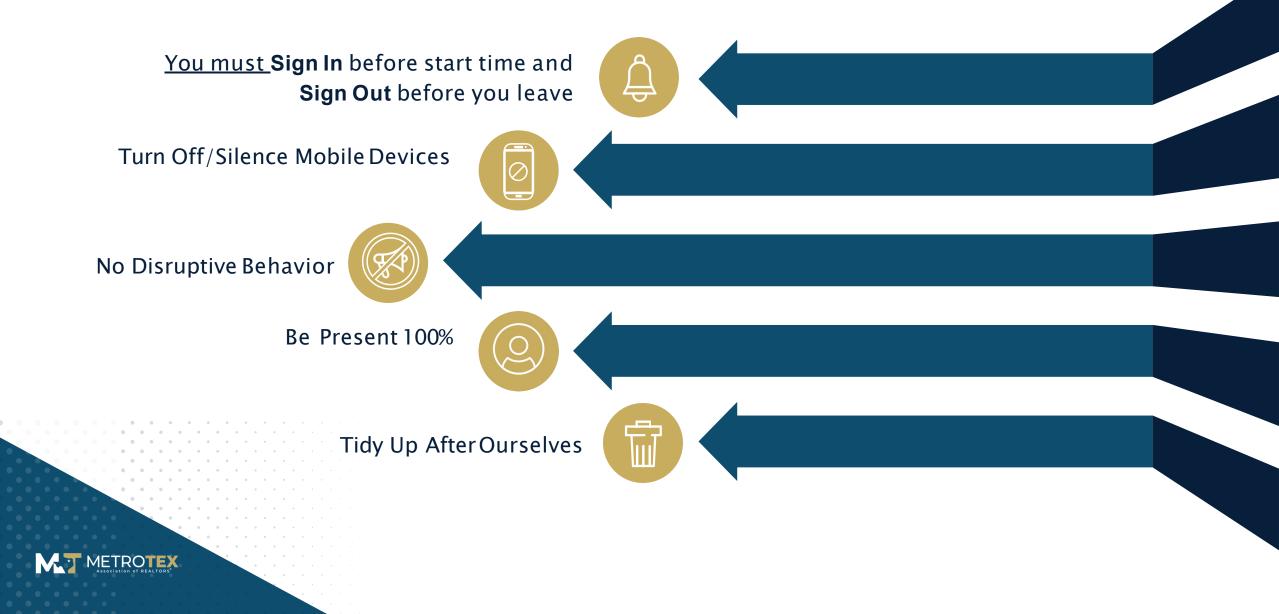
Welcome to New Member Orientation!

Make sure to **check in!**

<u>WIFI</u>: Kinwest_Guest <u>Password</u>: mtex_guest23

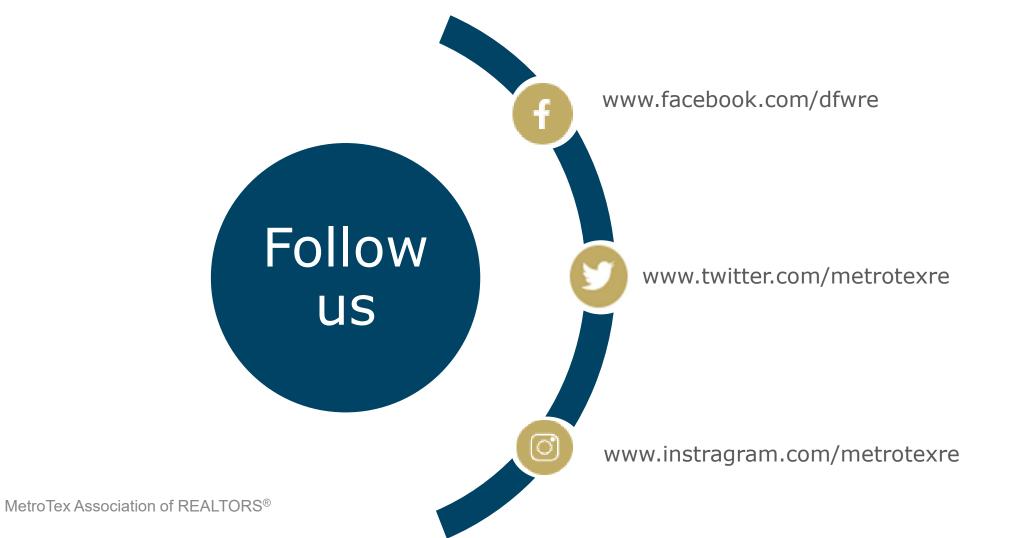


Classroom Guidelines, Etiquette and Receiving Credit



LET'S CONNECT!





Contact Us!



Main Office 214.637.6660

Main Fax

214.637.5951

MetroTex Headquarters

1701 Kinwest Prkwy Irving, TX 75063

All locations open Monday – Friday 8:30am -5:00pm for in-person shopping and member services.

Some offices close from 12:00pm – 1:00pm every day. See our <u>website</u> for details.

