



**MLS Committee**  
**March 21<sup>st</sup>, 2023 – 9:00a.m.**  
**Angi Trahan, Presiding**  
**AGENDA**

- I. Call to Order/Roll Call/Anti-Trust Sign-in Sheet
- II. Approve Minutes from February 23, 2023 Pages 2 & 3
- III. Old Business:
  - a. RESO fields update from October 2023 Pages 4 & 5
  - b. New input forms for Residential & Rental Pages 6 - 14
  - c. MLS Field Recommendations Page 15
  - d. Package Homes Pages 16 - 22
- iv. New Business:
  - a. Fine Appeals Pages 23 & 24
- v. Staff Update:
  - a. Transaction Desk Update & New Forms Page 25
  - b. Photographer Network Update Page 26 & 27
  - c. Offer Manager Update Page 28
  - d. Info Sparks Update Page 29
  - e. Showing Time Beacon Pages 30 - 32
  - f. MLS User Group Meeting
- vi. Adjournment

**REALTOR® ASSOCIATION OF ACADIANA**  
**MLS Committee**  
**February 23, 2023**  
**Minutes**

**PRESENT:** Joe Hesterly, Elena Ladmirault, Kim Lafleur, Merrie Chris Leger, Brandi McKnight, Lisa Sheppert, Claire Schexnayder, Ken Simeral, Helen Thibeaux, and Angi Trahan

**ABSENT:** Judy Garber, Eloise Gauthier, David Gleason, Jacquelyn Cain Gleason, Amel Kates,

**ALSO PRESENT:** Jessica Landry, Nikki Wilson, Blake Weaver, Amber Parker and Susan Holliday

The meeting was called to order by Angi Trahan at 9:03 a.m.

- **Motion to approve the minutes from the January 24, 2023 meeting.** The motion was seconded and passed.

**NEW BUSINESS**

1. **Form Updates.** Motion to approve the Residential Listing Agreement (with corrected page numbers), Land Listing Agreement, Land Purchase Agreement, and Photo Exclusion Form to be added to Transaction Desk forms library. Contingency Addendum and RAA Inspection Responses to remain the same from 2022 revisions. Motion was seconded and passed.
2. **Commercial Picture Rule.** Motion to require 5 total photos 2 of which must be interior photos for commercial building listings. Motion was seconded and passed.
3. **Rental Input Sheet to Match Residential.** Motion to update the rental input sheet fields to match up to the residential input sheet fields based on the list provided. Motion was seconded and approved.
4. **Joe Hesterly Request.** Joe has requested to submit additional fields such as Shop Home or Barndominium to the input fields to help with appraisals. He will provide a list of recommendations. This topic was tabled until the next meeting.
5. **Coming Soon & Non-MLS Clarification.** Motion to change the verbiage in the MLS Rules & Regulations regarding both Coming Soon Forms and MLS Exclusion Notice Forms to change from "filed with RAA MLS" to read "a copy sent to the MLS Director." Motion was seconded and approved. It was decided that no procedures need to be made regarding sight unseen offers on a coming soon listing.
6. **Confidential Listings.** It was decided agents should be referred to their broker regarding confidential listing requirements.

7. **Email Spam.** It was decided that we recommend brokers educate their agents regarding using a platform or providing an unsubscribe option on any mass marketing emails.
8. **Bayou Board Supra Reciprocity.** Motion to deny supra reciprocity with Bayou Board. Motion was seconded and passed.
9. **AHBA Dr. Wagner Request.** Motion to approve Dr. Wagner to use Flex MLS data to create a report for AHBA. AHBA will share the report to RAA upon completion. Motion was seconded and passed.

**STAFF UPDATE:**

10. **Zillow Rental Opt-In.** Motion for Amber to send brokers the opt-in instructions for a Zillow Rental feed and not allow Zillow to reach out to our brokers directly. Motion was seconded and passed.
11. **Photography Network.** Motion to table the topic until the next meeting. Motion was amended to invite a CEO from another board who has been through a lawsuit regarding photos to our next meeting. Motion was seconded and passed.
12. **InfoSparks and OfferManager Update.** Amber updated the MLS Committee regarding the webinar training dates/times for both Info Sparks and Offer Manager.
13. **MLS Research Committee.** The board of directors approved Christie Theaux to assemble a group of individuals who have not previously been apart of the MLS research to gather information on services, prices, use and pros and cons from MLS options available. She has selected Carried Theard, broker with District South; Nikki Wilson, realtor with EXP Realty; Dennis Jones, realtor with Keller Williams Realty of Acadiana; and Amber Parker, MLS Director.

There being no further business, the meeting adjourned at 10:18 a.m.

Minutes submitted by:

*Amber Lee Parker*

Amber Parker, MLS Director

- Attached Carport checkbox added. If Attached Carport is selected, Carport Spaces will be required.
- Carport checkbox added. If Carport is selected, Carport Spaces will be required.
- Open Parking renamed to Open

Multi-Family:

- Assigned/Reserved renamed to Assigned
- Carports renamed to Carport

Residential, Rental:

- Carport Rear no longer available when adding or editing a listing.
- Garage Rear renamed to Garage Faced Rear
- New options of Garage Faces Front and Garage Faces Side
- New options of Boat and RV Access/Parking
- RV/Boat Port no longer available when adding or editing a listing

Multi-Family, Comm Bldg Sale/Lease, Rental:

- Street renamed to On Street

Multi-Family, Comm Bldg Sale/Lease:

- Lot renamed to Parking Lot
- Under renamed to Under Structure

Rental:

- No Covered Parking no longer available when adding or editing a listing
- New option of Open

Comm Bldg Sale/Lease:

- Unit Garage renamed to Varies by Unit

Waterfront

Residential, Multi-Family, Land, Rental:

- Access no longer available when adding or editing a listing
- Beach renamed to Beach Front

Residential, Rental

- New options of Lake and Pond
- Lake/Pond no longer available when adding or editing a listing

Multi-Family, Land:

- River renamed to River Front

## Upcoming RESO field changes for RAA

### Appliances

#### Residential, Multi-Family, Rental:

- Compactor renamed to Trash Compactor
- Range/Oven - Electric renamed to Electric Range
- Range/Oven - Gas renamed to Gas Range
- Wall Oven no longer available when adding or editing a listing
- New additions of Built-In Gas Oven and Built-In Electric Oven

#### Residential, Rental:

- Cooktop - Electric renamed to Electric Cooktop
- Cooktop - Gas renamed to Gas Cooktop

#### Multi-Family:

- Counter Range removed

### Cooling

#### Multi-Family, Comm Bldg Sale/Lease:

- Attic Fans renamed to Attic Fan

### Fireplace

#### Residential, Rental:

- Gas Logs renamed to Gas Log

### Flooring

#### Comm Bldg Sale/Lease:

- Plywood no longer available when adding or editing a listing

#### Multi-Family, Rental:

- Wall to Wall Carpet no longer available when adding or editing a listing

### Heating

#### Residential, Multi-Family, Comm Bldg Sale/Lease, Rental:

- Central Heat renamed to Central
- Gas renamed to Natural Gas

### Interior

#### Residential, Multi-Family, Rental:

- Beamed Ceiling renamed to Beamed Ceilings
- Bookcase renamed to Bookcases
- Walk-in Closet renamed to Walk-In Closet(s)

### Parking

#### Residential:

- New numeric Carport Spaces field added
- New numeric Garage Spaces field added
- 1 Car Carport, 2 Car Carport, 3 Car Carport, 4+ Car Carport no longer available. Listings and saved searches will be updated accordingly to show the correct number in the new Carport Spaces field.
- 1 Car Garage, 2 Car Garage, 3 Car Garage, 4+ Car Garage no longer available. Listings and saved searches will be updated accordingly to show the correct number in the new Garage Spaces field.
- Garage checkbox added. If Garage is selected, Garage Spaces will be required
- New options of Attached and Detached

General Information				
<u>Listing Member</u>		Co-listing Member		
Address Information				
<u>Street Number</u>	Dir*	<u>Street Name</u>	St Suffix*	Unit #
<u>City*</u>		<u>State*</u>	<u>Zip Code*</u>	<u>Tax Assessment Number</u>
<u>Parish*</u>				
Listing Info				
<u>Listing Date</u>	Start Showing Date	<u>Expiration Date</u>	<u>Listing Price</u>	
<u>Type*</u> Attached Single Family   Detached Single Family   Manufactured/Mobile   Pre-Construction	Sub-Type* Camp   Condominium   Farm   Garden/Patio   Half Duplex   Historical   Retirement Community   Townhouse			
Location, Tax & Legal Info				
<u>Area*</u>	<u>Lot #</u>	Zone	<u>Elementary School*</u>	
<u>Middle School*</u>	<u>High School*</u>			
<u>Subdivision*</u>				
<u>Legal Desc</u>				
<u>Directions</u>				
General Property Description				
<u># Bedrooms</u>	<u>Baths - Full</u>	Baths - 1/2	<u>SqFt - Living</u>	
SqFt - Other Structures Living	SqFt - Lower	SqFt - Upper	SqFt - Total	
<u>SqFt - Source*</u> Appraiser   Approximate   Blueprint   Measured   Owner   Public Record	<u>Stories</u>	SqFt - Covered Porch	SqFt - Storage	
SqFt - Carport	SqFt - Garage	Year Built	<u>Approximate Age*</u> 1 - 3 Years   11 - 15 Years   16 - 20 Years   21 - 30 Years   31 - 40 Years   4 - 5 Years   41 - 50 Years   51 - 75 Years   6 - 10 Years   76+ Years   New   Other - See Remarks   Proposed Construction   Under Construction	
Builder	Model Name	Warranty* No   Yes	Acres	
<u>Acres Range*</u> 0 - 0.5   0.51 - 0.99   1 - 2.99   100 - 199.99   11 - 19.99   20 - 29.99   200 - 299.99   3 - 5.99   30 - 49.99   300+ Acres   50 - 99.99   6 - 10.99	<u>Assn Fee*</u> None   Required   Voluntary	Assn Fee \$	Assn Fee Terms* Monthly   Quarterly   Yearly	
<u>Lot Dimensions</u>	<u>Mineral Rights*</u> Conveyed   Negotiable   Reserved	<u>Pool on Subject Property*</u> No   Yes		

