

INTRODUCTION TO MLS[®] & INTERFACE^{press}[™]



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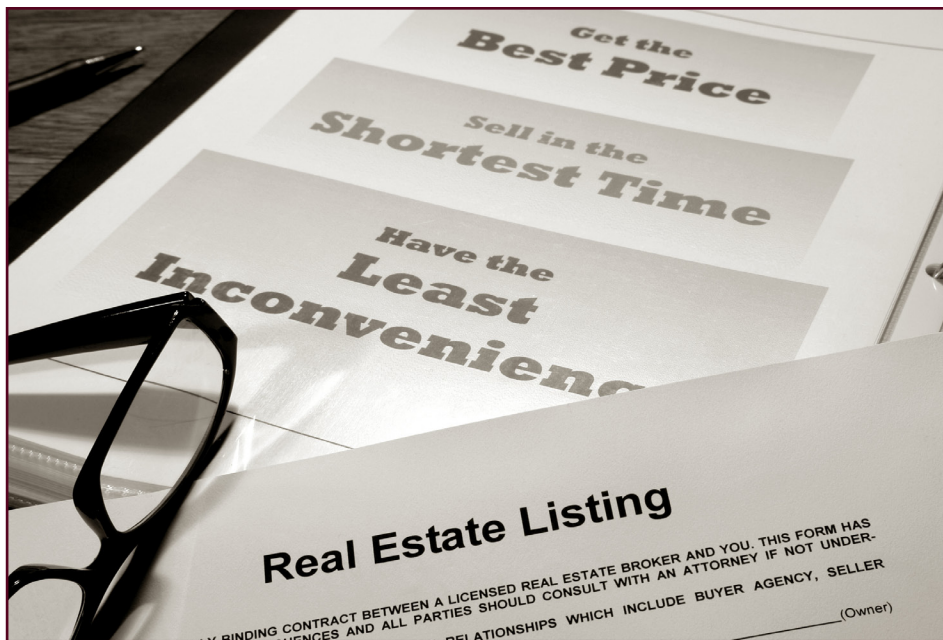
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PART I: INTRODUCTION TO MLS®

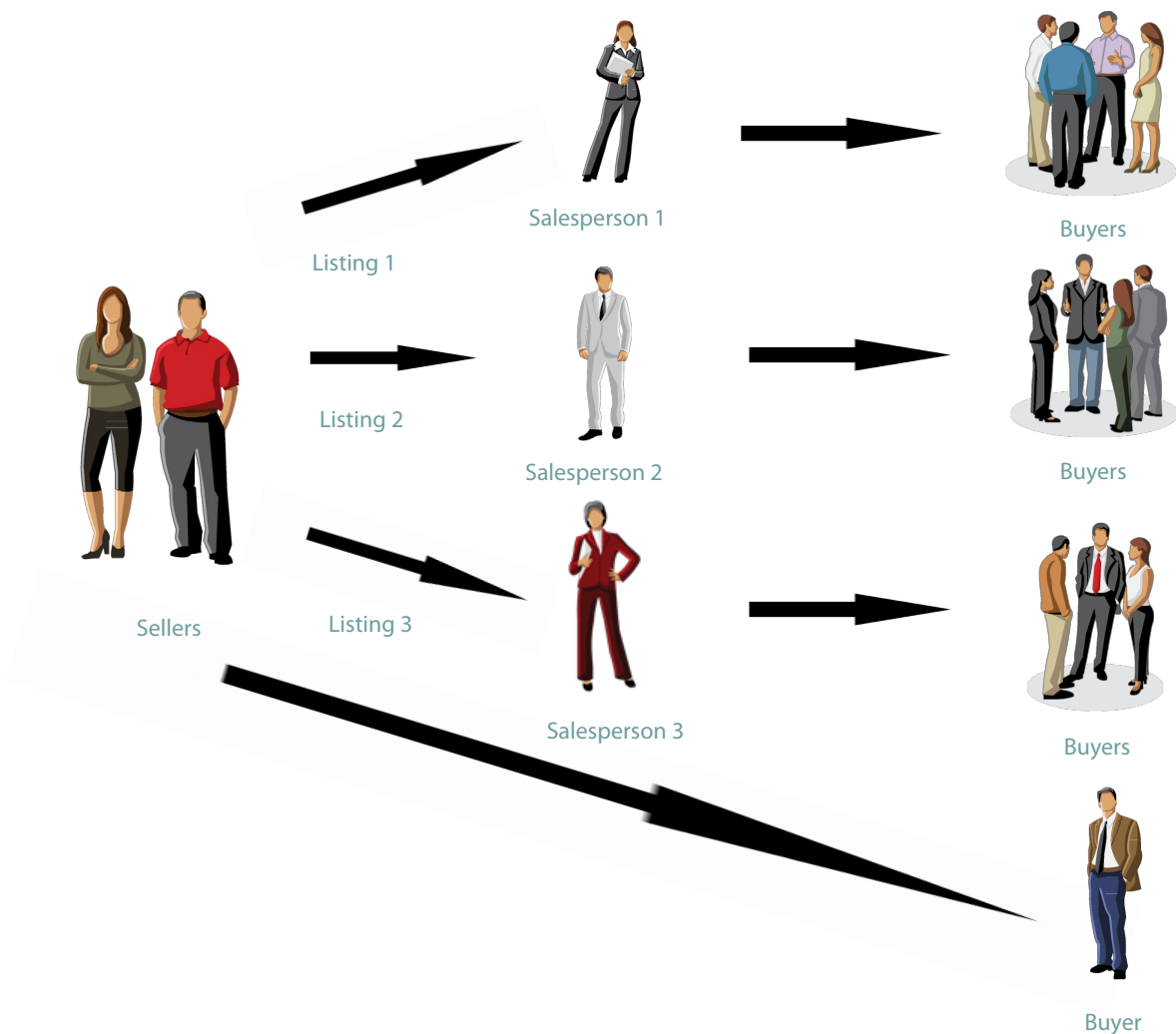


Three Types of Listings

There are three major kinds of property listings; open listings, exclusive listings, and multiple listings.

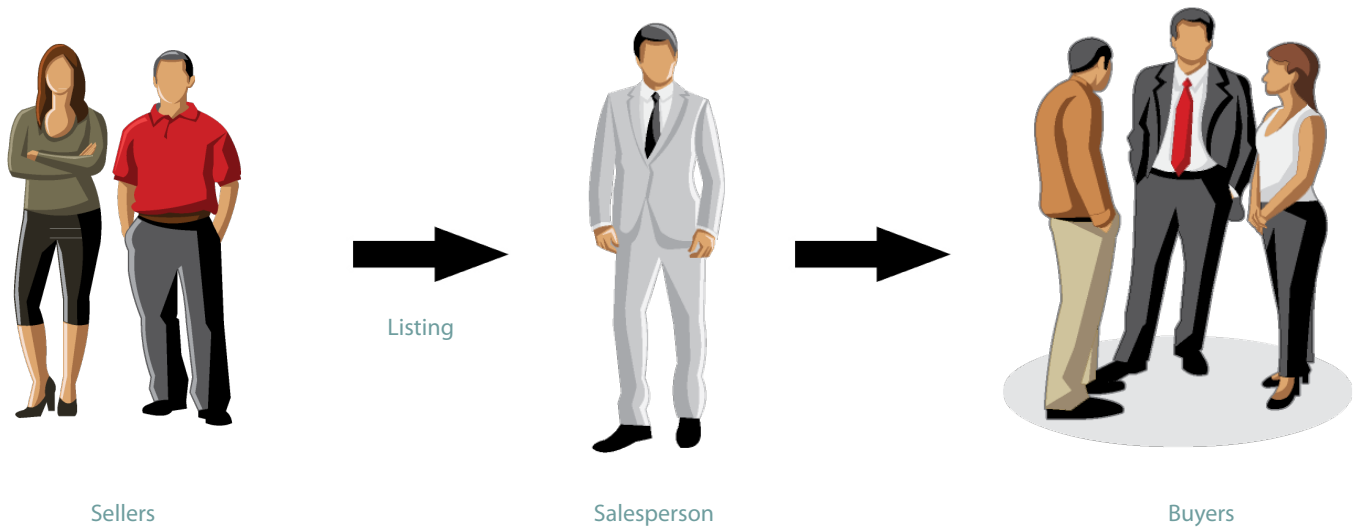
Open Listings

Open listings are listings in which owners list their property openly with many agents. There are no guidelines as to how many agents can represent an open listing. Open listings are often attractive to owners as they are able to have numerous agents working on selling their property simultaneously. Unfortunately, this method usually does not result in fast and successful property selling as agents become demotivated from the high competition amongst themselves. There is little financial security for the work that put into the listing.



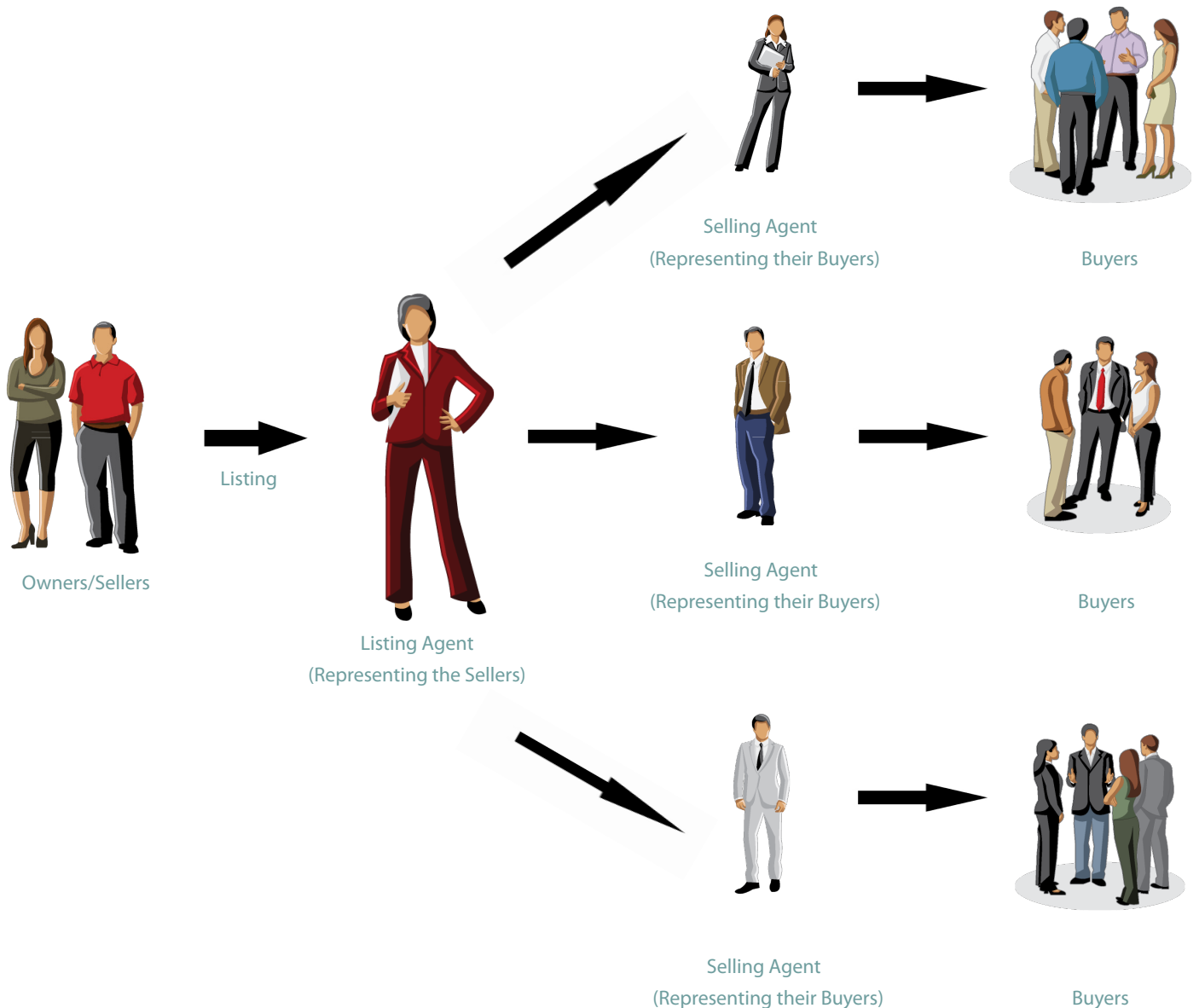
Exclusive Listings

Exclusive listings are often thought of as an attractive listing method by agents, as the owner agrees to give only one agent the rights to sell their property. With exclusive listings, agents are confident that they are the only individual who will get the commission from this property sale and therefore are highly motivated. Unfortunately, owners are discouraged to sign their property as an exclusive listing due to the significant decrease in market exposure.



Multiple Listings

The multiple listing was developed to encompass the benefits of both the open and exclusive listing. The multiple listing requires that a owner lists with only one agent, guaranteeing that agent rights to the commission of the property sale if it is sold before the listing expiration. However, unlike an exclusive listing, the multiple listing ensures vast market exposure as every agent has the right to sell the property and share in the commission. The multiple listing service provides that there is both a listing agent and a selling agent and that these two agents share the commission. The listing agent represents the owner and is responsible for drawing attention to their listing, while a selling agent represents buyers and is responsible for finding a property to meet their buyers' needs.



Benefits of the MLS®

In order for Multiple Listings to be successful, associations of real estate agents were created. These associations enabled the exchange of information among agents to ensure that listings were getting full market exposure. Today's Multiple Listing Service® provides a means of advanced data sharing where all association members can quickly access information about MLS® listings. This system is very successful as owners know that to get full market exposure they need to list their property on the MLS®. Multiple Listing Service® entitles agents to secure compensation, owners to extensive market exposure, and prospective buyers to a comprehensive and detailed list of properties for sale.



Certainty of Commissions

Multiple Listings were invented to better secure the obligation to pay the commission. For this reason "Multiple Listings" are similar to the "Exclusive Listings" in that they provide for the undisputed payment of the commission upon the sale of the property. The listing agent is not required to prove to the seller that he was the "procuring cause of sale".

Market Exposure for Sellers

Multiple Listings create optimum market exposure for sellers, going of course beyond exclusive listings but even beyond what can be achieved through open listings with many different offices. By definition a Multiple Listing is open to all agents to sell (hence it is called "Multiple"). What it means is that when he signs a Multiple Listing effectively he is giving an exclusive listing to the entire RAJ membership.



Convenience for Buyers

By consolidating all properties for sale in one place (a national website) it becomes much easier and more convenient for buyers to shop for the ideal property. Buyers can also choose their REALTOR® from the RAJ Membership to work with them in achieving their objectives

Marketplace Transparency

An MLS® creates a database of known sale prices. Therefore true market values are better understood by Agents, Sellers and Buyers.

Independent Agent Representation

The MLS® business model makes it possible for both the Seller and the Buyer to be represented throughout the entire selling process by a single agent whom they know and trust. This creates safety and security in the marketplace and facilitates negotiations leading to a sale.

Agent Specialization

The MLS® business model makes it possible for Agents to work with either sellers only or with buyers only; according to where their best talents lie.



Marketplace Efficiency

An MLS® strongly encourages cooperation among all agents. This improves productivity for the real estate industry and reduces inefficient activities, redundancy and waste.



Reports

An MLS® database contains comprehensive and detailed records of listings and sales out of which all manner of computer generated reports can be derived. These reports can identify marketplace trends and facilitate properly informed decision making.

Deployment of Computer Tools

The presence of a computer MLS® database makes it uniquely easier to bring computer technology into the buying and selling process. Hence real estate agents using an MLS® have access to mapping, forms, automatic emailing, mailing lists, prospect tracking, appointment scheduling and similar support tools to improve the quality and efficiency of their services.

Strengthening the Role of the Association


The MLS® strengthens the role of the association that is providing the MLS® service and in time it leads to 100% membership in that association by all real estate agents. This then improves the industry, as the association is in a stronger position to enforce behavior standards for all practicing agents and to protect their collective interests.




The Multiple Listing Agreement

The MLS® Agreement outlines the expectations and requirements of the property owner and the Listing Agent. The agreement provides protection to both parties. The Multiple Listing Agreement outlines the expectations and obligations of the stakeholders such as, but not limited to;

- **Listing Fundamentals:** The property to be listed, the listing period, volume and folio numbers, and the name of the seller and the listing agent
- **Complete Disclosure of Property:** The seller agrees that the listing agent will obtain information regarding the property from any person, corporation, or governmental authority for the purposes of selling the listing legally and ethically
- **Cooperation Among Agents:** The seller agrees that the listing agent will work cooperatively with other members of RAJ
- **Commission for the Selling Agent:** The seller understands that the listing agent will allocate a percentage of their commission to a cooperating agent if that agent represents the successful buyer
- **Commission for the Listing Agent:** The seller agrees to pay the listing agent the specified commission if the property is sold within the listing period
- **Maintain the Property in the MLS® System:** The listing agent will list the property into the MLS® and maintain the listing in active status until it is sold or the end of the listing period is reached
- **Advertise and Market the Property:** The listing agent and cooperating agents will advertise, present and market the property in addition to negotiate offers on the property. The listing agent will present all written offers to the sellers up to the sales contract being signed by both parties.



MULTIPLE LISTING AGREEMENT FORM
REALTORS' Association Of Jamaica


MLS #

The Seller/Landlord hereby lists with the listing Broker the property (herein the "Property") known as

Street # _____ Street Name _____

Volume # _____ Folio _____

To offer the Property for sale at a price of _____

To offer the Property for lease at _____

(herein the "Listed Price") in the Multiple Listing Service ("MLS") of the REALTORS' Association Of Jamaica ("RAJ") where the Property will be open to all member agents of RAJ to attempt to procure its sale or lease. The Property may include a leasehold interest, a business and the goodwill and assets of it, an interest, partnership or share in a business or in the goodwill and assets of it or a mobile home, plus any other property designated by the Seller/Landlord in the MLS Data Input Form.

