

Mastering Matrix: The Basics

CE hours: 2
Course #: 13652-RECE



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Course Description

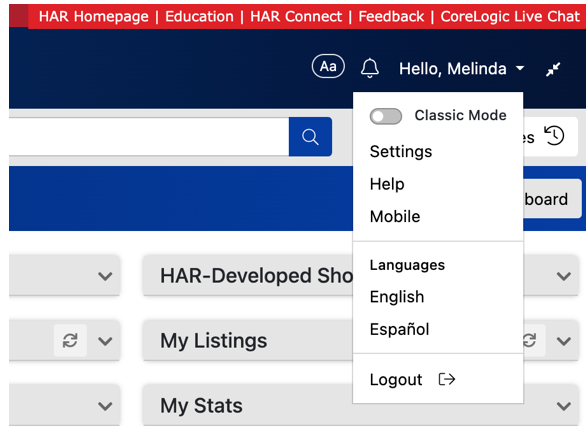
Unlock the potential of Matrix MLS with our foundational course designed for new realtors or those seeking to refresh their skills. This introductory class will guide you through the essential features of the Matrix MLS platform, ensuring you feel confident and prepared to utilize its tools effectively.

By the end of this course, you'll be ready to take on more advanced Matrix MLS classes, equipped with the foundational knowledge needed to enhance your real estate practice. Join us and start your journey toward mastering Matrix MLS!

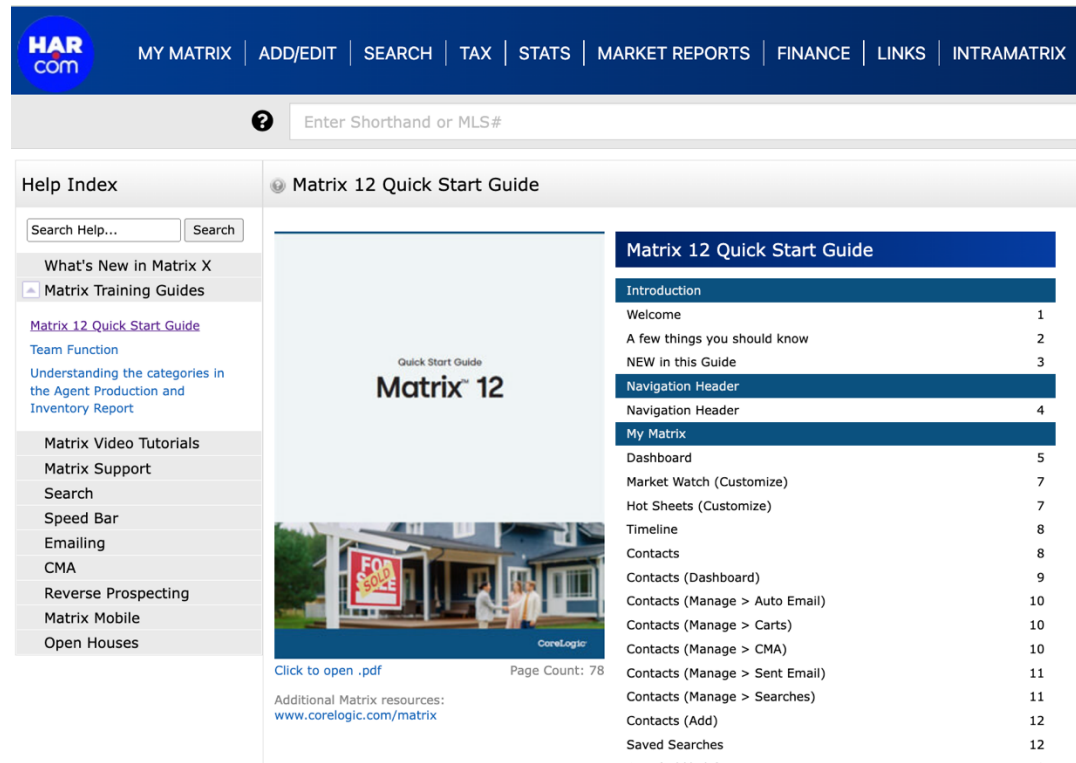
Objectives

- Change dashboard view
- Access Matrix Quick Start Guide
- Setup your profile in Matrix
- Edit your portal header and email signature
- Edit portal notification settings
- Add contacts to Matrix
- Access MLS Rules
- Explore Geo-Market Areas
- Explore Realtor Listing Distribution Graphic

Matrix help- In the top right corner of the screen you can see your name with a drop-down arrow. This area is loaded with great info and tools! You can toggle off the classic mode dashboard to see a more modern widescreen dashboard!

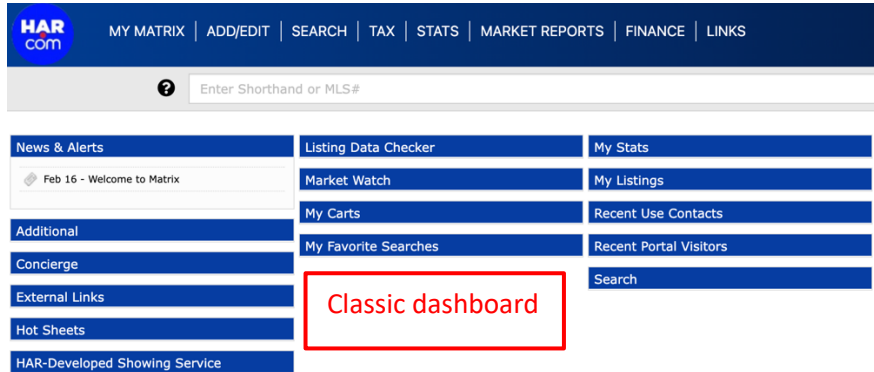


Settings is a short cut to change your info in Matrix. Help will take you to the informational videos and a manual designed by CoreLogic.