**Remarks & Misc**

Remarks

Realtor Remarks

**Office/Member/Contract Info**

Seller Name	Seller Phone	<u>List Type*</u> Exclusive Agency   Exclusive Right   Exclusive Right w/prospect   Other	<u>3rd Party*</u> No   Yes
<u>Dual/Var*</u> No   Yes	<u>Compensation</u>	<u>Occupied By*</u> Owner   Tenant   Vacant	Bonus* No   Yes
<u>Limited Service*</u> No   Yes	<u>REO*</u> No   Yes		
Terms of Bonus			

Seller Opt Out:  Seller Directs Listing to be Excluded from Internet  Seller Directs Address to be Excluded from Internet  
 Seller Directs Listing to Not Be Used in AVMs on Internet  Seller Directs Listing to Not Allow Comments on Internet  
 Publish this listing to:  Realtor.com  ListHub  CoStar  Homes.com

**Lst Agt/Ofc will NOT**

LA/LO will NOT Advise the seller on PA's

LA/LO will NOT Arrange Appointments

LA/LO will NOT Assist seller in counteroffers

LA/LO will NOT Negotiate for the seller

**Style: 1 to 3 req'd**

1 1/2 Story

Acadian

Art Deco

Coastal

Colonial

Contemporary

Cottage

Dome

French

Garden/Patio

Log Cabin

Mediterranean

Modern Farm House

Modular

New Orleans

Ranch

Shotgun

Split Level

Townhouse

Traditional

Tudor

Victorian

Other

**Siding: 1 to 10 req'd**

Aluminum

Asbestos Siding

Block

Brick

Hardiplank

Stucco

Synthetic Stucco

Vinyl Siding

Wood

Other

**Parking: 1 to 14 req'd**

Assigned

Attached

Attached Carport

Boat

Carport

Detached

Garage

Carport Spaces:

Garage Spaces:

Garage Faces Front

Garage Faces Rear

Garage Faces Side

Golf Cart Garage

No Parking

Open

RV Access/Parking

**Construction**

Block

Brick

Concrete

Frame

Log

Metal Siding

Other

**Foundation: 1 to 5 req'd**

Piers

Piling/Stilt

Post Tension

Slab

Other

**Road Frontage: up to 10**

City Street

Cul De Sac

Dead End

Highway

Interchange

Interstate

Parish Road

Paved

Private Road

State Road

Unimproved

Unpaved

None

Other

**Roof**

Asbestos Shingle

Built-Up

Composition

Metal

Slate

Tile

Other

**Interior**

9+ Ft Ceiling

All Window Treatments

Attic Access

Beamed Ceilings

Bidet

Bookcases

Built-Ins

Cathedral Ceiling

Computer Nook

Crown Molding

Double Vanity

Dual Closets

Electric Dryer Con

Electric Stove Con

Electric Washer Con

Gas Dryer Con

Gas Stove Con

Guest Suite

Handicap Acc

Icemaker Con

Kitchen Island

Master Bath

Multi-Head Shower

Office

Separate Shower

Some Window Treatments

Special Bath

Standalone Tub

Varied Ceiling Heights

Vaulted Ceilings

Walk-in Pantry

Walk-In Closet(s)

Wet Bar

Other

**Fireplace**

1 Fireplace

2 Fireplaces

3+ Fireplaces

Double Sided

Gas

Gas Log

Masonry

Pre-Fab

Ventless

Wood Burning

Other

**Flooring**

Brick

Carpet

Concrete

Laminate

Marble

Parquet

Pavers

Slate

Stained/Scored Concrete

Tile

Vinyl Plank

Vinyl Sheet

Vinyl Tile

Wood

Wood Laminate

Other

**Heating: 1 to 9 req'd**

2 or More Units

Central

Electric

Heat Pump

Natural Gas

Space Heater

Wall Units

Zoned

None

Other

**Cooling: 1 to 8 req'd**

2 or More Units

Central Air

Heat Pump

Wall Units

Window Units

Zoned

None

Other

**Appliances**

Built-In Electric Oven

Built-In Gas Oven

Cooktop-Induction

Dishwasher

Disposal

Dryer

Electric Cooktop

Electric Range

Freezer

Gas Cooktop

Gas Range

Ice Machine

Indoor Grill

Microwave

Refrigerator

Trash Compactor

Washer

Water Softener

None

Other

**Countertops**

Butcher Block

Concrete

Copper

Cultured Marble

Formica

Granite

Granite Tile

Marble

Quartz

Solid Surface

Stainless Steel

Tile

Other

**Equipment**

Attic Fan

Cable Available

Cable Ready

Ceiling Fans

Cent Vacuum

Fiber Available

Fiber Ready

Garage Door Opener

Garden Tub

Generator

Hot Tub

Humidifier

Intercom

Outdoor Speakers

Sauna/Steam

Sec Sys Leased

Sec Sys Owned

Sec Sys Pre-Wired Only

Security System

Separate Shower

Smoke Detector

Water Filter

Whirlpool

Other

**Fencing**

Barbed Wire

Brick

Chain Link

Full

Partial

Privacy

Split Rail

Vinyl

Wood

None

Other

**Lot**

Additional Land Available

Commons

Corner

Cul-De-Sac

Dead-End

Easements

Flood Plain

Golf Course Frontage

Level

No Outlet Street

Sloping

Views

Water Frontage

Wooded

Zero Lot Line

Other

**Patio**

Covered

Enclosed

Open

Screened

**Amenities**

Acreage

Club House

Community Pool

Elevator

Gated Community

Golf Course

Health Club

Library

Medical Facility

Park

Playground

Public Trans

Shopping/Mall

Solar Panels - Financed

Solar Panels - Leased

Solar Panels - Owned

Stair Lift

Other

**Exterior**

Balcony

Deck

Double Gate Access

Fireplace

Gas/Propane Grill

Hot Tub

Landscaped

Outdoor Shower

Outside Kitchen

Outside Light

Porch

Rear Yard Access

Solar Panels

Sprinkler System

Storm Doors

Other



Other Structures

- Airplane Hangar, Barn(s), Boat House, Cabana, Garage(s), Gazebo, Greenhouse, Guest House, Kennel/Dog Run, Other, Outdoor Kitchen, Pergola, Pool House, Poultry Coop, RV/Boat Storage, Second Residence, See Remarks, Sheds(s), Stable(s), Storage, Tennis Court(s), Workshop

Utilities: 1 to 21 req'd

- Elec: Beauregard Electric, Elec: City, Elec: CLECO, Elec: Deep East, Elec: DEMCO, Elec: Entergy, Elec: Generator, Elec: Jeff-Davis Co-op, Elec: Pt Coupee EMC, Elec: SLECA, Elec: SLEMCO, Gas: Atmos, Gas: Carencro Gas, Gas: Centerpoint, Gas: City, Gas: DEMCO, Gas: Entergy, Gas: Entex, Gas: Pt Coupee EMC, Gas: Reliant, Gas: St Amant Gas, Gas: TransLa, Propane

Miscellaneous

- Fixer-Upper, Horse Property, Other - See Remarks

Reserved Item

- Ceiling Fans, Drapes, Gas Logs, Hot Tub/Spa, Light Fixtures, Microwave, Mini-Blinds, Mirrors, Pool - Above Ground, Pool Equipment, Refrigerator, Rods, Satellite Dish, Water Softener, Window Unit, Other - See Remarks

Window Features

- Aluminum Frames, Bay Window(s), Double Pane Windows, Garden Window(s), Skylight(s), Storm Window(s), Tinted Window(s), Wood Frames

Pool

- Above Ground, Fiberglass, Gunite, Inground, Lined

Financing: 1 to 13 req'd

- 1031 Exchange, Assumable, Bond for Deed, Cash, Conventional, FHA, Lease Purchase, Owner Finance, Private Banking, Rural Development, See Remarks, VA, None

Waterfront

- Bayou/River, Beach Front, Dock/Mooring, Frontage, Lake, Pond, View, Walk To, Other

HOA Includes

- Accounting, Advertising, Cable TV, Electricity, Gas, Ground Keeping, Insurance, Legal, Licenses/Permit, Management, Other Utilities, Pest Control, Pool, Recreation Facilities, Repairs/Maintenance, Services, Sewer, Supplies, Taxes, Telephone, Trash Disposal, Water, Other - See Remarks

Showing: 1 to 14 req'd

- 24 Hour Notice, Accompany, Appoint Required, Call Listing Agent, Key in Office, LA Present, Leave Card, Lockbox, No Lockbox, Security System, See Remarks, Show Anytime, Showing Time, Sign in Required, Sign on Property

Water/Sewer: 1 to 10 req'd

- Comm Sewer, Comm Water, Mechan Sewer, Public Sewer, Public Water, Retaining Pond, Septic, Waste Water Utility, Well, Other

Room Information

Table with 5 columns: Room Name†, Length, Width, Level, Remarks. Multiple empty rows for data entry.

