided by local MLS broker marketplaces foster innovation. New market entrants can introduce advancements in technology, consumer service, and more, benefiting the entire real estate industry.

Definition of MLS Participants

Participant = Designated Broker

Subscriber = Agent



Definition of MLS Participants

Definition of MLS Participants

When referring to the term REALTOR® in connection with "member" or "Participant," it specifically means the REALTOR® principal(s) of any association or a firm composed of REALTOR® principals participating in a multiple listing service (MLS) managed by the board. Participatory rights are typically held by an individual principal broker, unless the association or MLS determines they should be held by a firm.

This definition does not include individuals other than the principal REALTOR® members or those legally allowed to participate without association membership. Regardless of membership status, no individual or firm is entitled to MLS membership or participation unless they have a valid real estate broker's license and are cooperative, or they are licensed or certified by an appropriate state agency to appraise real property.

Cooperation and Information Sharing

Cooperation involves sharing information on listed properties and making them available for other brokers to show to potential buyers and tenants when it benefits their clients. The use of information from an association's MLS is limited to activities authorized under a Participant's license or certification. Unauthorized use is prohibited.

Requirements for MLS Participation

Merely holding a broker's license is not enough to qualify for MLS participation. The Participant must actively engage in listing properties of the type on the MLS, share information, and make properties available for showings. "Actively" means continually and consistently engaging in these activities during the operation of the Participant's real estate business.

This requirement does not exclude part-time, seasonal, or intermittently active Participants due to market conditions. It also does not disqualify those who have not met a minimum number of transactions despite good faith efforts. The level of service provided by the Participant must meet state law standards, and they must cooperate regarding properties listed on the MLS.

Virtual Office Websites (VOW) and Cooperation

Participants operating a "Virtual Office Website" (VOW), including those referring customers to other Participants, must also actively endeavor to cooperate. An MLS can evaluate a Participant's cooperation efforts only if there is a reasonable basis to believe the Participant is not cooperating.

Nondiscriminatory Application of Membership Requirements

The requirements for MLS participation are applied fairly and nondiscriminatorily to all Participants and potential Participants. This ensures a level playing field for everyone involved.

No Filtering of Listings

Participants and Subscribers must not filter out or restrict MLS listings that are communicated to customers or clients based on the existence or level of compensation offered to the cooperating broker or the name of a brokerage or agent.

Services Advertised as Free

When advertising services, MLS participants and subscribers need to follow these guidelines:

- 1.No Misleading Claims: You must not claim that your brokerage services are free or come at no cost to clients.
- 2.Financial Transparency: Such claims are only allowed if you genuinely receive no financial compensation from any source for providing these services.

This ensures clarity and honesty in your dealings with clients.

Written Buyer Agreement

All MLS Participants working with a buyer must enter into a written agreement with the buyer before touring a home, unless inconsistent with state or federal law or regulation. This written agreement must include:

1. A clear and prominent disclosure of the amount or rate of compensation the Participant will receive, or how this amount will be determined, if the Participant will receive compensation from any source.
2. The amount of compensation must be stated in a manner that is objectively ascertainable and not open-ended.
3. A term prohibiting the Participant from receiving compensation for brokerage services from any source that exceeds the amount or rate agreed to in the agreement with the buyer.
4. A clear statement that broker fees and commissions are not set by law and are fully negotiable.

Disclosures of Compensation for MLS Members



1. Inform Buyers and Sellers: Clearly inform prospective sellers and buyers that broker compensation is not fixed by law and can be negotiated. This must be prominently stated in any listing agreement, buyer agreement, and pre-closing disclosure documents (if applicable).
2. Notify Sellers of Payments: Clearly disclose in writing to sellers and obtain their authorization for any payments or offers of payment that the listing Participant or seller will make to another broker, agent, or representative (such as a real estate attorney) working with buyers. This disclosure should specify the amount or rate of payment and must be provided in writing before any payment or agreement to pay is made.

No Compensation Offers in MLS

1. Prohibited Compensation Offers:

- a. MLS listings must not include offers of compensation to other MLS Participants and Subscribers.
- b. MLS must not support or facilitate any non-MLS mechanisms (e.g., internet aggregator websites) for making compensation offers to buyer brokers or representatives.

2. Data Use Restrictions:

- c. MLS data or data feeds cannot be used to create or maintain a platform for compensation offers from multiple brokers to buyer brokers or other buyer representatives.
- d. Violation of this rule will result in termination of the Participant's access to MLS data and data feeds.
- e. IDX websites are not permitted to show another agent's compensation. If they do, it will result in the removal of the IDX data from the website.

No Compensation Offers in MLS

3. Commission Disclosure:

- f. MLS must not require listing brokers to disclose the total negotiated commission in their listing contracts.
- g. MLS must not publish the total negotiated commission on listings submitted by Participants.
- h. Disclosure of the total commission negotiated between the seller and the listing broker, or the total broker compensation (combined compensation to both listing and buyer brokers), is strictly prohibited.

NOTE 1: Short Sale Disclosure:

MLS must allow Participants to inform other Participants about potential short sales.

A short sale is defined as a transaction where the title transfers, the sale price is insufficient to cover all liens and costs, and the seller does not have sufficient liquid assets to cover deficiencies at closing.

Local MLSs may require Participants to disclose known potential short sales.

What is Intermountain MLS?

- Regional MLS serving:

Ada, Blaine, Boise, Canyon, Cassia, Elmore, Gem, Gooding, Jerome, Latah, Malheur, Minidoka, Nez Perce, Owyhee, Payette, Twin Falls, and Washington Counties

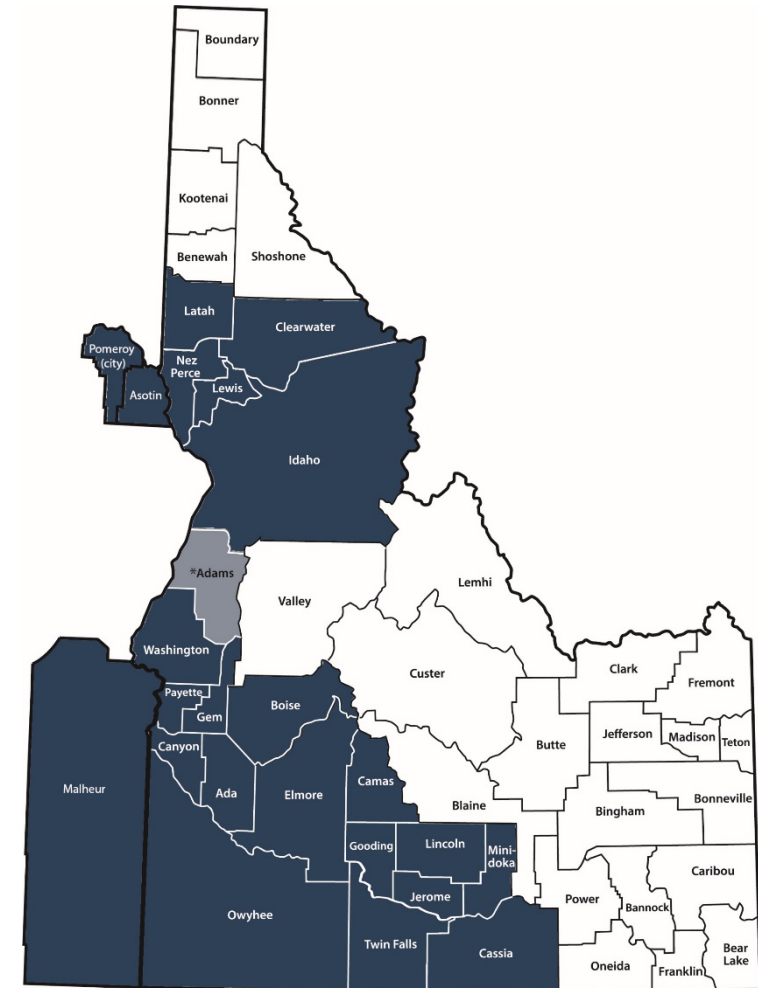
- IMLS serves approximately 9200 + agents and appraisers in:

Idaho, Eastern Oregon & Eastern Washington (show listings ONLY in the state(s) you are licensed in)