- The Seller/Landlord hereby gives the Listing Broker for the period set forth herein, the sole right, power and authority to act as the Seller/Landlord's real estate agency for the listing, of the Property. This agreement prohibits the listing and marketing of the property with any other broker or salesperson during the period set forth herein. The Seller/Landlord agrees to direct all inquiries concerning this property from whatever source to the Listing Broker during the period of this Agreement, which shall include inquiries from the general public and all other real estate agents. Any failure to do so shall constitute a substantial breach of this Agreement.
- The Seller/Landlord hereby agrees to cooperate fully with the Listing Broker in the marketing of the Property and the Seller/Landlord authorizes and directs the Listing Broker:
 - to cooperate with all other RAJ members acting for a prospective Buyer/Tenants ("Cooperating members");
 - to obtain information concerning the Property from any person, corporation or governmental authority;
 - to advertise the Property on the Internet and elsewhere; and
 - to show the Property either personally or through a Cooperating member to prospective Buyer/Tenants during reasonable hours.
- The Seller/Landlord agrees to pay the Listing Broker a commission in the amount of _____ % of the gross sale or lease price or \$ _____ amount plus GCT at the prevailing rate. The Seller/Landlord agrees to pay the Listing Broker the above commission if, during the term of this Agreement, the Property is sold/rented or the Seller/Landlord enters into an agreement for the sale/rental of the Property and all conditions to be performed by the Buyer/Tenant under such agreement are satisfied in accordance with the terms thereof. "Sale" includes an exchange and "sale price" includes the value of property exchanged. In addition, if, prior to the Expiration Date of this Agreement, the Listing Broker presents an offer at or above the Listed Price, with no conditions, that provides for a completion within a reasonable period of time from the date of the offer, the Seller/Landlord will pay the full commission set forth herein whether or not the Seller/Landlord accepts that offer. The parties agree that to assist in procuring a Buyer/Tenant for the Property, the Listing Broker shall offer to all Cooperating members a portion of the Listing Broker's commission in the amount of _____ % of the sale price or lease of the Property or \$ _____ amount plus GCT at the prevailing rate.

The intent of the clause is to set out the circumstances under which the Seller/Landlord is obligated to pay the Broker where the broker presents an offer and the offer is not accepted by the Seller/Landlord. These circumstances are:

- The offer is at or above the Listed Price
- The offer has no conditions (meaning an unconditional offer)
- The offer provides for a completion within a reasonable period of time from the date of the offer.

- The Seller/Landlord also agrees to pay the full commission due under this Agreement if, within SIX (6) months after the Expiration Date of this Agreement, the Seller/Landlord sells/rents or agrees to sell/rent the Property directly or indirectly to anyone who has made an oral or written offer to purchase the Property and whose names the Listing Broker shall have submitted in writing to the Seller/Landlord within ten (10) days after the expiration of this Agreement or with whom the Listing Broker has negotiated prior to the Expiration Date provided the Listing Broker has given the Seller/Landlord written notification of such negotiation prior to the Seller/Landlord's sale/rent of the property to such person or to a person or entity with whom such person is associated or affiliated. The negotiation with such person need not be over the price of the Property or any specific term or condition of rental or sale. The Seller/Landlord will not be obligated to pay the Listing Broker the commission if, at the time of such sale or agreement to sell, the Seller/Landlord has entered into a valid, bona fide Multiple Listing Agreement relating to the Property with any other RAJ member.
- The Seller/Landlord does () does not () grant the Listing Broker permission to place and maintain a "For Sale or For Rent" sign upon the Property.
- Owner does () does not () grant Listing Broker permission to display the property on the Multiple Listing Service (MLS) public website.
- Seller/Landlord does () does not () agree for this listing to be displayed, through the MLS feed, on other members website.
- Listing Broker's Agency Duties and Authority.** The Listing Broker agrees to list the property immediately in the MLS and to maintain an active listing for the Property in the MLS while the Property is for sale or lease under this Agreement; and the Listing Broker agrees to fully cooperate with all Cooperating members to effect the sale of the property. The Seller/Landlord authorizes the Listing Broker to advertise, show and market the Property as the Listing Broker deems appropriate, to negotiate for offers on the Property and to present all written offers to the Seller/Landlord up to and including the Expiration Date of this Agreement. The Seller/Landlord understands that, during the term of this Agreement, the Listing Broker will be marketing other properties that may be of the same general nature as the Seller/Landlord's property. The Seller/Landlord consents to the Listing Broker representing other Seller/Landlords or Buyer/Tenants of other properties and marketing other properties during the term of this Agreement. The Listing Broker is not required to disclose to the Seller/Landlord confidential information obtained through any agency relationship with other persons. The decision to accept any Buyer/Tenant's offer that may be presented is the Seller/Landlord's exclusive decision. The Listing Broker has no authority to accept or agree to any offers on the Seller/Landlord's behalf. The Seller/Landlord reserves the right to change the Listed Price by a written and signed notice to the Listing Broker.

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Duties of the Listing and Cooperating Members

Duties of the Listing Agent

The Listing Member (Agent) is responsible for not only listing the property into the MLS® but also for providing the seller with substantive services and representation throughout the listing period. Such services include, but are not limited to, the following:

- Advise the seller as to the true market value of the property and the appropriate recommended listing price
- Advise the seller on preparing the property for showing
- Coordinate and assist in the scheduling of all showings of the property and be personally present at the showings, if requested to do so by the seller or the cooperating member
- Negotiate and/or review with the seller the terms and provisions of all written offers and counteroffers
- Assist the seller in matters related to the closing of the transaction

Duties of the Cooperating Members

The Cooperating Member shall represent the buyer throughout the process and shall provide substantive services to the buyer including, but not limited to;

- Accompany the buyer while viewing the property either personally or through the assistance of any other member
- Prepare, negotiate, and review with the buyer the terms and provisions of a written offer to purchase and contract for sale. Only written offers by the Buyer shall be presented to the seller and no verbal offers shall be accepted or presented.
- Coordinate and assist in scheduling inspections, surveys, mortgage applications, and all other matters related to the closing of the transaction.

Commission



Listing Agents must specify their commission rate on the Multiple Listing Agreement and seller's must be aware of the rate before signing. Listing Members must only charge fees that are fair and reasonable, and in accordance with local practice standards. The selling commission shall be shown as a percentage of the gross selling price. The breakdown of commission is as follows;

- A sale represented solely by the Listing Agent results in 100% commission payment from the Seller (previous owner) to the Listing Agent
- The sale of the property by a Cooperating Member, other than the Listing Agent, shall result in split commission with a set portion payable to the Sub-Agent who represented the successful buyer. This commission must be determined before negotiations of sale are commenced. The seller would pay 100% of the commission to their salesperson (the Listing Agent) and the Listing Agent would then be responsible for paying the Cooperating Member immediately.

PART II: INTRODUCTION TO INTERFACE^{express}TM



Intro to INTERFACEexpress™

Welcome to INTERFACEexpress™. This MLS® gateway is brought to you by RealtyServer Systems.

INTERFACEexpress™ provides access to a central database of listings using an internet connection and any web browser. From this portal, members can perform listing data entry, listing searches, and print or email listings directly to their clients. This service enables agents to manage listings from any computer connected to the Internet.

All listings uploaded into INTERFACEexpress™ will be instantly shared with all other members of your association. The listings will be publicized on the RAJ MLS® site offering unparalleled marketplace exposure. These properties can be sold by any cooperating member of RAJ while providing guaranteed commissions to both the original listing agent and the agent who successfully found a buyer.

To logon to INTERFACEexpress™ follow these simple steps:

1. Open your preferred web browser such as Internet Explorer™, Mozilla Firefox™, Google Chrome™, or Safari™. INTERFACEexpress™ is compatible with all the leading browsers, however we recommend for best performance the use of Internet Explorer for Windows™ users and Safari for Mac™ users.



2. Type <http://raj.interfaceexpress.com> in the address bar and click the Enter key on your keyboard.

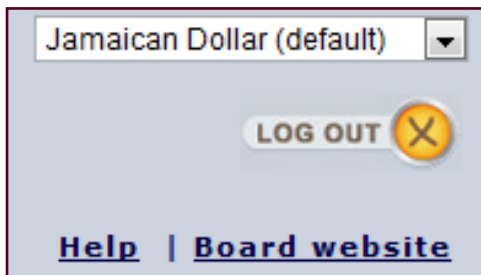
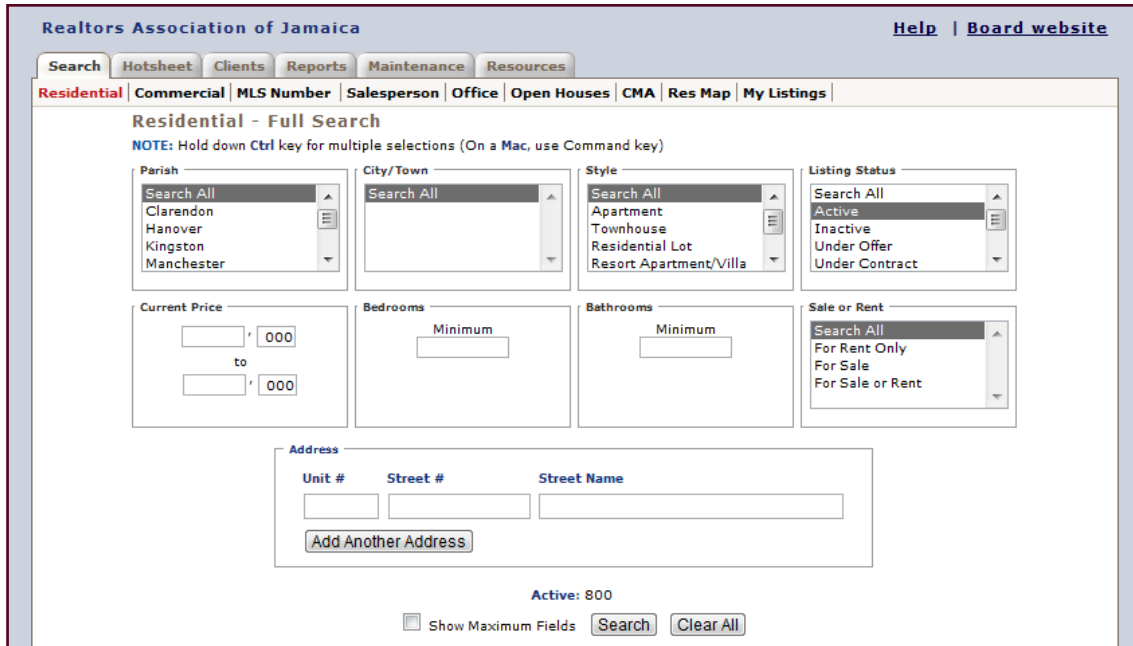


3. Type your INTERFACE™ Agent ID and Password into the appropriate boxes and click "Log In" or press the Enter key on your keyboard. If you do not have an INTERFACE™ account you must first activate your account by contacting a RAJ MLS® Administrator.

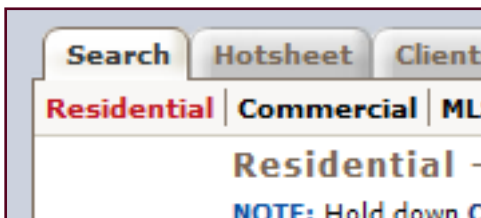


Navigation Structure

INTERFACEpress™ is designed to be user friendly and intuitive. The portal uses various forms of navigation such as text links, buttons, tabs, and drop down menus. Using these tools enables users to find and investigate listings efficiently.



INTERFACEpress™ features buttons, drop down menus, and text links to give users easy access to the countless tools in the software. Drop down menus are used for changing currency, selecting print templates, and setting preferences, text links are used to access external websites and to open special product features while buttons are used for navigation such as to execute a search or to log out of the program.



INTERFACEpress™ features tabs to organize the various tasks that members will perform within the system. These tabs provide quick access to the most common tasks of real estate professionals.

Tabs Overview



Search Tab

This tab features multiple methods of searching such as refined searching for residential, commercial, or land listings, as well as searching for MLS® number, sales people or offices, open houses, CMAs, and the user's own listings. It also provides access to the powerful map search feature.

Hotsheet Tab

This tab enables users to investigate any new changes to the market. Hotsheet listings include new listings, listings with status changes, price changes, and more. The user can view hotsheets for each day or within a set date range of their choice.

Clients Tab

Clicking on this tab opens Private Client Services™, the elite prospecting tool that enables agents to find and maintain their clients hassle-free.

Reports Tab

This tab grants users access to important documents such as agent rosters, production reports by agents or offices, statistical summaries, in addition to general notices which are archived "Messages of the Day".

Maintenance Tab

This tab enables users to edit their salesman photo, set system preferences, and upload and manage their listings in a variety of ways such as editing listing photos, map location, upload supporting documents, or create/changes listings with Data Entry.

Resources Tab

This tab contains information and downloads for members such as forms (MLS® Exclusive Agreement, Residential/Commercial Input Forms, et.c), training videos, and product information.

The Search Tab

The Search Tab is your gateway to performing any kind of data search on the system. The Search Tab contains the following methods of searching;

Residential Search

INTERFACEexpress™ automatically opens to the Residential Search page after you log in. The Residential Search page enables users to search all of the residential MLS® data in the system for a specific property that meets their buyer's needs. The residential search page contains numerous fields such as everything from price, # of bedrooms, and # of bathrooms to building construction, room sizes, floor materials, lot sizes and more.

Commercial Search

The Commercial Search page can be opened by clicking on the Commercial sub-tab next to the Residential sub-tab under the Search Tab. The Commercial Search page looks similar to the Residential Search page however the search fields pertain only to the needs of a prospective commercial property owner. The Commercial Search will only search the properties in the database that are listed as commercial.

MLS® Number Search

The MLS® number search enables users to quickly pull up specific listings provided they know the MLS® number. The user only needs to write down or remember the MLS® number of that specific listing and then at a later date they can enter it here to open that listing. Multiple MLS® numbers can be entered (one MLS® Number per line) to obtain multiple listings and create custom lists of properties.

Salesperson Search

To open the agent search simply click on the Salesperson subtab under the Search Tab. Every active member will be displayed alphabetically in the scroll menu. To find an agent quickly, enter in the first few letters of the individual's first or last name into the appropriate text boxes. As the letters are typed into the boxes, the list will automatically show the search matches. By clicking on the name of an agent in the list, the user will be able to see that agent's contact information. Users are also able to view the agent's active listings and the active listings from that agent's office.

Office Search

Office searches enable agents to find offices and their contact information and active listings in the system efficiently. The office search works identically to the agent search.

Open Houses

Open house searches work by entering in the desired date range or by clicking on a specific date from the "Quick Select" list. Then the user can narrow their search using the 3 field choices; Property Type, Island, and Area.

CMA

Clicking on the CMA link enables users to create and review customized CMAs (Comparative Market Analysis). CMAs are groups of comparable listings with varying statuses. These are used to give sellers and buyers a realistic understanding of what the property is worth in today's market. The CMA tool offers multiple template choices for printing and emailing and enables agents to add or remove listings as needed.

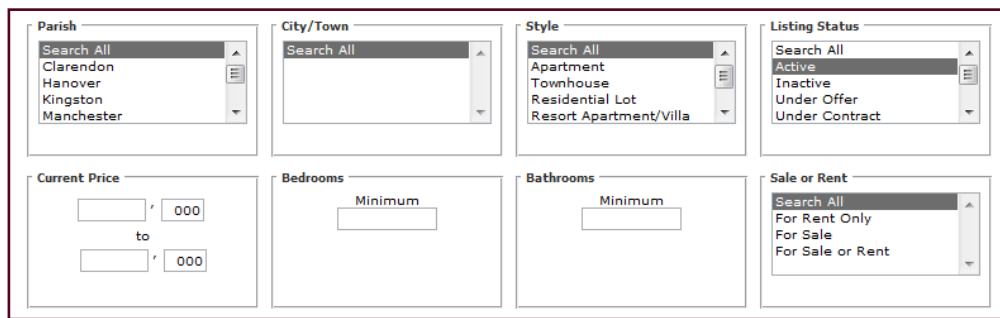
My Listings

My Listings enables user to quickly and easily find both their listings and all the listings from their office. They can narrow which listings to view based on date range, status, and listing type (commercial or residential).

Residential Searches

Search Fields

INTERFACEExpress™ automatically opens to the Residential Search page after the user has logged on. To perform a residential search use the search fields to narrow the search results. These fields consist of Parish, City/Town, Style, Listing Status, Current Price, Bedrooms, Bathrooms, and Sale or Rent. Certain fields such as bedrooms and bathrooms default to a minimum value only; however the user can choose to enter in maximum values by clicking in the box **Show Maximum Fields** in the lower left hand side of the Search Tab. These 8 fields are the basic search criteria for performing a residential search; however by clicking on the text link **Show More Search Fields** users have the ability to perform more refined searches with the ability to specify details such as desired square footage, year built, lot size, and construction type. The advanced search contains more than 40 additional fields.

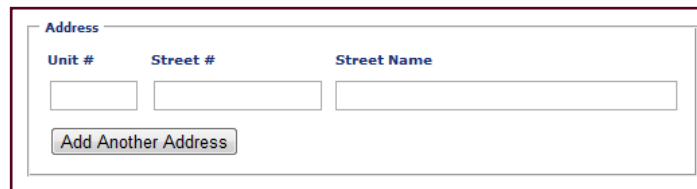


The screenshot shows a grid of search fields:

- Parish:** Dropdown menu with options: Search All, Clarendon, Hanover, Kingston, Manchester.
- City/Town:** Dropdown menu with option: Search All.
- Style:** Dropdown menu with options: Search All, Apartment, Townhouse, Residential Lot, Resort Apartment/Villa.
- Listing Status:** Dropdown menu with options: Search All, Active, Inactive, Under Offer, Under Contract.
- Current Price:** Two input fields with '000' suffix, separated by 'to'.
- Bedrooms:** Input field with 'Minimum' label.
- Bathrooms:** Input field with 'Minimum' label.
- Sale or Rent:** Dropdown menu with options: Search All, For Rent Only, For Sale, For Sale or Rent.

Address Field

To use the address field type the desired address into the designated boxes on the page. It is not necessary to fill out every box in the address field. For example to search for all listings on a specific street the user would simply enter the street name into the designated box. The address search is compatible with the above search fields so that users can enter the street name in addition to the number of bedrooms and price range. To add another address for the search click on the **Add Another Address** button under the address box.



The screenshot shows an address field with three input boxes:

- Unit #**
- Street #**
- Street Name**


Below the input boxes is a button labeled **Add Another Address**.

Search Buttons

Once the user is satisfied with their selections in the search fields they must click the **Search** button or press Enter on their keyboard to yield the results. If a user is dissatisfied with their selections they can click on the **Clear All** button to start over. After clicking on the Search button, users can return to the initial page without losing their original selections in the search fields by clicking on the **Search Again** button.

Search Results Counter

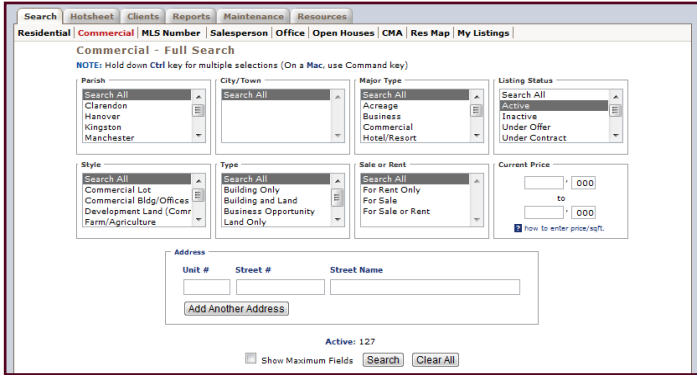
As the user fills out the search fields the counter in the bottom center of the Search Tab, tallies the amount of matching results. This feature enables users to view the number of matches the search will yield before clicking the search button and leaving the initial page. The number of matches is sorted based on listing status.



