



## LEARNING ABOUT NEW HOMES

When entering a listing of a “New Construction,” Under Construction,” or “To Be Built” home, the appropriate Year Built Detail Exception field will apply and must be used. The following definitions will help determine which one is appropriate.

**Actual YBT - Actual Year Built:** This field will be used only for completed construction where the year built is verified using county records or Realist.

**New Construction:** This field will be used only if the home is complete but has never been lived in/occupied. The year the construction was completed is to be entered in the Year Built field.

## TO BE BUILT HOMES

**Under Construction:** This field will only be used if the home is still being built and is not yet complete. The year that construction is expected to be completed should be entered in the Year Built field. Do not use the year construction began. Use only the year that construction is expected to be completed.

**To Be Built:** This field will only be used if no building permit has been issued but the home described in the listing could be built on the included lot, with an accepted purchase agreement. The list price on the listing must include the lot and the build. The Year Built field should be 9999.



## GUIDELINES

**Not Verifiable:** This field will be used if the year built is unknown or unverifiable. The Year Built field should be entered as 0000. This is not to be used for “To Be Built” or “Under Construction” listings.

**Photos:** All “To Be Built,” “New Construction” and “Under Construction” listings must have the appropriate disclosure on the Primary Photo. The disclosure shall either be displayed across the rendition of the home or shall be the appropriate placard provided by MLS Now under the Links tab in Matrix.

**Entry of MLA listings in the MLS:** Once the unit/lot has been platted, it must be entered in the MLS within the 2 business day time frame. The list date and expiration date must reflect the listing date and expiration date and terms as established in the MLA.

## AGREEMENTS

**Master Listing Agreements- MLA:** Master Listing Agreements are used when there is a listing agreement for multiple homes or lots, such as a development or subdivision. To maintain uniformity, please follow these guidelines when entering properties that are part of or subject to a Master Listing Agreement for multiple properties or offerings.

**Note on Virtual Staging:** "Virtual Staging" may not be used for “To Be Built” or “Under Construction” listings.



**MLAs Must:**

Be placed on file with the MLS staff. Please send copies of the MLA to [QA@MLSNow.com](mailto:QA@MLSNow.com).

Have a beginning date and ending date clearly stated within the agreement.

List all the lots and or subdivisions included in the listing, along with the pricing (list price for each unit/home/lot).

**AMENDMENTS**

**Changing or Modifying the Terms of an MLA:**

Amendments or Addendums must be used to change or modify the terms of a “Master Listing Agreement” to reflect the addition or deletion of units/homes/or lots to be covered by the MLA, or to reflect a new list date or expiration date if different from that in the MLA. All such amendments and addendums must be properly executed and signed and dated by the seller and the listing agent/broker. Copies of the fully executed and signed amendments and/or addendums must be sent to the MLS if audited or requested by the MLS staff. Listings (units/ homes/ lots) added to the MLA by amendment or addendum must be entered into the MLS within the 2-business daytime frame of the new listing date as shown on the amendment adding them to the MLA.



## EXCEPTIONS

**Please Note:** Listings that have the Year Built Detail Exception “To Be Built” imply that they are either a Residential Single Family or Condo, without a building permit but could be built on the included lot, with an accepted purchase offer.

A “To Be Built” listing would be a residential lot without a building permit, which is owned or controlled by a builder, with a projected home to be built on the lot. The home presented or described in the listing must be able to be built as specified for the list price shown on the listing.