MLS Department 214.540.2755 mls@dfwre.com

Member Services Department

214.540.2745 memberservices@dfwre.com

Accounting

800.878.4166

Professional Development

214.540.2751 professionaldevelopment@dfwre.com



New Member Orientation MLS & KEYS SERVICES

Who Are We?



 MetroTex Association of REALTORS®

> Established in 1917 Over 26,000 members

• NTREIS - North Texas Real Estate Information Systems



NTREIS Leadership

NTREIS Board of Directors NTREIS Shareholders

Each participating association is represented on NTREIS Boards & Committees, Recommendations flow from the MLS Providers and their committees through the appropriate NTREIS committees for final recommendation to the NTREIS Board and/or Shareholders as applicable.

Louisiana

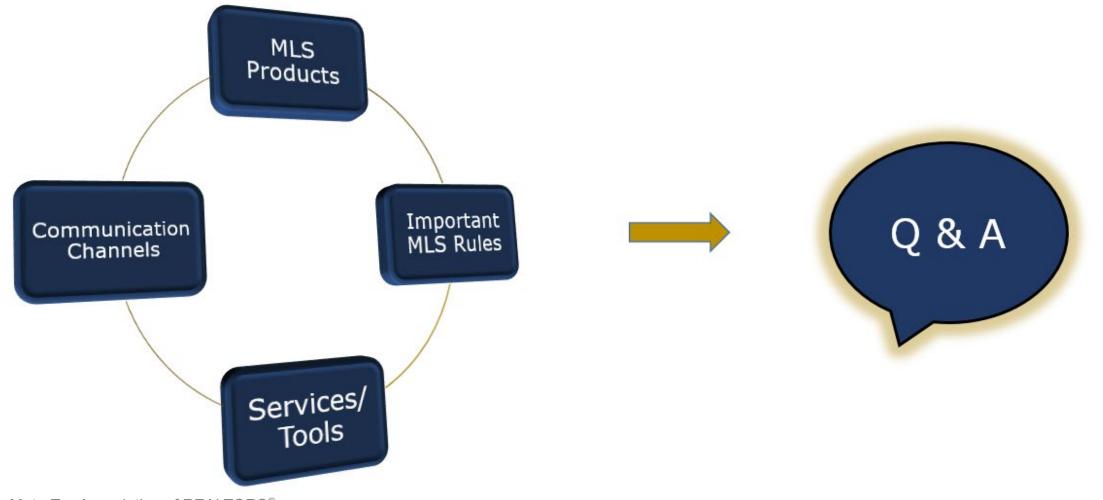
NTREIS Committees & Task Forces Governance Budget & Nominating Strategic Users Task Force Finance Committee Planning Committee Participating Associations Greater Fort Greater Greater Collin County Johnson County MetroTex Arlington Stephenville Lewisville Denton/Wise Worth Greater Metro North West Granbury Navarro County Abilene Heartland Greater Texoma Montague

MetroTex Association of REALTORS®

West

Objectives





MetroTex Association of REALTORS®

Your MLS Products





Listing Procedures



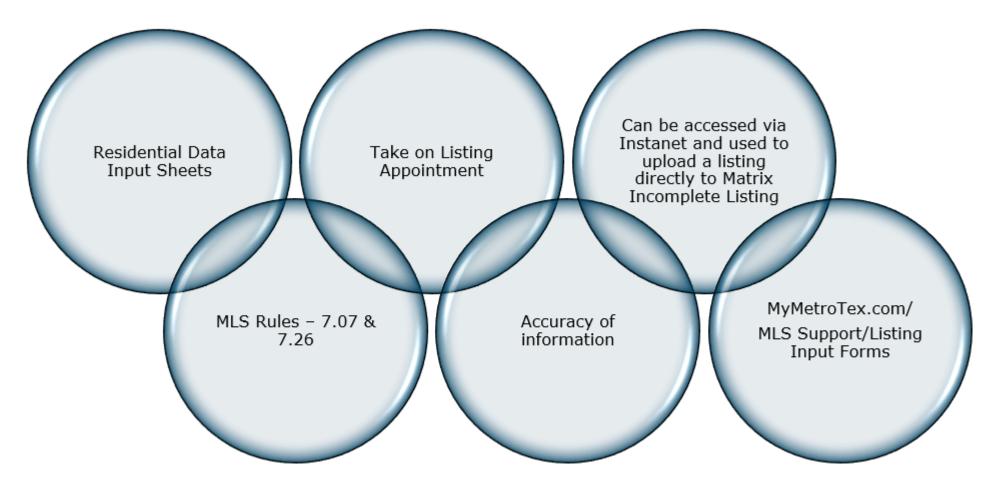
MLS Rules: Section 7

Deadlines	Data	Duplicates	Showings	Description	Directions
72 Hour Deadlines (listing input; status change)	Required to provide accurate data	Duplicate Listings	Listings shall be available for showing once the listing is Active in the MLSexcept listing in the Coming Soon Status.	Property description (Public Remarks) – Fair Housing guidelines, no contact info (i.e., email, web addressesthat includes text services).	Public Driving Directions must have actual directions to the property. Please don't use "Use GPS" or "See Map," etc.