The screenshot shows a summary bar with the following text: **Active: 800 Inactive: 27 Under Offer: 133 Under Contract: 74 Sold: 167 Cancelled: 100 Expired: 816**

Below the summary bar are three buttons: **Show Maximum Fields** (with a checkbox), **Search**, and **Clear All**.

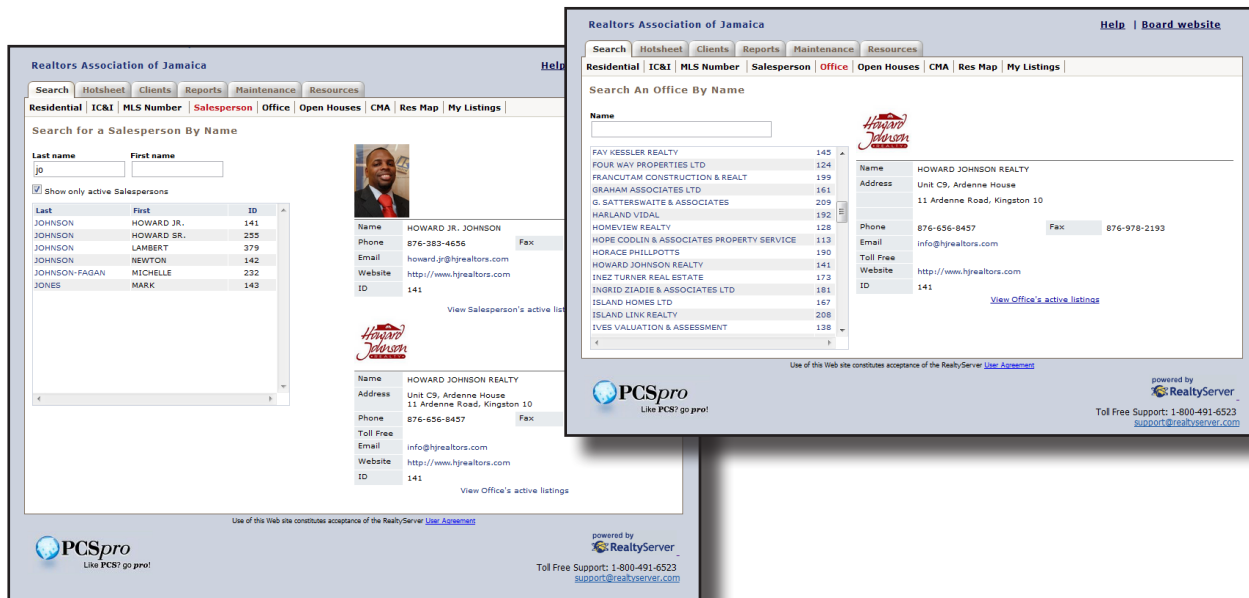
Commercial Searches



The layout of the Commercial Search page is very similar to that of the Residential Search page; however the search fields are specific to commercial listings and the search results will only be commercial listings. Like the residential search, certain fields are defaulted to only allow a minimum value, but by clicking in the check box next to "Show Maximum Values" in the lower left side of the search page the user can enter in maximum values to all applicable fields.

Salesperson and Office Searches

INTERFACEExpress™ enables users to efficiently find agents, offices, and their active listings using the Salesperson Search or Office Search within the Search Tab. The user can choose to scroll through the list of all of active agents or offices or simply type all or part of the agent/office name into the text box. As the user types the first few letters of the name the system will instantly sort to show only the matching results. The user does not need to press enter or click a button to start the search. Likewise, as the user deletes letters the system will instantly resort to include all of the new matches based on only the letters within the text box. Once the user has selected an agent or office they will see the associated contact information and be able to click on the link "view agent/office active listings".



CMA - Comparative Market Analysis

CMAs are used to aid sellers in determining accurate property pricing. CMAs can also be used to help guide buyers when they are considering purchasing a property. The CMA (Comparative Market Analysis) complexity can range from a two page list of comparable property sales to a full multi-page comprehensive guide to determining true market value.

Typical CMAs contain the following data:

Active Listings: Active listings, or properties that are currently for sale, give the sellers an understanding of their competition on the market. They are not indicative of true market value as sellers can list their property for whatever price they want. Often properties sell for prices much different than the original asking price.

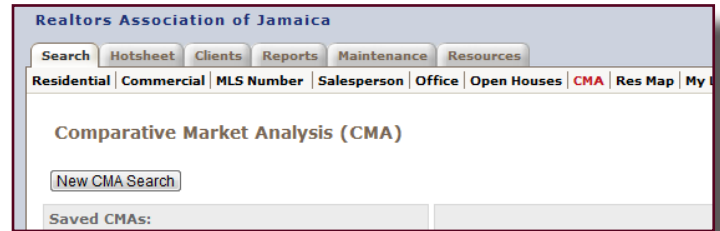
Sold Listings: Listings that have closed within the previous six months are the actual comparable sales. These will demonstrate true market value.



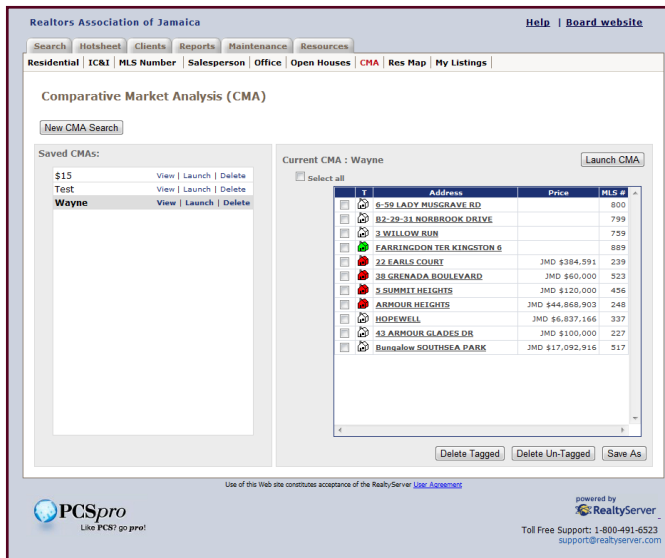
Pending Listings: Pending listings are properties that are now under contract for purchase. Pending listings are also not to be relied upon as true market value as the purchase is still not complete. The actual sale price will not be available until the sale is closed. Pending listings educate clients and agents on market trends. Pricing a property above these listings may result in more DOM (days on market).

Off-Market/Canceled: Properties in this category were removed from the market for a variety of reasons, however the most common cause is due to the List Price being too high. Often the median price for this group of listings will be higher than that of the sold listings.

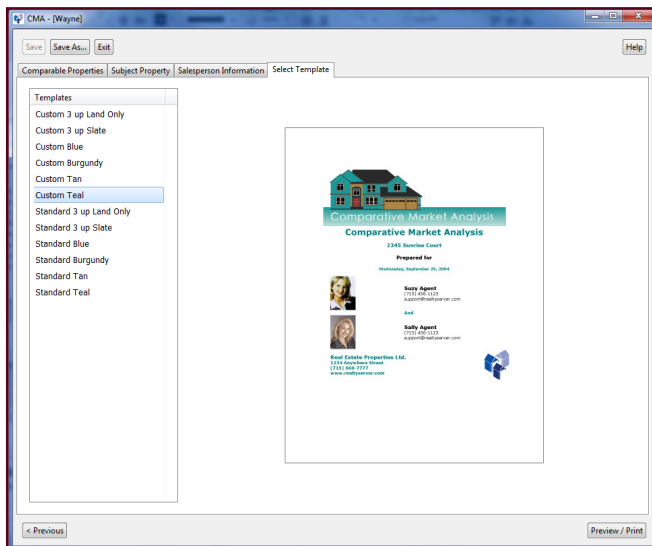
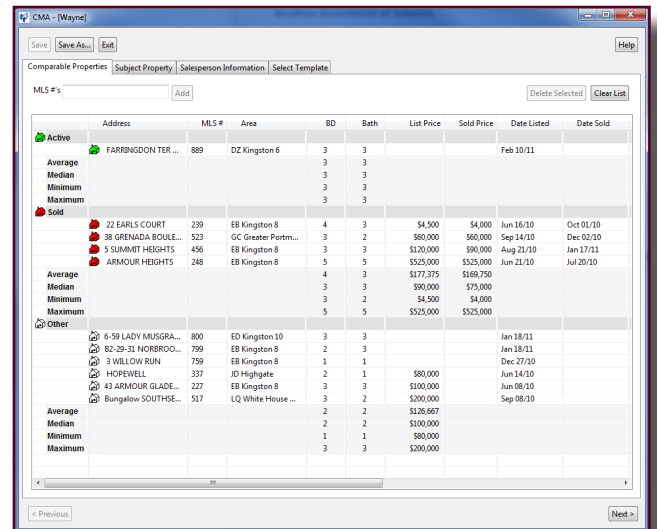
INTERFACEExpress™ CMAs enable agents to easily create relevant groups of listings and print them in a variety of different template styles. MLS® numbers can easily be removed or added to the group of listings for the user's CMA. Agents can create many different CMAs and save them for future use.



The CMA program will open and the user will be able to manage listings by adding or removing details or complete listings, enter the details about the subject property, enter in his or her agent/office information, and finally choose a template style that fits their tastes and needs. Once these sections are completed the user can then preview, print, and save the new CMA.



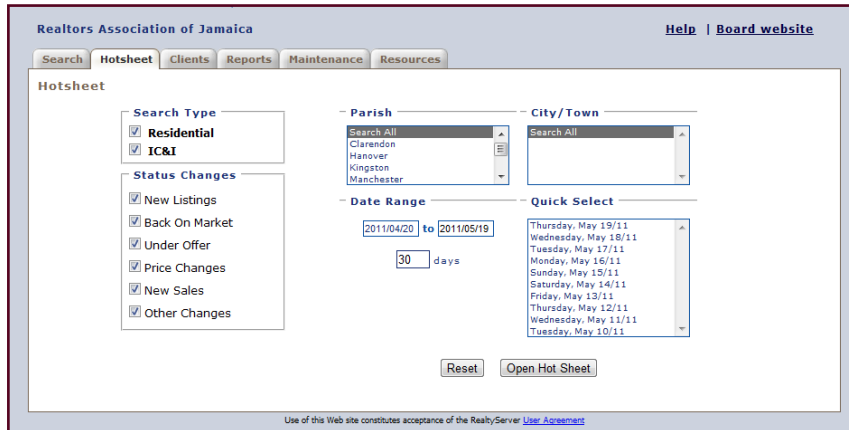
After the user enters the search criteria he/she will be instructed to create a name for the new CMA. The program will then show the user the listings to be included in the CMA. Users can tag the listings they would like to include or simply select Tag All. Once the appropriate comparables have been tagged the user must click on Launch CMA.



To create a CMA in INTERFACEExpress™ click on the CMA link under the Search Tab. All previously saved CMAs will be listed. To create a new CMA, click on the "New CMA Search" button. This will bring the user to a page that looks identical to the search tab. From here users enter in the appropriate field values to find properties that are similar to their listing. Users can choose which status types to include in their CMA.

The Hotsheets Tab

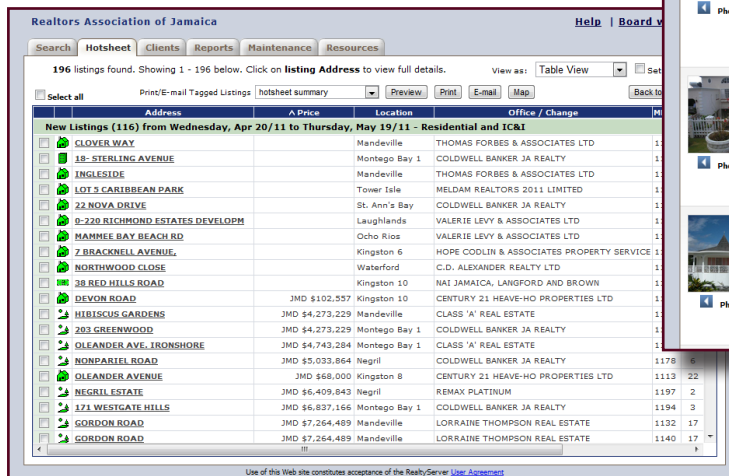
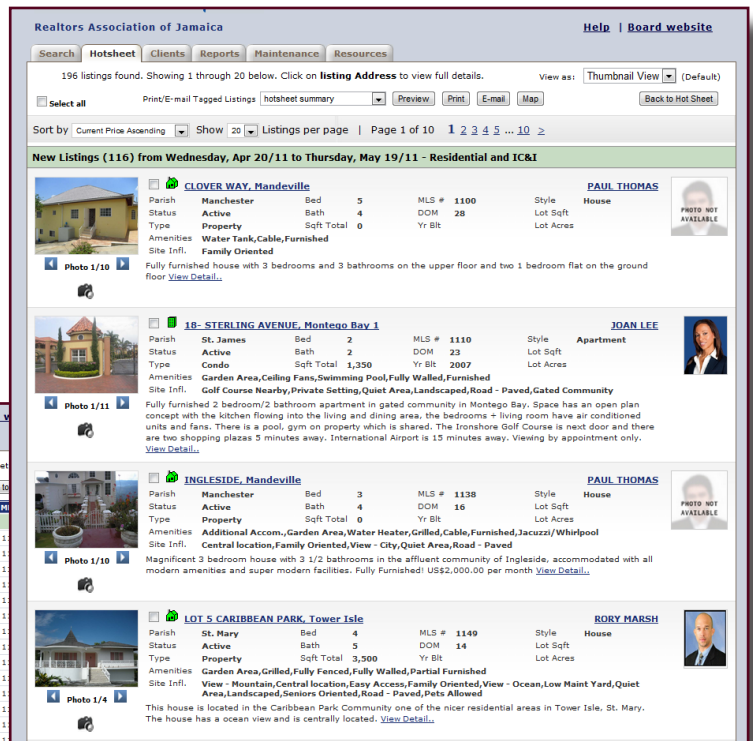
Hotsheets refer to listings which have been changed to the database in some manner. Hotsheets include new listings, expired listings, listings with price changes, new sales, listings back on market, among others.



The hotsheets tab in INTERFACEexpress™ gives users convenient access to these listings by allowing them to select the specific kinds of hotsheets they would like to view from within a chosen date range. The hotsheets tab also has a “Quick Select” feature where users can click on the desired date vs. typing a date range into the system.

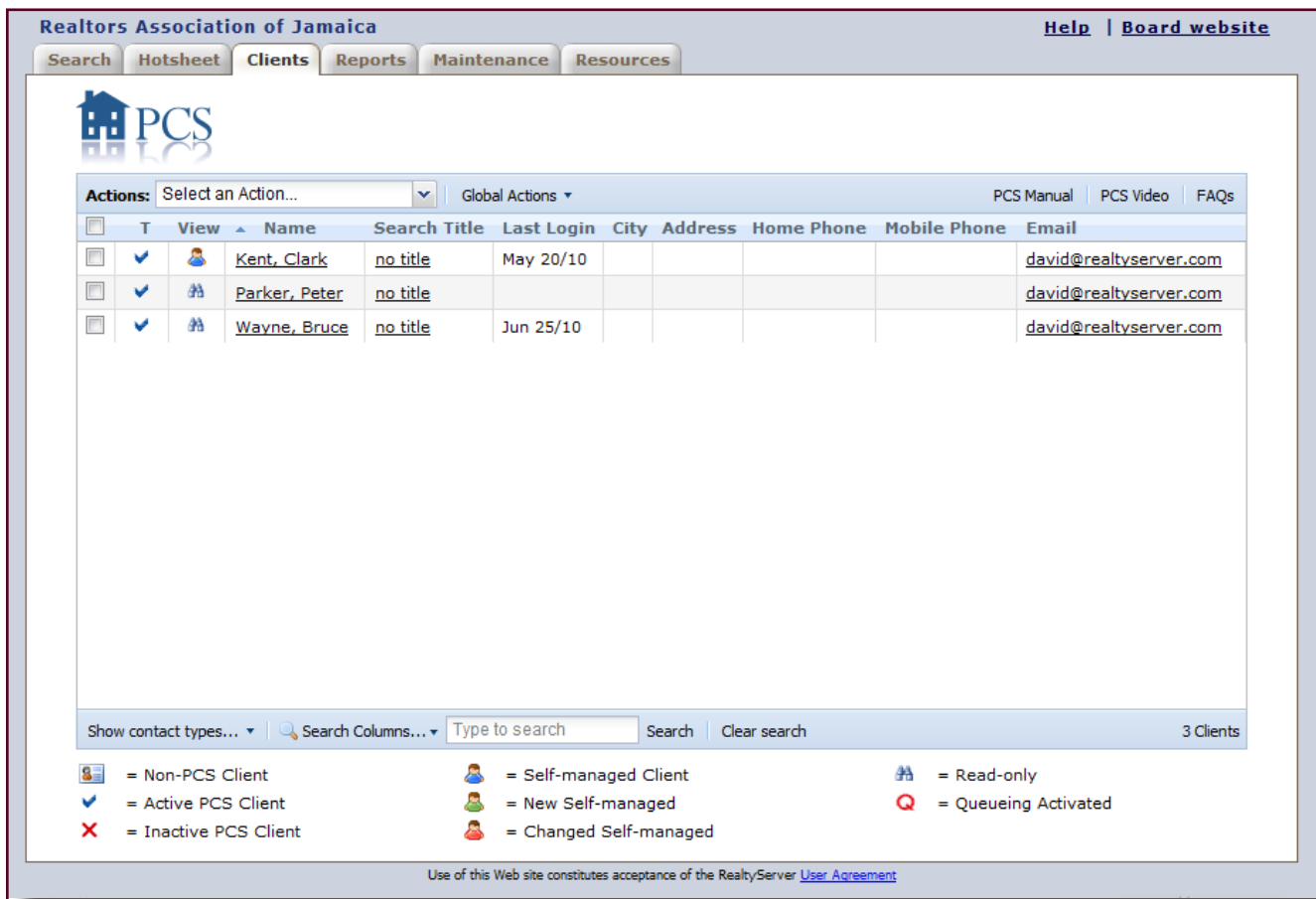
When a user chooses to search multiple types of hotsheets these listings are organized in the search results by type and separated by colour.

