

# GETTING STARTED

USING THE MONMOUTH OCEAN REGIONAL MLS VIA FLEXMLS

To access the MLS, go to [www.FlexMLS.com](http://www.FlexMLS.com)

Username: mo. \_\_\_\_\_

Password: monow

## LISTING REQUIREMENTS

- Please be advised that ALL listings, including Office Exclusives, MUST be entered into the MLS within 48 hours of the begin date. If you do not, a fine is imposed.
- If you are fully cooperating with other members in the MLS, please be advised that you do not need to send your listing agreement
- If you ARE NOT cooperating with other brokers/members in the MLS, you must enter the listing into the MLS as an Office Exclusive. In addition to entering the listing, you must e-mail the following paperwork within 48 hours of obtaining the listing to  
  
[COMPLIANCE@MOMLS.COM](mailto:COMPLIANCE@MOMLS.COM)
- Waiver of Broker Cooperation signed by both the broker and the seller
- Listing Agreement signed by both the broker and the seller
- A copy of the MLS listing in the private version

to pay the broker a commission regardless of who brings the ready, willing, and able-buyer.

**Q: Do listings automatically syndicate out to third-party websites? (i.e. REALTOR.com, Trulia, Zillow, etc;)**

A: Yes. You do not need to mark anything on the listing input when entering the listing, it will automatically go out to REALTOR.com within 15 minutes or so, once you add it and are given an MLS number. Zillow and Trulia have a direct feed to the MLS and update on their own schedule. Please note that Office Exclusive listings will not syndicate out to said third-party websites.

**Q: What are the abbreviations when entering a listing on the Details page?**

BAC	Buyer Agency Commission
DDAC	Dual Disclosed Agency Commission
SAC	Selling Agency Commission
TBC	Transaction Broker Commission

**Q: What if I need help with other aspects of the MLS?**

A: You can call or e-mail MLS Support—[support@MOMLS.com](mailto:support@MOMLS.com) for immediate assistance. If you are looking to grasp a better understanding in a classroom setting, we strongly suggest signing up for one of our hands on training classes at one of our three convenient locations.

## MONMOUTH OCEAN REGIONAL MLS GUIDELINES

Please be advised that the following are prohibited. Should an individual commit any of the following offenses in the Monmouth Ocean Regional MLS, they will be penalized with a fine immediately.

- Contact information in the public remarks. This means, no open house information, no brokerage or agent websites, cell phone numbers, office phone numbers, etc; should be entered in the public remarks.
- No branded photos/virtual tours/videos—no marketing materials should have contact information regarding the brokerage or agent representing the property.

## FREQUENTLY ASKED QUESTIONS

**Q: Does Monmouth Ocean Regional MLS accept listing agreements from other MLS associations?**

A: Yes. If you have paperwork from another MLS association within New Jersey, you do not need to fill out an additional Monmouth Ocean MLS Listing Agreement.

**Q: What is the difference between an Office Exclusive and Exclusive Right to Sell?**

A: Office Exclusive means that the listing brokerage and seller have agreed that they are not cooperating with the other members of the MLS. An Exclusive Right to Sell is a type of listing agreement in which the seller agrees

MLS SUPPORT IS AVAILABLE 8:30AM—4:30PM, MONDAY—FRIDAY

**TINTON FALLS:** 732-918-1340 · **TOMS RIVER:** 732-557-9100 · **MANASQUAN:** 732-233-3100

LAUREN x11—RAEANNEX18—SHARON x32—MICHELLE x51—MARIE x54