†Room Name: Bathroom 1 | Bathroom 2 | Bathroom 3 | Bathroom 4 | Bathroom 5 | Bedroom 1 | Bedroom 2 | Bedroom 3 | Bedroom 4 | Bedroom 5 | Bedroom 6 | Bedroom 7 | Bedroom 8 | Bonus Room | Den | Dining Room | Exercise Room | Family Room | Foyer | Game Room | Great Room | Kitchen | Laundry | Living Room | Master Bathroom | Master Bedroom | Office | Other | Pantry | Utility Room | Workshop

**General Information**

<u>Listing Member</u>	Co-listing Member
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**Address Information**

<u>Street Number</u>	Dir*	<u>Street Name</u>	St Suffix*	Unit #	<u>Parish*</u>
<u>City*</u>		<u>State*</u>	<u>Zip Code*</u>	<u>Tax Assessment Number</u>	

**Listing Info**

<u>Listing Date</u>	Start Showing Date	<u>Expiration Date</u>	<u>Listing Price</u>
<u>Type*</u> Apartment/Complex Unit   Camp   Condominium   Detached Single Family   Duplex Unit   Fourplex Unit   Garden/Patio   Manufactured   Retirement Community   Townhouse   Triplex Unit	<u>Temporary Housing*</u> No   Yes		

**Location, Tax & Legal Info**

<u>Area*</u>	Lot #	Zone	Elementary School*
Middle School*	High School*		
<u>Subdivision*</u>			
<u>Legal Desc</u>			
<u>Directions</u>			

**General Property Description**

<u>Managed By*</u> Agent/Property Manager   Owner	<u>Lease Terms</u>	<u>Deposit</u>	<u>Occ Date</u>
<u>Pets*</u> Breed Restrictions   Call   Cats OK   Dogs OK   No   Number Limit   Size Limit   Yes	<u>Furnished*</u>	<u># Bedrooms</u>	<u>Baths - Full</u>
Baths - 1/2	<u>SqFt - Living</u>	SqFt - Other Structures Living	SqFt - Lower
SqFt - Upper	SqFt - Total	<u>SqFt - Source*</u> Appraiser   Approximate   Blueprint   Measured   Owner   Public Record	SqFt - Covered Porch
SqFt - Storage	SqFt - Carport	SqFt - Garage	<u>Stories</u>
Year Built	<u>Approximate Age*</u> 1 - 3 Years   11 - 15 Years   16 - 20 Years   21 - 30 Years   31 - 40 Years   4 - 5 Years   41 - 50 Years   51 - 75 Years   6 - 10 Years   76+ Years   New   Other - See Remarks   Proposed Construction   Under Construction	Assn Fee* None   Required   Voluntary	Assn Fee \$
Assn Fee Terms* Monthly   Quarterly   Yearly	Lot Dimensions	Acres	

**Remarks & Misc**

Remarks

Realtor Remarks

**Office/Member/Contract Info**

Seller Name	Seller Phone	<u>List Type*</u> Exclusive Agency   Exclusive Right To Lease   Exclusive Right w/prospect   Other	<u>3rd Party*</u> No   Yes
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<u>Compensation</u>	<u>Occupied By*</u> Owner   Tenant   Vacant	Bonus* No   Yes
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Terms of Bonus

Seller Opt Out:  Seller Directs Listing to be Excluded from Internet  Seller Directs Address to be Excluded from Internet  
 Seller Directs Listing to Not Be Used in AVMs on Internet  Seller Directs Listing to Not Allow Comments on Internet  
 Publish this listing to:  Realtor.com  ListHub  CoStar  Homes.com

**Lst Agt/Ofc will NOT**

- LA/LO will NOT Arrange Appointments
- LA/LO will NOT Assist seller in counteroffers
- LA/LO will NOT Negotiate for the seller
- LALA/LO will NOT Advise the seller on PA's

**Style**

- 1 1/2 Story
- Acadian
- Art Deco
- Coastal
- Colonial
- Contemporary
- Cottage
- Dome
- French
- Garden/ Patio
- Log Cabin
- Mediterranean
- Modern Farm House
- Modular
- New Orleans
- Ranch
- Shotgun
- Split Level
- Townhouse
- Traditional
- Tudor
- Victorian
- Other

**Siding**

- Aluminum
- Asbestos Siding
- Block
- Brick
- Stucco
- Vinyl Siding
- Wood
- Other

**Parking**

- Assigned
- Attached
- Boat
- Attached Carport
- Carport
- Covered
- Detached
- Garage
- Garage Faces Front
- Carport Spaces:
- Garage Spaces:
- Garage Faces Rear
- Garage Faces Side
- Golf Cart Garage
- No Parking
- Off Street
- On Street
- Open
- RV Access/Parking
- Other

**Construction**

- Block
- Brick
- Concrete
- Frame
- Log
- Metal Siding
- Other

**Foundation**

- Piers
- Piling/Stilt
- Post Tension
- Slab
- Other

**Roof**

- Asbestos Shingle
- Built-Up
- Composition
- Metal
- Slate
- Tile
- Other

**Heating: 1 to 10 req'd**

- 2 or More Units
- Central
- Electric
- Heat Pump
- Natural Gas
- Space Heater
- Wall Units
- Zoned
- None
- Other

**Cooling: 1 to 8 req'd**

- 2 or More Units
- Central Air
- Heat Pump
- Wall Units
- Window Units
- Zoned
- None
- Other

**Interior**

- 9+ Ft Ceiling
- All Window Treatment
- Attic Access
- Beamed Ceilings
- Bidet
- Bookcases
- Built-Ins
- Cathedral Ceiling
- Computer Nook
- Crown Molding
- Double Vanity
- Dual Closets
- Electric Dryer Con
- Electric Stove Con
- Electric Washer Con
- Gas Dryer Con
- Gas Stove Con
- Guest Suite
- Handicap Acc
- Icemaker Con
- Kitchen Island
- Master Bath
- Multi-Head Shower
- Office
- Separate Shower
- Some Window Treatment
- Special Bath
- Standalone Tub
- Varied Ceiling Height
- Vaulted Ceilings
- Walk-in Pantry
- Walk-In Closet(s)
- Walk-up Attic
- Wet Bar
- Other

**Fireplace**

- 1 Fireplace
- 2 Fireplaces
- 3+ Fireplaces
- Double Sided
- Gas
- Gas Log
- Masonry
- Pre-Fab
- Ventless
- Wood Burning
- Other

**Flooring**

- Brick
- Carpet
- Concrete
- Laminate
- Marble
- Parquet
- Pavers
- Slate
- Stained/Scored Concrete
- Tile
- Vinyl Plank
- Vinyl Sheet
- Vinyl Tile
- Wood
- Wood Laminate
- Other

**Appliances: 1 to 18 req'd**

- Built-In Electric Oven
- Built-In Gas Oven
- Cooktop-Induction
- Dishwasher
- Disposal
- Dryer
- Electric Cooktop
- Electric Range
- Freezer
- Gas Cooktop
- Gas Range
- Ice Machine
- Indoor Grill
- Microwave
- Refrigerator
- Trash Compactor
- Washer
- Water Softener
- None
- Other

**Equipment**

- Attic Fan
- Cable Available
- Cable Ready
- Ceiling Fans
- Cent Vacuum
- Fiber Available
- Fiber Ready
- Garage Door Opener
- Garden Tub
- Generator
- Hot Tub
- Humidifier
- Intercom
- Outdoor Speakers
- Sauna/Steam
- Sec Sys Leased
- Sec Sys Owned
- Sec Sys Pre-Wired On
- Security System
- Separate Shower
- Smoke Detector
- Water Filter
- Whirlpool
- Other

**Exterior**

- Balcony
- Deck
- Double Gate Access
- Fireplace
- Gas/Propane Grill
- Hot Tub
- Landscaped
- Outdoor Shower
- Outside Kitchen
- Outside Light
- Porch
- Rear Yard Access
- Solar Panels
- Sprinkler System
- Storm Doors
- Other

**Other Structures**

- Airplane Hangar
- Barn(s)
- Boat House
- Cabana
- Garage(s)
- Gazebo
- Greenhouse
- Guest House
- Kennel/Dog Run
- Other
- Outdoor Kitchen
- Pergola
- Pool House
- Poultry Coop
- RV/Boat Storage
- Second Residence
- See Remarks
- Sheds(s)
- Stable(s)
- Storage
- Tennis Court(s)
- Workshop

**Fencing**

- Barbed Wire
- Brick
- Chain Link
- Full
- Partial
- Privacy
- Split Rail
- Vinyl
- Wood
- None
- Other

**Window Features**

- Aluminum Frames
- Bay Window(s)
- Double Pane Windows
- Garden Window(s)
- Skylight(s)
- Storm Window(s)
- Tinted Window(s)
- Wood Frames