Hotsheet search results can be displayed in Thumbnail View or Table View as shown below.



The Clients Tab

The Clients Tab in INTERFACEExpress™ opens Private Client Services™ (PCS™), RealtyServer’s elite client prospecting product. Private Client Services is a product that enables users to effortlessly create a personal website for their client with real-time MLS® data pertaining to that client’s search criteria. The agent can monitor their clients using this tool by seeing how often clients view each of the listings on their PCS™. Agents can choose to view listings before they are published on their client’s site to ensure the listings meet their client’s needs. Agents can also write notes about their clients on PCS™ for the agent’s eyes only. Finally agents can send customized emails to their clients directly from within the product. Clients can print or email the listings on their PCS™ page for later viewing. PCS™ contains a full suite of advanced features to help agents efficiently manage and serve their clients. For more information about PCS™, see the PCS™ section of this manual on Page 30 or view the online PCS™ Manual or Training Video available in INTERFACEExpress™.



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Search Hotsheet **Clients** Reports Maintenance Resources

PCS

Actions: Select an Action... Global Actions PCS Manual PCS Video FAQs

<input type="checkbox"/>	T	View	Name	Search Title	Last Login	City	Address	Home Phone	Mobile Phone	Email
<input type="checkbox"/>	✓		Kent, Clark	no title	May 20/10					david@realtyserver.com
<input type="checkbox"/>	✓		Parker, Peter	no title						david@realtyserver.com
<input type="checkbox"/>	✓		Wayne, Bruce	no title	Jun 25/10					david@realtyserver.com

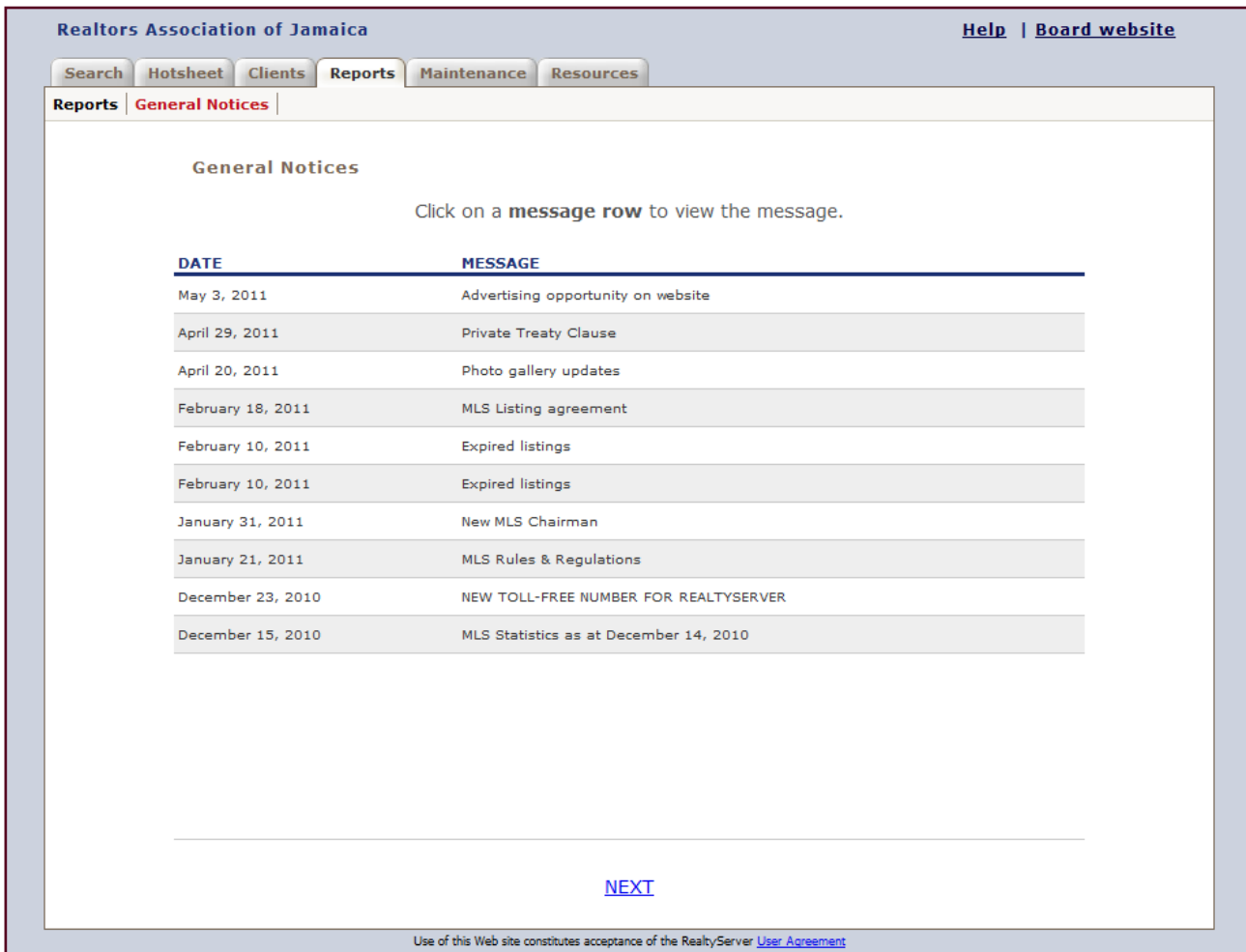
Show contact types... Search Columns... Type to search Search Clear search 3 Clients

= Non-PCS Client
 = Self-managed Client
 = Read-only
 = Active PCS Client
 = New Self-managed
 = Queueing Activated
 = Inactive PCS Client
 = Changed Self-managed

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The Reports Tab

One of the major benefits of the Multiple Listings System® is the ability to create and maintain detailed reports pertaining to the real estate association and MLS® listings. The reports Tab in INTERFACEExpress™ enables associations to store these reports in a convenient place for their members. Reports may include login reports, listing change reports, expired listings reports, member rosters, member fee reports, legal documents, production reports and many more. The Association can decide which reports are visible to the Members and which reports are only visible to the Association Staff. These reports are beneficial to real estate professionals because they can provide reliable information about market trends and statistics.



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[Search](#) [Hotsheet](#) [Clients](#) **Reports** [Maintenance](#) [Resources](#)

Reports | [General Notices](#)

General Notices

Click on a **message row** to view the message.

<u>DATE</u>	<u>MESSAGE</u>
May 3, 2011	Advertising opportunity on website
April 29, 2011	Private Treaty Clause
April 20, 2011	Photo gallery updates
February 18, 2011	MLS Listing agreement
February 10, 2011	Expired listings
February 10, 2011	Expired listings
January 31, 2011	New MLS Chairman
January 21, 2011	MLS Rules & Regulations
December 23, 2010	NEW TOLL-FREE NUMBER FOR REALTYSERVER
December 15, 2010	MLS Statistics as at December 14, 2010

[NEXT](#)

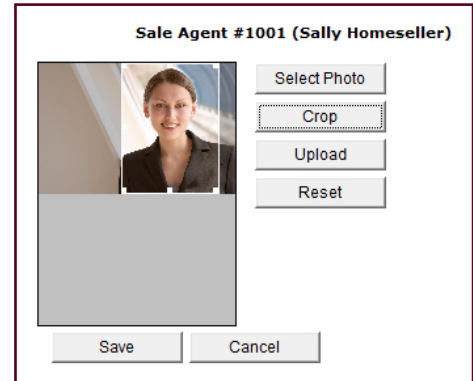
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The Maintenance Tab

The maintenance tab enables agents to manage their professional salesman photo which will appear on all of their listings within the system, on their print templates they prepare for their clients, and on your client's PCS™ page. The Maintenance Tab also enables users to set system preferences, upload new listings, manage existing listings, and view listing histories.

Salesman Photo

The Salesman Photo subtab is found under the Maintenance Tab. This photo tool enables users to quickly upload their professional photo to appear within the data base on all of their MLS® Listings. The photo will also appear in the templates used to print and email listings for clients. To upload a photo, agents must press the select photo button to locate their photo within their computer file folders. Like the listing photo tool, this tool enables users to crop their photos and will instantly resize the photos as necessary. It is recommended that users upload "headshot" style photos.

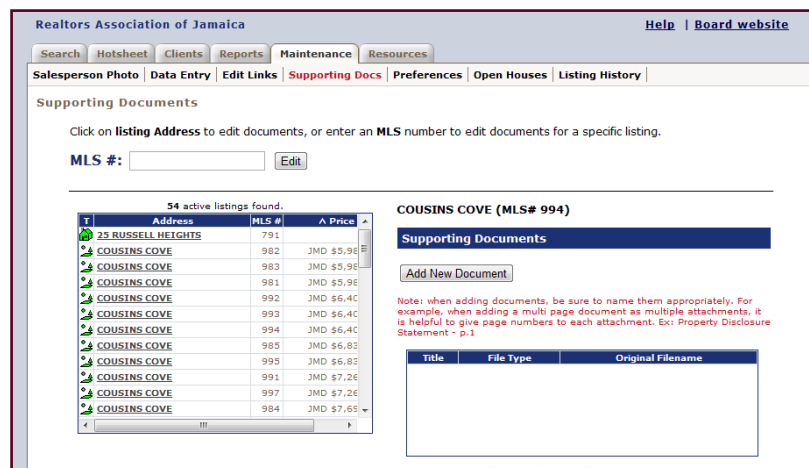


Edit Links, Supporting Documents, and Edit Map location

The Edit Links page enables users to add multimedia links to their listings. Enter the URL address to videos, virtual tours, or interactive sales brochures.

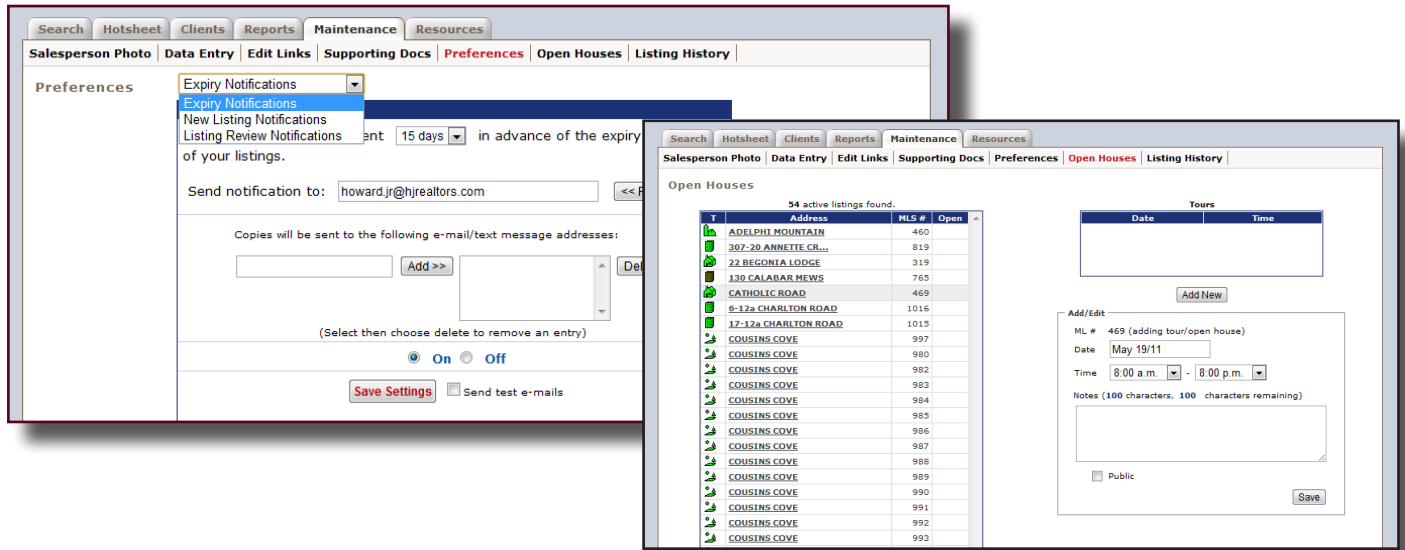
The Supporting Documents page works the same as the Edit Links page, but it enables users to upload documents to their listings. These attachments may include legal documents, floor plans, media (virtual tours, movies, etc.), or topographical maps.

The Edit Map location link opens the Map Location tool without the need to open the entire Data Entry Program. Users only need to choose the appropriate listing from the table and the Edit Map Location tool opens. This tool is described in more detail in the Data Entry Section of this booklet.



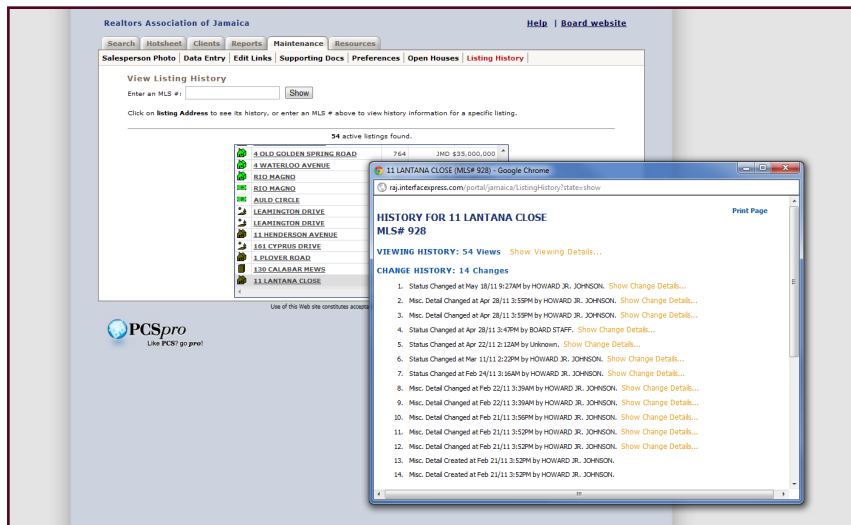
Preferences

The Preferences page is where users can manage their listing notifications. Users can choose how many days in advance to be warned about a listing expiry and enter multiple recipients to receive these notifications. Listing notifications may include notifications about a listing expiry, notifications that listings are incomplete, and notifications about the amount of time to complete the listing before it is removed from the MLS®.



Open Houses

Under the Open Houses link in the Maintenance Tab users can upload an open house announcement for their active listings. Simply select the appropriate listing from the table and any upcoming tours will be displayed. To add a new open house for that listing the user would click the button "Add New". The user must then input the date, time, and any details or notes that relate to the open house. Once the user is satisfied with the open house details they must click "Save".



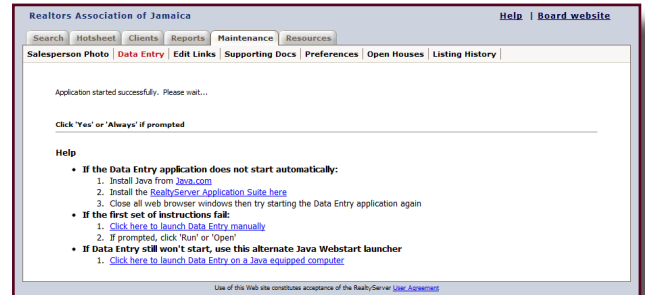
Listings History

Users may view the history of their listings by using this feature. Double clicking on a listing opens the history page with details about all the changes to that particular listing. The user can print this information by clicking on the "Print Page" Link in the upper right corner of the window.

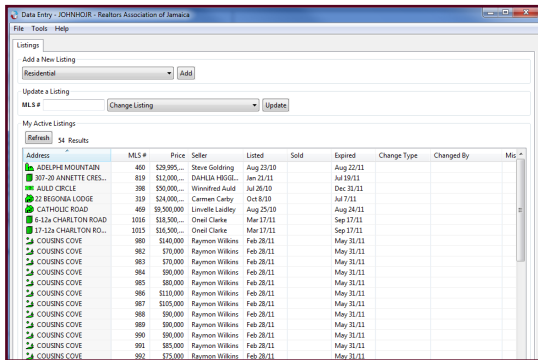
Data Entry

Start up the Data Entry Program

- When you select the Data Entry sub-tab under the Maintenance panel the Data Entry program should automatically begin to open. (The user must have JAVA installed on their computer to run the program - to install JAVA visit www.java.com)
- The data entry program will open in a separate window and you will get a message in INTERFACExpress™ saying the application loaded successfully.
- You may have to tell your browser to allow the application to open depending on your security settings. If this happens there will be a bar at the top of the browser indicating it has blocked the program. Select "Always Allow" so that in the future the program will not be blocked.
- If the application does not open you can also download the desktop version of data entry by following the steps on the Data Entry Page. The Desktop version will enable users to input data without logging into INTERFACExpress™.



Upload a Residential Listing



Add a New Listing

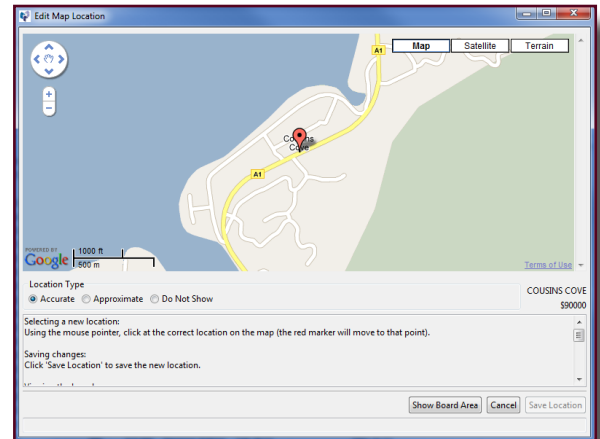
To add a new MLS® Residential listing, the user would click on the drop down menu and select "Residential". After selecting the type of listing to be uploaded, the user must click the "Add" button. The online Data Entry form will now appear on the screen. The fields in the online form will be consistent with the fields from the Data Entry Form (paper version) that was completed with the Seller. The user may now input all of the information from the form into the Program. To add a commercial listing the user would follow the same steps however select "Commercial" from the drop down menu in the Data Entry Program.

Mandatory vs. Optional Fields

In the Data Entry Program some fields are in red font. This informs the user that these fields must be completed before he can submit his listing. Mandatory fields ensure that all MLS® listings being added to the system meet the minimum standards. These fields must be completed in order for the system to be able to find the listing during listing searches. Certain fields are not mandatory as these fields offer more information about a property but are not essential to the property description. Furthermore, optional fields may not apply to every property while all properties must have all of the mandatory fields. Completing as many fields as possible is beneficial to everyone using the MLS® system as it provides for better search results for Buyers and Selling Agents (Cooperating Agents), and more customers for Listing Agents and Sellers.