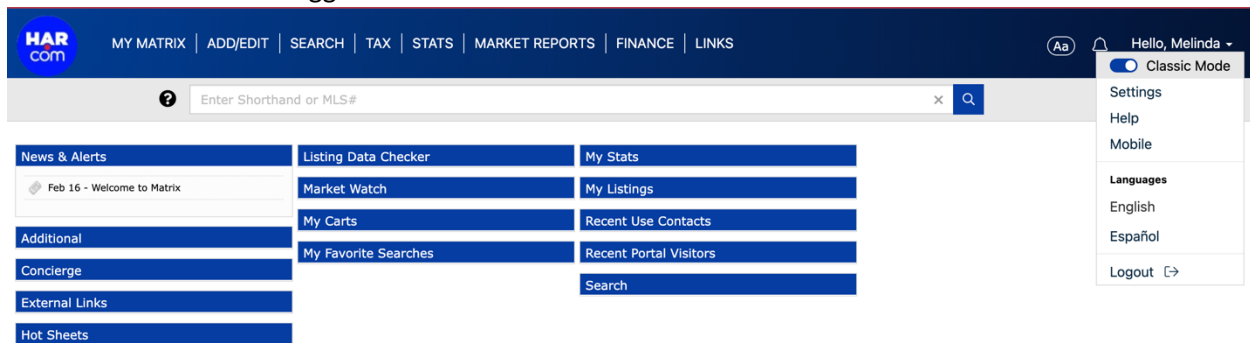


Dashboard

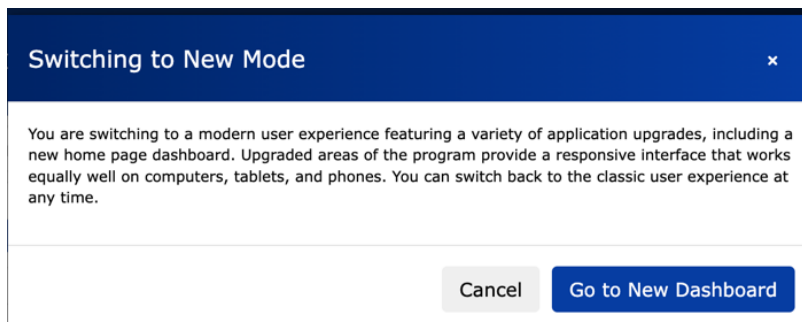
When you first login to Matrix your view is your dashboard. You now have two choices for the view, a classic dashboard and a new modern dashboard.



To switch to the new dashboard, choose the drop-down arrow under your name in the top right corner. Use the blue button to toggle off classic mode.

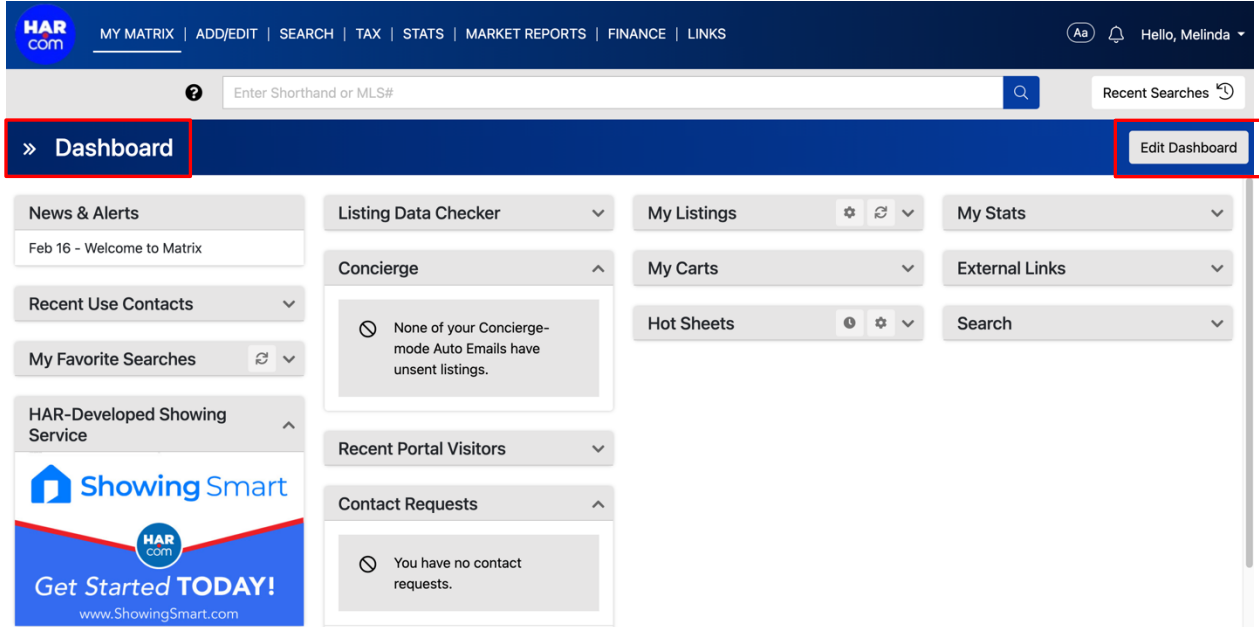


Then this pop-up will appear, telling you the dashboard is being changed to the new dashboard. **This can be changed back to classic mode at any time by choosing the drop down and toggling on classic mode.** Changing to the new mode is not permanent, you can go back to classic mode at will!