**Lot**

- Additional Land Avail
- Commons
- Corner
- Cul-De-Sac
- Dead-End
- Easements
- Flood Plain
- Golf Course Frontage
- Level
- No Outlet Street
- Sloping
- Views
- Water Frontage
- Wooded
- Zero Lot Line
- Other

**Patio**

- Covered
- Enclosed
- Open
- Screened

**Amenities**

- Acreage
- Club House
- Community Pool
- Elevator
- Gated Community
- Golf Course
- Health Club
- Library
- Medical Facility
- Park
- Playground
- Public Trans
- Shopping/Mall
- Other

**Waterfront**

- Bayou/River
- Beach Front
- Dock/Mooring
- Lake
- Pond
- View
- Walk To
- Other

<p><b>Reserved Item</b></p> <input type="checkbox"/> Ceiling Fans <input type="checkbox"/> Pool - Above Ground <input type="checkbox"/> Drapes <input type="checkbox"/> Pool Equipment <input type="checkbox"/> Gas Logs <input type="checkbox"/> Rods <input type="checkbox"/> Hot Tub/Spa <input type="checkbox"/> Satellite Dish <input type="checkbox"/> Light Fixtures <input type="checkbox"/> Water Softener <input type="checkbox"/> Microwave <input type="checkbox"/> Window Unit <input type="checkbox"/> Mini-Blinds <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Mirrors	<p><b>Utilities: 1 to 16 req'd</b></p> <input type="checkbox"/> Elec: City <input type="checkbox"/> Gas: Carencro Gas <input type="checkbox"/> Elec: CLECO <input type="checkbox"/> Gas: Centerpoint <input type="checkbox"/> Elec: DEMCO <input type="checkbox"/> Gas: City <input type="checkbox"/> Elec: Entergy <input type="checkbox"/> Gas: DEMCO <input type="checkbox"/> Elec: Jeff-Davis Co- <input type="checkbox"/> Gas: Entergy <input type="checkbox"/> Elec: Pt Coupee EMC <input type="checkbox"/> Gas: Entex <input type="checkbox"/> Elec: SLEMCO <input type="checkbox"/> Gas: Pt Coupee EMC <input type="checkbox"/> Electric: Beauregard <input type="checkbox"/> Gas: Reliable Electric <input type="checkbox"/> Gas: St Amant Gas <input type="checkbox"/> Electric: Deep East <input type="checkbox"/> Gas: TransLa <input type="checkbox"/> Electric: Generator <input type="checkbox"/> Propane <input type="checkbox"/> Electric: SLECA <input type="checkbox"/> Refrigerator <input type="checkbox"/> Gas: Atmos	<p><b>HOA Includes</b></p> <input type="checkbox"/> Accounting <input type="checkbox"/> Pest Control <input type="checkbox"/> Advertising <input type="checkbox"/> Pool <input type="checkbox"/> Cable TV <input type="checkbox"/> Recreation Facilitie <input type="checkbox"/> Electricity <input type="checkbox"/> Repairs/Maintenance <input type="checkbox"/> Gas <input type="checkbox"/> Services <input type="checkbox"/> Ground Keeping <input type="checkbox"/> Sewer <input type="checkbox"/> Insurance <input type="checkbox"/> Supplies <input type="checkbox"/> Legal <input type="checkbox"/> Taxes <input type="checkbox"/> Licenses/Permit <input type="checkbox"/> Telephone <input type="checkbox"/> Management <input type="checkbox"/> Trash Disposal <input type="checkbox"/> Other Utilities <input type="checkbox"/> Water
<p><b>Water/Sewer: 1 to 9 req'd</b></p> <input type="checkbox"/> Comm Sewer <input type="checkbox"/> Retaining Pond <input type="checkbox"/> Comm Water <input type="checkbox"/> Septic <input type="checkbox"/> Mechan Sewer <input type="checkbox"/> Waste Water Utility <input type="checkbox"/> Public Sewer <input type="checkbox"/> Well <input type="checkbox"/> Public Water <input type="checkbox"/> Other	<p><b>Pool</b></p> <input type="checkbox"/> Above Ground <input type="checkbox"/> Inground <input type="checkbox"/> Fiberglass <input type="checkbox"/> Lined <input type="checkbox"/> Gunite	<p><b>Miscellaneous</b></p> <input type="checkbox"/> Fixer-Upper <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Horse Property
		<p><b>Showing: 1 to 5 req'd</b></p> <input type="checkbox"/> 24 Hour Notice <input type="checkbox"/> No Lockbox <input type="checkbox"/> Accompany <input type="checkbox"/> Security System <input type="checkbox"/> Appoint Required <input type="checkbox"/> Show Anytime <input type="checkbox"/> Call Listing Agent <input type="checkbox"/> Showing Time <input type="checkbox"/> Key in Office <input type="checkbox"/> Sign in Required <input type="checkbox"/> LA Present <input type="checkbox"/> Sign on Property <input type="checkbox"/> Leave Card <input type="checkbox"/> See Remarks <input type="checkbox"/> Lockbox

**Room Information**

Room Name†	Length	Width	Level	Remarks

†Room Name: Bathroom 1 | Bathroom 2 | Bathroom 3 | Bathroom 4 | Bathroom 5 | Bedroom 1 | Bedroom 2 | Bedroom 3 | Bedroom 4 | Bedroom 5 | Bedroom 6 | Bedroom 7 | Bedroom 8 | Bonus Room | Den | Dining Room | Exercise Room | Family Room | Foyer | Game Room | Great Room | Kitchen | Laundry | Living Room | Master Bathroom | Master Bedroom | Office | Other | Pantry | Utility Room | Workshop

Value Lists for Rental Input Form: REALTOR® Association of Acadiana

**Furnished**

- Furnished
- Negotiable
- Partially Furnished
- Unfurnished

**Joe Hesterly's Suggestions:**

Add Shop Home/Barndominium as a Style on Residential category. *RESO has voted that Barndominium be adopted as an architectural style.*

Add fields for Manufactured Homes:

Serial Number

Model Number

Date of Construction

Was Home Moved from another location other than the retail location? Y or N

Multi-Family:

Provide lease dates and lease terms

Add check mark for Carbon Monoxide under Equipment in Residential & Multi-Family categories. *The state passed a law mandating that carbon monoxide detectors be present.*

**Amber's Suggestion:**

Add field Multiple Tax Parcels to all categories in MLS. *Flex suggestions a maximum of 255 characters be allowed for this field.*

# Package Home Rules

Any "package" of properties that a seller/investor wants to sell all together.

Properties must be added under the Multi-Family category with a subcategory labeled "Package"

## Add fields:

- Seller Willing to Sell Separately? Y/N (not RESO certified)
- Multiple Tax Parcels Field – suggested 225 characters. The parcels will not link to the tax but it will provide references for agents to pull that information.

## Documents:

- An addendum or "Exhibit" needs to be added to the listing agreement and loaded in the Documents in the MLS. The document needs to include each address, legal description, and parcel number.
- Any units over the 4 listed on the Multi-Family Input Sheet will need to be included on the additional unit input sheet provided and loaded in the Documents tab in MLS.
- Property Disclosures and Lead Base Paint Disclosures (if applicable) must be included for each address in the package and loaded in the Documents tab in the MLS.

## Photo Requirement:

- One (1) exterior photo of each individual property is required.
- Will we allow a collage or aerial images to be the primary/main image as long as the agent includes one exterior photo of each property.

## Changes to Multi-Family Input Sheet:

Siding: Add Hardiplank

Roof: Delete Concrete, Rubber, and Wood. Add Asbestos Single.

Heating: Delete Radiant, Radiator, and Solar.

Cooling: Delete Attic Fans

Interior: Delete Rough-In Bath. Add Handicap Acc.

Flooring: Revise wording for Tile & Carpet. Add Laminate & Vinyl Plank.

Appliances: Remove Compactor, Counter Range, Indoor Grill, Wall Oven. Add Electric Range, Gas Range, Electric Cooktop, Gas Cooktop, Built-in Electric Oven, Built-In Gas Oven