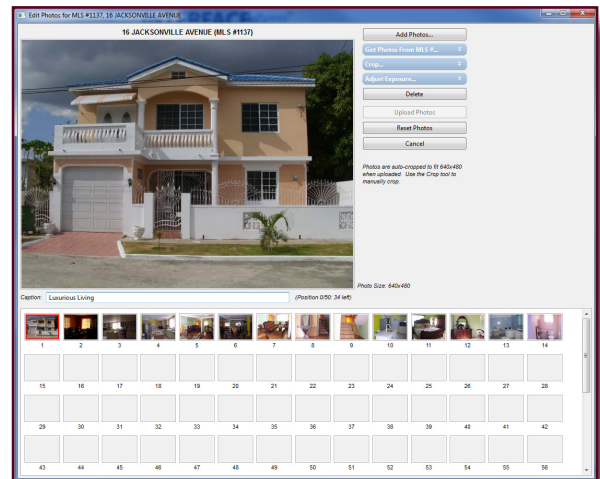
Map Location

After completing the fields in the Data Entry Program, the user must click the submit button in the bottom right corner of the window. Once the data has been submitted the Map Location Tool will appear. The Tool will drop a red pin in the location it has determined based on the address entered into the Data Entry Program. To relocate the pin the user can simply click directly onto the map where the listing is actually located. This map location can be edited at any time by the Listing Agent. The user can also input the geographic coordinates of the property to place the pin in the correct location.



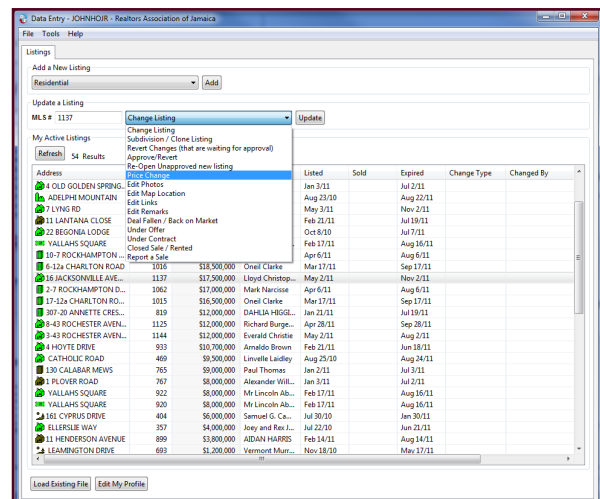
Upload Listing Photos

After submitting the map location of the listing, the Photo Tool will automatically open. This tool enables users to upload a maximum of 99 photos per listing. There is no need to resize photos before uploading them onto the system as the Photo Tool will do this automatically. Photos can also be cropped as desired directly within the product. The photos can then be re-arranged by simply dragging and dropping the photos into the desired order. To enter a caption for a photo type into the text field below the enlarged photo and click save. Captions will be displayed beneath photos on the public website, in INTERFACExpress™ and in PCS™.



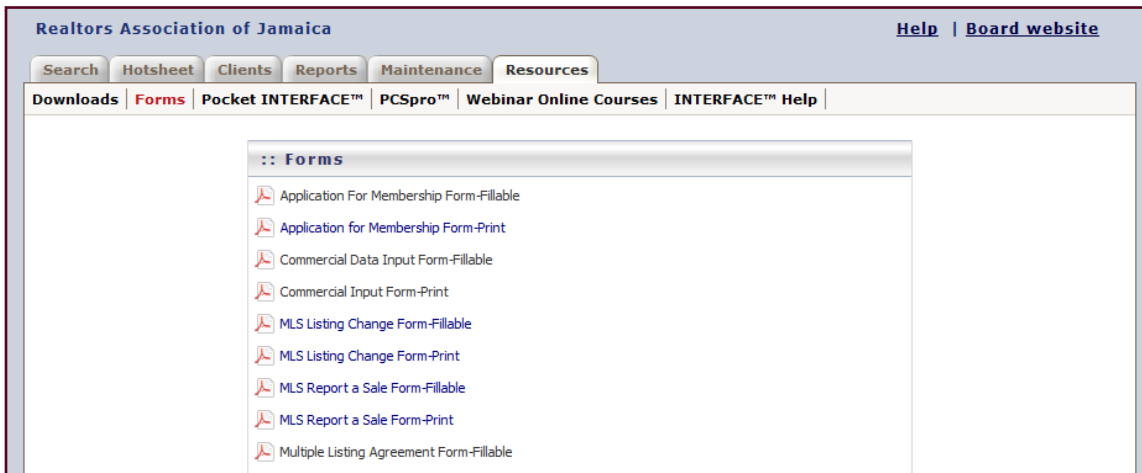
Edit Your Listings

To edit listings at a later time simply return to the Maintenance Tab and click on Data Entry. The Data Entry program will automatically open on the computer. There is no need to re-install this program. Once the Data Entry Program is open, select the listing to be updated from the table titled "My Active Listings". Then select from the drop down menu the desired listing change such as Price Change, Edit Photos, or Edit Map Location and click "Update".



The Resources Tab

The Resources Tab contains information for members such as product downloads, relevant forms and documents, specialized product information, and training materials. Members can refer to this tab to view the training videos to learn how to use the various MLS® products offered by RealtyServer. The Resources Tab also contains association materials in the Forms section such as regional maps, data entry forms, The Multiple Listings Agreement, and more.












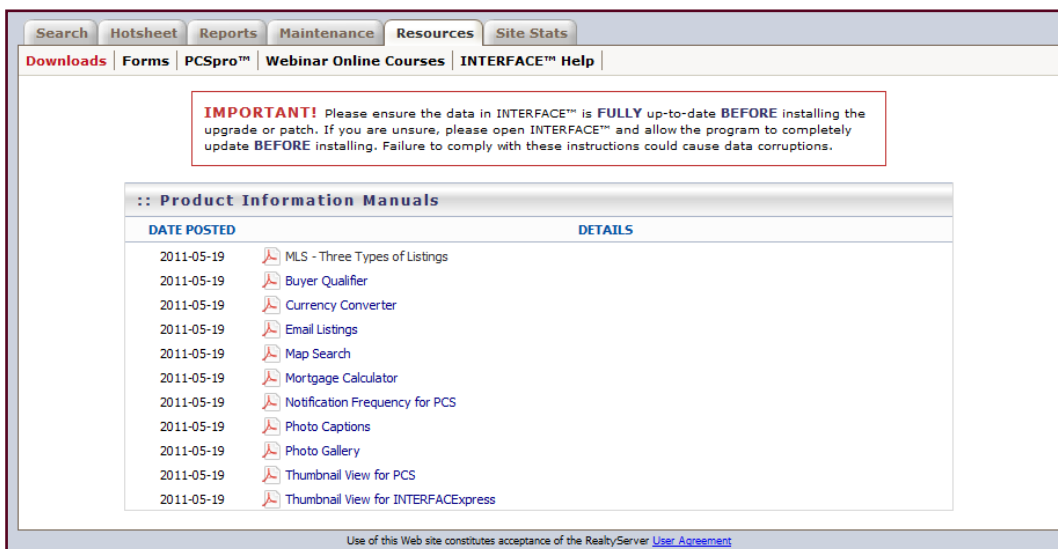
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Search | **HotSheet** | Clients | Reports | Maintenance | **Resources**

Downloads | **Forms** | Pocket INTERFACE™ | PCSpro™ | Webinar Online Courses | INTERFACE™ Help

:: Forms

-  [Application For Membership Form-Fillable](#)
-  [Application for Membership Form-Print](#)
-  [Commercial Data Input Form-Fillable](#)
-  [Commercial Input Form-Print](#)
-  [MLS Listing Change Form-Fillable](#)
-  [MLS Listing Change Form-Print](#)
-  [MLS Report a Sale Form-Fillable](#)
-  [MLS Report a Sale Form-Print](#)
-  [Multiple Listing Agreement Form-Fillable](#)














Search | HotSheet | Reports | Maintenance | **Resources** | Site Stats

Downloads | **Forms** | PCSpro™ | Webinar Online Courses | INTERFACE™ Help

IMPORTANT! Please ensure the data in INTERFACE™ is **FULLY** up-to-date **BEFORE** installing the upgrade or patch. If you are unsure, please open INTERFACE™ and allow the program to completely update **BEFORE** installing. Failure to comply with these instructions could cause data corruptions.

:: Product Information Manuals

DATE POSTED	DETAILS
2011-05-19	 MLS - Three Types of Listings
2011-05-19	 Buyer Qualifier
2011-05-19	 Currency Converter
2011-05-19	 Email Listings
2011-05-19	 Map Search
2011-05-19	 Mortgage Calculator
2011-05-19	 Notification Frequency for PCS
2011-05-19	 Photo Captions
2011-05-19	 Photo Gallery
2011-05-19	 Thumbnail View for PCS
2011-05-19	 Thumbnail View for INTERFACExpress

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Exercise #1

Create a Residential Listing

1. Click on the Maintenance tab and the Data Entry link to open the Data Entry Program.
2. Select "Residential" and click the "Add" button.
3. The online residential form will open on your screen. Fill in the fields with your "listing details". Fields in red designate mandatory fields. You will not be able to submit your listing to the MLS® if these fields are left blank. Fields in black are optional fields and you may leave some of these blank if you wish.
4. When you are satisfied with your listing details click the save button at the bottom of the window. The listing is now saved to your computer for future reference.
5. Click the submit button to upload your new listing to the MLS® database.
6. The Edit Map Location Tool should now open on your screen. Check the location of the red pin on the map. If it is not in the correct location, click on the map where the drop pin should go or enter the geographic coordinates into the text boxes for Latitude and Longitude. You can label this location as "accurate" or "approximate".
7. Once you have saved the map location the Photo Tool will open. Upload any remaining photos you may have of your listing. You can crop these photos with the photo tool or leave them as they are. You can sort the order of the photos by dragging and dropping the photos into your desired order. When you are satisfied with your listing's photos click the Upload Photos button. Put the best photo as #1 as this photo will be displayed more often in printouts and on screen displays.
8. Your listing is now complete! Close the Data Entry Program by clicking on the "X" in the upper right corner.

Exercise #2

Edit Your Listing

1. Click on the Search Tab and find the link "My Listings". When you click on this link the listing you have just entered into the database should be displayed. Double click on the listing to view it.
2. Click on the Maintenance Tab and the Data Entry link again. The Data Entry Program will automatically load.
3. To edit your listing double-click on your listing in the table labeled "My Active Listings". Then select what change you would like to make to your listing from the drop down menu and click the button "Update".
4. Change the order of your listings photos.
5. Change your listing's price.
6. Edit the map location.

Exercise #3

Perform a Residential Search

- Execute a search with the following criteria:
 - Island: New Providence/Nassau
 - Area: Search All
 - Property Type: Single Family Home
 - Status: Active
 - Price: \$0 to \$300 000
 - Bedrooms: 2
 - Bathrooms: 2
 - Sale or Rent: For Sale
 - Write the search results count here: _____
 - Click the Search Button to retrieve the search results. The search results will be displayed in a tabular format. Clicking on the column headings will re-order the columns.
 - To explore a specific listing further click on the underlined address to open the "Detail Page"
 - Open a listing Detail Page from the search results
 - Click in the check box at the top of the Detail Page to "Tag" the listing.
 - Click on the next button to view the details for the next property from the search results. As you click next within the Detail Pages the systems moves the highlighted bar down the list in the table to coincide with whichever listing you have open.
 - Tag a few listings as you browse through the list and then close the Property Detail Page. You will notice that the listings you tagged now have a check in the check boxes on the left side.
 - Tag another listing from the Search Results page by clicking in its respective check box.
 - Click on the Select All check box at the top of the form to include all the listings.
 - By tagging listings you communicate to the system which properties you would like to work with. Now that you have selected some listings, click on the drop down menu at the top of the form labeled "Print/Email Tagged Listings" to choose a template style. There are many templates to choose from including very detailed one per page templates and colourful limited detail templates. You will notice that there are both client detail and full detail templates. The client detail templates hide certain sensitive fields while the full detail templates display all of the property information. The full detail templates are intended for the use of Members only.
 - Select a template style and click preview to examine the results of your selection. If you are satisfied with these results click "Print" on the previous page. If you would like to make changes to your selections close the preview and make the desired changes. Click on the Print button when you are pleased with your results.
 - Click on the Search Again button. This button returns you to the main Residential Search Page with the fields filled as per your most recent search. The button allows the user to navigate between the search results and the search fields without losing your selections.
 - Select the Clear All button to reset the fields.
-

Exercise #4

Upload Salesman Photo

1. Open the Maintenance Tab and select Salesman Photo
2. Click "Run" if a pop-up window appears
3. Once the Photo Tool has loaded click "Select Photo"
4. Choose your professional photo to upload from the file folders on your computer
5. It is recommended that you crop your photo so that it resembles a passport photo, showing shoulders and head only
6. When you are satisfied with your photo click "Save" and then "Upload"
7. Your photo is now uploaded into the database

Exercise #5

Preview a Print Template with your Salesman Photo

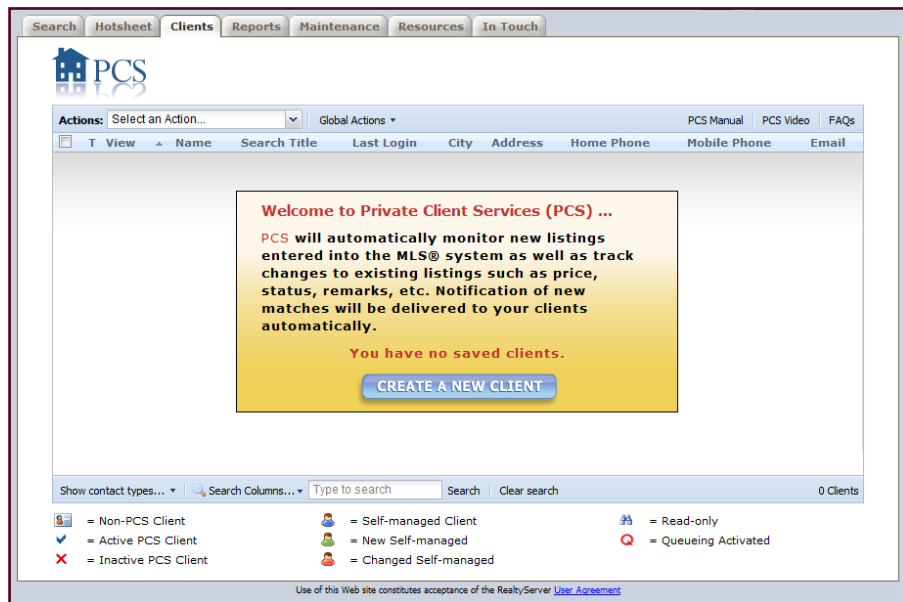
1. Click on the Search Tab
2. Search for listings in the system
3. After the search results are displayed click in the check box next to a listing (i.e. tag a listing)
4. Select a template from the drop down menu and click "Preview"
5. Scroll to the bottom of the page and you should notice your professional photo in one of the corners

PART III: INTRODUCTION TO



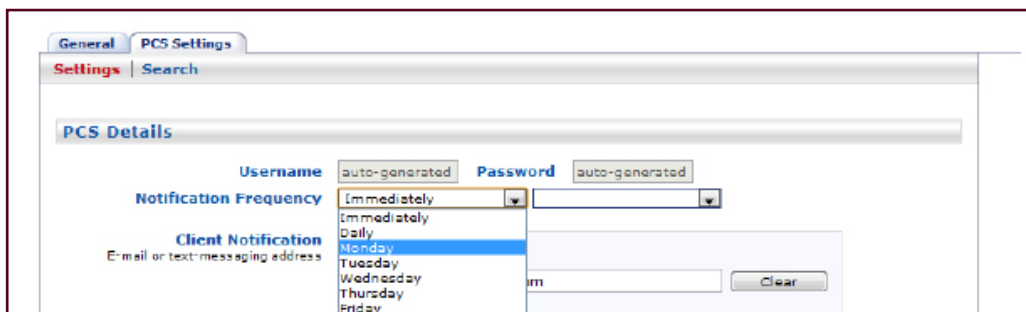
Getting Started With PCS™

Private Client Services™ (PCS™) enables agents to quickly create search criterion for their clients that will upload matching listings to a private web page in real-time data. To use PCS™ click on the Clients Tab within INTERFACEExpress™.



Create a Client

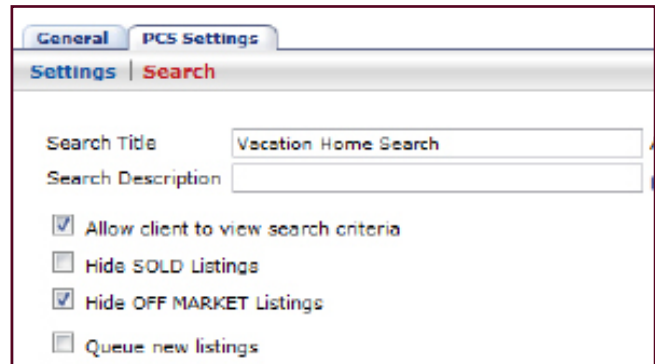
To begin using the product, select the button “Create a New Client”. The user will then be prompted to enter some general information about that client such as name and email address. The client must have an email address in order to be a PCS™ client. Click on the PCS Settings tab to enter the search requirements for that client. The agent will then be able to select a notification frequency for their clients. This feature enables agents to select a time of day and day of week that they would like their client to receive notifications about changes to the client’s PCS™ page. Clients are notified when new listings are available for them to view. If an agent does not set a frequency, the system defaults to immediately. Notifications will automatically be set to send to the email address entered under the General information tab; however agents can enter in multiple addresses to be recipients to these notifications. The notifications are also sent to the agent and the agent has a choice to receive notifications to multiple email address also.



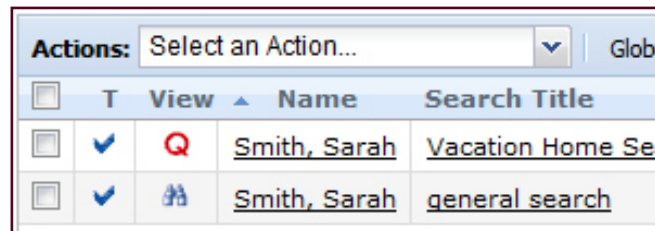
Create a Search Criteria

To create a search for a client select the settings tab and then click on the Search sub-tab. The user can choose a “Search” title in order to differentiate between multiple search criterion for the same client. Agents can decide if they would like their clients to be able to view the criteria. PCS™ features other customizing options such as the ability to hide sold listings, hide off market listings, and to queue new listings.