- Processes approximately 75,000 Listings annually

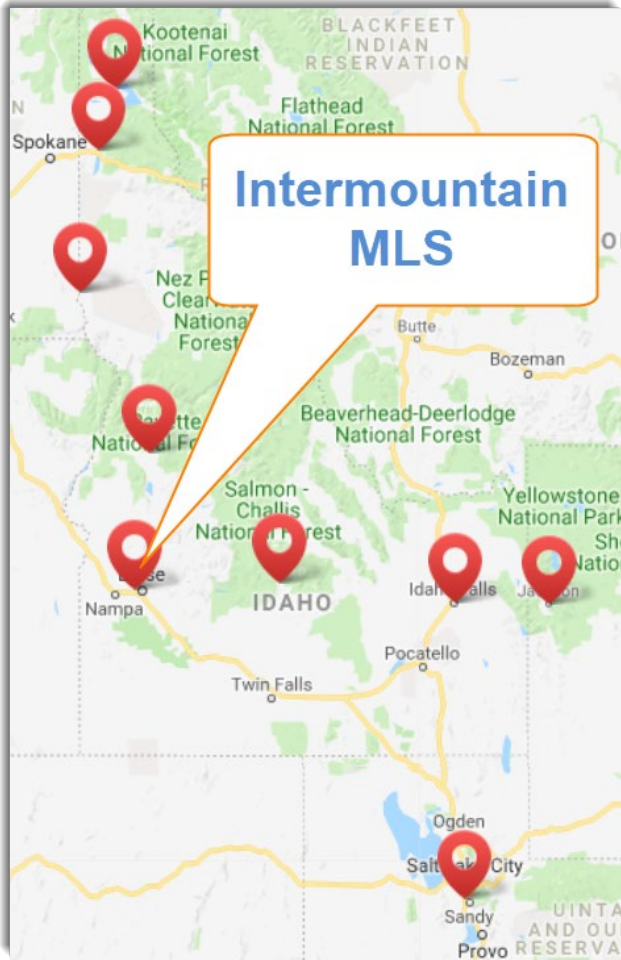
Local REALTOR[®] Boards

- Boise Regional REALTORS[®]:
Ada, Elmore, Gem Counties & more
- Caldwell Board of REALTORS[®]
- Four Rivers Association of REALTORS[®]
- Latah County Board of REALTORS[®]
- Lewis-Clark Association of REALTORS[®]
- Mini Cassia Association of REALTORS[®]
- Nampa Association of REALTORS[®]
- Western Magic Valley REALTORS[®]



*no clear boundaries of the split with Mt Central

Largest MLS in Idaho



Other MLSs in Idaho:

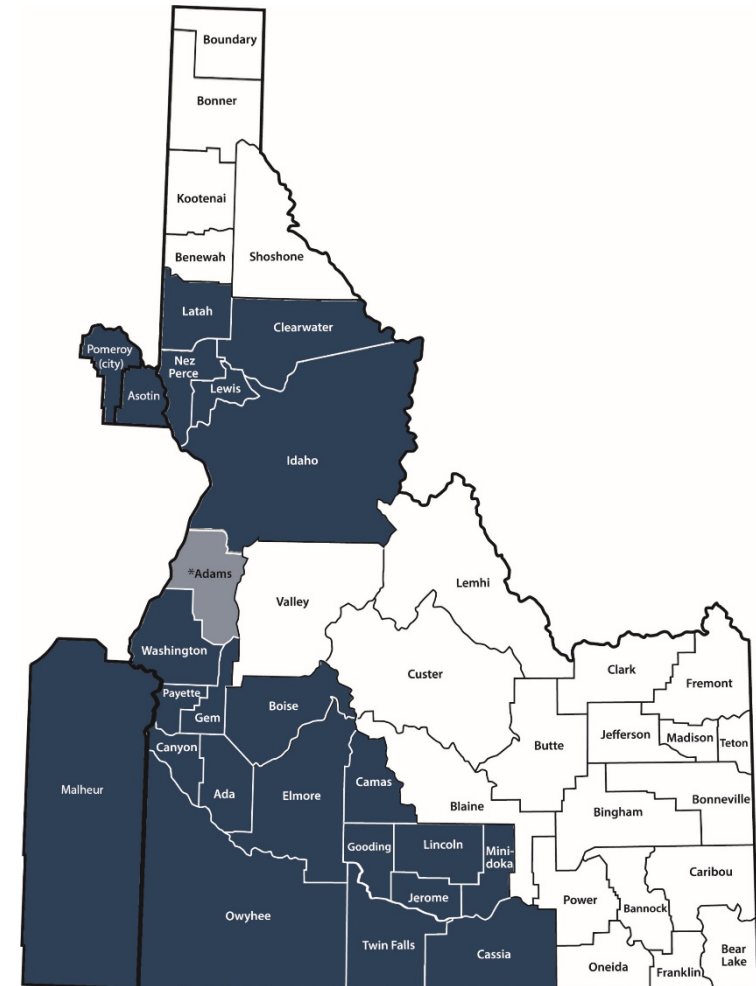
- Selkirk MLS
- Coeur d'Alene MLS
- Mountain Central AOR
- Sun Valley BOR MLS
- Snake River MLS
- Teton BOR
- Pocatello MLS
- Utah Real Estate

IMLS Structure

- 11-member Board of Directors with representation from local Boards Board approves policy decisions for implementation by MLS Management

Local REALTOR[®] Boards

- Boise Regional REALTORS[®]:
Ada, Elmore, Gem Counties & more
- Caldwell Board of REALTORS[®]
- Four Rivers Association of REALTORS[®]
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- Mini Cassia Association of REALTORS[®]
- Nampa Association of REALTORS[®]
- Western Magic Valley REALTORS[®]



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IMLS Organization



Volunteers Make the MLS!

Rules & Policies Committee and New Technology Committee

- Contact IMLS to be part of a committee
- IMLS Rules Committee meets six (6) times annually
- IMLS New Tech Committee meets six (6) times annually

PLEASE VOLUNTEER!

Rules and Policies

Violations

IMLS VIOLATION CHART

Violations - Level 1	1st Offense	2nd	3rd
Failure to Report Status Changes by the Next Business Day	\$100		
Failure to Report Sold by the Next Business Day	\$100		
No Front Photo within 1 Business Day – Residential Class Only (Excludes To Be Built and Under Construction Listings)	\$100 if not corrected		
Failure to Update Proposed Closing Date	\$100 if not corrected		
Property Class Duplication (ie. same property listed in Residential and Residential w/Acreage)	\$100 and correction by IMLS		
Photos containing contact or marketing information	\$100 and correction by IMLS		
Contact or Personal Marketing Information in Public Remarks	\$100 and correction by IMLS		
Branded Virtual Tour in Unbranded Virtual Tour Field	\$100 and correction by IMLS		
Third Party Marketing in any field except Agent Remarks	\$100 and correction by IMLS		
Inaccurate Information on Listings	\$100 and correction by IMLS		
Manipulating Listing Data to Avoid CDOM or Property History	\$100 and correction by IMLS	\$250	\$500
Cancelling and Relisting as "New" in under 30 days (same office)	\$100 and correction by IMLS	\$250	\$500
Distributing IMLS Confidential Information (defined in section 12.3 of IMLS Rules & Regs)	\$100	\$250	\$500
Failure to Submit Terms of Contingencies	\$100		
Using another agent's or office's photos, digital images, virtual tours or sketches to promote a new/active listing without written permission.	\$100		
Changing or removing listing information upon a status change.	\$100	\$250	\$500
Violations - Level 2			
Inappropriate or Unprofessional Use of Remarks	\$250 and correction by IMLS		
Violations - Level 3			
Showing a Coming Soon or Temporarily off Market Property	\$500	\$750	\$1,000
Publicly marketing/showing an Office Exclusive outside the brokerage	\$500	\$750	\$1,000
Publicly marketing a listing not in the MLS	\$500	\$750	\$1,000
Failure to Enter New Listings by the Next Business Day after marketing	\$500	\$750	\$1,000
Failure to submit IMLS Status Disclosure Form when required.	\$500	\$750	\$1,000
Reporting Inaccurate Sales Price	\$500 and correction by IMLS		
Cancelling, Withdrawing or Expiring a Sold Listing	\$500 and correction by IMLS		
Failing to Receive Paperwork to Justify Sold Price 45% above or below Original Price in 3 Business Days	\$500		
Unauthorized Use of IMLS Waiver (agent/broker)	\$500 and broker assessed \$100/quarter for agent		
Unauthorized Use of IMLS (assistant)	\$500		
Unauthorized Use of Lockbox Key	\$500		
Exporting IMLS Data for Unauthorized Use	\$500		
Violation of IDX Rules	\$500		
Violations - Level 4			
Sharing User Name and Password	\$5000 and 3 month suspension		
Discussing compensation, commission, or making references to these topics in any field in the MLS	\$1,000	\$2,000	\$3,000

Violations

Violations – Level 3			
Showing a Coming Soon or Temporarily off Market Property	\$500	\$750	\$1,000
Publicly marketing/showing an Office Exclusive outside the brokerage	\$500	\$750	\$1,000
Failure to Enter New Listings by the Next Business Day after marketing	\$500	\$750	\$1,000
Failure to submit IMLS Status Disclosure Form when required.	\$500	\$750	\$1,000

Violations – Level 1	1st Offense	2nd	3rd
Failure to Report Status Changes by the Next Business Day	\$100		
Failure to Report Sold by the Next Business Day	\$100		
No Front Photo within 1 Business Day – Residential Class Only (Excludes To Be Built and Under Construction Listings)	\$100 if not corrected		
Failure to Update Proposed Closing Date	\$100 if not corrected		

Listing Input

Reporting Guidelines – Status Changes must be reported to the MLS within the time-frame indicated or fines may be assessed:

- All new listings must be submitted to the MLS by **NEXT BUSINESS DAY** after **any marketing** and/or advertising begins. Listing Date is defined as the day any advertising begins. All contingencies must be submitted to the MLS by **next business day**
- All pending listings must be submitted to the MLS by **next business day**
- All Sold Listings must be submitted to the MLS by **next business day**

*If a listing is an Office Exclusive or Coming Soon, then the **MLS Status Disclosure Form** is to be used & entered into the MLS

MLS Status Disclosure Form

When to use:

- Office Exclusive Listing
- Coming Soon



Status Disclosure Form

The PURPOSE of an MLS is the orderly correlation and dissemination of listing information to Participants so they better serve the buying and selling public.