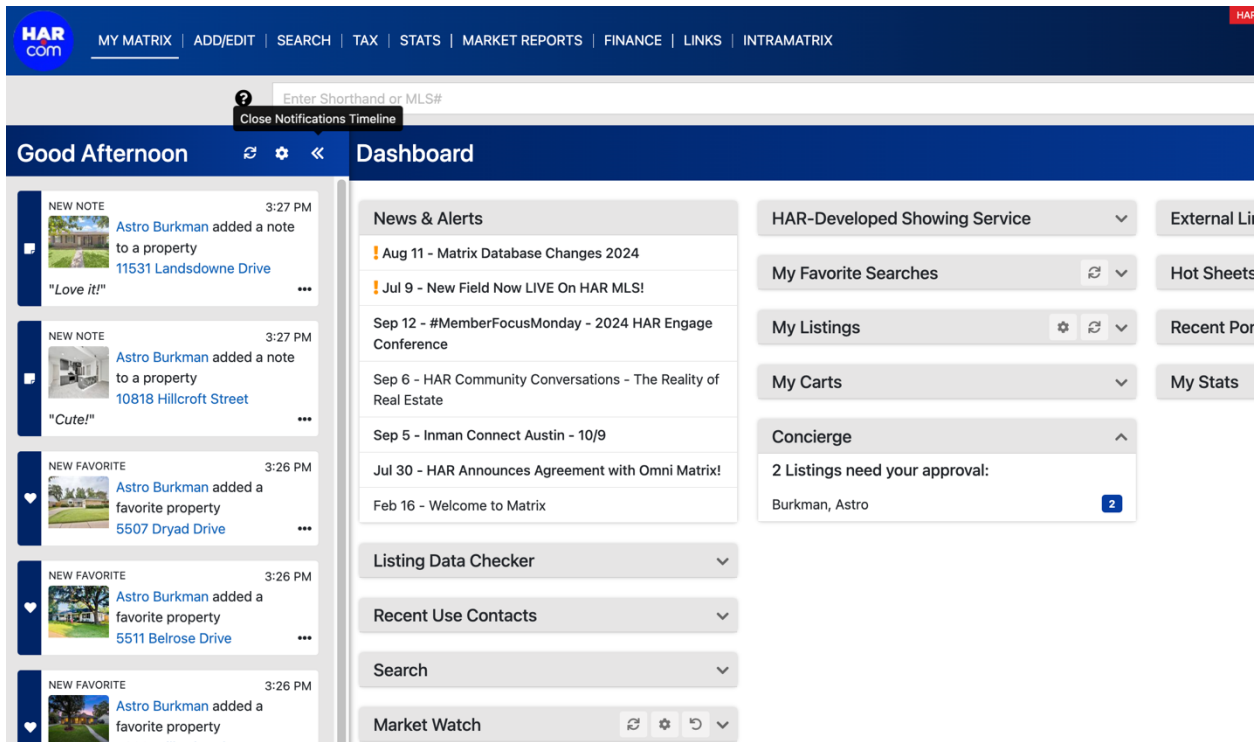


New Matrix Dashboard

The new dashboard features a timeline display by clicking the >> next to dashboard you see real time notifications like portal activity, status changes and so much more! You can also change the order and de-select widgets change their order.



Notifications Timeline- can be opened and closed from the << symbol on the left



The Timeline on the new Matrix dashboard now has a View All button that takes you to a new Timeline screen where you can filter the list of activities by contact, type, date, and listing address. Also, when contacts add a note from their client portal, you can now instantly reply to notes directly from either the Matrix dashboard or the Timeline screen.

You can change the font size of the widgets you are seeing using the icon “Aa” near your name, in both dashboards. The font has 3 settings, and you can cycle through them to choose.

Minimize Header


You can minimize the red banner at the top of the page by clicking the two arrows next to your name. Then choose again to undo.

The 'My Matrix' Menu

Summary – Settings – My Information

1. From the Matrix navigation menu, hover the "My Matrix" tab and select "**Summary**". Scroll down below contacts and my listings to select "**Settings**", then "**My Information**".
2. My Information: update your roster information as you would like it to appear in the following Matrix features:
 - a. Information: click the "My Information" link to pre-populate how your contact information will appear in the following Matrix features. Click the "Override" checkbox to override any associated Roster information, then click "Save". Anything entered in an **override box will revert to previous info at midnight**. To make any changes permanent call member services to make a change.

[HAR Homepage](#) | [Education](#) | [HAR Connect](#) | [Feedback](#) | [CoreLogic Live Chat](#)



[MY MATRIX](#) | [ADD/EDIT](#) | [SEARCH](#) | [TAX](#) | [STATS](#) | [MORE](#)
Aa
🔔
Hello, Melinda ▾

?
x 🔍
Recent Searches ↻

Information
Header & Footer
CMA Cover Sheet
Email Signature
Portal Profile

This page allows you to manage the personal information used by Matrix. For each of the fields below you can either use the value from your roster entry, if there is one, or enter a value manually. **It is recommended that you use the roster value whenever one is available.**

First Name:	Melinda	Override? <input type="checkbox"/>
Last Name:	Burkman	<input type="checkbox"/>
Team Name:	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="HAR Professional Development"/>	
Public Email Address:	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="melinda.burkman@har.com"/>	
Title of Employment:	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="Member Outreach & Training Specialist"/>	
Cell Phone Number:	<input style="width: 80%; border: 1px solid #ccc;" type="text"/>	
Fax Number:	713-961-4869	<input type="checkbox"/>
Direct Contact Number:	713-629-1900	<input type="checkbox"/>
Agency/Office:	Houston Association of REALTORS	
Office Phone Number:	713-629-1900	
Office Email Address:		
Office Fax Number:	713-961-4869	
Office Mailing Address:	3693 Southwest Freeway	
Office City Location:	Houston	
Office State Location:	TX	
Office Zip Code:	77027	
Office Website:	http://www.har.com	
Public Contact Number:	<input style="width: 80%; border: 1px solid #ccc;" type="text"/>	
Tag Line: (i.e., Slogan)	<input style="width: 80%; border: 1px solid #ccc;" type="text"/>	
Additional Information:	<input style="width: 80%; border: 1px solid #ccc;" type="text"/>	
Agent Web Page	<input style="width: 80%; border: 1px solid #ccc;" type="text"/>	


Save

- b. Header & Footer: used to brand printed reports, agent webpages and the Client Portal.