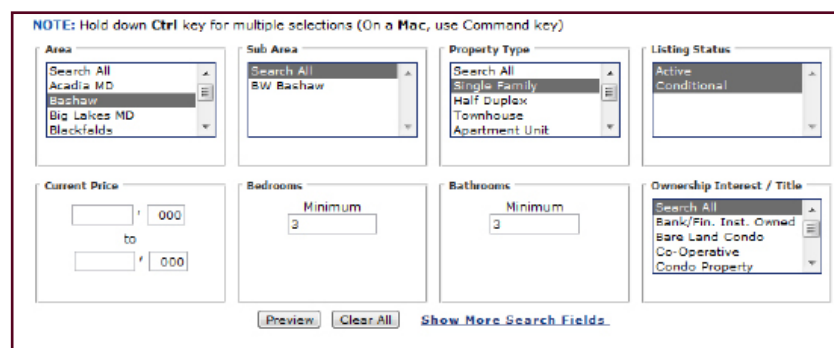
Queueing new listings is a feature which enables agents to take a more active role in their clients PCS™. This feature hides new listings from the client and notifies the agent that they are available. Only once the agent views and accepts the listings are they released onto their client’s page. This optional feature enables agents to ensure that clients are not overloaded with listings that really wouldn’t interest them.



If an agent chooses to queue listings for a client, they client will have a flashing red “Q” next to their name on the client’s page within INTERFACEExpress™. This will notify the agent that there are new listings in queue for this client. Once the agent dequeues the listings the red icon will become static.

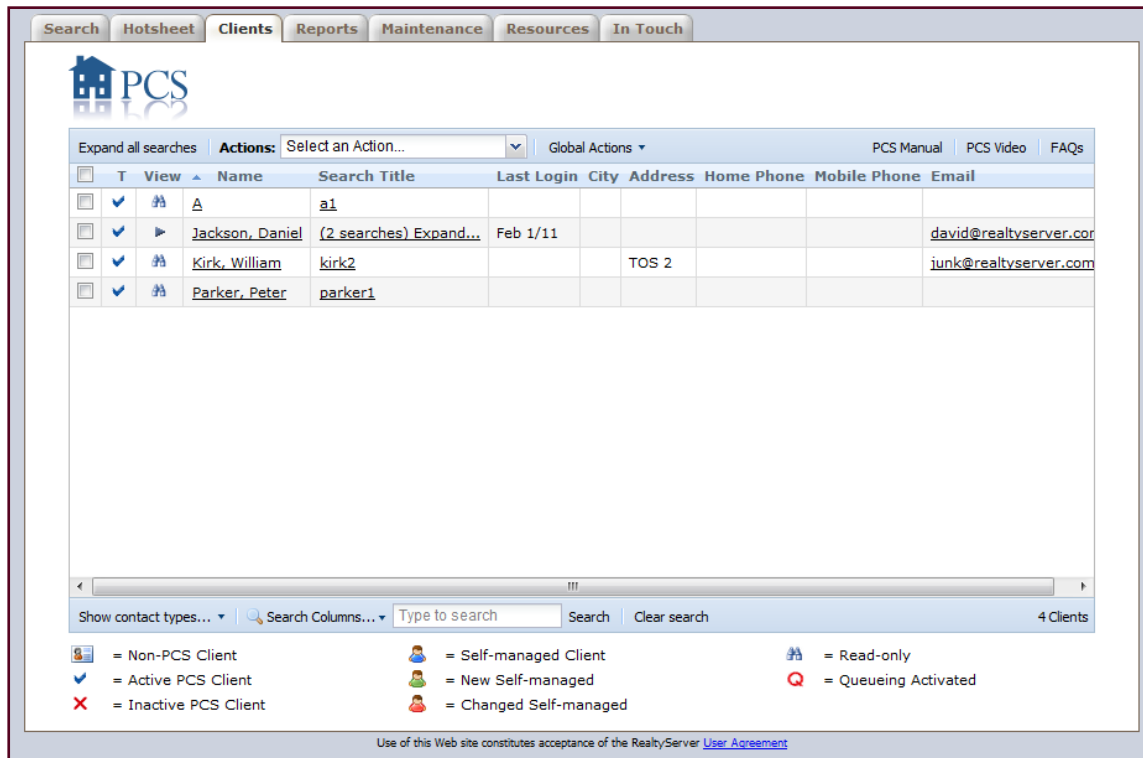


Creating the search looks and behaves identically to using INTERFACEExpress™ as an agent. Simply select from the fields the desired choices and click the “Save” button. The page automatically displays only the top 8 field choices, however it is easy to access detailed field choices by selecting the “Show More Search Fields” button. Agents can also preview the results before saving the search criteria.



Managing PCS™ Clients

To view their active PCS™ clients the agent must logon to INTERFACExpress™ and click on the Clients tab. If an agent has already created clients their page will look like the example below.

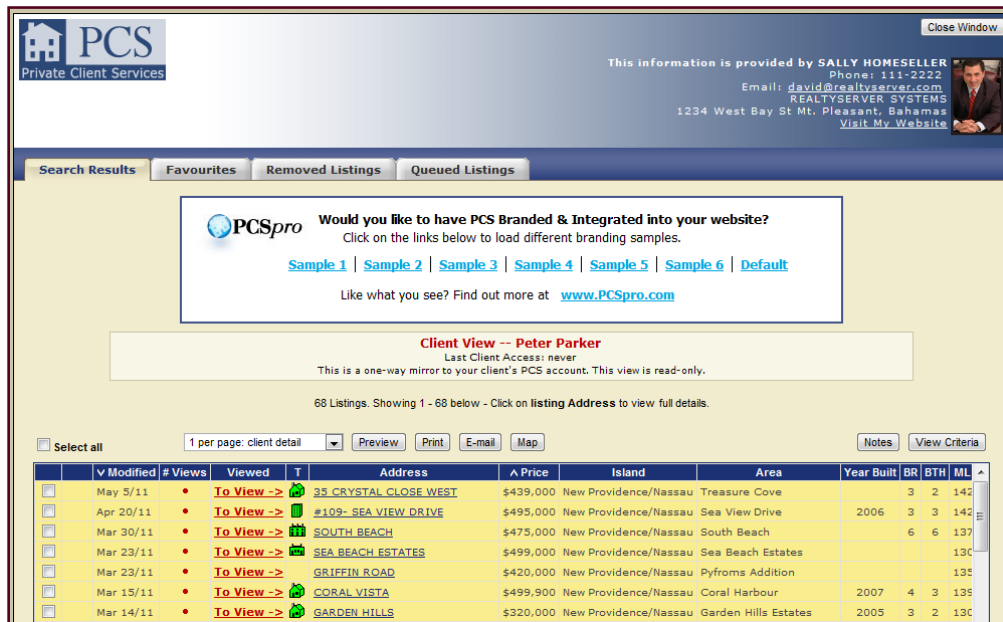


PCS™ Icons

PCS™ uses a variety of icons to help agents manage their clients. The check marks next to the 5 clients shown above indicates that all of these clients are active. If they were inactive they would have a red X next to their name in place of the check mark. The binoculars allow agents to view their client's PCS page as if they were the client. Agents can see what the page looks like, how often a client has viewed each listing, and much more. The binocular view will be explained further on the next page. A client may have a red Q next to their name in place of the binoculars. This indicates that the agent has opted to queue listings for this client. If the Q icon is flashing, that indicates that there are new listings for this client that need to be reviewed by the agent. Once the agent approves the listings, the Q becomes static. The final type of icon for a client is the "Non-PCS Client" icon. This is for agents who enter in client contact information but do not create a search. Storing this information in PCS™ can be useful as a reliable address book. Another great feature about storing all prospective clients contact information in PCS™ is that they are then available in INTERFACExpress™ in your contact list. This list is visible whenever emailing a listing from INTERFACExpress™. To learn more about this feature refer to the Product Information Pamphlet on Emailing Listings in INTERFACExpress™.

Binocular View

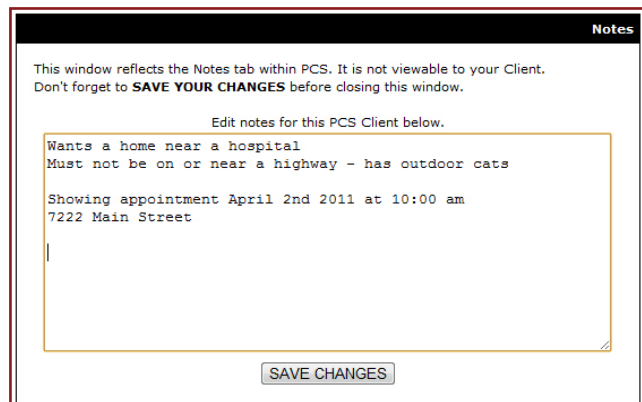
Agents can view any of their clients' PCS™ page by clicking on the binoculars next to their name. This view gives agents the ability to investigate how that client has been using his or her PCS™. Agents can see how many times a listing was viewed. They can also see if their client's have sorted their listings. PCS™ enables clients to sort listings. New listings automatically are displayed under the Search Results tab, however a client can select a listing and move it to the Favourites tab. If a listing is of no interest to them they can move it to the "Removed Listings Tab". This enables agents to know which listings clients like and don't like.



The screenshot shows the PCS Binocular View interface. At the top, there is a header with the PCS logo and contact information for Sally HomeSeller. Below the header are tabs for Search Results, Favourites, Removed Listings, and Queued Listings. A central banner asks if the user wants to have PCS branded and integrated into their website, with links to sample branding options. Below this is a section for "Client View -- Peter Parker" with a note that it is a one-way mirror to the client's account. At the bottom, there is a table of listings with columns for Modified, # Views, Viewed, T, Address, Price, Island, Area, Year Built, BR, and ML.

	Modified	# Views	Viewed	T	Address	Price	Island	Area	Year Built	BR	BTH	ML
<input type="checkbox"/>	May 5/11	•	To View ->	🏠	35 CRYSTAL CLOSE WEST	\$439,000	New Providence/Nassau	Treasure Cove		3	2	142
<input type="checkbox"/>	Apr 20/11	•	To View ->	🏠	#109- SEA VIEW DRIVE	\$495,000	New Providence/Nassau	Sea View Drive	2006	3	3	142
<input type="checkbox"/>	Mar 30/11	•	To View ->	🏠	SOUTH BEACH	\$475,000	New Providence/Nassau	South Beach		6	6	137
<input type="checkbox"/>	Mar 23/11	•	To View ->	🏠	SEA BEACH ESTATES	\$499,000	New Providence/Nassau	Sea Beach Estates				130
<input type="checkbox"/>	Mar 23/11	•	To View ->	🏠	GRIFFIN ROAD	\$420,000	New Providence/Nassau	Pyfoms Addition				135
<input type="checkbox"/>	Mar 15/11	•	To View ->	🏠	CORAL VISTA	\$499,900	New Providence/Nassau	Coral Harbour	2007	4	3	135
<input type="checkbox"/>	Mar 14/11	•	To View ->	🏠	GARDEN HILLS	\$320,000	New Providence/Nassau	Garden Hills Estates	2005	3	2	130

There are a couple of features in PCS binocular view that are only visible to the agent. These include the "Notes Tool" and the "Queued Listings" tab. The Notes Tool enables agents to type in some key points about that client right on their page. These notes are only visible to the agent. These notes may include an upcoming appointment or special considerations about that client's purchasing needs. The Queued Listings tab contains any listings that have not yet been released to a client. This tab will only contain listings if an agent has set a client up with the "Queued Listings" option. Once an agent chooses to release a listing, it will be automatically removed from the Queued Listings tab and found under the Search Results tab.



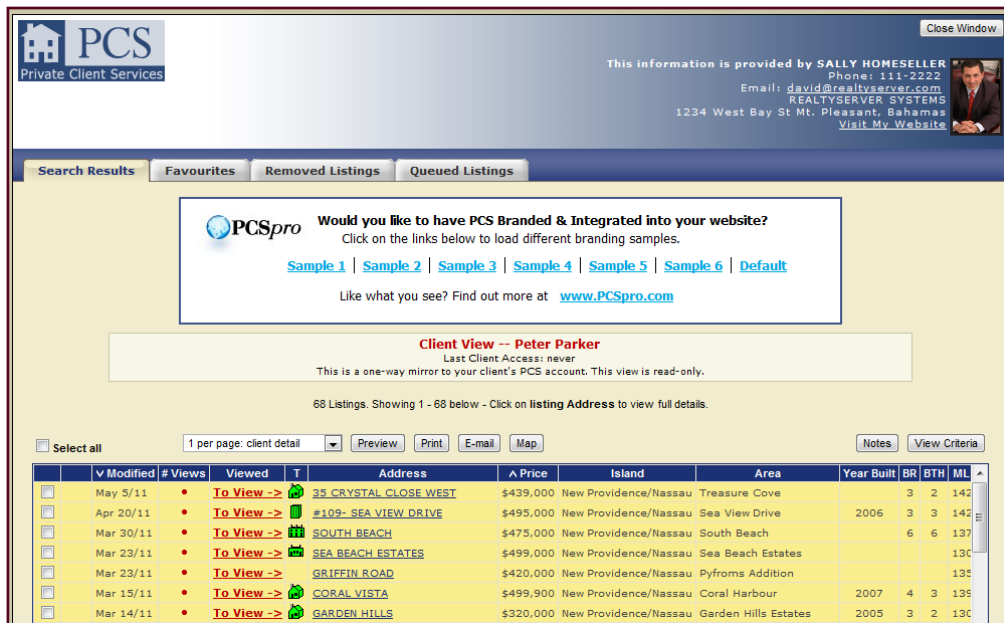
The screenshot shows the Notes tool interface. It has a title bar "Notes" and a message: "This window reflects the Notes tab within PCS. It is not viewable to your Client. Don't forget to SAVE YOUR CHANGES before closing this window." Below the message is a text area with the following content: "Wants a home near a hospital", "Must not be on or near a highway - has outdoor cats", "Showing appointment April 2nd 2011 at 10:00 am", "7222 Main Street". At the bottom right of the text area is a "SAVE CHANGES" button.

Tools For Clients

Clients can preview, sort, print, and email listings from their personal PCS™ page. New unviewed listings have a yellow background and viewed listings have a white background. Clients can now easily see what listings they haven't viewed yet. To manage a listing, the client must tag the property. Properties can be tagged from the home page "Table View" by clicking in the check box on the left or from the individual property page that is opened when a client views a specific listing. Once a client has selected the listings they would like to work with they can then choose their desired action.

To preview how the listings will appear in an email or as a print, the client must first select their desired print template from the drop down menu. After a template style is chosen they can preview the listings by clicking on the preview button. If they are satisfied they can then print or email the template. The emailing tool works the same as it does in INTERFACExpress™. The client can send to multiple recipients and include themselves.

To move listings the client must tag the desired listing and then from the second drop down menu choose where they would like to store the listing. The client can choose to move it to their Favourites page and move it to their Removed Listings page.

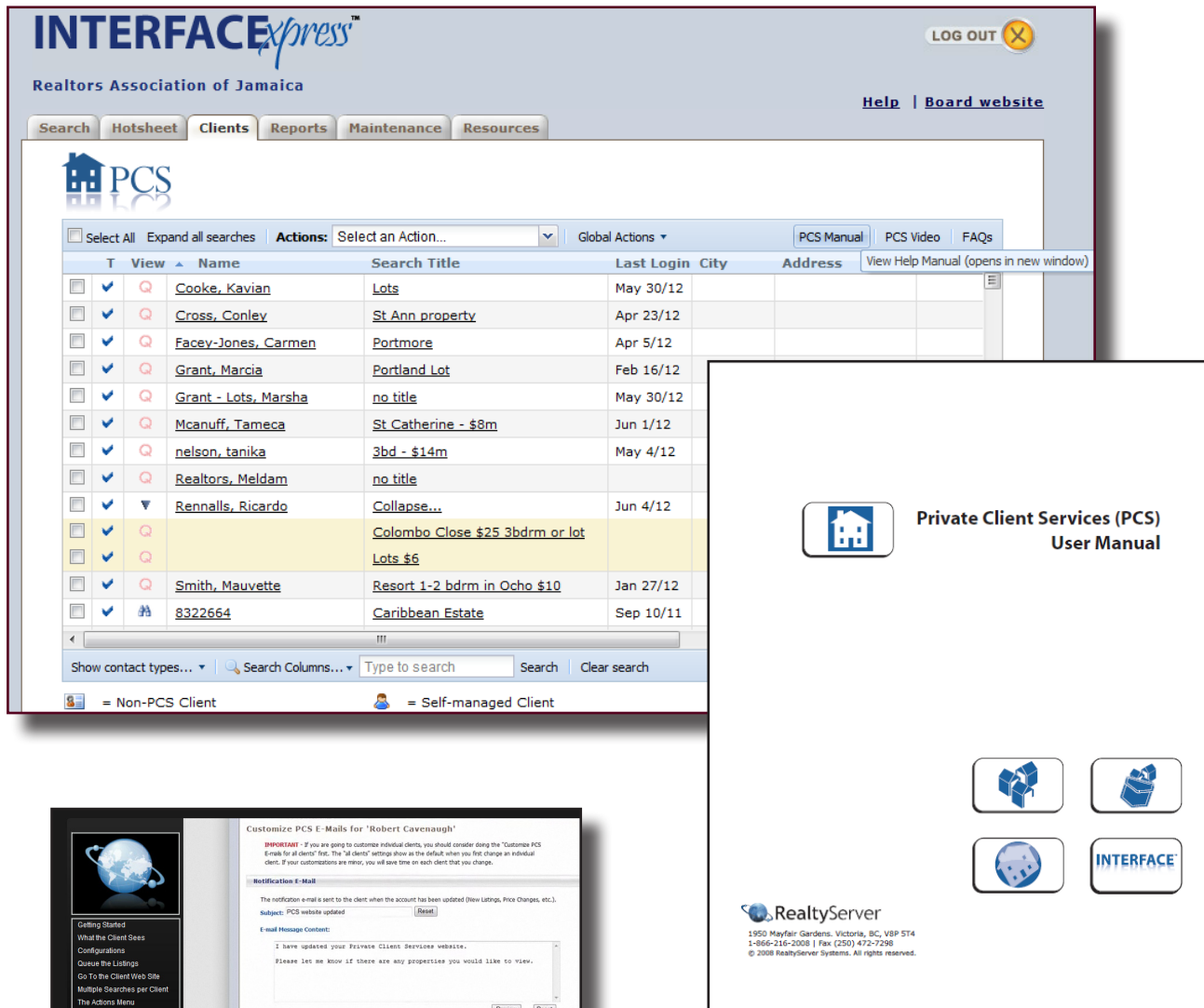


The screenshot shows the PCS Private Client Services interface. At the top, there is a navigation bar with tabs for Search Results, Favourites, Removed Listings, and Queued Listings. A central banner asks if the user wants to have PCS Branded & Integrated into their website, with links to various samples and a website URL. Below this, a client view for Peter Parker is shown, indicating it is a read-only view of the client's account. The main section displays a list of 68 listings, with the first few visible in a table format. The table includes columns for Modified date, Views, Viewed status, Address, Price, Island, Area, Year Built, and other metrics.