Unless your property has an Active status in the MLS, your property is:

- NOT DISPLAYED ON OTHER BROKER WEBSITES
- NOT SEARCHABLE IN LISTINGBOOK
- NOT DISPLAYED ON REALTOR.COM
- MISSES 1000'S OF POTENTIAL BUYERS
- NOT DISPLAYED ON INTERMOUNTAINMLS.COM
- NOT SEARCHABLE IN MLS MOBILE APP

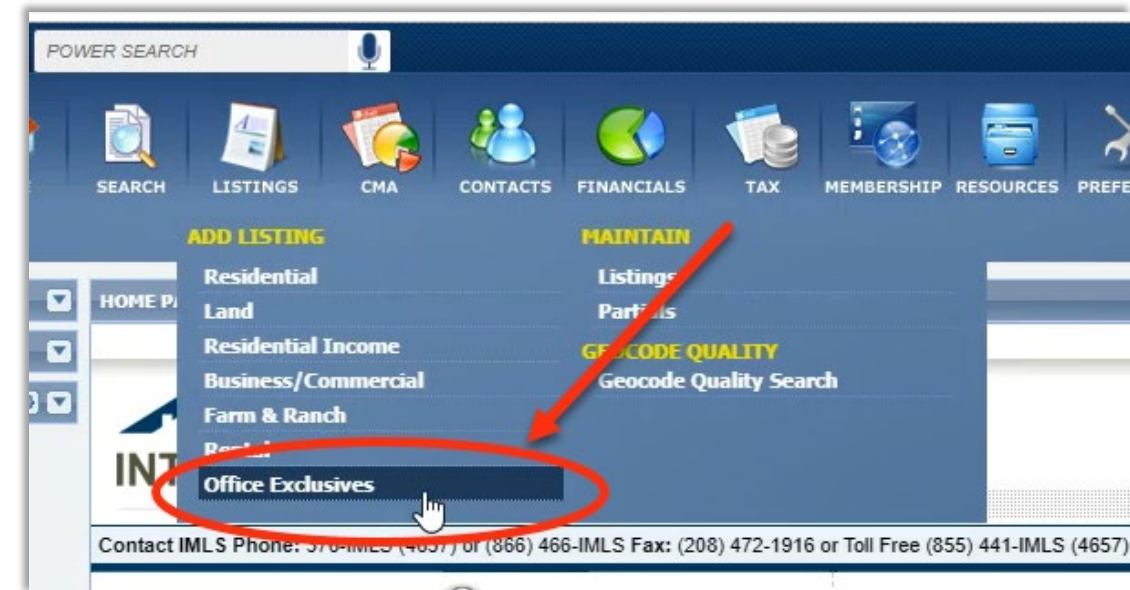
Choose **ONE** Status:

- ☐ Coming Soon (Entered as a listing in MLS. All listing rules apply. Not disseminated to 3rd party sites. Automatically changes to New after 14 days. Cannot be re-entered as coming soon until after 30 days off market. Cannot be cancelled prior to 14 days and relisted as Coming Soon until after 30 days off market. Can be changed to an active listing in MLS prior to 14 days.)
- ☐ Office Exclusive (Cannot be publicly shown or marketed, this will result in a fine up to \$1,000. Must be entered into MLS as Unpublished Sold after property closes.)

Upload form to associated documents in Paragon.

Office Exclusives (NAR- Clear Cooperation)

- Entered into Paragon – Status Disclosure must be uploaded when listing is entered into Paragon
- Public marketing is NOT allowed, including yard signs & social media comments/ posts
- Expire After 30 days
- Less required fields
- Visible only to agents in same office
- Listing Must be reported as Unpublished Sold





Coming Soon

Violations – Level 3			
Showing a Coming Soon or Temporarily off Market Property (Sec. 1.3.1)	\$500	\$750	\$1,000
Publicly marketing/showing an Office Exclusive outside the brokerage (Sec. 1.3)	\$500	\$750	\$1,000
Failure to Enter New Listings by the Next Business Day after marketing (Sec. 1)	\$500	\$750	\$1,000
Failure to submit IMLS Status Disclosure Form when required. (Sec. 1.3)	\$500	\$750	\$1,000
Reporting Inaccurate Sales Price (Sec. 1.4)	\$500 and correction by IMLS		
Cancelling, Withdrawing or Expiring a Sold Listing (Sec. 2.5)	\$500 and correction by IMLS		

Section 1.3.1 Coming Soon: If the seller directs the listing agent to disseminate the listing by the Service as a Coming Soon listing, the Participant may execute a valid marketing agreement and the listing shall be entered into the MLS system with a Coming Soon status by the next business day after the listing and/or property is marketed and/or advertised. Marketing shall be defined as, but not limited to signage, social media, ads in publications and the like. The IMLS **Status Disclosure form must be executed and uploaded into the MLS system with the listing.** Once the IMLS Status Disclosure form (with Coming Soon checked) is submitted to MLS, it is valid for 14 days at which time the listing will automatically change to **New** for 3 days, then **Active** in the MLS system. These listings cannot be canceled and relisted as Coming Soon, until after **30 days** in an off-market status.

Coming Soon

Violations – Level 3			
Showing a Coming Soon or Temporarily off Market Property (Sec. 1.3.1)	\$500	\$750	\$1,000
Publicly marketing/showing an Office Exclusive outside the brokerage (Sec. 1.3)	\$500	\$750	\$1,000
Failure to Enter New Listings by the Next Business Day after marketing (Sec. 1)	\$500	\$750	\$1,000
Failure to submit IMLS Status Disclosure Form when required. (Sec. 1.3)	\$500	\$750	\$1,000
Reporting Inaccurate Sales Price (Sec. 1.4)	\$500 and correction by IMLS		
Cancelling, Withdrawing or Expiring a Sold Listing (Sec. 2.5)	\$500 and correction by IMLS		

- Coming Soon Listings **MUST** be entered into the MLS by the next business day after marketing begins
- No Showings for Coming Soon listings (*that means No Open Houses*)
- Office Exclusives **CAN NOT** be marketed as “Coming Soon”

MLS Status Disclosure Form

Violations – Level 3			
Showing a Coming Soon or Temporarily off Market Property (Sec. 1.3.1)	\$500	\$750	\$1,000
Publicly marketing/showing an Office Exclusive outside the brokerage (Sec. 1.3)	\$500	\$750	\$1,000
Failure to Enter New Listings by the Next Business Day after marketing (Sec. 1)	\$500	\$750	\$1,000
Failure to submit IMLS Status Disclosure Form when required. (Sec. 1.3)	\$500	\$750	\$1,000
Reporting Inaccurate Sales Price (Sec. 1.4)	\$500 and correction by IMLS		
Cancelling, Withdrawing or Expiring a Sold Listing (Sec. 2.5)	\$500 and correction by IMLS		

Coming Soon:

1. Entered into Paragon with “Coming Soon” status by NEXT BUSINESS DAY after marketing
2. Upload executed MLS Status Disclosure Form (w/ Coming Soon checked) into listing associated docs
3. After 14 days automatically changes to “New” status
4. Coming Soon Listings cannot be canceled & relisted as Coming Soon until after 30 days off-market status
5. Coming Soon Listings are **not syndicated** to the internet portal sites

Violations

Violations – Level 1	1st Offense	2nd	3rd
Failure to Report Status Changes by the Next Business Day	\$100		
Failure to Report Sold by the Next Business Day	\$100		
No Front Photo within 1 Business Day – Residential Class Only (Excludes To Be Built and Under Construction Listings)	\$100 if not corrected		
Failure to Update Proposed Closing Date	\$100 if not corrected		
Property Class Duplication (ie. same property listed in Residential and Residential w/Acreage)	\$100 and correction by IMLS		

Violations

Failure to Update Proposed Closing Date

- Proposed Closing Date must ALWAYS be in the future.
- If date changes update Paragon
- If sales fall through - BOM

Violations

Violations – Level 1	1st Offense	2nd	3rd
Failure to Report Status Changes by the Next Business Day (Sec 1.4)	\$100		
Failure to Report Sold by the Next Business Day (Sec 1.4)	\$100		
No Front Photo within 1 Business Day – Residential Class Only (Excludes To Be Built and Under Construction Listings) (Sec.1)	\$100 if not corrected		
Failure to Update Proposed Closing Date (Sec 1.4)	\$100 if not corrected		
Property Class Duplication (ie. same property listed in Residential and Residential w/Acreage) (Sec. 1)	\$100 and correction by IMLS		
Photos containing contact or marketing information (Sec. 1.2)	\$100 and correction by IMLS		
Contact or Personal Party Marketing Information in Public Remarks (Sec. 1.2)	\$100 and correction by IMLS		
Branded Virtual Tour in Unbranded Virtual Tour Field (Sec. 1.2)	\$100 and correction by IMLS		
Third Party Marketing in any field except Agent Remarks (Sec. 1.2)	\$100 and correction by IMLS		
Inaccurate Information on Listings (Sec. 1.2)	\$100 and correction by IMLS		

IMLS Photo Policy (Sec 1)