Information | **Header & Footer** | CMA Cover Sheet | Email Signature | Portal Profile

Use this page to customize your personal Header which is displayed on your contacts' Portals and also available when you print displays and reports. You can select from a library of standard banner images for your Header, each with a complimentary color scheme for your branding, or upload your own. You can also customize your Print Footer.

Portal Header:



Banner Image: Your current banner image is displayed above. [Select a different banner image/theme](#)
[Upload a custom banner image](#)

Photo: No Photo Use Custom Photo [Change photo](#)

Branding:

Melinda Burkman

HAR Professional Development

Member Outreach & Training Specialist

Ph: 713-629-1900

melinda.burkman@har.com

Colors: Use theme defaults Use custom colors

Branding background color: #efd0dc **Transparency Level:** Slightly Transparent

Branding text color: #223399

Branding link color: #231f73


Banner background color: #efd0dc

[Reset Branding to Defaults](#) [Save](#)

- c. CMA Cover Sheet: manage how you would like your contact information to appear on a CMA cover page. Click on the "Override" checkbox to override any associated prepopulated information, then click "Save".

Information | **Header & Footer** | **CMA Cover Sheet** | Email Signature | Portal Profile

The following fields are used on your CMA Cover Sheet. For each field you can either use the value defined on the Information tab, or override it with a value which is specific to the CMA Cover Sheet.

 Change photo	Name:	Melinda Burkman	<input type="checkbox"/>
	Company:	Houston Association of REALTORS	<input type="checkbox"/>
	Address Line 1:	3693 Southwest Freeway	<input type="checkbox"/>
	Address Line 2:	<input type="text"/>	
	City:	Houston	<input type="checkbox"/>
	State or Province:	TX	<input type="checkbox"/>
	Postal Code:	77027	<input type="checkbox"/>
	Phone:	713-629-1900	<input type="checkbox"/>
	Email:	melinda.burkman@har.com	<input type="checkbox"/>
	Office Website:	http://www.har.com	
Agent Web Page	<input type="text"/>		

[Save](#)

- d. Email Signature: add your photo, text, as well as any links, then click the "Save" button to include this signature on all outgoing messages sent by you, or on your behalf, from Matrix.

Information | Header & Footer | CMA Cover Sheet | **Email Signature** | Portal Profile

This page allows you to set your email signature, which is added to the bottom of emails you send from Matrix.

Texas law requires all license holders to provide disclosures to prospective clients. Please read the [Information About Brokerage Services](#) and the [Consumer Protection Notice](#) forms.

Melinda Burkman
 HAR- Professional Development
 Member Outreach & Training Specialist
 713-629-1900
[Email me here!](#)
[Agent Website](#)
[Sign up to view premium content!](#)

Save

- e. Portal Profile: manage the Agent information that you would like to display on your Client's Portal Welcome page. Select, as an option, an Inventory checkbox to include your current listings, or your office's current listings, to the Portal information section, then click "Save".

Information | Header & Footer | CMA Cover Sheet | Email Signature | **Portal Profile**

Your Portal includes a customizable page named 'My Agent' which gives your contacts more information about you. Take the opportunity to stand out! You can turn each of the available sections below on or off, edit the content in them, and drag them into the order you want.

Photo	<input checked="" type="checkbox"/>
Portal Greeting	<input checked="" type="checkbox"/>
Inventory Slideshow & Links	<input type="checkbox"/>
Video	<input type="checkbox"/>
Contact Information	<input checked="" type="checkbox"/>

Save

3. My Matrix – Summary- Settings - Speed Bar Shortcuts: manage existing Speed Bar Shortcuts by clicking on your custom shortcut name.
4. My Matrix – Summary- Settings - Team Settings: manage team members by allowing them to create new listings, send CMA's, Reports and email under your identity or just to work on your behalf.
5. My Matrix – Summary- Settings - Custom Displays: from the "Available Columns" list box, first select which fields you would like to appear on your custom results display, name your custom display, then click "Save".

Contacts - Adding

1. From the Matrix navigation menu, hover over the "My Matrix" tab and select "Contacts".
2. Click "Add" on the Button Bar.
3. From the "Personal Information" modal pop-up, fill out all mandatory fields.
4. Additional option fields can be viewed by clicking the "Show All Fields" link on the Button Bar.
5. Click "Save" on the Button Bar.

Personal Information

Title: Category:

First Name: Last Name:

Email Address: Enter one or more email addresses separated by a comma (,)

Salutation: Dear ,

Phone: Cell:

[+ Show All Fields](#) [✖ Cancel](#) [💾 Save](#)

Contacts - Managing

1. View number of "Contacts" displayed.
2. Search for contacts by name or by filter.
3. Click the "Expand" icon to open a section panel. Click the "Collapse" icon to close a section panel. Click the "Collapse All" icon to close all subsection panels at once.
4. Manage Contact
5. Expand to view, or manage, the following items.
 - a) Portal Activity: view a timeline of this contacts most recent Portal activity.
 - b) Portal Searches: view the results of custom searches created, and saved, in the Client Portal.
 - c) Auto Emails: manage each of the Auto Emails created for this contact.
 - d) Saved Searches: manage each of the saved searches created for this contact
 - e) CMAs: manage each of the CMAs created for this contact.
 - f) Sent Email: view a collection of recent emails sent to this contact.
6. Click a number to view listings that are stored in this contact's cart, grouped in their favorites/possibilities/discards folder, or display a collection of sent/received listing notes.