Units 1 – 4 Sections: Add Lot Dimensions

Equipment: Add Carbon Monoxide Detector

Water/Sewer: Add Waste Water Utility and Well

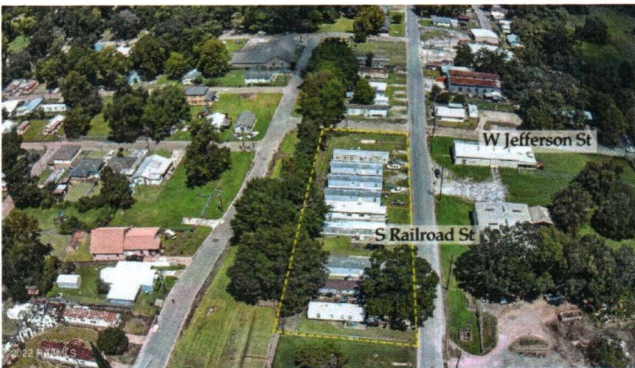
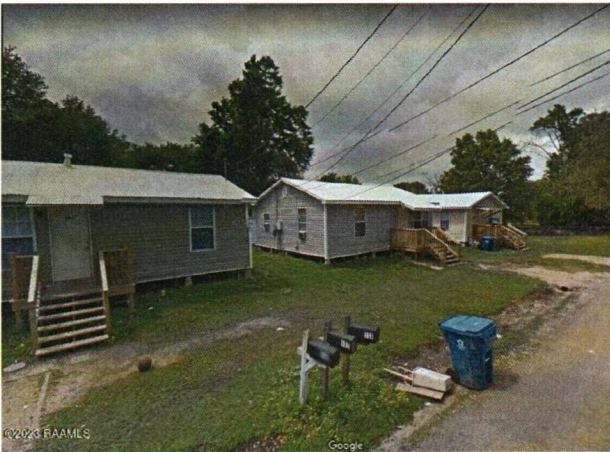
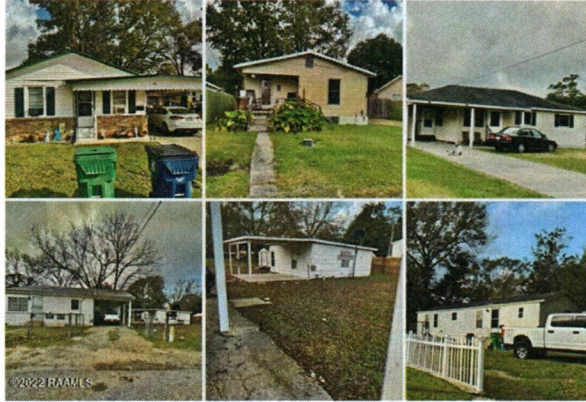
Waterfront: Remove Access, Gulf, and River

Financing: Remove Contract, Home Loan, and Third Party/REO

Showing: Replace Register Showings with Showing Time. Add 24 Hour Notice, LA Present, Show Anytime, Sign on Prop.



# Photo Examples



**General Information**

<u>Listing Member</u>	Co-listing Member
-----------------------	-------------------

**Address Information**

<u>Street Number</u>	Dir*	<u>Street Name</u>	St Suffix*	Unit #	<u>Parish*</u>
<u>City*</u>		<u>State*</u>	<u>Zip Code*</u>	<u>Tax Assessment Number</u>	

**Listing Info**

<u>Listing Date</u>	<u>Expiration Date</u>	<u>Listing Price</u>	<u>Use CSS*</u> No   Yes
<u>Type*</u> Apartment/Multi-Family   Condominium   Duplex   Fourplex   Mobile Home Park   Other   Triplex	<u>Share On Social Media*</u> No   Yes		

**Location, Tax & Legal Info**

<u>Area*</u>	<u>Lot #</u>	Zone	<u>Elementary School*</u>
<u>Middle School*</u>	<u>High School*</u>		
<u>Subdivision*</u>			
<u>Legal Desc</u>			
<u>Directions</u>			

**General Property Description**

<u>Approximate Age*</u> 1 - 3 Years   11 - 15 Years   16 - 20 Years   21 - 30 Years   31 - 40 Years   4 - 5 Years   41 - 50 Years   51 - 75 Years   6 - 10 Years   76+ Years   New   Other - See Remarks   Proposed Construction   Under Construction	<u># of Units</u>	Stories	# Elevators
# Buildings	<u>SqFt - Total</u>	<u>SqFt - Source*</u> Appraiser   Approximate   Blueprint   Measured   Owner   Public Record	Apt. Name
<u>Total Parking Spaces</u>	<u># Heat Units</u>	<u># AC Units</u>	<u>Individual Metered?*</u> No   Yes
<u>Lot Dimensions</u>	Acres	<u>Mineral Rights*</u> Conveyed   Negotiable   Reserved	Assn Fee* None   Required   Voluntary
Assn Fee \$	Assn Fee Terms* Monthly   Quarterly   Yearly		

**Remarks & Misc**

Remarks
Realtor Remarks

Office/Member/Contract Info			
Seller Name	Seller Phone	<u>List Type*</u> Exclusive Agency   Exclusive Right   Exclusive Right w/prospect   Other	<u>3rd Party*</u> No   Yes
<u>Dual/Var*</u> No   Yes	<u>Compensation</u>	<u>Occupied By*</u> Owner   Tenant   Vacant	Bonus* No   Yes
<u>Limited Service*</u> No   Yes	<u>REO*</u> No   Yes		
Terms of Bonus			

Seller Opt Out:  Seller Directs Listing to be Excluded from Internet  Seller Directs Address to be Excluded from Internet  
 Seller Directs Listing to Not Be Used in AVMs on Internet  Seller Directs Listing to Not Allow Comments on Internet  
 Publish this listing to:  Realtor.com  ListHub  Zillow  CoStar  Homes.com  The Daily Advertiser

**Lst Agt/Ofc will NOT**

- LA/LO will NOT Advise the seller on PA's
- LA/LO will NOT Arrange Appointments
- LA/LO will NOT Assist seller in counteroffers
- LA/LO will NOT Negotiate for the seller

**Income & Expenses**

- Current Monthly Income:
- Current Yearly Income:
- Year:
- Gross Potential Income:
- Eff Gross Income:
- Current Occupancy %:
- Vacancy/Ct Loss:
- Total Expenses:
- Net Operating Income:
- Tax Expense:
- Insurance Expense:
- Maintenance/Repairs Expense:
- Utility Expense:
- Management Expense:
- Other Expense:

**Siding: 1 to 6 req'd**

- Aluminum
- Asbestos Siding
- Block
- Brick
- Stucco
- Vinyl Siding
- Wood
- Other

**Parking**

- Assigned/Reserved
- Attached
- Carport(s)
- Covered
- Detached
- Garage
- Lot
- No Parking
- Parking Garage
- Security
- Street
- Under
- Units Vary

**Construction: 1 to 5 req'd**

- Block
- Brick
- Concrete
- Frame
- Log
- Metal Siding
- Other

**Foundation: 1 req'd**

- Block
- Piers
- Piling
- Slab
- Other

**Roof**

- Built-Up
- Composition
- Concrete
- Metal
- Rubber
- Slate
- Tar/Gravel
- Tile
- Wood
- Other

**Heating: 1 to 4 req'd**

- Central Heat
- Electric
- Floor Heaters
- Gas
- Heat Pump
- Propane
- Radiant
- Radiator
- Solar
- Space Heater
- Wall Units
- Zoned
- None
- Other

**Cooling: 1 to 4 req'd**

- Attic Fans
- Ceiling Fans
- Central Air
- Heat Pump
- Wall Units
- Window Units
- Zoned
- None
- Other

**Interior**

- 9+ Ft Ceiling
- All Window Treatment
- Beamed Ceiling
- Electric Dryer Connection
- Electric Stove Connection
- Electric Washer Connection
- Gas Dryer Connection
- Gas Stove Connection
- Icemaker Connection
- Master Bath
- Rough-in Bath
- Skylight
- Some Window Treatments
- Vaulted Ceilings
- Walk-in Closet
- Walk-up Attic
- Wet Bar
- Other

**Flooring**

- Brick
- Ceramic Tile
- Concrete
- Marble
- Slate
- Stained/Scored Concrete
- Vinyl Sheet
- Vinyl Tile
- Wall to Wall Carpet
- Wood
- Other

**Appliances: 1 to 15 req'd**

- Compactor
- Counter Range
- Dishwasher
- Disposal
- Dryer
- Freezer
- Ice Machine
- Indoor Grill
- Microwave
- Range/Oven - Electric
- Range/Oven - Gas
- Refrigerator
- Wall Oven
- Washer
- Water Softener
- None
- Other

**Unit 1**

- Floor Plan:
- # Units:
- Type:
- Beds:
- Full Baths:
- Partial Baths:
- SqFt:
- Rent/Mo:
- Occupant:

**Unit 1 Features**

- Dining Room
- Eat-in Kitchen
- Fireplace
- Furniture
- Handicap Access
- Handicap Equipment
- Master Bedroom
- Porch/Patio/Deck
- Walk-in Closet
- Washer/Dryer
- Washer/Dryer Hookup

**Unit 2**

- Floor Plan:
- # Units:
- Type:
- Beds:
- Full Baths:
- Partial Baths:
- SqFt:
- Rent/Mo:
- Occupant:

**Unit 2 Features**

- Dining Room
- Eat-in Kitchen
- Fireplace
- Furniture
- Handicap Access
- Handicap Equipment
- Master Bedroom
- Porch/Patio/Deck
- Walk-in Closet
- Washer/Dryer
- Washer/Dryer Hookup

**Unit 3**

- Floor Plan:
- # Units:
- Type:
- Beds:
- Full Baths:
- Partial Baths:
- Rent/Mo:
- Occupant:
- SqFt:

**Unit 3 Features**

- Dining Room
- Eat-in Kitchen
- Fireplace
- Furniture
- Handicap Access
- Handicap Equipment
- Master Bedroom
- Porch/Patio/Deck
- Walk-in Closet
- Washer/Dryer
- Washer/Dryer Hookup

**Unit 4**

Floor Plan:

# Units:

Type:

Beds:

Full Baths:

Partial Baths:

SqFt:

Rent/Mo:

Occupant:

**Unit 4 Features**

Dining Room       Master Bedroom

Eat-in Kitchen     Porch/Patio/Deck

Fireplace           Walk-in Closet

Furniture           Washer/Dryer

Handicap Access    Washer/Dryer Hookup

Handicap Equipment

**Equipment**

Attic Fan           Humidifier

Cable Available     Individual Meter

Cable Ready         Intercom

Ceiling Fans         Sauna/Steam

Cent Vacuum         Security System

Fiber Available      Smoke Detector

Fiber Ready          Water Filter

Garage Door Opener  Whirlpool

Hot Tub              Other

**Exterior**

Balcony             Patio

Cabana              Porch

Deck                 Solar Panels

Fireplace           Sprinkler System

Gas/Propane Grill  Storage Shed/Building

Gazebo

Handicapped Access  Storm Doors

Hot Tub              Storm Windows

Landscaped          Other

Outside Light

**Sub/Complex**

Club House           Playground

Elevator             Pool

Gated Community    Pools-Multi

Golf Course          Public Transportation

Health Club          Shopping/Mall

Library               Tennis Courts

Medical Facility     Volleyball Courts

Park                  Other

**Lot**

Additional Land Avail  No Outlet Street

Commons             Sloping

Corner               Views

Cul-De-Sac          Water Frontage

Easements          Wooded

Golf Course Frontage  Zero Lot Line

Level                 Other

**Fencing**

Brick                 Privacy

Chain Link          Wood

Full                  None

Partial               Other

**Miscellaneous**

Broadband Internet Connection

Community Laundry

Community Utility Room

Drapes/Curtains

Fixer-Upper

Full Finished

Full Furnished

Partial Finished

Partial Furnished

Satellite Dish

Security Building

Storage in Building

Storage in Garage

TV Antenna

Units Vary

Washer/Dryer All

Washer/Dryer Some

**Owner Pays**

Broadband/Internet Access

Cable/Sat TV

Electric

Gas

Sewer

Trash

Water

**Tenant Pays**

Broadband/Internet Access

Cable/Sat TV

Electric

Gas

Sewer

Trash

Water

**Water/Sewer: 1 to 5 req'd**

Commercial Sewer

Commercial Water

Individual Sewer

Individual Water

Mechanical Sewer

Public Sewer

Public Water

Retaining Pond

Septic

Other

**Waterfront**

Access

Bayou/River

Beach

Dock/Mooring

Frontage

Gulf

Lake

Pond

River

View

Walk To

Other

**Financing: 1 to 5 req'd**

1031 Exchange

Assumable

Cash

Contract

Conventional

FHA

Home Loan

Lease Purchase

Owner Finance

Private Banking

Third Party/REO

VA

None

Other

**Showing: 1 to 3 req'd**

Appoint Required

Call Listing Agent

Call Listing Office

Lockbox

No Lockbox

Register Showings

Other - See Remarks

**Unit** \_\_\_\_\_

- Floor Plan:
- # Units:
- Type:
- Beds:
- Full Baths:
- Partial Baths:
- SqFt:
- Rent/Mo:
- Occupant:

**Unit** \_\_\_\_\_ **Features**

- |   |   |
|---|---|
| <input type="checkbox"/> Dining Room        | <input type="checkbox"/> Master Bedroom   |
| <input type="checkbox"/> Eat-in Kitchen     | <input type="checkbox"/> Porch/Patio/Deck |
| <input type="checkbox"/> Fireplace          | <input type="checkbox"/> Walk-in Closet   |
| <input type="checkbox"/> Furniture          | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Access    | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Equipment | Hookup                                    |

**Unit** \_\_\_\_\_

- Floor Plan:
- # Units:
- Type:
- Beds:
- Full Baths:
- Partial Baths:
- SqFt:
- Rent/Mo:
- Occupant:

**Unit** \_\_\_\_\_ **Features**

- |   |   |
|---|---|
| <input type="checkbox"/> Dining Room        | <input type="checkbox"/> Master Bedroom   |
| <input type="checkbox"/> Eat-in Kitchen     | <input type="checkbox"/> Porch/Patio/Deck |
| <input type="checkbox"/> Fireplace          | <input type="checkbox"/> Walk-in Closet   |
| <input type="checkbox"/> Furniture          | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Access    | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Equipment | Hookup                                    |

**Unit** \_\_\_\_\_

- Floor Plan:
- # Units:
- Type:
- Beds:
- Full Baths:
- Partial Baths:
- SqFt:
- Rent/Mo:
- Occupant:

**Unit** \_\_\_\_\_ **Features**

- |   |   |
|---|---|
| <input type="checkbox"/> Dining Room        | <input type="checkbox"/> Master Bedroom   |
| <input type="checkbox"/> Eat-in Kitchen     | <input type="checkbox"/> Porch/Patio/Deck |
| <input type="checkbox"/> Fireplace          | <input type="checkbox"/> Walk-in Closet   |
| <input type="checkbox"/> Furniture          | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Access    | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Equipment | Hookup                                    |

**Unit** \_\_\_\_\_

- Floor Plan:
- # Units:
- Type:
- Beds:
- Full Baths:
- Partial Baths:
- SqFt:
- Rent/Mo:
- Occupant:

**Unit** \_\_\_\_\_ **Features**

- |   |   |
|---|---|
| <input type="checkbox"/> Dining Room        | <input type="checkbox"/> Master Bedroom   |
| <input type="checkbox"/> Eat-in Kitchen     | <input type="checkbox"/> Porch/Patio/Deck |
| <input type="checkbox"/> Fireplace          | <input type="checkbox"/> Walk-in Closet   |
| <input type="checkbox"/> Furniture          | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Access    | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Equipment | Hookup                                    |

**Unit** \_\_\_\_\_

- Floor Plan:
- # Units:
- Type:
- Beds:
- Full Baths:
- Partial Baths:
- SqFt:
- Rent/Mo:
- Occupant:

**Unit** \_\_\_\_\_ **Features**

- |   |   |
|---|---|
| <input type="checkbox"/> Dining Room        | <input type="checkbox"/> Master Bedroom   |
| <input type="checkbox"/> Eat-in Kitchen     | <input type="checkbox"/> Porch/Patio/Deck |
| <input type="checkbox"/> Fireplace          | <input type="checkbox"/> Walk-in Closet   |
| <input type="checkbox"/> Furniture          | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Access    | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Equipment | Hookup                                    |

**Unit** \_\_\_\_\_

- Floor Plan:
- # Units:
- Type:
- Beds:
- Full Baths:
- Partial Baths:
- SqFt:
- Rent/Mo:
- Occupant:

**Unit** \_\_\_\_\_ **Features**

- |   |   |
|---|---|
| <input type="checkbox"/> Dining Room        | <input type="checkbox"/> Master Bedroom   |
| <input type="checkbox"/> Eat-in Kitchen     | <input type="checkbox"/> Porch/Patio/Deck |
| <input type="checkbox"/> Fireplace          | <input type="checkbox"/> Walk-in Closet   |
| <input type="checkbox"/> Furniture          | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Access    | <input type="checkbox"/> Washer/Dryer     |
| <input type="checkbox"/> Handicap Equipment | Hookup                                    |

**Amber**

---

**From:** Patrick Reagan <preagan@reaganenergy.com>  
**Sent:** Monday, March 13, 2023 12:18 PM  
**To:** Patrick Reagan; Amber  
**Cc:** Patrick Reagan  
**Subject:** RE: Notice of MLS Fine: 328 Wentworth Blvd

Hey Amber,  
Thank you for your assistance regarding the fine and explanation, etc.

I would like to appeal the fine as I actually did change the status of the listing within the allotted time. What I did not do correctly was take the proper next step and add the contract date and closing date and submit therein. I honestly thought I had taken the proper steps until a colleague notified me that my listing was still active. I then went back and completed the proper steps.

I did not complete the proper steps the first time because of my lack of experience. I am also an Oil & Gas Landman and spend much of my time in those endeavors so my lack of training was the reason. There is no excuse for ignorance but I ask that the MLS committee forgive me this time, for my efforts were timely but my process was not.

Thank you very much!

Patrick W. Reagan, CPL

Nerds: 440055486

Beau Box Real Estate

## **OFFICIAL NOTICE OF MLS FINE**

**March 13, 2023**

**TO: Patrick Reagan  
Beaux Box Commercial Real Estate**

**FROM: Amber Parker, MLS Director**

**RE: Violation of Appendix A – Failure to change status within MLS required  
timeframe**

This fine hereby given for failure to submit listing status change to PENDING/ACTIVE-CONTINGENT within the MLS required timeframe:

**MLS# 22004480                      328 Wentworth Blvd  
(contract date: 3/02/23; entered 3/10/23)**

## Amber

---

**From:** Tommy Dean <tommy@stradarealty.com>  
**Sent:** Tuesday, March 14, 2023 9:20 PM  
**To:** Amber  
**Cc:** thebruceinvestments@gmail.com; Tesha Duhon  
**Subject:** Re: 109 Granite Creek Bend  
**Attachments:** Failure to Submit Listing\_Tommy Dean 3.13.23.pdf

Tommy Dean  
345 Doucet Rd, Ste 229  
Lafayette, LA 70503  
tommy@stradarealty.com  
Mar 14, 2023

Louisiana MLS Board  
234 Rue Beauregard  
Lafayette, LA 70508

Dear Sir/Madam,

I am writing this letter to appeal the violation of Appendix A – Failure to Submit Listing(s) within MLS required timeframe with regard to the property at MLS# 23001969, located at 109 Granite Creek Bend, Lafayette, LA.

I acknowledge that I failed to submit the listing within the required timeframe, which was an unintentional oversight on my part. However, I would like to bring to your attention the extenuating circumstances that led to this delay.