MetroTex Association of REALTORS®

Data Input Sheets





Clear Cooperation Policy



Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX) and VOW), digital communications marketing (email blasts), multibrokerage listing sharing networks, and applications available to the general public. (Adopted 11/19)

Listing Statuses



INC – Incomplete	As a new listing is entered into the MLS, you may save the listing as "Incomplete" which saves the listing as a work in progress. The incomplete listing is only visible to the listing agent, listing broker/manager, listing office administrators, and MLS staff. As information is gathered on the listing, the list can be updated and saved as Incomplete until the listing is ready to be made available to other MLS subscribers. Incomplete listings may remain in the MLS up to 30 days. After 30 days, if the listing has not been updated, the listing is purged from the system. Listings in the Incomplete status must be changed to Active or Coming Soon prior to any other status changes.
CSN – Coming Soon	At the Seller's request a property may be entered into the Coming Soon Status to prepare the home for showings, needed repairs, or legal matters. A listing may remain in the Coming Soon Status for no more than thirty (30) days. Once the listing has been in the Coming Soon Status for thirty (30) days the listing must be changed to Active prior to change to any other status in accordance with these Rules. If no status change is made after thirty (30) days, the listing will automatically enter the Hold status based on the original entry timestamp. Coming Soon Listings are only available to MLS Participants and are not distributed to 3rd parties. SHOWINGS of properties in the Coming Soon Status are PROHIBITED .
ACT – Active	Property is available for sale and must be available for showings. Will expire on the original expiration date the agent entered.
CON – Active Contingent	Seller has accepted an offer but has requested that property remain available for showings and Seller will entertain backup offers. Will expire on the original expiration date the agent entered.
KO – Active Kick Out	Property has an offer contingent upon the sale of another property by buyer. Still available for showings and backup offers. Will expire on the original expiration date the agent entered.
OPT – Active Option Contract	Seller has accepted an offer but the Buyer is exercising the option period from the sales contract. Still available for showings and backup offers. Will expire on the original expiration date the agent entered.

Listing Statuses



PND – Pending	Property has an offer (Contract with no contingencies, Kick Outs or Options). The seller requests no further showings and does not want to entertain backup offers. Pending listings do not expire and will stay pending until closed.
WTH – Withdrawn	Based on the terms agreed to between the Seller and the Listing Broker in the "Termination of Listing Form" (TAR Form 1410) the property is no longer available for showings. Due to the conditions of the "Termination Form" the property cannot be re-listed with another broker. Will expire on the original expiration date the agent entered.
CAN – Cancelled	Based on the terms agreed to between the Seller and the Listing Broker in the "Termination of Listing Form" (TAR Form 1410) the property is no longer available for showings. There were NO conditions in the "Termination Form". The seller is free to re-list their property with another broker.
H – Hold	Owner has a reason they would not like to show the property for a period of time but they are still under a listing agreement. Hold used for various reasons (i.e. remodeling, owner illness, etc.) THIS IS A TEMPORARY STATUS and should not be used in place of the Cancelled or Withdrawn status. Will expire on the original expiration date the agent entered.
EXP – Expired	Listing has expired.

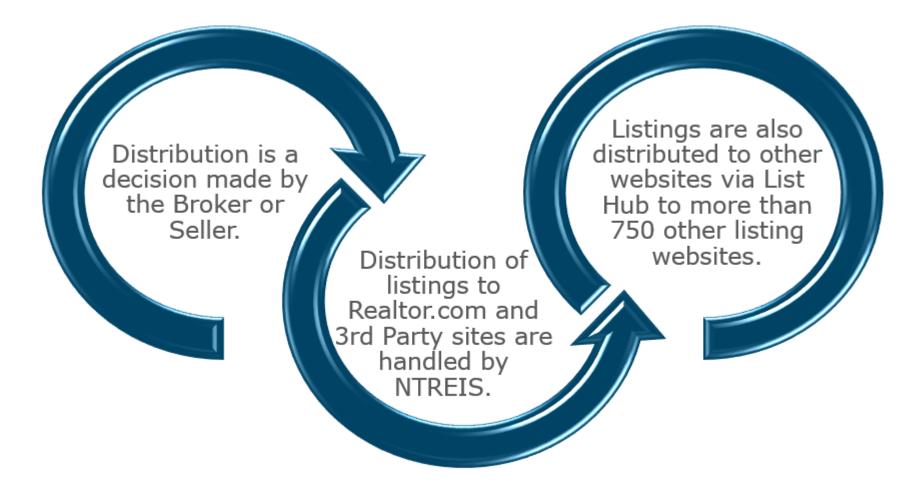
Listing has sold or leased.