Sherlock Holmes Active 3 / 3 < > Edit Close

[Details](#) [Auto Email](#) [Carts](#) [CMA](#) [Sent Email](#) [Searches](#) [Portal Searches](#) [Reverse Prospect](#)

Contact Information

Salutation: Dear Sherlock Holmes,

Email: melinda.burkman@yahoo.com

Essentials Review

Pre-Approved	Reverse Prospect
No	Yes

Notes: Nosy

[Favorites](#) **10** [Discards](#) **1**

Recent Activity

- [Added 1 favorite](#) 01/19/2024
- [Added 1 favorite](#) 01/19/2024
- [Added 1 favorite](#) 01/19/2024
- [Added 1 favorite](#) 01/19/2024
- [Added 1 favorite](#) 01/19/2024
- [Added 1 favorite](#) 01/19/2024

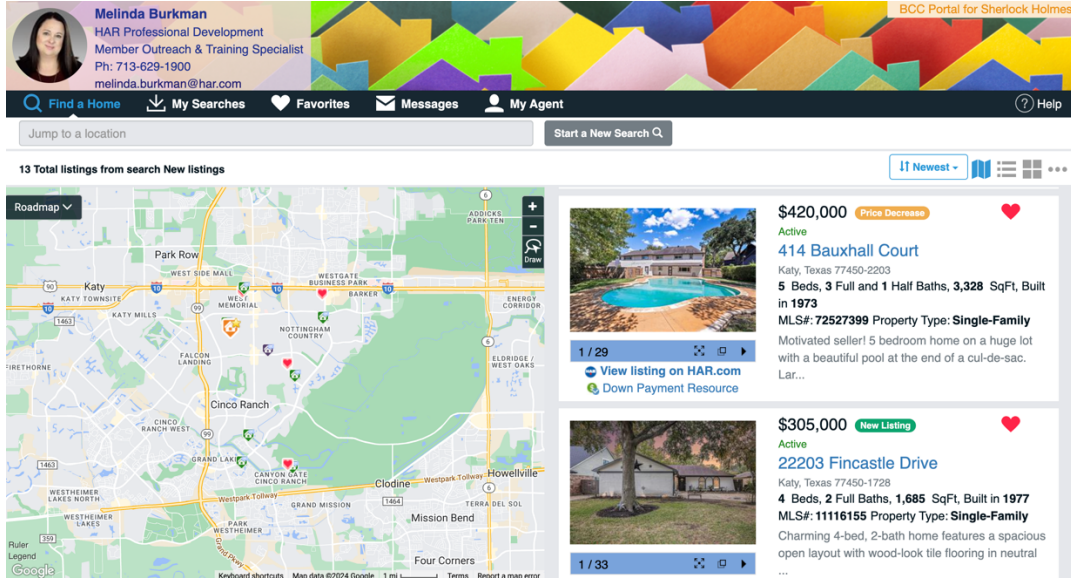
[Open Portal](#) Last Visited 01/19/2024

Activity

- [Favorites](#) **10**
- [Possibilities](#) **0**
- [Discards](#) **1**
- [Notes](#) **0**
- [Saved Searches](#) **0**

The Client Portal

The Client Portal is a website that contains all the property results found by creating an Auto-Email.



The activity of all contacts can be accessed from the Matrix navigation menu. Hover the "My Matrix" tab and select "Contacts". The columns on the right side of the screen indicate listings the client may have marked as a favorites, possibilities, or discards.

» **Contacts** 3/3 Add Import

Active

Actions Gallery

<input type="checkbox"/>	Name	Email	Category	Auto Email	Saved Search	My Last Use	Last Portal Visit	Cart	Listing Notes	Favorites	Possibilities	Discards	Ref#
<input type="checkbox"/>	Burkman, Astro				2	01/16/2024	01/07/2023	2		8	1		63004
<input type="checkbox"/>	Holmes, Sherlock			1		12/05/2023	01/19/2024			10		1	63006
<input type="checkbox"/>	Burkman, melinda				1	12/15/2023	06/06/2023			3			63008

Portal Notification Settings

To be notified of client activity on The Portal, you must enable notifications. Hover on the “My Matrix” menu then click “Summary” => “Settings” => “Portal Notification Settings”. Check the options that best suit your needs. The selections will affect all Client Portals.

Portal Activity Notification Settings

Use this page to control how and when you would like to be notified of activity performed by your contacts.

When a contact does this...	Notify me ASAP via Email	Notify me ASAP via Text	Notify me via Daily Summary Email
Visits Portal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saves a Favorite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removes a Favorite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saves a Possibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removes a Possibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adds Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saves a Search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visits Portal First Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from HAR@matrixemaller.com

Mobile Phone Number:

Cellular Provider:

[Click here to edit your cellular information](#)

[Back to Settings](#) [Save](#)

MLS Rules and Regulations

Locate the **External Links** Widget on your Matrix Dashboard, the links in this widget will open to a PDF document. Open both **MLS Rules and Regulations** and **Top MLS Rules to Remember**. As an MLS subscriber you should be aware of all MLS rules.