- Photos can be entered into Paragon by any *listing agent* and is the preferred method of getting photos onto your listings.
 - Uploading your own photos is free.
 - Upload multiple photos at one time in Paragon 5.
- Photos can also be submitted to the MLS in digital or hardcopy format or emailed to the MLS at: photos@intermountainmls.com
- IMLS will charge (digital files) to add to any listing.
 - \$10 1-10, \$20 11-20, \$30 21-30, \$40 31-40, \$50 41-50
- Up to fifty total photos per listing may be submitted to the MLS.
 - One front photo is required on residential listings within one business day after listing is input
 - No signs in the listing photos

Contingencies / Pending

Section 1.6 Active Status called Contingent:

- Listings may only be marked “contingent” when it is documented that all parties agree that the property will ***continue to be marketed and other offers will be accepted. If not, an accepted offer must be marked Pending.***

Contingent:

- The listing is still being marketed (active) & will be transmitted to the internet (*Sellers RIGHT to continue to market signed by Buyer & Seller*)
- Offers will still be accepted
- Bump Clause in Agent Remarks (**required**)

Pending:

- Offers are not considered
- Listing will not expire

Bank Owned / REO

Section 1.6.2 Listings of Bank Owned Properties:

- Participants and its subscribers shall comply with this section whenever the property listed is owned and being sold by a seller that is a bank, credit union, or is otherwise engaged in the business of banking, mortgage lending, or secondary market. Listings shall be marked “Pending” whenever the seller has instructed that it will ***no longer consider offers***, and any submitted offers shall not be presented.
- Listings must be “exclusive right to sell” or “exclusive agency”
- Required fields denoted by * and BOLD on listing input form must be completed

Violations

Violations – Level 1	1st Offense	2nd	3rd
Failure to Report Status Changes by the Next Business Day (Sec 1.4)	\$100		
Failure to Report Sold by the Next Business Day (Sec 1.4)	\$100		
Inaccurate Information on Listings (Sec. 1.2)	\$100 and correction by IMLS		
Manipulating Listing Data to Avoid CDOM or Property History (Sec. 1.2)	\$100 and correction by IMLS	\$250	\$500
Cancelling and Relisting as “New” in under 30 days (same office) (Sec.1.6)	\$100 and correction by IMLS	\$250	\$500
Distributing IMLS Confidential Information (defined in section 12.3 of IMLS Rules & Regs) (Sec. 12.3)	\$100	\$250	\$500
Failure to Submit Terms of Contingencies (Sec 1.6)	\$100		

Violations – Level 3			
Showing a Coming Soon or Temporarily off Market Property (Sec. 1.3.1)	\$500	\$750	\$1,000
Publicly marketing/showing an Office Exclusive outside the brokerage (Sec. 1.3)	\$500	\$750	\$1,000
Failure to Enter New Listings by the Next Business Day after marketing (Sec. 1)	\$500	\$750	\$1,000
Failure to submit IMLS Status Disclosure Form when required. (Sec. 1.3)	\$500	\$750	\$1,000
Reporting Inaccurate Sales Price (Sec. 1.4)	\$500 and correction by IMLS		
Cancelling, Withdrawing or Expiring a Sold Listing (Sec. 2.5)	\$500 and correction by IMLS		
Failing to Receive Paperwork to Justify Sold Price 45% above or below Original Price in 3 Business Days (Sec. 2.5)	\$500		

Expiration, Extension & Renewal Of Listings

Section 1.10:

- Any listing input into the Multiple Listing Service automatically expires on the dates specified in the agreement unless renewed by the listing broker and notice of renewal or extension is input into the Service prior to expiration.
- All listings have expiration dates: agents can only see on own listing

Expiration, Extension & Renewal Of Listings

How does a listing expire?

- 24-hour grace period (listing is “invisible”)
- Off-market date
- New Vs Back On Market

Expiration, Extension & Renewal Of Listings

- If an expired listing is reentered into the MLS, It shall be published as a “**new**” or “**back on market**” listing (*whichever is applicable*). Any extension or renewal of a listing must be signed by the seller(s).
- If a listing changes to an off-market status (i.e., expired or cancelled) and is re-listed in 30 days or less, it shall come back as Back on Market, **not NEW**, **unless the listing changes brokerages**.

Expiration, Extension & Renewal Of Listings

New Vs Back On Market

- **New:** listing is new to an office or 30 days or more has passed since listed at the same office
- **Back On Market (BOM):** relisted in less than 30 days at the same office
- **CDOM-** If a listing changes to an off-market status (i.e., expired or cancelled) and is re-listed in 31 days or less, the cumulative days on market will continue to accumulate regardless of brokerage changes.

Cumulative Days On Market (CDOM)

Photo	PicCoi	MLS #	Type	Status	Price	Address	City	# Beds	# Baths	Apx SqF	2) DOM	1) CDOM
	43	98911053	SF	ACT	\$679,900	6955 N Exeter Pl	Meridian	3	2.0	2138	50	417
	32	98896816	SF	ACT	\$364,000	175 N Orchard Ave	Kuna	3	2.0	1392	168	312
	30	98908944	SF	ACT	\$698,900	5187 Twilight Mist Way	Meridian	3	2.5	2040	67	275
	16	98913514	SF	ACT	\$540,000	14286 W Elmsprings	Boise	4	4.0	1808	30	254
	27	98897179	SF	ACT	\$524,900	1500 W Victory	Boise	3	2.0	1493	164	226
	44	98906134	SF	ACT	\$507,000	88 N Wedgwood Dr	Nampa	5	3.5	2703	90	208
	31	98905298	SF	ACT	↓ \$469,900	173 Pheasant Rd	Twin Falls	4	2.0	2414	97	199
	1	98901114	SF	ACT	\$700,000	1020 W Orchard Ave	Nampa	3	2.0	1680	137	168
	21	98911875	SF	ACT	\$649,900	1208 W State St	Boise	3	0.5	3084	41	157
	48	98911447	SF	ACT	\$594,999	3240 E Taormina Dr	Meridian	4	2.5	2767	42	153

Cumulative Days On Market (CDOM)

Photo	PicCo	MLS #	Type	Status	Price	Address	City	# Beds	# Baths	Apx SqF	2) DOM	1) CDOM
	43	98911053	SF	ACT	\$679,900	6955 N Exeter Pl	Meridian	3	2.0	2138	50	417
	32	98896816	SF	ACT	\$364,000	175 N Orchard Ave	Kuna	3	2.0	1392	168	312
	30	98908944	SF	ACT	\$698,900	5187 Twilight Mist Way	Meridian	3	2.5	2040	67	275
	16	98913514	SF	ACT	\$540,000	14286 W Elmsprings	Boise	4	4.0	1808	30	254
	27	98897179	SF	ACT	\$524,900	1500 W Victory	Boise	3	2.0	1493	164	226
	44	98906134	SF	ACT	\$507,000	88 N Wedgwood Dr	Nampa	5	3.5	2703	90	208
	31	98905298	SF	ACT	↓ \$469,900	173 Pheasant Rd	Twin Falls	4	2.0	2414	97	199
	1	98901114	SF	ACT	\$700,000	1020 W Orchard Ave	Nampa	3	2.0	1680	137	168
	21	98911875	SF	ACT	\$649,900	1208 W State St	Boise	3	0.5	3084	41	157
	48	98911447	SF	ACT	\$594,999	3240 E Taormina Dr	Meridian	4	2.5	2767	42	153

To reset CDOM you must wait 31 days or longer

Reporting Sales (Required)

Section 2.5 Reporting Of Sales To The Service:

- Status changes, including final closing of sales and **sales prices**, shall be reported to the MLS by the listing broker by the **next business day** after they have occurred.
- NDAs do not trump IMLS rules. Listings canceled for this reason \$500 fine, and data added when procured
- Sales Price **MUST be reported**



Reporting Sales

Violations - Level 1	1st Offense	2nd	3rd
Changing or removing listing information upon a status change. (Sec 11.3)	\$100	\$250	\$500



Reporting Sales (Rule)

Section 11.3:

- **Participants or Subscribers may not change or remove listing information, including photos, that pertains to the property, upon a status change** unless it is to (1) supplement or correct the remarks to give additional information pertaining to that status change, (2) delete client, owner or occupant names, telephone numbers or other personal information, security codes, lockbox codes, or email addresses, or (3) correct inaccurate information. All data submitted to the MLS will remain in the database for historical and other purposes approved by the service.