MetroTex Association of REALTORS®

C- Closed

Listing Distribution

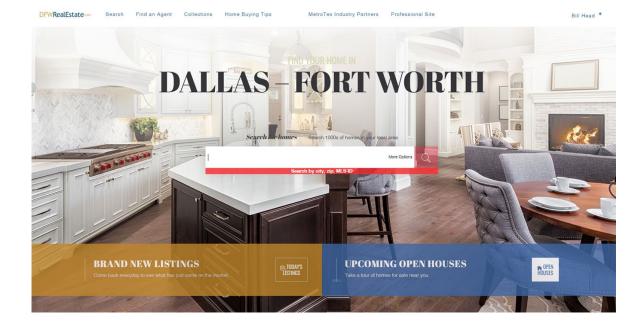




DFWRealEstate.com



DFWRealEstate.com brings the MLS value proposition to life. It showcases the local real estate market within a website that's connected to the MLS System and packed with the freshest, most accurate property and neighborhood information.



DFWRealEstate.com Cont.



Powerful Search. Awesome, Precise Results.

Consumers will be thrilled with the ability to zero in on what they want with an awesome search. On the DFWRealEstate.com site they can include or exclude property features in searches, search room type designations, and review deep community information with amenities, weather, schools and demographics.

Be Seen.

Using search engine optimization, our site can surface as the primary website for conducting a property search in your area. Additionally, when a community grasps the reliability of the site, it can quickly become the go-to for local property searches: a household name, a trusted brand.

Beautifully Local and Deeply Connected.

DFWRealEstate delivers big value to members while providing a local and awesome online experience for consumers. So much more than just a website, our website is integrated with the MLS System, providing a number of unique benefits for all: broker, agent and consumer.

Member Benefit.

This website is budgeted annually so there are no additional fees to utilize the site and we have budgeted a marketing campaign for TV, Digital and Streaming Music (Pandora) to promote the site.

MLS Rules



	Section 10 - • Offers of Compensation
 Section 8 - Follow showing instructions Fines for not submitting status changes 	Section 11 - Compliance
• Reporting of sales information	Section 12 - Enforcement
	Section 13 - Confidentiality
 Prohibitions Section 9 - Sharing of passwords 	Section 16 - Use of MLS Information
• Waiver form for office staff and assistants	Section 17 - (• IDX Rules
	Section 21 - Standards of Conduct

Complaints & Data Checker



Automated flags from Data Checker

- •Agent receives 1st notice via email.
- •Agent makes corrections or replies to email to explain or inquire.
- •MLS staff reviews and waives or instructs agent to correct.
- •If not waived or corrected within 3 days, 2nd notice is sent to agent and office.
- •If still not remedied, final notice is sent after 3 more days to agent and office.
- •3 days after final notice, listing goes into fine status.
- •Agent and office receive notification that fine has been placed on agent's account and may be subject to additional fines or other action if correction is not made.

Agent may file a complaint

•Agent may file a complaint with MLS for violations of MLS procedures of Keys/Keybox Rules (see keybox and key rules and regulations).

Violations of the Clear Cooperation Policy

•Complaints must be received in writing and may be submitted via our website at: https://www.mymetrotex.com/clearcoop/

- •The complaint must include the following information:
- •The name of the listing agent and listing office
- Proof of the violation (ie. Photograph, weblink) Must be clear, strong, convincing
- •Fines for violations of the Clear Cooperation policy will range from \$1,000 to \$5,000.

MLS Classes

MAPS Classes

Take these 5:

Plus 1 elective:

Zipform

Advanced Matrix

Managing Your Listings

Client Management

Accessing Property/Realist Tax

Intro to RPR

Other MLS Classes

Intro to Matrix

Surfing the Cloud

Remine

Mobile RPR

The Many Tools of MLS

or Intro to Instanet

MLS Academy for Professional Success Get a quarter of MLS fees for free!

Navigate through our 6 course curriculum to receive the MAPS certification and your free quarter of MLS fees! Course selection is designed to give students a comprehensive knowledge base of the various MLS applications available to them. All of these courses are instructor led, free to MetroTex MLS subscribers and are available through virtual live stream from our GoToWebinar Channel. Email mls@dfwre.com upon completion.

You must attend the 5 required courses then choose one of the 2 elective courses.

You are eligible to earn your MAPS credit one time only.

Sign up for MLS classes at MyMetroTex.com

MLS MAPS Flyer



M.A.P.S. Certification

Clases de MLS en español



METROTEX ¡MetroTex ahora ofreciendo clases de MLS en español!

¿Alguna vez ha deseado poder aprender más sobre MLS en una clase en español? iAhora puede hacerlo!

Las clases de español de MLS estarán disponibles durante el año con un instructor que habla español.

MLS Communication





MLS SNAP Stay Updated on MLS Tools and Resources

MLS SNAP every Monday with important MLS news

Meetings

Office

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Area REALTOR® meetings-Representatives go to: MyMetroTex.com/MLS Support/Area REALTOR® Meetings



Get the MetroTex News YOU want!