External Links

- TCEQ Water District Database
- FEMA Flood Maps
- MAAPnext - Know Your Flood Risk
- HOA Information - Texas Real Estate Commission
- Download HAR Mobile App
- Download HAR Media App
- Download Open House Registry App
- HAR Tools Playlist
- Down Payment Resource
- Geo Market Area Map
- Transaction Desk
- Dotloop
- HAR Home Value Comparisons
- Remine
- Cloud CMA
- Realtor Property Resource (RPR)
- School Zone Finder
- Image Resizer for Windows
- USDA Loan Eligibility Map
- MLS Listing Status Definitions
- Data Co-op
- Harris County Property Tax Search
- FIND (Realtor.com pro search)
- MLS Rules and Regulations
- Top MLS Rules to Remember
- MLS and Offers of Compensation
- Single-Family Input Sheet
- Townhouse/Condo Input Sheet
- Lots Input Sheet
- Multi-Family Input Sheet
- Country Homes/Acreage Input Sheet
- Mid/Hi-Rise Condo Input Sheet
- Rentals Input Sheet



Top MLS Rules to Remember

COMPENSATION INFORMATION PROHIBITED IN THE MLS

\$500 Fine

Compensation information of any kind is prohibited in the MLS. This includes any reference to forms or activities that involve compensation. This information shall NOT be included in remarks, photo descriptions, overlaid information, attachments, etc. If compensation information is identified on a listing, the information will be removed, and an automatic fine will be issued. [For more information, please review our FAQ.](#)

BUYER REPRESENTATION AGREEMENT REQUIRED BEFORE SHOWINGS

\$500 Fine

All MLS Participants working with a buyer must enter into a written agreement with the buyer prior to touring a home. [For more information, please review our FAQ.](#)

PHYSICAL PROPERTY DESCRIPTION – PUBLIC

\$100 Fine

The "Property Description - Public" field is intended for property description only. Agents may not enter remarks related to the transaction such as available financing, cash back at closing, bonuses, commissions, upgrade incentives, upgrade allowances, etc. Agents may not enter contact information such as names, phone numbers, email addresses, website addresses, service provider information, the words FSBO or For Sale by Owner. Agents may not enter any other confidential information such as showing instructions or security codes. Please use the "Agent Remarks" field for the above referenced types of information.

INSUFFICIENT NUMBER OF PHOTOS

\$100 Fine

Single-family, Townhouse/Condo, Multi-family, High Rise Condo and Residential Leases are required to maintain at least six unique images of each property listed in MLS. Lots and Acreage listings are required to maintain at least one photo of each listing. The required photo(s) must be added to the listing within 10 days of the list date unless written documentation, a "No Photo Submission Form" (HAR Form 324) requesting a photo not be submitted, is signed by the Seller and submitted to MLS via fax at 713-335-4222 or by email at MLSQA@har.com. Also, the "No Photo Form" can be used for NEW construction properties. It allows the listing agent to supply three photos, instead of a minimum of six photos. Entering one or two photos on listings that are not Lots or Acreage is expressly prohibited and subject to a fine of \$100. In addition to the requirements listed above, all property classes must include at least one photo of the actual property as is.

INVALID PHOTOGRAPH AND PHOTOGRAPH DESCRIPTIONS

\$250 | \$500 Fine

Photos previously submitted by a Participant may not be used by other Participants on subsequent listings without written authorization from the copyright owner and may be subject to automatic fines. Photos and photo descriptions shall not contain financing terms or legible contact information such as names, phone numbers, email addresses or website addresses, including the use of embedded, overlaid, or digitally stamped information. Agents may not enter remarks related to the transaction such as available financing, cash back at closing, bonuses, upgrade incentives, upgrade allowances, etc. Only images of the listed property or its grounds are permitted. Although agents may submit floor plans, elevations and artist renderings, at least one photo must be of the actual property, whether the property is a vacant lot or partially built.

LISTING AGREEMENT REQUIRED FOR ALL MLS LISTINGS

\$1,000 Fine

Before a listing can be entered in MLS, the listing Participant must have a listing agreement signed by the seller giving the listing Participant authorization to submit the listing to MLS. It is inappropriate to enter a FSBO listing where the listing Participant has not entered into an agency agreement with the seller. It is also against MLS rules to enter a listing that has been sold outside the MLS where the listing Participant did not have a signed listing agreement with the seller prior to closing.

Top MLS Rules to Remember



LISTING IN WRONG PROPERTY CLASS

\$250 Fine

Agents must enter each listing in the appropriately designated property class as defined below. Agents may not list in two property classes or an incorrect property class to gain additional exposure. Agents may not list personal property such as mobile homes in mobile home parks or manufactured homes that do not include the sale of the land under the home, these items are considered personal property. The MLS is intended for residential and transitional properties and are defined by the following classes:

- (a) Class 1 - Single-Family detached residence on property. (Manufactured homes must include the sale of the land in order to be listed as a Single-Family detached residence. New Construction listings must have a building permit or approved building plan issued on the property before it can be listed as Single-Family detached.)
- (b) Class 2 - Townhouse-Condominium. (Properties that are attached to another dwelling should be classified as Townhouse-Condominium.)
- (c) Class 3 - Residential Lots. (Residential Lot listings should be vacant sites without an existing dwelling. Exceptions may include sites having an existing obsolete dwelling that makes no additional contribution to the total market value of the property and likely will be demolished by a buyer.)
- (d) Class 4 - Multi-Family properties of not more than 12 units. (Apartment complexes with more than 12 units are prohibited. Multi-Family listings must include the sale of the land and must be conveyed through a single deed in order to be listed as Multi-Family.)
- (e) Class 5 - Homes and Acreage residential in nature.
- (f) Class 6 - High Rise Condominiums. (Condominiums located in a building with four or more stories.)
- (g) Class 7 - Residential Leases.

CLEAR COOPERATION

\$1,000 | \$2,500 | \$5,000 FINE

Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public. New Construction and Rental listings are exempt from this rule.