Status Changes

No Permanent Removal of Listing Information

What you can do:

- Supplement or Correct the remarks to give additional information pertaining to that status change
- Delete *client, owner or occupant* names, telephone numbers or other personal information, security codes, lockbox codes, or email addresses
- Correct Inaccurate Information



Status Changes

Off Market Listing Data Removal:

Sold, Canceled, or Expired listings will have the following items removed:

- Owner Name
- Owner Phone Number
- Tenant Name
- Tenant Phone Number



Withdrawn – Temporarily Off Market

Section 1.5.1 Withdrawn – Temporarily Off Market: A Temporarily Off Market listing is one that is:

- Unavailable for showing / Seller “pausing” listing / Not cancelled / Still under Seller REP
- While in Temporarily Off Market Status
 - When it will come back or why not in agent remarks
 - No showings by ANY IMLS Member
 - Temporarily Off Market listings will not be included in any IDX or MLS listing syndication feeds; however, they will accumulate Days on Market.
- After Temporarily Off Market Status
 - The listing must be transferred to an Active status on the date that it can first be shown.
- **Any Participant and/or Subscriber that shows or permits showings of properties that are in the Temporarily Off Market status will be assessed a fine of \$500.00 and may be in violation of the NAR Standard of Practices. Repeat offenders of this rule will be reviewed by the MLS leadership and may result in service suspensions or additional fines being assessed.**

Auction Properties

Section 1.7:

- A Multiple Listing Service may accept exclusively listed property that is subject to auction. Auction properties with a minimum bid shall **input minimum bid as listing price, otherwise listing price must be zero**. All auction details shall be disclosed in remarks

FINANCIALS			SOLD INFORMATION		
Financing Remarks			Land Use?	/Yr	
Assoc Setup/Trnsfr	\$ 0	Rel. Mo.	Frac. Own?	%	
Association Fees	\$0.00	Annual	REO/B.O.?	Yes	Short Sale? No
Tax Year	2014	Taxes	Auction?	Yes	HUD Own? No
Parcel #	R9437500190		In Foreclosure?	No	
			Close Date		Pend Date
			Sold Price		Sold \$/SqFt
			How Sold		
			Close Contrib.		/
			This information is not guaranteed. Equal Housing Opportunity		02/18/2015

Written Documentation

Section 1.1 Written Documentation:

- Listing brokers (Participants) and licensees associated with Participants filing listings with the Service shall have a **written listing agreement with all necessary signatures in their possession**. Only listings that create an exclusive relationship between the seller and the listing broker are eligible for submission to the Service.

Written Documentation

An agreement between
brokerage / seller is a
requirement in order to market a
property.

- Don Morse
IREC

Written Documentation

- By submitting a listing to Intermountain MLS, listing brokers / Agents represent that they have:
 - written agreements establishing agency or other exclusive relationship and the represented type of listing agreement.
- The Service (IMLS) shall have the right to *demand* a copy of such written listing agreements and verify the listing's existence and adequacy at any time.
- Failure to provide documentation within 24 hours, the MLS shall have the right to immediately *withdraw any listings* from the database in addition to *disciplining the Participant* for a violation of MLS Rules.

Detail on Listings Input into the Service (MLS System)

Section 1.2:

- A listing agreement, or Property Data Form, when input into the Multiple Listing Service by the listing broker shall be complete in every detail, which is ascertainable as specified as "**Required Items**" on the property data form. Listings that contain missing or inaccurate information *may be subject to a fine*.

Violations

Violations – Level 1	1st Offense	2nd	3rd
Failure to Report Status Changes by the Next Business Day (Sec 1.4)	\$100		
Failure to Report Sold by the Next Business Day (Sec 1.4)	\$100		
Inaccurate Information on Listings (Sec. 1.2)	\$100 and correction by IMLS		
Manipulating Listing Data to Avoid CDOM or Property History (Sec. 1.2)	\$100 and correction by IMLS	\$250	\$500
Cancelling and Relisting as “New” in under 30 days (same office) (Sec.1.6)	\$100 and correction by IMLS	\$250	\$500
Distributing IMLS Confidential Information (defined in section 12.3 of IMLS Rules & Regs) (Sec. 12.3)	\$100	\$250	\$500
Failure to Submit Terms of Contingencies (Sec 1.6)	\$100		
Using another agent’s or office’s photos, digital images, virtual tours or sketches to promote a new/active listing without written permission. (Sec. 1.2)	\$100		
Changing or removing listing information upon a status change. (Sec. 11.3)	\$100	\$250	\$500

Descriptions of Property

Section 1.2:

- Descriptions of Property – Only information **pertinent** to the physical characteristics of the property listed will be permitted to be displayed in Public Remarks field of the MLS.
- Furthermore, public remarks shall **not include mention of concessions, credit, incentives, or similar comments**. (Agent remarks field may be permissible) **Any contact information, personal marketing, or specific naming of any brokerage, lender, title company, bank or other affiliated service provider may only be displayed in the Agent Remarks field and shall not be displayed in the Public Remarks field.** Any contact or personal marketing information is not to be displayed in Associated Documents. The specific naming of any brokerage, lender, title company, bank or other affiliated service provider is not permitted to be displayed in Associated Documents that will be accessible to the public, apart from documents required for the transaction.

Descriptions of Property

Section 1.2:

- Descriptions of Property – Only information **pertinent** to the physical characteristics of the property listed will be permitted to be displayed in Public Remarks field of the MLS.
- Furthermore, **public remarks shall not include mention of concessions, credit, incentives, or similar comments. (Agent remarks field may be permissible) Any contact information, personal marketing, or specific naming of any brokerage, lender, title company, bank or other affiliated service provider may only be displayed in the Agent Remarks field and shall not be displayed in the Public Remarks field.**

Any contact or personal marketing information is not to be displayed in Associated Documents. The specific naming of any brokerage, lender, title company, bank or other affiliated service provider is not permitted to be displayed in Associated Documents that will be accessible to the public, apart from documents required for the transaction.

Descriptions of Property

Only information *pertinent to the description of the property* listed will be permitted to be displayed in any field of the MLS.

Public Remarks :

- ONLY Pertinent to Physical Characteristics of Listed Property
- **NO Concessions, Credit, Incentives, or Similar**
- NO contact information
- NO personal marketing
- NO third-party marketing

Agent Remarks:

- Specific naming of any brokerage, lender, title company, bank or other **affiliated** service provider may **only** be displayed in the **Agent Remarks** field and shall not be displayed in the Public Remarks field.
- Any contact or personal marketing information is not to be displayed in *Associated Documents*. Specific naming of any brokerage, lender, title company, bank or other affiliated service provider is **not permitted** to be displayed in Associated Documents with the exception of documents required for the transaction.

Descriptions of Property: Photos (May 2023 update)

Physical Depictions of Property – Any physical depiction of a listed property, including, but not limited to photographs, digital images, virtual tours, and sketches, which are submitted to the Service, shall depict the property for sale.

Allowed:

- **Inside and outside photos** of the property for sale.
- **Photos of HOA Amenities** (such as pool, playground, common areas, community gym).
- **Aerial photos with tags of locations** around the home such as (school, greenbelt, river, shopping, restaurants) No private business names. Listed property must also be in aerial photos.
- Lifestyle photos and stock images that are **pertinent to the property** and not deceptive to the public.

Not allowed:

- **Lifestyle photos or stock photos** that could be a violation of Federal Fair Housing Rules
 - https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview
- **Photos of businesses** or tagging of business names in photos.
- Photographs, digital images and sketches shall not include listing brokers or agent contact information or other personal marketing information.
- Virtual Tours and/or Virtual Tour URL's that include brokerages, listing brokers, agent contact information or other personal marketing information must be placed in the Branded Tour field.

Violations

Violations – Level 1	1st Offense	2nd	3rd
Failure to Report Status Changes by the Next Business Day (Sec 1.4)	\$100		
Failure to Report Sold by the Next Business Day (Sec 1.4)	\$100		
No Front Photo within 1 Business Day – Residential Class Only (Excludes To Be Built and Under Construction Listings) (Sec.1)	\$100 if not corrected		
Failure to Update Proposed Closing Date (Sec 1.4)	\$100 if not corrected		
Property Class Duplication (ie. same property listed in Residential and Residential w/Acreage) (Sec. 1)	\$100 and correction by IMLS		
Photos containing contact or marketing information (Sec. 1.2)	\$100 and correction by IMLS		
Contact or Personal Party Marketing Information in Public Remarks (Sec. 1.2)	\$100 and correction by IMLS		
Branded Virtual Tour in Unbranded Virtual Tour Field (Sec. 1.2)	\$100 and correction by IMLS		
Third Party Marketing in any field except Agent Remarks (Sec. 1.2)	\$100 and correction by IMLS		
Inaccurate Information on Listings (Sec. 1.2)	\$100 and correction by IMLS		

Physical Depictions of Property

Section 1.2: – Depict only the property for sale:

- Unbranded Virtual Tours- *No Broker/ Agent Contact Information or personal marketing information.*
- Branded Virtual tours *may include contact* or other personal marketing information.
- Any office or agent cannot use another agent's or office's photographs, digital images, virtual tours, or sketches to promote a new/active listing *without written permission.* Any violation of this policy shall be considered a violation of the MLS Rules and Regulations and may be subject to a fine.

Listing Service

What is Full Service?

- Listing agreements under which the listing broker provides full service to the seller
- Idaho has MINIMUM SERVICE REQUIREMENTS

Listing Service

What is Limited Service?

Section 1.2.1:

Listing agreements under which the listing broker *will not provide* one, or more, of the following services:

- advise the seller(s) as to the merits of offers to purchase;
- assist the seller(s) in developing, communicating, or presenting counter-offers; or
- participate on the sellers(s) behalf in negotiations leading to the sale of the listing property
- Idaho has MINIMUM SERVICE REQUIREMENTS

Listing Service

What is MLS Entry Only?

Section 1.2.1:

Listing agreements under which the listing broker will not provide any services other than entering the listing into the MLS System.