Data Checker

Works for you to automatically validate the quality and accuracy of your data.

🔝 News & Alerts

Matrix Landing Page

Ntreis Login Screen

Additional News & Information



All MLS training classes are FREE to MetroTex MLS Members. Invest the time to succeed.

Key Services & Lock Boxes



- Key Services is an additional service
- Fiscal Year Service: Jul 1st-Jun 30th
- Supra eKey App
- Please contact our <u>Member</u> <u>Services Department</u> to get set up at MemberServices@dfwre.com or 214-540-2745
- They can also provide you with price



- Keyboxes are sold sepratetly (\$129.90 each)
- BTLE, Bluetooth
- Supraekey.com: Register keyboxes, activity reports.



Vendor Contact Information



Should you need after hours technical support, you may contact the Vendors for each product as noted below.

Matrix & Transaction Desk

Mon-Fri 7:00am – 12:00pm Sat-Sun 10:00am – 10:00pm 800.297.6367

ZipForm

Mon-Fri 6:00am – 10:00pm 800.383.9805

Supra

Mon-Sun 8:00am – 9:00pm 877.699.6787



Additional Contact Numbers

MLS Department

Mon-Fri 8:30am – 5:00pm 214.540.2755 mls@dfwre.com

Member Services Department

Mon-Fri 8:30am – 5:00pm 214.540.2745 <u>memberservices@dfwre.com</u>

Realtor.com

Mon-Fri 8:00am – 7:00pm 800.878.4166

Showing Time

Mon-Sat 8:00am – 8:00pm Sun 8:00am – 6:00pm 817.858.0055

BrokerBay

800.257.1242

Scheduling Mon-Sun 7:00am – 9:00pm

METRO

Association of REALTORS

Texas REALTORS®

Mon-Fri 9:00am – 5:00pm 512.480.8200

Texas Real Estate Commission (TREC)

Mon-Fri 7:00am – 6:00pm 512.936.3000 Tech Support Mon-Fri 9:00am – 7:00pm



Thank you for your time and attention!

Questions?

MetroTex Association of REALTORS®

MEET THE TEAM

Government Affairs & TREPAC

MetroTex is *the* advocate for all the things real estate. Government Affairs identifies, monitors, and acts on issues that impact the real estate industry and property owners. TREPAC is a voluntary, nonprofit, unincorporated group whose membership consists of REALTORS® and others interested in protecting the rights of property owners in Texas.





Matthew Church	Alina Rosale	Lindsey Wallace
Government Affairs Director	Government Affair Coordinator	Area REALTOR® Programs Manager
matthewc@dfwre.com	alinar@dfwre.com	lindseyw@dfwre.com