After I acquired the signed listing paperwork, the seller had a life circumstance regarding a divorce settlement with his bank and the home needed to be appraised. This was unbeknownst to him at the time we signed the listing agreement. We planned to go live with the listing the very next morning and I had already entered all of the information for the home. I was even planning to put the lockbox on the door the very next morning shortly after it was live. After he found out the home needed to be appraised, he called me and asked that we hold off listing and putting the lockbox so the appraiser didn't notice the lockbox and notify the bank that he was selling the property. I simply honored his request because it was a sensitive topic and somewhat private in nature to get into great detail.

The day he notified me that the home had been appraised, which was after hours the evening of March 10, 2023, I immediately changed the status in the MLS to active and installed a lockbox on his property. My intent was to be honest as to what happened but went wrong on correcting the date.

I would like to emphasize that this was a one-off circumstance and my co-listing agent Tesha Duhon had no knowledge of this particular circumstance with the seller as I felt it was not relevant at the time. Therefore, I kindly request that at a minimum, please strike her fine from the record in her innocence.

I appreciate your understanding of this situation and your willingness to consider my appeal. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your time and consideration.

Professionally,

Tommy Dean  
Realtor, Sales & Marketing Associate  
Strada Realty



# Transaction Desk Forms Update

## Commercial Forms:

- Can we add a link to the Commercial/Industrial MLS Data Input Sheet from MLS forms folder?

## Listing Forms:

- Please remove Buyer Agency Agreement from Listing Forms. It is currently in Agency Forms and Listing Forms. Can we remove it from listing forms and add to purchase forms?
- Move the Commission Agreement form to the Commercial forms folder
- Delete all fillable versions of the forms and just leave the authentisign templates

## LREC Forms:

- Delete New Construction Addendum
- Delete the Condominium Addendum that doesn't have the blue seal from the Louisiana Real Estate Commission on it
- Deposit Addendum is added in twice, can we have it where it's only added once but we have a link to it in Purchase Forms folder as well?
- Delete all "interactive/fillable" versions of forms.

## Purchase Forms:

- Delete Contingency Addendum (Rev. 04/2020)
- Swap out Contingency Addendum with the attached form that has the revision date on the bottom of the document that says August 2022
- Remove Property Inspection Response (LREC)
- Can we have a link to the RAA Response to Property Inspection form that is in the RAA forms folder in purchase forms?

## MLS Forms:

- Move Caravan Request Form – Iberia & St Mary to RAA Forms Folder
- Move NOLA Caravan Request Form to RAA Forms Folder
- Rename Rental Input Form to "Lease/Rental Input Form (RENT)"
- Move Request for Licensed Assistant to RAA Forms Folder
- Move Request for Personal Assistant to RAA Forms Folder
- Move RAA MLS Waiver Application Form to RAA Forms Folder
- Add a link to the MLS Coming Soon form from Listing Forms folder
- Add a link to the MLS Exclusion form from Listing Forms folder

## RAA Forms:

- Remove all "LREC" forms from the folder.
- Remove RAA Buyer Response to Property Inspection
- Remove RAA Seller Response to Property Inspection

# Photographer Network

The **MLS PREFERRED PHOTOGRAPHER PROGRAM** has been created for our Broker & Agent members. We realize in this day & age of technology and listing syndication, often listing photos can cause some copyright frustration. We like to be a proactive, solution based, member focused MLS, which is why we created The Preferred Photographer Program. Every photographer on our list has been properly vetted, trained, and has agreed to an unlimited, lifetime copyright release on photos used for the sole purpose of listing, marketing and selling the specific property photographed.

## **VETTED**

We require all our photographers to complete an application, an agreement with MLS, and review the required agreement between photographer and broker/agent. They must agree to all terms and meet some basic minimum requirements, including being a real estate photographer.

## **LIMIT COPYRIGHT HASSLE**

Listing photos, seems simple enough right? Absolutely, if it's your listing, you take the photos and you are the broker. However, any variation and you may stumble into possible copyright issues and a conversation about intellectual property.

The photographers on our preferred list have already agreed to copyright release in advance. If you use a Preferred Photographer, you'll severely reduce your risk and limit potential copyright hassle in the future.

## **WHY SHOULD YOU USE IT?**

For several reasons. First, it's been reported that using a professional photographer for the purpose of marketing and listing properties, decreases the amount of time needed to sell and increases the purchase price.

Secondly, using a Preferred Photographer is a one stop shop. Many photographers on the list can accommodate a variety of services throughout the state of Wisconsin. Third, it saves time. The photographer takes the listing photos and uploads them to FlexMLS via Metro MLS on behalf of the broker or agent.

Lastly, limit copyright hassle. Many times an agreement between a broker and photographer does not include a copyright release, that's risky. The broker pays for the photos, yet doesn't have unlimited rights to use them, which can cause a lot of frustration down the road. The Preferred Photographer Program drastically reduces risk because we have proactively worked out the copyright details in advance.

**Ultimately, you should use the Preferred Photographer Program because it helps improve the listing experience for brokers, agents and their clients.**

Check out this example from another MLS:

<https://metromls.com/preferred-photographer-program/>

**Add Listing –**

**GENERAL ADDRESS MAIN FIELDS DETAILS ROOMS UNITS PHOTOS BROKER DISTRIBUTION**

**General Listing Information**

Property Type:

Listing Agent:

Co-listing Agent:

Certified Photographer:  so that they may upload photos

- No Certified Photographer
- Immersive Spaces, LLC**  
Adrian Wilcox
- Firelight Images**  
Anthony Ruiz
- Bobbi Smith**  
Bobbi Smith



Integrated on Flex MLS on March 1st, 2023

Training Webinar on March 7th, 2023

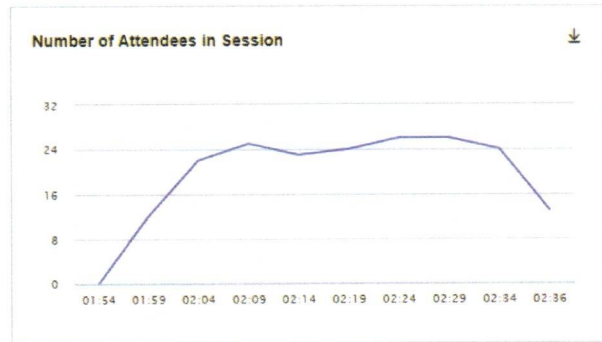
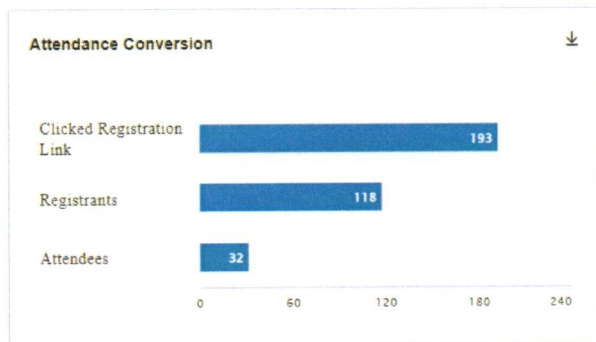
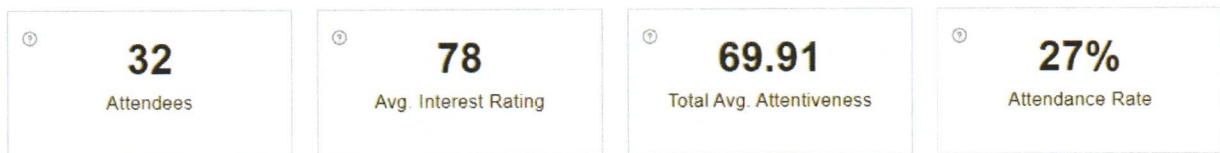
**Registered:** 118

**Clicked Registration Link:** 193

● STANDARD

**Get to Know Your Market with MarketStats by ShowingTime for REALTOR® Association of Acadiana**

Tuesday, Mar 07, 2023 01:54 PM CST - 02:36 PM CST



# OfferManager by ShowingTime

Integrating on FlexMLS on March 27th, 2023

## Webinar Trainings Available:

March 27<sup>th</sup>, 2023 at 10:00 a.m.

Signed Up: 64

March 29<sup>th</sup>, 2023 at 11:00 a.m.

Signed Up: 23

## In-Person Training:

March 28<sup>th</sup>, 2023 at 9 a.m., 11 a.m., 1 p.m., and 3 p.m.

Location Switched from LITE Center to RAA Office

Signed Up: 22



## Showing Beacon®

With Showing Beacon, an agent can set a timer for a showing or client meeting. In the event the timer reaches 0 before it's canceled, an SMS notification will be sent to a designated contact with the details about the agent's current location.