- Idaho has MINIMUM SERVICE REQUIREMENTS

Advertising Listings

Section 2.7 Advertising Of Listing Input Into The Service:

- A listing shall not be advertised by any Participant, other than the listing broker, without the prior consent of the listing broker.
- Specifically **UNSOLICITED** Advertising
- Advertising other than for IDX
 - Including public social media posts
 - Including flyers & marketing

Violations

Violations – Level 3			
Showing a Coming Soon or Temporarily off Market Property (Sec. 1.3.1)	\$500	\$750	\$1,000
Publicly marketing/showing an Office Exclusive outside the brokerage (Sec. 1.3)	\$500	\$750	\$1,000
Failure to Enter New Listings by the Next Business Day after marketing (Sec. 1)	\$500	\$750	\$1,000
Failure to submit IMLS Status Disclosure Form when required. (Sec. 1.3)	\$500	\$750	\$1,000
Reporting Inaccurate Sales Price (Sec. 1.4)	\$500 and correction by IMLS		
Cancelling, Withdrawing or Expiring a Sold Listing (Sec. 2.5)	\$500 and correction by IMLS		
Failing to Receive Paperwork to Justify Sold Price 45% above or below Original Price in 3 Business Days (Sec. 2.5)	\$500		
Unauthorized Use of IMLS Waiver (agent/broker) (Sec. 7.1)	\$500 and broker assessed \$30/mo for agent		
Unauthorized Use of IMLS (assistant) (Sec. 7.1)	\$500		
Unauthorized Use of Lockbox Key (Sec. 2.9)	\$500		
Exporting IMLS Data for Unauthorized Use (Sec. 12.3)	\$500		
Violation of IDX Rules (Sec. 18)	\$500		

Lockbox Key Can NOT Be Shared

Keys & Lockboxes

Section 2.9 Use Of Electronic Lockbox System:

- Every MLS Participant and every non-principal broker, sales licensee and licensed or certified appraiser who is affiliated with a MLS Participant and who is legally eligible for MLS access shall be eligible to hold **one key** for use with the electronic lockbox system subject to their execution of a lease agreement with the MLS or its designated lockbox system provider. Every MLS Participant (Broker) shall also be eligible to hold **one additional key per office** (identified as main office and branch offices in IMLS) for use *by a Keyholder* affiliated with the same MLS Participant in the event of electronic failure (*emergency use*).



Keys & Lockboxes

Every MLS Participant and every non-principal broker, sales licensee and licensed or certified appraiser who is affiliated with a MLS Participant and who is legally eligible for MLS access shall be eligible to hold **one key** for use with the electronic lockbox system subject to their execution of a lease agreement with the MLS or its designated lockbox system provider.

Every MLS Participant (Broker) shall also be eligible to hold one additional key per office (identified as main office and branch offices in IMLS) for use *by a Keyholder* affiliated with the same MLS Participant in the event of electronic failure (*emergency use*).



Keys & Lockboxes

- No one shall be required to lease a key from the MLS except on a **voluntary** basis.
- Lockboxes may not be placed on a property without the written authority from the seller.
- All eligible keyholders must adhere to the following security requirements:
 - a) Electronic key must be in the key holder's possession or in a safe place at all times.
 - b) Keyholder must not allow his/her Personal Identification Number (PIN) to be attached to the key.
 - c) Except where described, Keyholder must not loan the electronic key to any person for any purpose whatsoever, or to permit the electronic key to be used for any purpose by another person.
 - d) Keyholder must immediately notify the MLS if the electronic key is lost or stolen.



Keys & Lockboxes

- IMLS may refuse to sell or lease lockbox keys, may terminate existing key lease agreements, and may refuse to activate or reactivate any key held by an individual convicted of a felony or misdemeanor if the crime, in the determination of the IMLS Board or IMLS, relates to the real estate business or puts clients, customers, or other real estate professionals at risk.
- IMLS may suspend the right of lockbox keyholders to use lockbox keys following their arrest and prior to their conviction for any felony or misdemeanor which, in the determination of the IMLS Board or IMLS, relates to the real estate business or which puts clients, customers, or other real estate professionals at risk.



Keys & Lockboxes

- Home Inspectors are allowed eKeys.
- They are issued Affiliate Keys
- They require the Lockbox CBS code to open the box

Supra United Technologies

Test Mls [Log Out] **SupraWEB** Management Website

HOME LISTINGS REPORTS SETTINGS BILLING SUPPORT

QUICK LINKS

- › Listings
- › Keyboxes

ACTIONS

- › Add Keybox
- › Assign Listing

Keybox Management

4 Keyboxes - [Print Report](#)

Type	MLS #	Keybox #	Shackle Code	CBS Code	Actions
IMLS LockBox		32819099		2737385	
IMLS LockBox		32842257			
WMV Realtors		32817092			
		30260672			

Sort on multiple columns by holding down Shift and clicking column header(s).

1/1

Keyboxes Per Page: 4

Legend

- Delete From Inventory
- Assign Listing MLS#
- Showing Activity
- Email Showing Agents
- Settings

Program Keybox

KEYBOX DETAILS

KEYBOX SERIAL NUMBER 30260672

PROGRAM DATE 08/16/2016

BATTERY LEVEL 79%

KEYBOX SETTINGS

SHACKLE CODE 8455

REQUIRE CBS 2680135 ☐

REQUIRE FEEDBACK ☐

TIMED ACCESS ☒

ACCESS HOURS (Standard Time)

DELETE READ PROGRAM

ALERT FLASHLIGHT UPDATE MORE



Keys & Lockboxes

Home Inspectors can not allow 3rd parties (buyers) into a property. They **MUST** be accompanied by a licensed Realtor.



Inappropriate or Unprofessional Use of Remarks

Section 1.2:

- Remarks is for listing information
- Agent Remarks for agent-specific information
- No exclusion or negative mentioning of specific agents

Ownership of MLS Compilation and Copyrights

Section 11:

- By the act of submitting any property listing content to the MLS, the Participant represents that he or she has been authorized to grant and also thereby does grant authority for the MLS to include the property listing content in its copyrighted MLS compilation and also in any statistical report on "comparables". Listing content includes, but is not limited to, photographs, images, graphics, audio and video recordings, virtual tours, drawings, descriptions, remarks, narratives, pricing information, and other details or information related to listed property.

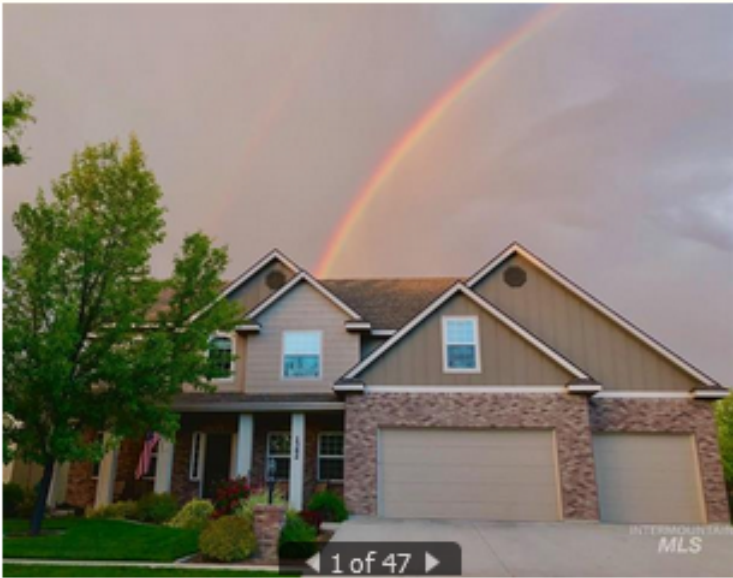
Distribution

Section 12:

- MLS Data is meant for use by Participants and Subscribers of the service
- No unauthorized distribution allowed

Confidential: This view may only be distributed to IMLS members. Any violation subject up to a \$500 fine.

Distribution



1 of 47

MLS # [Redacted]
 Class **Residential**
 Type **Single Family**
 Area **Nampa South (86) - 1260**
 Address [Redacted]
 Unit # [Redacted]

Price [Redacted]
 Status **Coming Soon**
 # Beds **5**
 # Baths **3.0**
 Level **Two Story**
 Apx SqFt **3202**
 Garage/Carport **4 /**

Public Records For Sale

REMARKS

[Redacted Remarks Section]

AGENT REMARKS

[Redacted Agent Remarks Section]

Agent **51** Open House: [Click To See Open House info -Live Stream](#)
 Client Count: **15** [Book Appointment](#)

GENERAL

Listing Date **7/26/2024**
 Expiration Date **12/20/2024**
 DOM / CDOM **0 / 0**
 Year Built **2005**
 Age **11 - 20 Years**
 Lot Size **116 X 84**

List Agent - Phn [Redacted]
 List Office - Phn [Redacted]
 Owner/Main/Alt. **The owner's NAME would go here!**
 Co-List Agent [Redacted]
 Team: [Redacted]
 Tenants Name [Redacted]

Level **Main** Size **11x14**

Confidential: This view may only be distributed to IMLS members. Any violation subject to a \$500 fine.

Distribution

The screenshot displays the Intermountain MLS website interface. At the top, there are navigation tabs: Home, Market Monitor, and Residential. Below these, a search bar contains the text "MLS Client Detail (82)". A red box highlights this search bar, and a red dashed line points from it to a red box labeled "MLS Client Detail" in the middle of the page. The main content area shows a property listing for a single-family home in Nampa, with details such as MLS # 98918796, 5 bedrooms, 3.0 bathrooms, and a two-story layout. The asking price is \$625,000. Below the listing, there are sections for "ADDITIONAL PHOTOS", "Virtual Tours", and "GENERAL" information. A dropdown menu is open on the right side, showing a list of available reports. The "MLS Client Detail" report is highlighted with a red box. The menu also includes options like "Favorites", "Listings Audit Report", "MLS Full Detail", "MLS Full Dtl NonConf", "Default MLS Spreadsheet", "Google Map", "ConnectView", "Spreadsheets", and "Details". The "Details" section is expanded, showing various report options like "Agent Detail w/map", "Agent Report", "Appraiser View", "Build Your Own 2", "Build Your Own 3", "Build Your Own 4", "Client Custom View", and "Custom Brochure 1".