2023 MetroTex Area REALTOR[®] Meetings



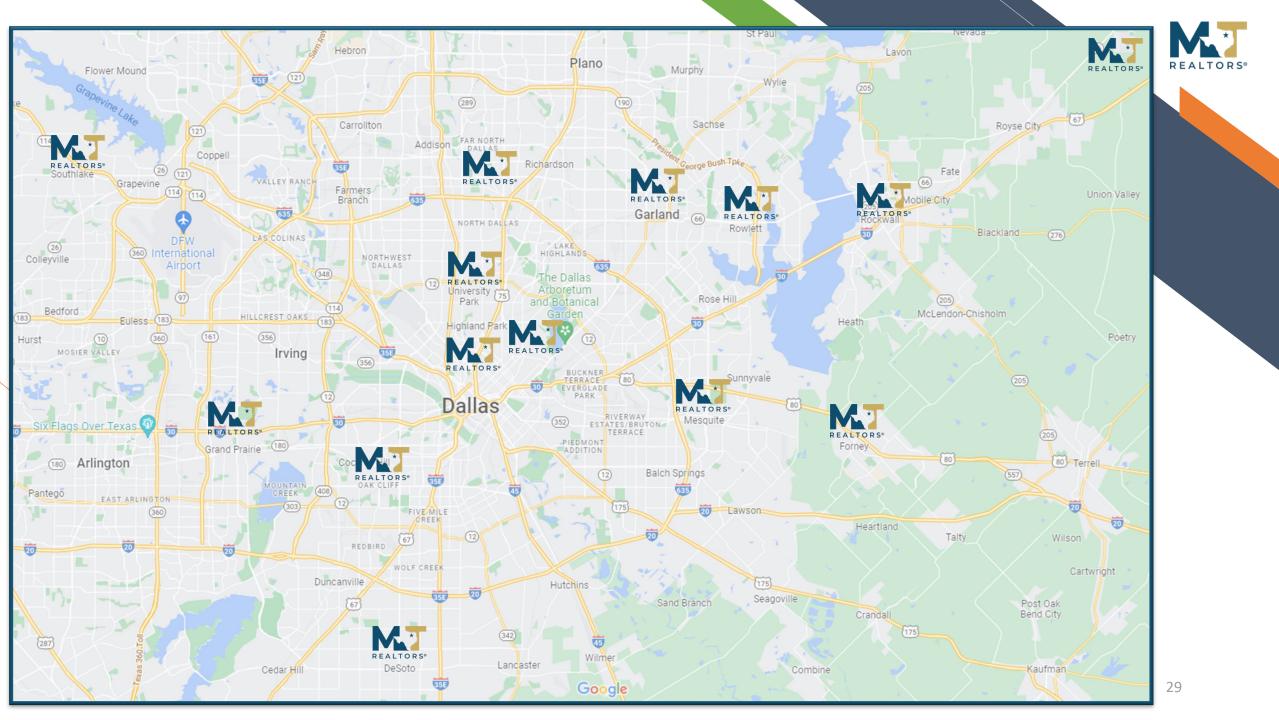
2023 Area REALTOR[®] Meeting Locations

- East Dallas
- Far North Dallas
- Forney/Kaufman
- Garland
- Grand Prairie

- Hunt County
- Northeast Tarrant County
- Oak Cliff
- Oak Lawn
- Park Cities

- Rockwall
- Rowlett
- Southeast Dallas
- Southwest Dallas

- For more information: (1) Lindsey Wallace
 - ⊠ lindseyw@dfwre.com
 - mymetrotex.com/area-realtor-meetings



TEXAS REALTORS® POLITICAL ACTION COMMITTEE (TREPAC)



WHAT IS TREPAC MISSION?

The mission of TREPAC/Texas Association of REALTORS® Political Action Committee is to raise funds to promote homeownership, protect private-property rights, and increase political awareness.







IN THE 87TH TEXAS LEGISLATURE, TREPAC SUPPORTED THE FOLLOWING BILLS BECOMING LAW:

- HOA reform
- Increasing broadband access
- Remove discriminatory covenants from real estate deeds
- Property tax transparency

ALSO, TREPAC OPPOSED BAD LEGISLATION:

- Opposed mandatory sales price disclosure for all properties
- Opposed legislation to expand the sales tax base to include more taxable services, such as real estate brokerage

HOW CAN REALTORS® SUPPORT TREPAC?

Your TREPAC investment helps put pro-real estate candidates in office to protect your livelihood and profession. In return for TREPAC's hard work, we would ask that you would invest your fair share of \$45.



FREQUENTLY ASKED QUESTIONS....





HOW DOES TREPAC AFFECT REAL ESTATE?

The government's role in the real estate industry has been steadily increasing at every level. In order to maintain a healthy climate for the real estate industry in Texas and preserve real property rights as they exist today, Texas REALTORS® must participate in the political process through TREPAC.





WHERE DO TREPAC DOLLARS GO?

ALL FUNDS ELIGIBLE TO BE INVESTED IN PRO-REAL ESTATE CANDIDATES RUNNING FOR POLITICAL OFFICE ARE EXPENDED FOR THAT PURPOSE.



WHICH POLITICAL PARTY DOES TREPAC SUPPORT?

WE ARE THE REALTOR® PARTY; TREPAC IS NOT AFFILIATED WITH ANY POLITICAL PARTY. THE PROGRAM AND PLATFORM OF THE INDIVIDUAL CANDIDATES, BOARD RECOMMENDATIONS, AND ULTIMATE ACTION BY TREPAC TRUSTEES DETERMINE WHO TREPAC SUPPORTS—NOT THE CANDIDATE'S PARTY AFFILIATION.



TREPAC DISCLAIMER

DISCLAIMERCONTRIBUTIONS ARE NOT DEDUCTIBLE FOR FEDERAL INCOME TAX PURPOSES. CONTRIBUTIONS TO THE TEXAS REALTORS® POLITICAL ACTION COMMITTEE (TREPAC) ANDTHE TEXAS ASSOCIATION OF REALTORS® FEDERAL POLITICAL ACTION COMMITTEE (TAR FEDPAC)—WHICH MAKES CONTRIBUTIONS TO THE REALTORS® POLITICAL ACTION COMMITTEE (RPAC)—ARE VOLUNTARY AND MAY BE USED FOR POLITICAL PURPOSES. THE AMOUNT INDICATED IS MERELY A GUIDELINE, AND YOU MAY CONTRIBUTE MORE OR LESS THAN THE SUGGESTED AMOUNT. YOU MAY REFUSE TO CONTRIBUTE WITHOUT REPRISAL, AND THE NATIONAL ASSOCIATION OF REALTORS®, TEXAS REALTORS®, AND ITS LOCAL ASSOCIATIONS WILL NOT FAVOR OR DISADVANTAGE ANYONEBECAUSE OF THE AMOUNT CONTRIBUTED. UNTIL THE RPAC ANNUAL GOAL IS MET, 70% OF AN INDIVIDUAL'S CONTRIBUTION GOES TO TREPAC AND MAY BE USED TO SUPPORT STATE AND LOCAL CANDIDATES; THE REMAINING 30% IS SENT TO TAR FEDPACTO SUPPORT FEDERAL CANDIDATES AND IS CHARGED AGAINST YOUR LIMITS UNDER 52 U.S.C. 30116. (EXCEPTION: 100% OF AN INDIVIDUAL'S CONTRIBUTION GOES TO TREPAC IF THE INDIVIDUAL IS AN EMPLOYEE OF AN AFFILIATE MEMBER OF TEXASREALTORS®.) AFTER THE RPAC ANNUAL GOAL IS MET, 100% OF AN INDIVIDUAL'S CONTRIBUTION GOES TO TREPAC IF THE INDIVIDUAL IS AN EMPLOYEE OF AN AFFILIATE MEMBER OF TEXASREALTORS®.) AFTER THE RPAC ANNUAL GOAL IS MET, 100% OF AN INDIVIDUAL'S CONTRIBUTION GOES TO TREPAC IF THE INDIVIDUAL IS AN EMPLOYEE OF AN AFFILIATE MEMBER OF TEXASREALTORS®.) AFTER THE RPAC ANNUAL GOAL IS MET, 100% OF AN INDIVIDUAL'S CONTRIBUTION GOES TO TREPAC AND MAY BE USED TO SUPPORT STATE AND LOCAL CANDIDATES. YOU MAY CONTACT THE TEXAS REALTORS® POLITICAL COMMITTEE ADMINISTRATOR AT 800-873-9155 TO OBTAIN INFORMATION ABOUT YOUR CONTRIBUTIONS.