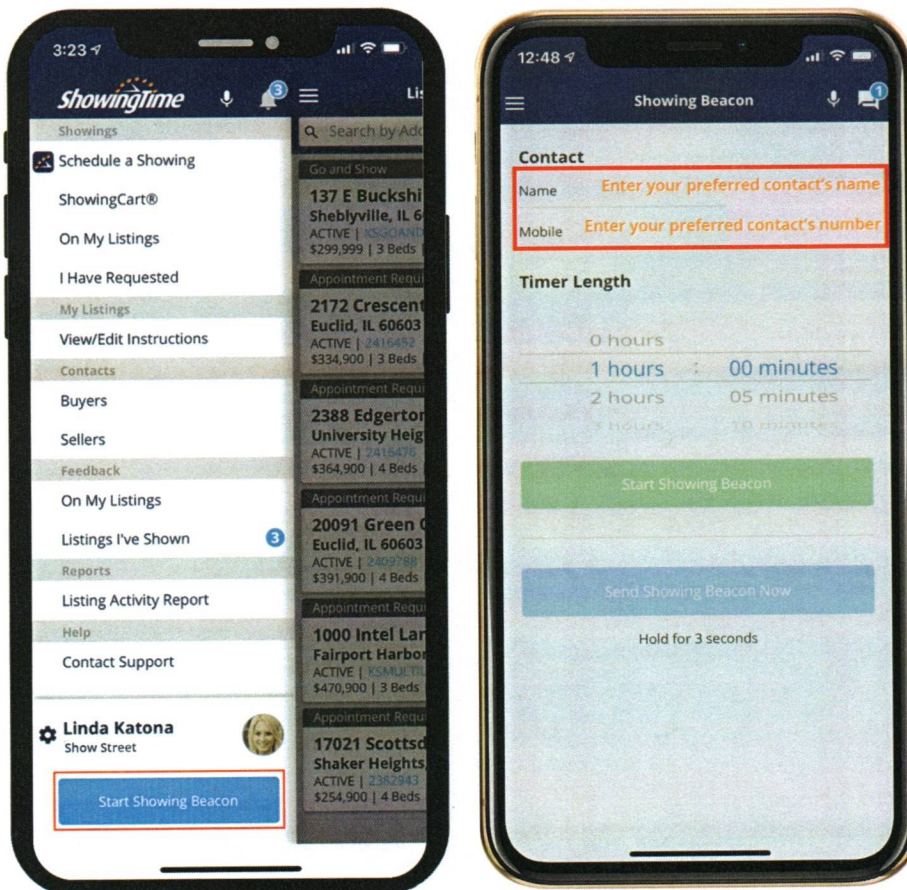
To get started with this feature, make sure you have the most updated version of the ShowingTime app (available from your device's app store) and have enabled push notifications and GPS location sharing.



Next, open the app and click the “Start Showing Beacon” button in the side menu or under the showing appointment details.

Then add the name and phone number of the preferred contact who will be alerted when you use this feature.

Once you have added the contact, the feature is ready to use.



## Using the Beacon

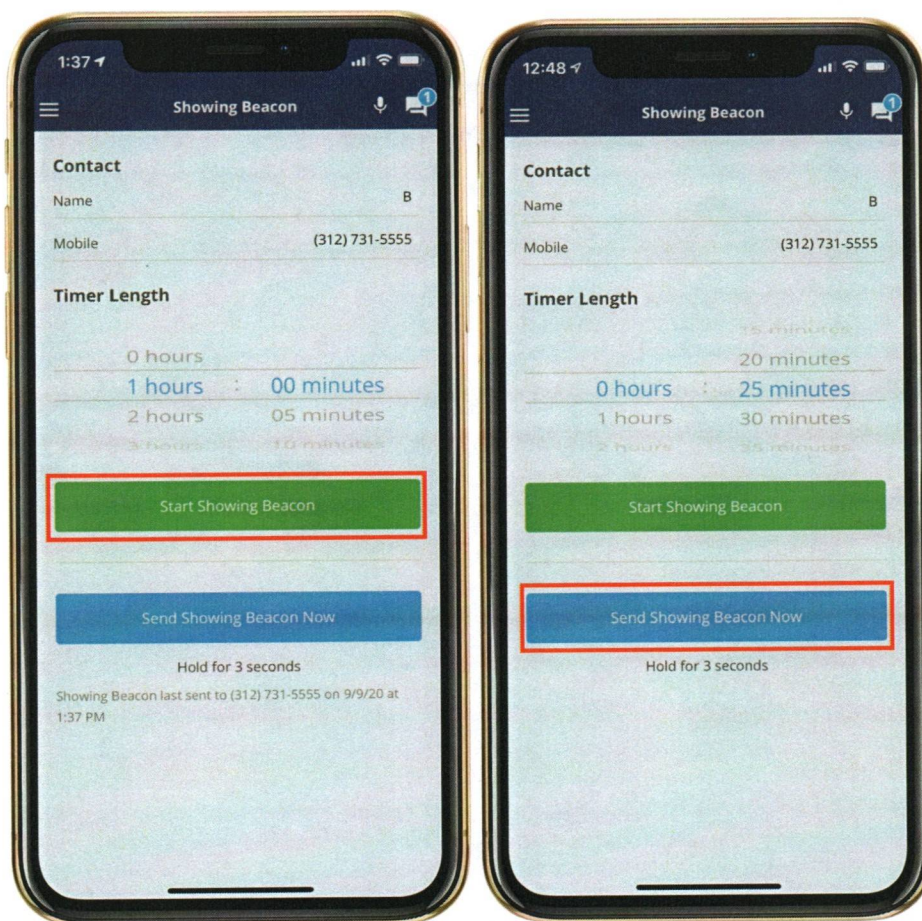
There are two easy ways to send an alert to your preferred contact:

### 1. Set Showing Beacon Timer

Use this option to set a timer for a specific period of time.

### 2. Send Showing Beacon Now

Use this option to immediately send a text alert to your preferred contact. To send Showing Beacon now, open Showing Beacon then press and hold down the blue button that reads “Send Showing Beacon Now” for 3 seconds.



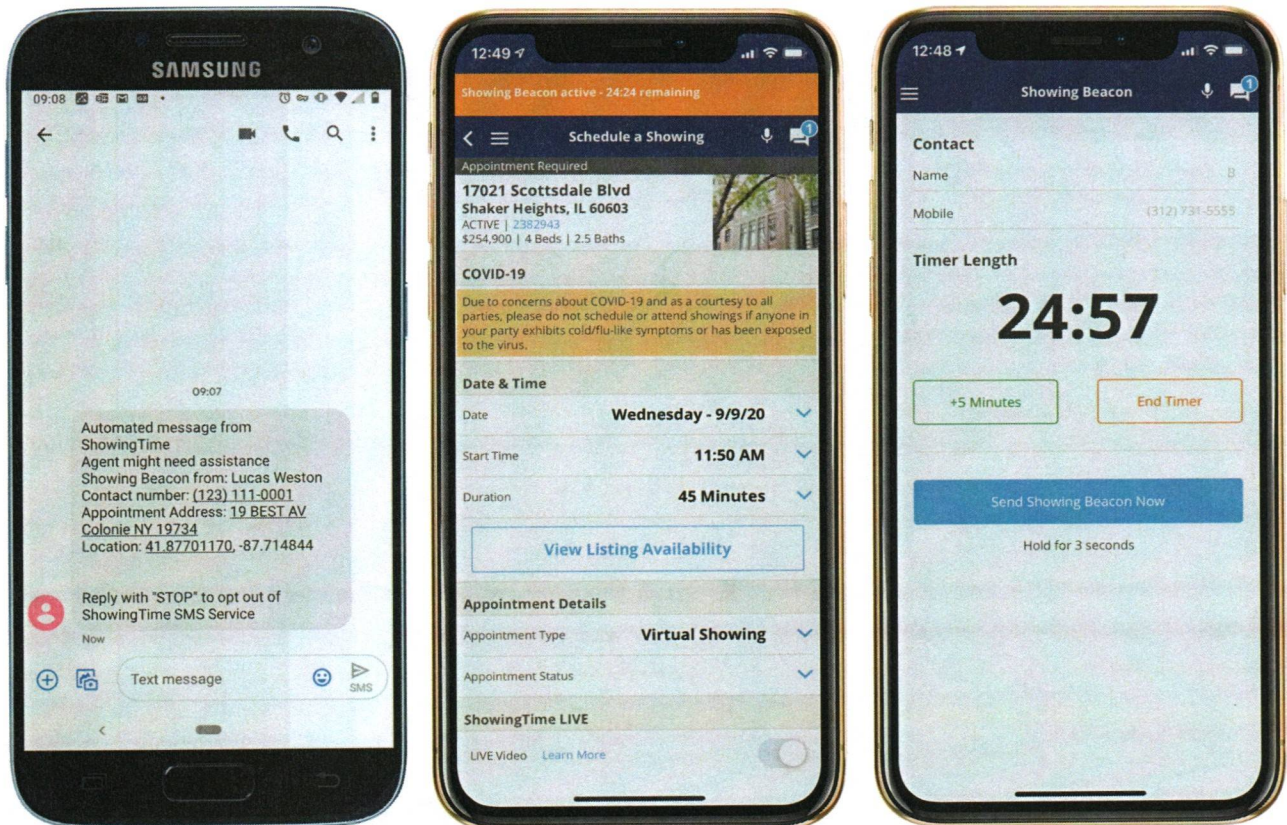
**If you don't end the timer before it expires, a text alert will be sent to your preferred contact.**

A text alert will be immediately sent to your preferred contact letting them know your current location and your contact number.

Your preferred contact will receive an SMS that contains:

- Your name
- Your contact number
- Your location

If you access the beacon from the appointment, the address of the listing will also be sent.



A banner will appear across the top of the app once you set the timer, letting you know how much time is remaining.

You'll receive a push notification 60 seconds before the timer is set to expire and you can add time in 5-minute increments as needed.