Home Market Monitor Residential

Criteria Map Search **MLS Client Detail (82)** + New Search

Checked All Email Share Save Print Export Customize Correction Actions More

TOTAL HIGH LOW AVG MED LOW AVERAGE

LISTING COUNT: 82 DAYS ON MARKET: 216 0 56 42

MLS # 98918796 Asking Price \$625,000

Class Residential

Type Single Family

Area Nampa South (86) - 1260

Address 1342 S Whitewater Dr

Unit #

City Nampa

Zip 83686

Status Coming Soon

Beds 5

Baths 3.0

Level Two Story

Garage 4

Apx SqFt 3202

ADDITIONAL PHOTOS Document Map Walk More

Open House: <-- Click For Open House Info

Virtual Tours: 1 2 3

GENERAL

Listing Date 7/26/2024

DOM 0

Year Built 2005

Age 11 - 20 Years

Lot Size 116 X 84

Acres 0.220

Land Size Standard Lot 6000-9999 SF

School District Nampa School District #131

Grade School Owyhee

Jr High Lone Star

Sr High Nampa

County Canyon

Subdivision Fall River Estates

Prc/SqFt \$195.19

Beds - 1

Beds - Upper 4

Beds - Below 0

Baths - Main 1.0

Baths - 2.0

Baths - 0.0

Flood Ins Req? No

Water Deliv? No

Water Shares? Home Owner Exempt? Yes

Irrigation Dist? Yes

Improvment. District? No

Irreg Dist Name Nampa

REMARKS

Welcome Home to Fall River Estates! Beautiful 15 bedroom, 3 bathroom, 4 car garage

Level Size

Living Main 11x14

Dining Main 17x18

Family Main 17x18

Great Main 11x14

Kitchen Main 14x16

Master Upper 11x12

Bed 2 Main 12x12

Bed 3 Upper 12x13

Bed 4 Upper 11x12

Bed 5 Upper

Bonus

Available Reports

Open All | Close All

▼ Favorites

All Fields Detail

Listing Audit Report

MLS Full Detail

MLS Full Dtl NonConf

MLS Client Detail

Default MLS Spreadsheet

Google Map

ConnectView

> Spreadsheets

▼ Details

Agent Detail w/map

Agent Report

Appraiser View

Build Your Own 2

Build Your Own 3

Build Your Own 4

Client Custom View

Custom Brochure 1



Violations

Violations - Level 4

Sharing User Name and Password (Sec. 7.1)	\$5000 and 3 month suspension		
Discussing compensation, commission, or making references to these topics in any field in the MLS	\$1,000	\$2,000	\$3,000

Username & Password

Violations - Level 4			
Sharing User Name and Password (Sec. 7.1)	\$5000 and 3 month suspension		
Discussing compensation, commission, or making references to these topics in any field in the MLS	\$1,000	\$2,000	\$3,000

NO SHARING OF LOGINS / PASSWORDS

EVER!

What Happens?

- Location
- Keystroke Clusters

Assume Identity

Violations - Level 4			
Sharing User Name and Password (Sec. 7.1)	\$5000 and 3 month suspension		
Discussing compensation, commission, or making references to these topics in any field in the MLS	\$1,000	\$2,000	\$3,000

- If you need to log in as another IMLS member you can use Assume Identity



Assume Identity

- The Assume Identity Application is found on the Member Resources section of the IMLS Members Page



MEMBER RESOURCES

We Go Way Beyond Listings
Membership entitles you to resources and services y
power your business, from crucial forms to our handy

FORMS

Adding Payment Profile and AutoPay	Admin Application
Listing Input Security Application	Agent Waiver
Lockbox Transfer-Bill of Sale	Agent-Appraiser Application
MLS of Choice Waiver	Agent / Listing Transfer
Multi-Office Assume ID Form	Appraiser Trainee Application
Office Application	Appraiser Trainee with eKEY Application
Office Participant Agreement	Assume ID Form
Status Disclosure Form	Team Change Form

MEMBER TOOLBOX



Analytics



Assume Identity

- The Assume Identity Application is found on the Member Resources section of the IMLS Members Page



Assume Identity Form

This form allows assume identity privileges for Agents/Admins who reside in the same brokerage.
 A user is allowed to assume the identity of other users with their permission.
 Both users must have an Intermountain MLS Paragon account.
 Access will be granted for one (1) year. A new form must be submitted 30-days before the end of this contract to ensure access is not interrupted.
 There will be a \$15 fee applied to your account, per form.
 This fee will be paid with the CC you have on file, or payment must be provided before completion.

ADMINS MUST ATTEND AN INPUT AND MAINTENANCE CLASS AND HAVE A SECURITY LEVEL OF 4 OR HIGHER BEFORE ASSUME IDENTITY ACCESS WILL BE GRANTED.

IT MAY TAKE UP TO 3 BUSINESS DAYS FOR ACCESS TO BE GRANTED

Please return this form to membership@intermountainmls.com

Agent/Broker GRANTING access

Name: _____ MLS ID#: _____

Office: _____

I give my permission for the following IMLS Member(s) to access my Paragon user profile via Assume Identity and will notify Intermountain MLS **by email** when access should be terminated. I understand that this will give the below Agents/Admins access to my security level⁶ within the MLS.

Name:	MLS ID #:	Real Estate License #:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

⁶Security Levels

Level 3: Basic MLS access, no edit abilities

Level 4: Access to input and edit MY OWN LISTINGS (or another Agent's through Assume Identity)

Level 5: Access and editing capabilities to all BROKERAGE LISTINGS

Level 6: Access and editing capabilities to all FIRM LISTINGS (Main office and branches)

Signature of Agent GRANTING Access

Date

Signature of Designated Broker

Date

membership form

v7 04-2014

SUBMIT



MULTI-OFFICE ASSUME IDENTITY FORM

This form allows assume identity privileges for Agents/Admins who reside in different brokerages.

There will be a \$15 fee applied to your account.

This fee will be paid with the CC you have on file, or payment must be provided before completion.

Access will be granted for one (1) year. A new form must be submitted 30-days before the end of this contract to ensure access is not interrupted.

**THE IMLS MEMBER GRANTED ASSUME IDENTITY ACCESS MUST TAKE THE
INPUT AND MAINTENANCE CLASS BEFORE ACCESS WILL BE GRANTED.**

IT MAY TAKE UP TO 3 BUSINESS DAYS FOR ACCESS TO BE GRANTED

By granting another IMLS Member access to assume an agent's identity within your brokerage, you understand the potential risk:

The Designated Broker Must Initial Below.

_____ The designated broker of the Transaction Coordinator/IMLS Member assumes all responsibility for the actions of the Transaction Coordinator/IMLS Member, per IREC Guideline #17

The Designated Broker From the Additional Office Must Initial All of the Following.

- _____ The potential of revealing confidential client information which is a violation of NAR's Standard of Practice 1-9
- _____ Clients finding out their confidential information has been exposed to Transaction Coordinators/IMLS Members outside the brokerage
- _____ It allows access to all the information AND editing abilities of the GRANTING AGENT, based on their security level*. THE GRANTER is giving the Transaction Coordinators/IMLS Members access to everything they can do and see within the MLS
- _____ The potential of allowing access to brokerage level data editing capabilities
- _____ Transaction Coordinators/IMLS Member can also be actively practicing real estate, as they are licensed agents

*Security Levels

Level 3: Basic MLS access, no edit abilities | Level 4: Access to input and edit MY OWN LISTINGS (or another agent's through Assume Identity)

Level 5: Access and editing capabilities to all BROKERAGE LISTINGS | Level 6: Access and editing capabilities to all FIRM LISTINGS (Main office and branches)

IMLS Member GRANTED Access

Name: _____ MLS ID #: _____

Do you have an active real estate license with IREC? ☐ Yes ☐ No Real Estate License #: _____

Name of designated broker and office where you hang your license: _____

Broker Name

Office Name

Signature of IMLS Member GRANTED Access

Date

Signature of Designated Broker
of the Office Where the Real Estate License Hangs

Date

Agent/Broker GRANTING Access

Name: _____ MLS ID#: _____ Office: _____

I give my permission for the above user to access my Paragon user profile via Assume Identity and will notify Intermountain MLS **by email** when access should be terminated.

