

FREQUENTLY ASKED QUESTIONS – CINCYMLS CHANGES

UPDATED 10/8/2024

Q1. My sellers work from home during the week and do not want to allow showings. Do I need to withdraw my listing during the week?

A1. Yes. Properties that are not available for showings for more than three consecutive days must be changed to Withdrawn until showings are allowed.

Q2. I've tried to email my listing paperwork to MLS, but they say they haven't received it.

A2. The listing documentation policy changed last year to require the documents to be uploaded directly to the listing in Rapattoni. The email that was used to receive paperwork was deactivated in June, 2024.

Q3. My seller wants me to list their home on Friday, but don't want to allow showings until Saturday. Can I block showings for the first day?

A3. No. Listings must be available for showings the first day they are Active in MLS.

Q4. My seller is offering commission to the buyer's agent. Can I include this in the information on ShowingTime?

A4. No. Commission and compensation may not be advertised in CincyMLS, its downstream products, or third-party multi-broker software that receives MLS data.

Q5. What is OMS?

A5. OMS or Off MLS Sale refers to properties that were sold but not entered into MLS for full cooperation. The information is valuable for comps and appraisals. This was previously referred to as Sold Before Sent.

Q6. I used Off MLS Sale, but the property isn't showing on other websites. Why not?

A6. OMS listings are not distributed to third-party sites.

Q7. I listed a property before the NAR changes went into effect. Do I need to upload a new contract with the NAR requirements to the listing?

A7. No, unless changes were made to the terms of the agreement. CincyMLS only uses the information in the contract to validate the address, price, and expiration date.

Q8. Where do I need to upload my Buyer's Agreement?

A8. CincyMLS does not require Buyer's Agreements to be submitted. However, staff will comply with NAR mandates by randomly selecting closed properties and requesting the Buyer's Agreement from the Buyers Agents.

Q9. I have an OMS property, but I don't have a listing agreement. What do I do?

A9. CincyMLS does not require a listing agreement to be uploaded for OMS listings. You will need the Settlement Statement, property details, and a primary photo to enter it into the MLS as OMS.

Q10. What do I need to enter an OMS listing?

A10. You will need the Settlement Statement, an exterior photo, and the listing details.

Q11. Where are the room dimensions on the Listing Input Sheet?

A11. Room dimensions are now included with the room details/features on the Input Sheet.

Q12. I can't find the information to put in my living room details?

A12. Be sure you have pre-selected that room under room types on input. Only the rooms that are chosen will display.

Q13. Can I enter an OMS listing as Pending?

A13. No. An OMS listing is only entered after it has closed and had not been entered in the MLS as Active or Pending.

Q14. I have both a price change and expiration change on the amendment form. Do I have to upload in each since they are separate document types?

A14. No. You can upload it to either. Staff will see the document and validate both changes.

Q15. I need to update my listing, but I don't have the room dimensions and didn't enter them previously. Do I need them to make a change?

A15. Yes. Room dimensions and levels are required fields and will need to be updated to save changes to the listing.

Q16. Why are the room dimensions now required?

A16. Accurate room dimensions and levels help buyer agents and consumers assess whether a property meets their needs and play a crucial role in determining value, aiding in more accurate CMAs and appraisals.

See Information about Attached Document Changes on Page 3