Modified	# Views	Viewed	Address	Price	Island	Area	Year Built	BR	BTH	ML
May 5/11		To View ->	35 CRYSTAL CLOSE WEST	\$439,000	New Providence/Nassau	Treasure Cove		3	2	142
Apr 20/11		To View ->	#109- SEA VIEW DRIVE	\$495,000	New Providence/Nassau	Sea View Drive	2006	3	3	142
Mar 30/11		To View ->	SOUTH BEACH	\$475,000	New Providence/Nassau	South Beach		6	6	137
Mar 23/11		To View ->	SEA BEACH ESTATES	\$499,000	New Providence/Nassau	Sea Beach Estates				130
Mar 23/11		To View ->	GRIFFIN ROAD	\$420,000	New Providence/Nassau	Pyfroms Addition				135
Mar 15/11		To View ->	CORAL VISTA	\$499,900	New Providence/Nassau	Coral Harbour	2007	4	3	139
Mar 14/11		To View ->	GARDEN HILLS	\$320,000	New Providence/Nassau	Garden Hills Estates	2005	3	2	130

Additional Resources

INTERFACE^{express}™ features both a PCS Manual and training video available under the clients tab.

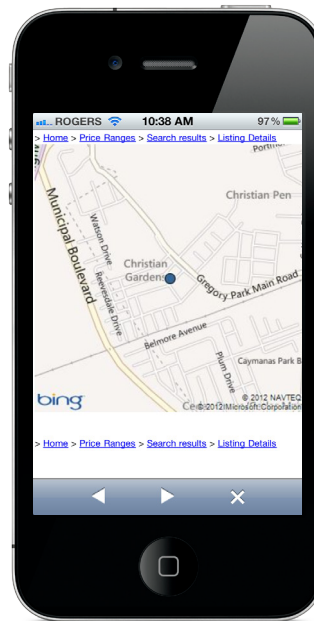


The screenshot shows the INTERFACE^{express} web application interface. At the top, there is a navigation bar with tabs for Search, Hotsheet, Clients, Reports, Maintenance, and Resources. The 'Clients' tab is active, displaying a table of client information. The table has columns for Name, Search Title, Last Login, City, and Address. Below the table, there are search and filter options. An overlay window titled 'Private Client Services (PCS) User Manual' is shown on the right side of the interface. The overlay contains a house icon, the title 'Private Client Services (PCS) User Manual', and several icons representing different features or services. At the bottom of the overlay, there is contact information for RealtyServer, including an address, phone number, fax number, and copyright notice.

T	View	Name	Search Title	Last Login	City	Address
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooke, Kavian	Lots	May 30/12		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cross, Conley	St Ann property	Apr 23/12		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facey-Jones, Carmen	Portmore	Apr 5/12		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant, Marcia	Portland Lot	Feb 16/12		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant - Lots, Marsha	no title	May 30/12		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mcanuff, Tameca	St Catherine - \$8m	Jun 1/12		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	nelson, tanika	3bd - \$14m	May 4/12		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Realtors, Meldam	no title			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rennalls, Ricardo	Collapse...	Jun 4/12		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Colombo Close \$25 3bdrm or lot			
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Lots \$6			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smith, Mauvette	Resort 1-2 bdrm in Ocho \$10	Jan 27/12		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8322664	Caribbean Estate	Sep 10/11		

The PCS Training Video allows users to navigate between topics, pause, and rewind for self-paced learning.

PART IV: INTRODUCTION TO PocketINTERFACE™



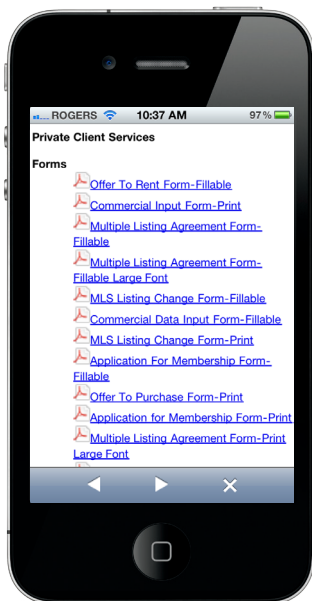
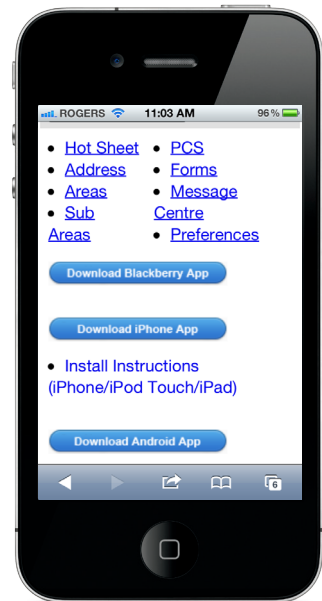
Wireless MLS® Solutions

RealtyServer offers unparalleled wireless MLS® solutions. Our wireless, handheld product is known as PocketINTERFACE™ and can be used on any mobile device capable of accessing the internet. To use PocketINTERFACE™ on your phone open a web browser and visit www.pocketinterface.com. You will need you to select your association and enter your user ID and password to access the MLS®.

PocketINTERFACE™ also features user friendly apps for iPhones, iPads, BlackBerries, and Android devices

To install the RealtyServer PocketINTERFACE™ App on your phone simply search for RealtyServer in the application store or go to <http://pocketinterface.com> using a web browser. You must then enter your personal user ID and password and select your real estate association from the drop down menu. There are large blue buttons on the home page for downloading the PocketINTERFACE™ App onto each of the three devices listed above. Select this button to instantly download the app onto your phone. The PocketINTERFACE™ app stores your user ID, password, and board. Next time you wish to use PocketINTERFACE™ click on the icon on your home screen and it will automatically log you in.

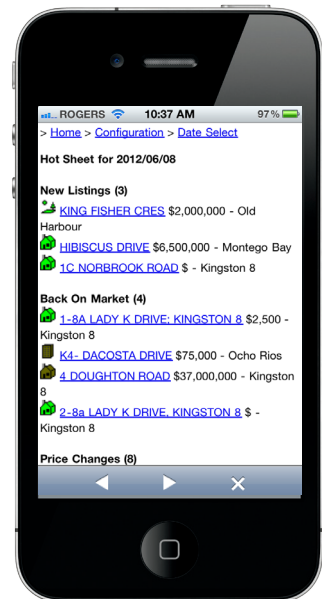
Once the app is downloaded, PocketINTERFACE™ can be opened with the icon on the home screen on your phone. The first time you use the application you must enter your agent ID and password however in the future the app will remember these credentials and give you instant access to the Jamaica MLS®.



PocketINTERFACE can be used to search for MLS™ listings, agents, and real estate offices. It also features PCS™ management tools, forms, and agent to agent messaging.

Agents can search by MLS number, street address, map area and price range, or by viewing the hot sheets.

PocketINTERFACE™ for iPhones and iPads features a suite of advanced features such as driving directions, street view, full screen photos, and map searches using the GPS functionality of the device.



Technical Support

RealtyServer offers technical support by phone or email Monday to Friday 8:30 am to 4:30 pm **PST**. Information can also be found in INTERFACEExpress™ under the Resources Tab where users can access training manuals and product information pamphlets.

REALTYSERVER INTERNATIONAL

For technical support call 1-800-491-6523 or email support@realtyserver.com



MLS® Information

To learn more about using the MLS® to increase your success as a real estate professional contact the REALTORS Association of Jamaica. Information available includes support in registration, instruction on the rules and regulations, further details about the advantages of the MLS® in addition to multiple publications and forms to help agents get started in the MLS®.

REALTORS ASSOCIATION OF JAMAICA

www.realtorsjamaica.com

Irene E. Ming-Hughes

Administrative Manager

Suite # 14

Shortwood Professional Centre

40 Shortwood Road, Kingston 8

Tel: 925-6223 Fax: 969-3009

E-mail: info@realtorsjamaica.com



PART V: APPENDICES



MULTIPLE LISTING AGREEMENT FORM

REALTORS® Association Of Jamaica

MLS # 0299



The Seller/Landlord hereby lists with the listing Broker the property (herein the "Property") known as

Street # 51 Street Name Abby Terrace

Volume # 0444 Folio 222

To offer the Property for sale at a price of J\$ 24,000,000.00

To offer the Property for lease at _____

(herein the "Listed Price") in the Multiple Listing Service ("MLS") of the REALTORS® Association Of Jamaica ("RAJ") where the Property will be open to all member agents of RAJ to attempt to procure its sale or lease. The Property may include a leasehold interest, a business and the goodwill and assets of it, an interest, partnership or share in a business or in the goodwill and assets of it or a mobile home, plus any other property designated by the Seller/Landlord in the MLS Data Input Form.

1. The Seller/Landlord hereby gives the Listing Broker for the period set forth herein, the sole right, power and authority to act as the Seller/Landlord's real estate agency for the listing, of the Property. This agreement prohibits the listing and marketing of the property with any other broker or salesperson during the period set forth herein. The Seller/Landlord agrees to direct all inquiries concerning this property from whatever source to the Listing Broker during the period of this Agreement, which shall include inquiries from the general public and all other real estate agents. Any failure to do so shall constitute a substantial breach of this Agreement.

2. The Seller/Landlord hereby agrees to cooperate fully with the Listing Broker in the marketing of the Property and the Seller/Landlord authorizes and directs the Listing Broker:

- i. to cooperate with all other RAJ members acting for a prospective Buyer/Tenants ("Cooperating members");
- ii. to obtain information concerning the Property from any person, corporation or governmental authority;
- iii. to advertise the Property on the Internet and elsewhere; and
- iv. to show it the Property either personally or through a Cooperating member to prospective Buyer/Tenants during reasonable hours.

3. The Seller/Landlord agrees to pay the Listing Broker a commission in the amount of 5 % of the gross sale or lease price or \$ _____ amount plus GCT at the prevailing rate. The Seller/Landlord agrees to pay the Listing Broker the above commission if, during the term of this Agreement, the Property is sold/rented or the Seller/Landlord enters into an agreement for the sale/rental of the Property and all conditions to be performed by the Buyer/Tenant under such agreement are satisfied in accordance with the terms thereof. "Sale" includes an exchange and "sale price" includes the value of property exchanged. In addition, if prior to the Expiration Date of this Agreement the Listing Broker presents an offer at or above the Listed Price, with no conditions, that provides for completion within a reasonable period of time from the date of the offer, the Seller/Landlord will pay the full commission set forth herein whether or not the Seller/Landlord accepts the offer. The parties agree that to assist in procuring a Buyer/Tenant for the Property, the Listing Broker shall offer to all Cooperating members a portion of the Listing Broker's commission in the amount of 2.5 % of the sale price or lease of the Property of \$ _____ amount plus GCT at the prevailing rate.

SAMPLE

The intent of the clause is to set out the circumstances under which the Seller /landlord is obligated to pay the Broker where the broker presents an offer and the offer is not accepted by the Seller/Landlord. These circumstances are:

- i. The offer is at or above the Listed Price
- ii. The offer has no conditions (meaning an unconditional offer)
- iii. The offer provides for a completion within a reasonable period of time from the date of the offer.

Where the Property is listed by the Seller pursuant to a mortgagee's exercise of its powers of sale contained in a mortgage, an order of the court or a statutory provision, the property shall be sold "as is where is" and is subject to any conditions, policies and laws that govern the disposal of the Property, and the Seller may withdraw the property before the expiration date of this Agreement . A fee of J\$15,000 is payable by the Seller to the Listing Broker if the property is withdrawn before the Listing Broker presents an offer, and a fee of \$30,000 is payable by the Seller to the Listing Broker if the property is withdrawn after the Listing Broker presents an offer at or above the Listed Price.

4. The Seller/Landlord also agrees to pay the full commission due under this Agreement if, within SIX (6) months after the Expiration Date of this Agreement, the Seller/Landlord sells/rents or agrees to sell/rent the Property directly or indirectly to anyone who has made an oral or written offer to purchase the Property and whose names the Listing Broker shall have submitted in writing to the Seller/Landlord within ten (10) days after the expiration of this Agreement or with whom the Listing Broker has negotiated prior to the Expiration Date provided the Listing Broker has given the Seller/Landlord written notification of such negotiation prior to the Seller/Landlord's sale/rent of the property to such person or to a person or entity with whom such person is associated or affiliated. The negotiation with such person need not be over the price of the Property or any specific term or condition of rental or sale. The Seller/Landlord will not be obligated to pay the Listing Broker the commission if, at the time of such sale or agreement to sell, the Seller/Landlord has entered into a valid, bona fide Multiple Listing Agreement relating to the Property with any other RAJ member.

5. The Seller/Landlord does () does not () grant the Listing Broker permission to place and maintain a "For Sale or For Rent" sign upon the Property.

6. Owner does () does not () grant Listing Broker permission to display the property on the Multiple Listing Service (MLS) public website.

7. Seller/Landlord does () does not () agree for this listing to be displayed, through the MLS feed, on other members website.

8. **Listing Broker's Agency Duties and Authority.** The Listing Broker agrees to list the property immediately in the MLS and to maintain an active listing for the Property in the MLS while the Property is for sale or lease under this Agreement; and the Listing Broker agrees to fully cooperate with all Cooperating members to effect the sale of the property. The Seller/Landlord authorizes the Listing Broker to advertise, show and market the Property as the Listing Broker deems appropriate, to negotiate for offers on the Property and to present all written offers to the Seller/Landlord up to and including the Expiration Date of this Agreement. The Seller/Landlord understands that, during the term of this Agreement, the Listing Broker will be marketing other properties that may be of the same general nature as the Seller/Landlord's property. The Seller/Landlord consents to the Listing Broker representing other Seller/Landlords or Buyer/Tenants of other properties and marketing other properties during the term of this Agreement. The Listing Broker is not required to disclose to the Seller/Landlord confidential information obtained through any agency relationship with other persons. The decision to accept any Buyer/Tenant's offer that may be presented is the Seller/Landlord's exclusive decision. The Listing Broker has no authority to accept or agree to any offers on the Seller/Landlord's behalf. The Seller/Landlord reserves the right to change the Listed Price by a written and signed notice to the Listing Broker.

Any change in the Listed Price becomes effective only upon delivery to the Listing Broker of the written Listed Price change notice signed by all Seller/Landlords. The Listing Broker agrees to act only as the agent for the Seller/Landlord with respect to the Property except where the Seller/Landlord consents to the Agent representing the Buyer/Tenant also, and the Listing Broker agrees to accept no form of remuneration from the Buyer/Tenant without the knowledge and consent of the Seller/Landlord. However a Cooperating member acting only for a Buyer/Tenant does not owe any agency duties to the Seller/Landlord.

9. Assistance of Sub-agents. The Seller/Landlord Authorizes the Listing Broker to enter into agreements to engage as sub-agents the services of other licensed brokers or salespersons as part of the Listing Broker's marketing efforts; and the term "Listing Broker" as used herein shall include all licensed sub-agents working for the Listing Broker.

10. Marketing. The Seller/Landlord and the Listing Broker acknowledge that the Listing Broker may represent an exclusive international real estate franchise and/or may be an affiliate of an international real estate network. By signing this agreement, the Seller/Landlord authorizes the Listing Broker to submit the Property for inclusion in the worldwide marketing program of that franchise or affiliation at no additional cost to the Seller/Landlord.

11. Forfeit of Buyer/Tenant's contract deposit. In the event a contract Buyer/Tenant forfeits any contract deposit, the Listing Broker shall be entitled to receive, as a liquidated and agreed upon sum, as a percentage of the deposit, together with any interest accrued thereon to which the Seller/Landlord is entitled, provided the total amount paid to the Listing Broker shall not exceed the full commission which would otherwise be due under this Agreement.

12. Information Concerning the Property. The Seller/Landlord has furnished the Listing Broker with all of the information about the Property contained in this Agreement, in any attachment or addendum hereto, and in the MLS Data Input Form. The Seller/Landlord represents to the Listing Broker that, to the best of The Seller/Landlord's knowledge, such information is complete, correct and accurate and does not leave out any material information about the Property. The Seller/Landlord agrees to indemnify and hold the Listing Broker, harmless from any and all loss, damage, claim or liability, including attorney's fees, arising out of any inaccurate, misleading or undisclosed information or facts about the property whether made by the Seller/Landlord in this agreement or made by the Seller/Landlord during the course of the Listing Broker's marketing efforts. The provisions of this paragraph shall apply to and include information in any Seller/Landlord's property information report. The Seller/Landlord further warrants and represents that this Agreement contains the signatures of all owners of the Property or other persons legally authorized to sell or lease the property. All information relating to the Property may be disclosed to persons interested in the Property including prospective Buyer/Tenants, Cooperating members, and other authorized users of the MLS. The Listing Broker may enter into the MLS, the information contained in this Agreement, the information contained in the MLS Data Input Form, and the sale or lease price of the Property once there is an unconditional accepted offer. In consideration of RAJ disseminating information about the Property through the MLS, the Seller/Landlord and the Listing Broker each hereby assign to RAJ all of their rights and interests in and to the information about the Property contained in the MLS.

13. Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same Agreement.

14. Mediation/Arbitration. The Listing Broker endorses and recommends the use of a dispute resolution by mediation or arbitration as an alternative to litigation in the event of any dispute or claim arising out of or relating to this Agreement. In the event of any litigation or lawsuit between the Seller/Landlord and the Listing Broker arising out of or relating to this Agreement, the prevailing party will be entitled to the costs and expenses thereof, including reasonable attorney's fees.

15. Term of Agreement/Binding Effect/Enforceability. This Agreement shall not be for a period exceeding twelve (12) months and cannot be cancelled or terminated prior to the Expiration Date unless the Seller/Landlord and the Listing Broker mutually agree in writing to such cancellation or termination. This Agreement is binding upon and shall inure to the benefit of the parties hereto, their heirs, executors, personal representatives and assigns. If any provision of this Agreement shall be determined by a court to be invalid or unenforceable, the validity and enforceability of all other provisions of this Agreement shall not be affected thereby.

16. All Amendments to Be In Writing. All modifications, additions, amendments or deletions to this Agreement shall be effective only if set forth in a written document signed by the Seller/Landlord and an authorized representative of the Listing Broker.

17. Governing Laws. This Agreement and all of its terms, conditions and provisions shall be construed in accordance with and governed by the laws of Jamaica.