Signature of Agent/Broker GRANTING Access

Date

Signature of Designated Broker of the Additional Office

Date

All signatures and initials must be included for this form to be considered complete and access granted

MEMBERSHIP FORM
12_26-2022

PLEASE SEND TO ASSUME.ID@INTERMOUNTAINMLS.COM

Information Reproduced

Section 12.3

MLS Client Detail (& other public reports):

- Unless the participant or subscriber obtains prior written consent from the listing broker, the information reproduced pursuant to Section 12 of the MLS Rules and Regulations **shall not include** the following:
 - Property owner's name, phone number and other relevant owner contact information
 - Showing instructions including any references to a lockbox, burglar alarm or any security system, or to the vacancy of the property
 - Type of Listing
 - Bonuses offered to cooperating brokers
 - Other information which goes beyond a description of the property

Use of IMLS Information

Section 13:

- Share Sold Information from MLS compilations generally ***not specific properties which are listed with other Participants, or which were sold by other Participants*** (as either listing or cooperating broker).
- **Only the listing agent can be specific**
 - Specifically **UNSOLICITED Advertising**
- Any print or non-print forms of advertising or other forms of public representations must include the following, or substantially similar, notice:
 - "Based on information from the Intermountain Multiple Listing Service for the period (*date*)"

Standards of Conduct

Section 16:

- IMLS Participants must follow the standards in Section 16 of the IMLS Rules & Regulations and The REALTOR® Code of Ethics
 - Respect exclusive representation agreements
 - Signs placed only with consent
 - No listing extension without consent of Listing Broker
 - No Poaching (soliciting another agent's listing)
 - Adhere to listing expiration dates & representation agreements
 - Verify if client is subject to current agreements with another broker
 - Be truthful in speaking of other agents/ brokers
 - True representations of property to the MLS / Public

Standards of Conduct

- This section covers similar topics to the NAR Code of ethics
 - Acting honestly and ethically
 - Represent the best interest of client
 - Not intended to prohibit *ethical albeit aggressive or innovative business practices*

Violations

Violations – Level 3			
Showing a Coming Soon or Temporarily off Market Property (Sec. 1.3.1)	\$500	\$750	\$1,000
Unauthorized Use of IMLS (assistant) (Sec.7.1)	\$500		
Unauthorized Use of Lockbox Key (Sec. 2.9)	\$500		
Exporting IMLS Data for Unauthorized Use (Sec. 12.3)	\$500		
Violation of IDX Rules (Sec. 18)	\$500		

IDX (Internet Data Exchange)

Section 18:

What is IDX?

- IDX: An Internet Data Exchange (IDX) is a real estate property search site which allows the public to conduct searches of approved Multiple Listing Service properties in a certain area.
- Intermountain Multiple Listing Service (IMLS) participants the ability to authorize **limited electronic display of their listings by other participants**. Section 18 covers this specifically.

IDX (Internet Data Exchange)

- How listings are displayed
- Data update frequency
- Broker Authorization Required
 - Third-Party Vendor (search on your site)
- Section 18 specifics on IDX

Listing Entry Information

- If a property qualifies for more than one class it can be **listed in more than one** (i.e., business/ commercial and land)
- Properties can be listed in a class once and as only one type (e.g., Not single-family and townhome)
- Residential Properties can be either single-family (less than 1 acre) OR single family with acreage (1 acre or more)
- Below grade: space on any level which has living area is accessible by interior stairs and has earth adjacent to any exterior wall on that level. If earth is adjacent to any portion of a wall, the entire level is considered "Below-Grade."

Listing Entry Information

- Parcel Number is **required on all listings**. Correct parcel number links tax information to listing data
- Apx Sq. Feet – Please enter all levels and match source.
- When listings close, they are to be entered as “sold,” not canceled. Canceling a sold listing will result in a fine assessed against the listing agent and/or office.
- Unpublished Sold: pre-sold listings, listings entered for comp purposes with correct dates.
- Withdrawn:
 - Canceled- the listing agreement with the seller and the listing office is canceled

IMLS Rules and Policies

- Remember: **IMLS requires that all sold prices be reported** as stated in **Section 2.5** of IMLS Rules & Regulations.
- More information is available by clicking Rules & Policies from the Members page
- Rules Violations: Violation Chart

A screenshot of the IMLS website's "Rules & Policies" page. The page has a dark blue header with the IMLS logo and a home icon. Below the header, there is a large image of hands writing on a document next to a tablet. To the right of the image is the heading "RULES & POLICIES" followed by a paragraph about integrity and standards. Below this, a red box highlights a section titled "RULES" which contains three links: "Rules & Regulations", "Rules and Policies FAQ", and "Violation Chart". A red arrow points from the right side of the page towards the "Violation Chart" link.

RULES & POLICIES

Your Integrity Is Key IMLS is a trusted source of real estate information because our members hold themselves to the highest ethical standards. Your real-time updates — guided by our compliance rules — provide us with the most accurate data and ensure a fair marketplace for all.

RULES

- Rules & Regulations
- Rules and Policies FAQ
- Violation Chart

Violations

 IMLS VIOLATION CHART			
Violations - Level 1	1st Offense	2nd	3rd
Failure to Report Status Changes by the Next Business Day	\$100		
Failure to Report Sold by the Next Business Day	\$100		
No Front Photo within 1 Business Day – Residential Class Only (Excludes To Be Built and Under Construction Listings)	\$100 if not corrected		
Failure to Update Proposed Closing Date	\$100 if not corrected		
Property Class Duplication (ie. same property listed in Residential and Residential w/Acreage)	\$100 and correction by IMLS		
Photos containing contact or marketing information	\$100 and correction by IMLS		
Contact or Personal Marketing Information in Public Remarks	\$100 and correction by IMLS		
Branded Virtual Tour in Unbranded Virtual Tour Field	\$100 and correction by IMLS		
Third Party Marketing in any field except Agent Remarks	\$100 and correction by IMLS		
Inaccurate Information on Listings	\$100 and correction by IMLS		
Manipulating Listing Data to Avoid CDOM or Property History	\$100 and correction by IMLS	\$250	\$500
Cancelling and Relisting as "New" in under 30 days (same office)	\$100 and correction by IMLS	\$250	\$500
Distributing IMLS Confidential Information (defined in section 12.3 of IMLS Rules & Regs)	\$100	\$250	\$500
Failure to Submit Terms of Contingencies	\$100		
Using another agent's or office's photos, digital images, virtual tours or sketches to promote a new/ active listing without written permission.	\$100		
Changing or removing listing information upon a status change.	\$100	\$250	\$500
Violations - Level 2			
Inappropriate or Unprofessional Use of Remarks	\$250 and correction by IMLS		
Violations - Level 3			
Showing a Coming Soon or Temporarily off Market Property	\$500	\$750	\$1,000
Publicly marketing/showing an Office Exclusive outside the brokerage	\$500	\$750	\$1,000
Publicly marketing a listing not in the MLS	\$500	\$750	\$1,000
Failure to Enter New Listings by the Next Business Day after marketing	\$500	\$750	\$1,000
Failure to submit IMLS Status Disclosure Form when required.	\$500	\$750	\$1,000
Reporting Inaccurate Sales Price	\$500 and correction by IMLS		
Cancelling, Withdrawing or Expiring a Sold Listing	\$500 and correction by IMLS		
Failing to Receive Paperwork to Justify Sold Price 45% above or below Original Price in 3 Business Days	\$500		
Unauthorized Use of IMLS Waiver (agent/broker)	\$500 and broker assessed \$100/quarter for agent		
Unauthorized Use of IMLS (assistant)	\$500		
Unauthorized Use of Lockbox Key	\$500		
Exporting IMLS Data for Unauthorized Use	\$500		
Violation of IDX Rules	\$500		
Violations - Level 4			
Sharing User Name and Password	\$5000 and 3 month suspension		
Discussing compensation, commission, or making references to these topics in any field in the MLS	\$1,000	\$2,000	\$3,000

Report Corrections

Home Market Monitor Residential

Criteria Map Search **MLS Full Detail (82)** + New Search

Checked All Email Share Save Print Export Customize **Correction** Actions More

TOTAL	HIGH	LOW	AVG	MED	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LISTING COUNT: 82	DAYS ON MARKET: 216	0	56	42	LIST PRICE: \$1,500,000	\$500,000	\$656,795	\$603,950	\$53,857,219
					SOLD PRICE: \$0	\$0	\$0	\$0	\$0

MLS # [REDACTED]
 Class **Residential**
 Type **Single Family**
 Area [REDACTED]
 Address [REDACTED]
 Unit # [REDACTED]

Price [REDACTED]
 Status **Active**
 # Beds [REDACTED]
 # Baths [REDACTED]
 Level **Two Story**
 Apx SqFt [REDACTED]
 Garage/Carport 4 /

REMARKS [REDACTED]

AGENT REMARKS [REDACTED]

Agent 471 Open House: <-Click To See Open House info -Live Stream
 Client Count: 56

[Book Appointment](#)

GENERAL Confidential: This view may only be distributed to MLS members. Any violation subject to a \$500 fine.

< PHOTOS MAP VIEW S

Driving Directions
 Print
 Edit Listing
 Edit Photos
Report Listing Issue

Residential
 Active

MLS Number [REDACTED]
 Bedrooms 5
 Bathrooms [REDACTED]
 Days on Market [REDACTED]

Report Corrections

Section 1 Reporting a Violation:

- 1.1 How Violations Originate
 - Reported to IMLS Staff
 - Random checks of the database via “Data Checker” our *Compliance Checking Software*
 - Result of listing audit. IMLS Rules/Regulations allow IMLS staff to request copies of listing forms and change orders.
- 1.2 Reporting Violations
 - Use the “Correction” option in Paragon to send an email to IMLS staff (Preferred method)
 - Contact IMLS through another method
- 1.3 Required Information When Reporting
 - Name and office of the alleged Responsible Agent
 - Nature of the violation (be as specific as possible, i.e., when it occurred, the MLS #, etc.).

Thank you