LISTING ENTERED IN MORE THAN ONE PROPERTY CLASS

\$100 Fine

Properties are prohibited from being entered into MLS by more than one agent or in more than one property class at the same time, with the exception of properties that are both for sale and also for lease. This means a property CANNOT be listed as both Single Family and Lots; it must be listed as one or the other. If a property listing with your address and tax account number is currently listed in MLS in a "Withdrawn" status (W), it is considered to still have a valid listing agreement and is temporarily off the market. The existing listing agent must first "Terminate" (T) the listing, or the listing must "Expire" (X) before the new listing can be added.

AGENT REMARKS- PRIVATE

\$100 Fine

The "Agent Remarks- Private" field is intended only for other MLS subscribers and is used to convey additional information related to the property listing. Agents may enter remarks related to the transaction of the listed property such as available financing, cash back at closing, upgrade incentives, upgrade allowances, etc. Agents may enter contact information such as names, phone numbers, email addresses, website addresses and showing instructions. Agents may not enter comments related to commission, bonuses or offers of cooperating compensation shall not be entered. Agents may not require use of a particular service provider or financial institution as a condition of sale. Agents may not enter any specific Title Company information into the MLS.

INCORRECT TAXID

\$100 Fine

It is important to use the property Tax ID that is indicated on the Realist Tax property profile report. To ensure accurate tax information is entered, you should auto-populate the tax information at the time a new listing is entered into the MLS system. For best results, just enter the "Street Name" without words like Road, Ave., Blvd., etc., before clicking "Search." Once "Search" is selected, results should appear; click "Fill" next to the correct Tax ID. Auto-populating will automatically enter the property's Tax ID, legal description, subdivision, building and lot square footages into the new listing form. If the property is a new parcel and does not have a Tax ID assigned yet, you should enter NA for the Tax ID.

Top MLS Rules to Remember



INACCURATE ADDRESS (Street, City, Zip, or County)

\$100 Fine

Make sure to use the address and city as defined by the US Postal Service. The following link will give you the USPS "Acceptable" city name by entering the listed property's zip code: <http://www.usps.com/zip4/citytown.htm>. Street directions (N, S, E, and W) should be entered in the "Street Direction" field, not the "Street Name" field. Items such as BTSA and \$\$ are prohibited in the address field. It is not necessary to enter street suffixes such as St., Rd., or Dr. unless it differentiates one street from another. Do not abbreviate the street name, if the street name exceeds the space provided just complete as much as possible.

INACCURATE ADDRESS (Subdivision)

\$100 Fine

Enter the subdivision as defined in the Realist Tax property profile or in the county tax rolls. Using an incorrect or nearby subdivision to increase exposure of the listed property is prohibited.

INVALID PUBLIC DISPLAY PDF

\$100 Fine

PDF's designated as "Public" shall not include any contact information such as names, phone numbers, email addresses, website addresses, agent photographs, logos or promotion for a closing service provider or any other peripheral service, with the exception of the listing firm's name. The focus of the PDF shall be of the subject property. Any links embedded in the PDF must link only to web pages related to the listed property and shall not contain any contact information mentioned above. Public PDF files shall not contain seller's disclosure documents, contracts or any other personal or confidential information. Agents may include floor plans, amenities of listed property and further property description details. Agents may not enter remarks related to the transaction such as available financing, cash back at closing, bonuses, compensation, upgrade incentives, upgrade allowances, etc.

SHOWING WITHOUT AN APPOINTMENT

\$250 | \$1,000 Fine

Appointments for showings and negotiations shall be conducted through the listing Participant except where the listing Participant gives the cooperating broker specific authority to contact the owner directly for showing. For everyone's security, never enter a home without an appointment unless indicated on the listing detail report. It's an extreme and difficult situation for homeowners who are surprised by strangers entering their home unexpectedly. **Note:** For violating MLS Rule 2 there is no (5) day period to correct the violation, and a charge will automatically be assessed upon violation.

DRIVING DIRECTIONS

\$100 Fine

"Directions" must contain driving directions that can be used to locate the property. If directions are to a model home or sales office, the listing agent must specify this information in the directions field. "See Agent" and "See Key Map" are not valid directions. Contact information such as names, phone numbers, email addresses, website addresses, service provider information, and the words FSBO or For Sale by Owner are not allowed. Agents may not enter remarks related to the transaction such as available financing, cash back at closing, bonuses, compensation, upgrade incentives, upgrade allowances, etc. If possible, start the directions from a major highway.

INVALID OPEN HOUSE

\$100 Fine

Open houses submitted to multiple must designate a specific time and date the property will be available for viewing. "Broker" open houses must allow cooperating agents to preview the inside of the property; and if designated a "Public" open house must allow public access. Properties that do not allow access to the inside of the property shall not be submitted to multiple as an open house. Open houses designated as a "Public" open house shall not include in the comments section any contact information such as names, phone numbers, email addresses, website addresses, or promotion for a closing service provider or any other peripheral service.

VIRTUAL TOUR CONTAINS CONTACT INFORMATION

\$100 Fine

Virtual tours or any accompanied audio descriptions shall not include any contact information such as names, phone numbers, email addresses, website addresses, agent photographs, logos or promotion for a closing service provider or any other peripheral service, with the exception of the listing firm's name. The primary focus of the tour shall be of the subject property. Links to galleries or other websites are prohibited.