THE SELLER/LANDLORD SPECIFICALLY ACKNOWLEDGED HAVING READ AND DISCUSSED WITH THE LISTING AGENT ALL PROVISIONS OF THIS AGREEMENT HEREOF PRIOR TO SIGNING THIS AGREEMENT.

Commencement Date: 01 / 01 / 20 01
mm dd yy

Expiration Date: 07 / 07 / 20 01 (at midnight)
mm dd yy

UNDERSTOOD AND AGREED

For Realtor	For Seller/Landlord	
Listing Broker		
By: <u>MUST BE SIGNED</u> Authorized Broker	By: <u>Dr. Jane Gray</u> Print Name	<u>MUST BE SIGNED</u> Seller/Landlord
By: <u>Corporate Homes Ltd.</u> Listing Member	By: _____ Print Name	_____ Seller/Landlord
Address <u>42 NewKingston Way</u>	Address to which all notices to owner under this agreement shall be sent:	
Telephone <u>(876) 555-4444</u>	Street/P.O. Box <u>11 Cooling Street</u>	City/Town <u>Kingston 20</u>
Fax <u>(876) 555-4130</u>	State/Country <u>Jamaica</u>	Postal Code _____
Email <u>info@corporatehomes.com</u>	Res. Tel. <u>(876) 555-4440</u>	Bus. Tel. <u>(876) 555-4210</u>
	Email <u>info@corporatehomes.com</u>	



REFERRAL FORM

REALTORS® Association Of Jamaica



Referring Agent Mary Jane Receiving Agent Marlon Sway

Referring Broker Carlos Warner Receiving Broker Marlon Sway

Referring Company Warner Brown Real Estate Receiving Company Corporate Homes Ltd.

Address Suite #31, 22 Grosvenor Way Address 42 New Kingston Way, Kingston S

Phone (876) 555-2222 Phone (876) 555-4444

Email info@warnerbrown.com Email info@corporatehomes.com

Listing Referral Referral Fee % 20

Selling Referral Referral Fee \$ _____

Party's Name Jonathan Slim

Address 13 Oxford Crescent

Home (876) 555-4422 Mobile (876) 333-2222 Work (876) 999-2199

Email j.slim@gmails.com Comment _____

SAMPLE

All parties have hereby read, understood and agreed to all the terms provided above.

Referring Agent MUST BE SIGNED Signature _____ Receiving Agent MUST BE SIGNED Signature _____

Referring Broker MUST BE SIGNED Signature _____ Receiving Broker MUST BE SIGNED Signature _____



OFFER TO PURCHASE FORM

MLS # 5001

REALTORS® Association Of Jamaica



This offer is made this 20 day of July / 20 11 by Selling Agency: ABC Brokers Ltd.

on behalf of purchaser(s) listed below, and/or nominee(s), and is subject to a formal contract to be prepared by Vendor's Attorney - at - Law.

SCHEDULE

Primary Purchaser's Name John Doe TRN# 100-100-100

Primary Purchaser's Address 25 Marlin Road, Greater Portmore, St. Catherine

Primary Purchaser's Occupation Banker Company Business Commercial Bank Title SUPERVISOR

Secondary Purchaser's Name Jane Doe TRN# _____

Secondary Purchaser's Address Apt #23 2513 Mailing road, Albany, Florida, USA 30890

Secondary Purchaser's Occupation Teacher Company Albany High School Title Head of Math Department

Vendor's Name 1 Mary Brown TRN# 101-101-101

Vendor's Address 1 Peter Brown

Vendor's Name 2 25 Walkington Street, Kingston 8 TRN# 001-001-001

Vendor's Address 2 Same as Above

Legal Property Description T/H #5 Plantation Place, 5 Aiming Road, Kingston 10 Volume 1011 Folio 000

Encumbrances NONE EXCEPT RESTRICTIVE COVENANTS NOTED ON TITLE, IF ANY.

Purchase Price Eighteen Million Five Hundred and Fifty Thousand (\$18,550,000.00)

Payment Terms Fifteen Percent (15%) Deposit, Balance on Completion

Deposit Two Million Seven Hundred and Eighty-Two Thousand Five Hundred Dollars (\$2,782,500.00)

Earnest Deposit Two Hundred and Eighty Thousand Dollars (\$280,000.00) (part of the deposit above)

Conditions Subject to mortgage financing from National Housing Trust and Jamaica National Building Society (pre-approved)

Completion On or before ninety days (90 days)

Possession Vacant

Water, Ins., Taxes, Rents TO BE APPORTIONED TO THE DATE OF POSSESSION

Title REGISTERED

Cost of Transfer TRANSFER TAX TO BE BORNE BY VENDOR. STAMP DUTY AND RECORDING FEES TO BE DIVIDED EQUALLY BETWEEN THE VENDOR AND PURCHASER.

Carriage of Sale Name Clint Eastwood Purchaser's Atty Name Matt Lock

Company Clint Eastwood & Associates Company Lock, Mason & Mccoy

Address 245 Duke Street, Kingston Address 85 Braemar Avenue, Kingston 10

Telephone (876) 222-2222 Telephone (876) 555-5555

Fax (876) 223-3333 Fax (876) 555-6578

Email ceastwood@eastwood.com Email matt.lock@lmclaw.com

Brokerage VENDOR WILL PAY BROKERAGE FEE OF 5% OR (\$ 927,500.00) OF PURCHASE PRICE PLUS GCT AT THE PREVAILING RATE (\$ 162,312.5) TO LISTING BROKER: ABC Brokers Ltd.

Purchaser MUST BE SIGNED Broker MUST BE SIGNED Seller Signature MUST BE SIGNED

Accepted 07/22/2011 Rejected _____ Counter Offer _____ Date Seen 07 / 22 / 20 11
Date Date Date mm dd yy

This offer will expire on 07 / 27 / 20 11 at 11:59 pm.
mm dd yy



OFFER TO RENT FORM

REALTORS® Association Of Jamaica

MLS # 12345



This offer is made this 20 day of May / 20 11 by Selling Agency: Sam Sharpe and Associates on behalf of Susan Marie Doe TRN 000-111-222, and/or nominee(s), and is subject to a formal lease agreement.

SCHEDULE

Prospective Tenant's Address 24 Main Street, Linstead, St. Catherine

Occupation Teacher

Owner/Landlord's Name Curly Sue

Owner/Landlord's Address T/H #3, 11 Miracle Way, Kingston 30

Property Address 43 Redview Circle, Kingston 30

Rental Amount US \$1500.00

Deposit US \$1500.00

Start Date Of Lease April 1, 2011

Term Two (2) Years

Conditions (If Any) _____

Brokerage OWNER/LANDLORD WILL PAY BROKERAGE FEE OF _____ % OR (\$ US 1500.00) OF PURCHASE PRICE PLUS GCT AT THE PREVAILING RATE (\$ _____) TO LISTING BROKER: John Doe Realty

This offer must be accompanied by a profile sheet on the prospective tenant.

It is the intention of John Doe Realty to give their best efforts in finding a suitable tenant. However, the final decision will be made by the owner/landlord.

Prospective Tenant (must be signed) _____ Broker (must be signed) _____ Landlord (must be signed) _____

Accepted _____ Date _____ Rejected _____ Date _____ Counter Offer _____ Date _____ Date Seen / / 20

The owner/vendor has 5 business days to respond to this offer to rent. Accordingly, this offer expires on / / 20 at 11:59 pm.



MLS LISTING CHANGE FORM

REALTORS® Association Of Jamaica



Note: This form is to be used in respect of all changes to an MLS listing that require a Seller's signature.

Listing member Name and ID# Agent Brown #021

Street # 21 Street Name Livingston Avenue MLS# 3100

Volume # 1234 Folio 567

Price Change New price & currency J \$3,000,000.00

Extend Expiration Date New expiration date January 22, 1966

Change Commission New total commission 4%

New cooperating commission 2%

Temporarily Off Market Date to set listing to inactive June 1, 1966

Date to set listing back to active July 1, 1966

Cancel Listing Date cancelled December 31, 1966

Deal Fallen Through Date deal cancelled and listing returned to active February 2, 2002

New Chattels Included All chattels now included A/C, Plasma TV 42", Washer/Dryer

All chattels now excluded Generator

Seller/Landlord does () does not () agree for this listing to be displayed, through the MLS feed, on other members website.

The Seller hereby authorizes and directs the Listing Broker to change the above reference MLS listing in the manner indicated above.

Signature of all Sellers MUST BE SIGNED

OFFICE ONLY

Office Name John Doe Realty Office ID # 000

Broker Name Jane Doe Date Reported To MLS 03 / 15 / 2002
mm dd yy

Broker Signature MUST BE SIGNED



RESIDENTIAL DATA INPUT FORM

718 MLS#

JAMAICA

REALTORS Association Of Jamaica



MANDATORY FIELDS:

Indicated With Black Field Number & Symbol For Property Type

106 [X][X] Exterior Finish [R][C]

BLACK BOX

PROPERTY TYPES

LEGEND:

- 000 Mandatory, 000 Non-mandatory, A All Property Types, L Land Only, R Residential, C Condo

[X] = Single Pick, [X][X] = Multi Pick

Form fields for 170 (For Sale/Rent), 909 (List Price), 912 (Rental Price), 006 (Unit/Apartment #), 008 (House #), 102 (Street), 019 (Legal Description), 290 (Commission), 012 (Parish), 025 (Region), 057 (Selling Commission), 066 (Subdivision), 013 (City/Town), 915 (Name of Property), 550 (Lot #), 914 (Block #), 138 (Monthly Maintenance), 016 (Property Tax), 300 (Volume), 301 (Folio), 048 (Salesman 1), 045 (Office Ph), 049 (Salesman 2), 042 (Office Ph).

Form fields for 186 (Style), 103 (Appx Year Built), 111 (Flooring), 105 (Roof - Primary), 913 (Currency), 116 (Basement Type), 104 (Construction), 140 (Amenities). Includes sub-sections for Exterior Finish and Basement Type.

145 **Site Influences** **A** **129** **Parking** **R C** **226** **Restrictions** **R L**

- 01 Acreage
- 02 Beach Front
- 03 Central Location
- 04 Cul-de-sac
- 05 Easy Access
- 06 Family Oriented
- 07 Gated Community
- 08 Golf Course Nearby
- 09 Highway Access
- 10 Hillside
- 11 Landscaped
- 12 Level Lot
- 13 Low Maint Yard
- 14 No Pets
- 15 No Thru Road
- 16 Pasture

- 17 Pets Allowed
- 18 Potential Recreation
- 19 Private Setting
- 20 Quiet Area
- 21 Recreation Nearby
- 22 Road - Gravel
- 23 Road - Paved
- 24 Rural Setting
- 25 Seniors Oriented
- 26 Underground Services
- 27 View - City
- 28 View - Mountain
- 29 View - Ocean
- 30 View - River
- 31 Waterfront - Ocean

- 01 Additional Parking
- 02 Carport - Single
- 03 Garage & Carport
- 04 Garage - 3 Or More
- 05 Garage - Double
- 06 Garage - Single
- 07 Multiple C/P
- 08 Open
- 09 Other
- 10 Street
- 11 Underground Garage
- 12 Visitor Parking

- 01 Build. Scheme
- 02 Easemnt/R of Way
- 03 Home Association
- 04 None
- 05 Other
- 06 Restr. Covnts
- 07 Unknown

128 # Covered Prkg Spcs

040 **Salesman Information** **114** **Water** **A** **067** **Sewer** **A**

Appointments **R C**

- 01 Key At Office
- 02 No Appts Required
- 03 Phone Agent
- 04 Phone Seller
- 05 Phone Tenant

Occupancy **R C**

- 01 Seller Occupied
- 02 Tenant Occupied
- 03 Under Construction
- 04 Vacant

- 01 Well
- 02 None
- 03 NWC
- 04 Other
- 05 Catchment

- 01 KSAC/PC
- 02 None
- 03 Septic
- 04 Soakaway

Complex Information **C**

151 Floors In Bldg **154** Units In Bldg

153 Levels Per Unit **155** Units In Complex

278 Model Unit # **305** Blocks In Complex

156 **Laundry**

- 01 In Unit
- 02 None
- 03 Shared
- 04 Washer/Dryer
- 05 Other

120 **Air Conditioning**

- 01 Central
- 02 None
- 03 Split # of
- 04 Window Unit(s) # of
- 05 Other

170 **Fee Incl** **160** **Shared Amenities** **158** **Exterior Features**

- 01 Caretaker
- 02 Common Area Light
- 03 Garbage Disposal
- 04 Gardener
- 05 Hot Water
- 06 Insurance
- 07 Landscaping
- 08 Light
- 09 Maintenance
- 10 Management
- 11 Recreation Facility
- 12 Security
- 13 Taxes

- 01 Beach
- 02 Clubhouse
- 03 Daycare Centre
- 04 Electronic Gate
- 05 Elevator
- 06 Exercise Centre
- 07 Generator
- 08 Guest Suite
- 09 Hot Tub
- 10 Playground

- 11 Pool Indoor
- 12 Pool
- 13 Recreation Centre
- 14 Sauna
- 15 Secured Entry
- 16 Security System
- 17 Storage Unit
- 18 Tennis Court(s)
- 19 Water Tank
- 20 Wheelchair Access

- 01 Balcony
- 02 BBQ
- 03 Deck
- 04 Fruit Trees
- 05 Garden
- 06 Gazebo
- 07 Manicured Lawn
- 08 None
- 09 Patio
- 10 Playground
- 11 Pool
- 12 Porch
- 13 Private Yard
- 14 Veranda

711 # of Bedrooms

R C

350 # of Bathrooms

R C

Note: Includes Power Rooms.

189 Appx Total Sqft

R C

270 Appx Finished Floor Area

281 Room Matrix**ROOM TYPES**
(i.e. LV = Living Room)

- BD Bedroom
- B2 Powder Room
- B4 Full Bath
- B5 1/2 Master Bath
- B6 Full Master Bath
- DE Den
- EN Entrance
- NK Eating Nook
- FA Family Room
- GA Garage
- LA Laundry/Uti
- MB Master Bedroom
- RE Rec Room
- ST Store/Wkshp
- OT Other
- KI Kitchen
- DI Dining Room
- LV Living Room
- HQ Helper Quarters
- SO Study/Office

Note: Main floor is defined where entrance is.

R/C	110 DOWN	108 MAIN	109 UP	194 OTHER
FIN SQFT				

EXAMPLE:

	Main	
Fin Sqft	1000	
Living Room	19'5" x 22'11"	
Bedroom	2	1
Full Bath	2	1

Name Of School

- 196** Pre/Primary School _____
- 197** High School _____
- 198** Tertiary Institution _____

552 Property Directions (250 Characters)

481 Salesman Remarks (130 Characters)



COMMERCIAL DATA INPUT FORM

JAMAICA REALTORS Association Of Jamaica



718 MLS#

Blank box for MLS number

MANDATORY FIELDS: INDICATED WITH BLACK BOX OR MANDATORY SYMBOL

000 BLACK BOXES MANDATORY

000 WHITE BOXES OPTIONAL

[X] = SINGLE PICK

[X][X] = MULTI PICK

Main data entry section with fields for List Price, Lease Price, Property Address, Commission, Parish, Region, Business Name, City/Town, Bldg Size, Rentable Area, Lot #, Block #, Name of Property, etc.

Checklist section with categories: Style, Major Type, Business Type, Currency, Price Type, Industrial Type, Multi-family Type, Amenities, Title, Land And Services, Restrictions.



APPLICATION FOR MEMBERSHIP FORM

REALTORS® Association Of Jamaica



Applicant's Name As Shown On License _____ TRN# _____ Date of Birth / /
mm dd yyyy

Real Estate Board License # _____ Date of Registration / /
mm dd yyyy

Address _____

Home Telephone # _____ Mobile Telephone # _____

Email Address _____

Other Skills _____

Membership Held In Other Professional Or Business Associations _____

Broker's Name _____ Broker's License # _____

Office Address _____

Office Phone # _____

Office Email Address _____

Please Choose Your Designation Professional Membership Associate Membership

I hereby apply for membership in the above named Association, and I understand that all fees are not refundable if my membership is approved.

I submit my payment in the amount of \$ _____. In the event my application is approved, I agree as a condition of membership to complete any indoctrination course, and otherwise on my own initiative to thoroughly familiarize myself with the Constitution and Bye-Laws and Code of Ethics and Rules and Regulations of the Realtors Association of Jamaica, including the duty to arbitrate business disputes in accordance with the Constitution and Bye-Laws and Code of Ethics and Rules and Regulations of the Realtors Association of Jamaica I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Constitution and Bye-Laws and Code of Ethics of the Realtors Association of Jamaica all as from time to time amended.

I consent and authorize the Association, through its Membership Committee or otherwise to invite and receive information and comment about me from any Member or other person, and I agree that any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character. Applicants acknowledge that if accepted as a Member and he/she subsequently resigns or is expelled from membership in the Association with an ethics complaint or arbitration request pending, the Council may grant conditional renewal of membership upon the applicant's verification that he/she will submit to the pending ethics or arbitration proceedings and will abide by the decision of the Hearing Panel; or if the applicant resigns or is expelled from membership without having complied with an award in arbitration, the Council may grant conditional renewal of membership upon his/her payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

Has your real estate license, in Jamaica or elsewhere, been suspended or revoked? Yes No

If "Yes", specify the place and date of such action and detail the circumstances relating thereto. _____

Have you ever been convicted of a felony? Yes No

If "Yes", gives details. _____

MLS Participation Statement And ID Non-Disclosure Agreement

I wish to participate in the Multiple Listing Service. I agree to conform to the Policies and Procedures of the MLS, a copy of which was received at the time of this application. I agree not to disclose my MLS access codes to anyone. I understand that violations of this agreement may result in cancellation of my ID numbers and penalties up to \$100,000.00. I also understand that my listings will appear on the Association approved websites.

Indemnification

I hereby indemnify the Realtors Association of Jamaica MLS and its respective officers, agents, employees and agree to hold them harmless from and against all claims, losses, liabilities, damages, costs and expense of any kind, including attorney's fees and from liability to any person arising from a Member's negligence or failure to comply with any obligations under the MLS and arising from my use of the MLS.

Employment History _____

Three (3) members of RAJ who know you well, one of whom must be a Council member.

- 1) _____
- 2) _____
- 3) _____

Please supply all relevant document and fees consistent with the list provided below in the "Office Only" section.

Signature of Applicant _____ Date / / 20
mm dd yy

OFFICE ONLY

Date Received / / 20
mm dd yy

Date Approved / / 20
mm dd yy

- Photo ID
- Passport Size Picture
- Verification Letter From Qualifying Director
- Copy Of Real Estate License
- Copy Of Real Estate Board Registration
- Entrance Fee
- Annual Dues And MLS Fees
- Member ID #