Top MLS Rules to Remember



ESTIMATED CLOSED DATE IS IN THE PAST (Pending Fine Violation)

\$100 Fine

Once a contract is signed, the listing should be placed in one of the following pending statuses (PS, OP, or P); even if both parties agree to allow the seller to continue showing the property. Properties that have a signed contract but have contingencies or are available to show and accept back-up offers should be placed in "PS" (Pending Continuing to Show) status. Make sure to enter an "Estimated Closed Date." As the "Estimated Closed Date" approaches and it appears the sale is not going to close before the initial "Estimated Closed Date", the listing agent must adjust the "Estimated Closed Date" to the new expected closing date.

INACCURATE ROOM DIMENSIONS

\$100 FINE

Agents should provide room dimensions, as accurately as possible, in the specified room dimension field. Entering inaccurate room dimensions such as 1x1 or 0x0, etc. is not allowed. The bedroom dimensions are required fields, even though they are not marked in blue on the edit form. Bedroom dimensions are dependent on the number of bedrooms entered. For example, a two-bedroom house would require dimensions for two bedrooms.

FAILURE TO REPORT SOLD OR PENDING STATUS

\$100 Fine

Once a contract is signed, the listing should be placed in one of the following pending statuses (PS, OP, or P) within three days of the signed contract, even if there is a contingency or both parties agree to allow the seller to continue showing the property. Properties that have a signed contract but have a contingency or are available to show and take back-up offers should be placed in "PS" (Pending Continuing to Show) status.

All sales closed must be entered within three days of the actual closing/funding date. There are no exceptions to this rule, even if a buyer brings a contract with a provision indicating their desire to withhold the closing information. If the MLS is used to market the property, the sale must be reported.

Note: For violating MLS Rule 2.5 there is no (5) day period to correct the violation, and a charge will automatically be assessed upon violation.

IMPROPER WITHDRAWAL OF LISTING

\$250 Fine

A listing cannot be withdrawn, terminated or reported as expired to avoid reporting the sales price and closing information. All sales closed must be entered within 3 days of the actual closing/funding date. There are no exceptions to this rule, even if a buyer brings a contract with a provision indicating their desire to withhold the closing information. If the MLS is used to market the property, the sale must be reported.

WRONG SELLING AGENT

\$200 Fine

When a listing is changed to a pending status or sold status, the listing agent must accurately identify the agent that brings the buyer as the "Selling Agent". If the "Selling Agent" that brings the buyer is not a MLS subscriber, you should enter "Nonmls" as the "Selling Agent." For the listing agent incorrectly entering him or herself as the "Selling Agent" a \$200 fine shall automatically be assessed.

FALSE OR MISLEADING INFO

\$100 Fine

Submission of false or misleading information to MLS is a violation. Agents may not enter commercial property that cannot be used as a residence. Manufactured homes that do not include the sale of the land under the home are prohibited. This violation type is also used for all other false or inaccurate information that is entered in MLS and not covered by other MLS rules.

PRIVATE ID SHARING

\$500 | \$1,000 Fine

Please keep your "Private ID" confidential. It is not to be shared with other agents, technology vendors or customers and clients. Each private ID shall not be loaned, shared, disclosed, or allowed to come into the possession of any other person, except for the broker Participant, manager and/or administrator in that person's real estate company.

SUPRA KEY SHARING VIOLATION

\$500 | \$1,000 Fine

Each Supra Key and PIN Code shall not be loaned, shared, or allowed to come into the possession of anyone other than the assigned key holder. A Supra key holder who violates this rule shall be subject to fines and punishment as follows: first offense - \$500; second offense - \$1,000; and third offense - revocation of Supra Key.

Realtor Listing Distribution Chart

The screenshot shows the HAR.com MLS dashboard. On the left is a navigation sidebar with icons for Dashboard, MLS, Tools, My Account, Leads / Appt, Training, and Inside HAR. The main menu is titled 'MLS' and includes 'Listing Management' with a dropdown arrow. Under 'Listing Management', the following items are listed: My Listings, My Office's Listings, Virtual Open House (with a 'P' icon), My Open Houses, Virtual Showing (with a 'P' icon), HAR Media (3D Tour, Connect Areas/Rooms), QuickList, Listing Traffic Report, Price Reductions, Pending Listings, Realtor Listing Distribution Chart (highlighted), and Manage Listing Video/Audio. At the bottom of the menu is 'MLS Platinum' with a dropdown arrow.

Realtor Listing Distribution Chart

The illustration below showcases some of the MLS advertising channels that your listings are distributed to. The Realtor Listing Distribution chart adds value to your listing presentation.

[Click Here to Print](#)



Geo Market Area

Realtors and consumers should be aware of the geo market areas, to better facilitate effective searches. This information is available on www.HAR.com under the **Explore** option on the top navigation, and in **Matrix External Links**.

External Links

- TCEQ Water District Database
- FEMA Flood Maps
- MAApNext - Know Your Flood Risk
- HOA Information - Texas Real Estate Commission
- [Download HAR Mobile App](#)
- [Download HAR Media App](#)
- [Download Open House Registry App](#)
- [HAR Tools Playlist](#)
- [Down-Payment-Resource](#)
- [Geo Market Area Map](#)
- [Transaction Desk](#)
- Dotloop
- [HAR Home Value Comparisons](#)
- Remine
- Cloud CMA
- [Realtor Property Resource \(RPR\)](#)
- School Zone Finder
- Image Resizer for Windows
- USDA Loan Eligibility Map
- MLS Listing Status Definitions
- Data Co-op
- Harris County Property Tax Search
- FIND (Realtor.com pro search)
- MLS Rules and Regulations
- Top MLS Rules to Remember
- MLS and Offers of Compensation
- Single-Family Input Sheet
- Townhouse/Condo Input Sheet
- Lots Input Sheet
- Multi-Family Input Sheet
- Country Homes/Acreage Input Sheet
- Mid/Hi-Rise Condo Input Sheet
- Rentals Input Sheet