New Member Orientation **PROFESSIONAL DEVELOPMENT**

Meet Professional Development



Professional Development Director

Roxie Glenn

Commercial Services Manager

Kristi Kay Spikes

Global Services Manager

Alivia Winters

Professional Development Program Manager

Natalie Godfrey

Professional Development Coordinators

Marisela MartinezLaila IrvingEverett YorkAlaina Brown

Visit our website: <u>www.mymetrotex.com/professional-development</u>, or

Contact us: professionaldevelopment@dfwre.com or (214)540-2751

GLOBAL & COMMERCIAL



GLOBAL	COMMERCIAL	MCDX	
Education and networking for members working with foreign clients, foreign properties, and clients who speak a primary language other	Commercial education and networking. Learn how commercial deals differ from residential. Work with investors and professionals.	Commercial property exchange for MetroTex and other Texas licensees who work in the commercial sector. NOT AN MLS! Provides	Contact Professional Development at professionaldevelopment@dfwre.com for more information
than English. <u>Learn More Here</u>	<u>Learn More Here</u>	search, marketing and research abilities. <u>Learn More Here</u>	CCCCC METROTEX COMMERCIAL DATA EXCHANGE Powered by Catylist

TREC Education Requirements



During your **FIRST two years of licensure**, Texas Real Estate Commission (TREC) requires that you complete Sales Apprentice Education (SAE). SAE courses are the first important steps to maintaining your real estate license and furthering your real estate education. You will need a total of **98 hours**.



Graduate REALTOR® Institute (GRI) Designation



Business Skills Course Topics:

- Seller Services
- Buyer Services
- Real Estate
 Technology
- Environment & Green Building

Contracts

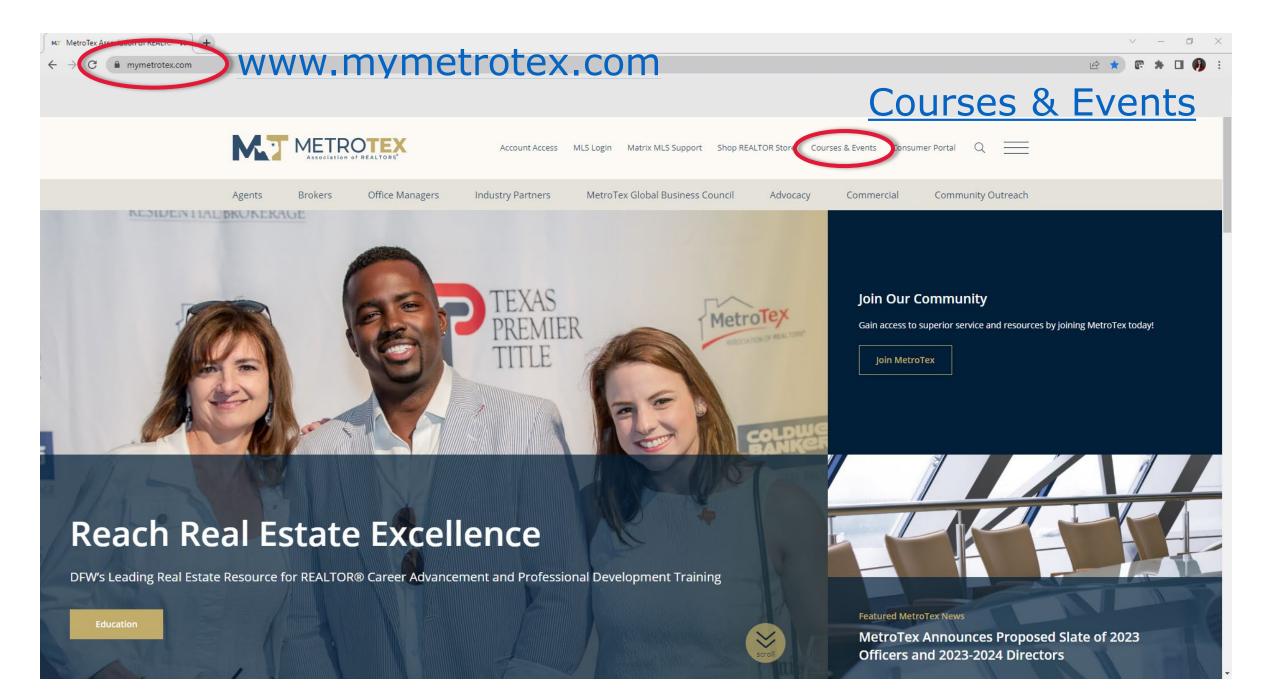
Course Topics:

- Finance & Lending
- Residential Contracts
- Appraisals, CMA's, and Pricing
- Diversity & Fair Housing

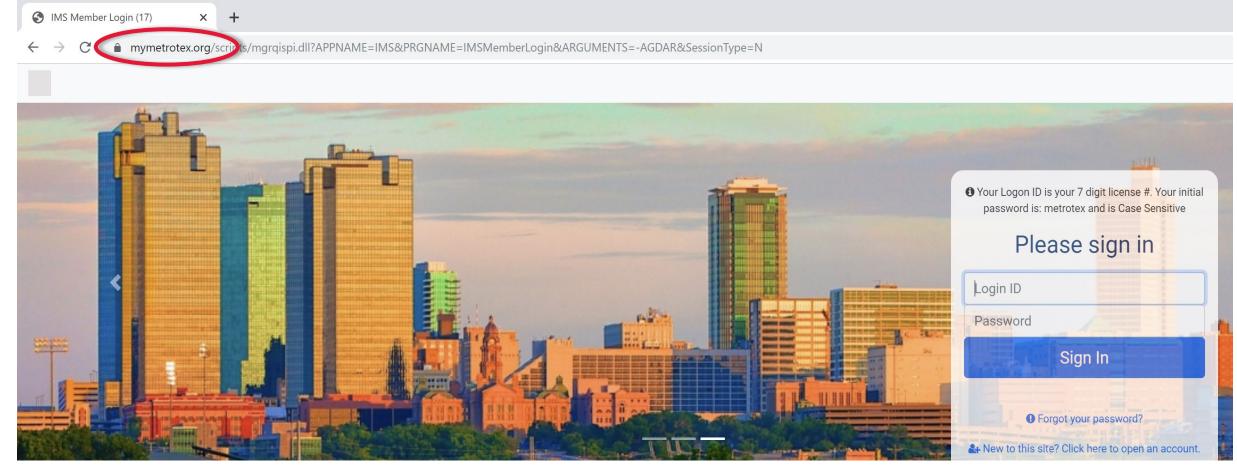
Brokerage Course Topics:

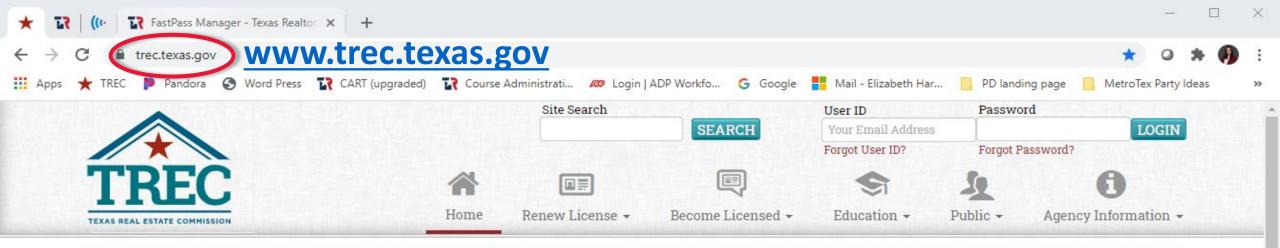
- Professional Standards
- Policies & Procedures
- Brokerage & Agency Relations
- Business Development

For more information click here



www.mymetrotex.org







SHARE

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Learn More

Updated Consumer Protection Notice Now Required The newly updated Consumer Protection Notice (CPN) required for use as of Feb....

Get CE Credit for watching the February Commission Meeting Earn up to four hours of CE credit for viewing the Commission meeting from th

REMINDER: Sales Agents and Brokers Need Contracts Course Starting Feb Starting February 1, 2021, sales agents and brokers will be required to complete . . .

December Coffee with the Commission - Video Now Available Check out the video from the first "Coffee with the Commission." TREC chair Scot

Parting Ways With a Broker: What You Need to Know It's a new year and our records show a lot of sales agents change brokers d...



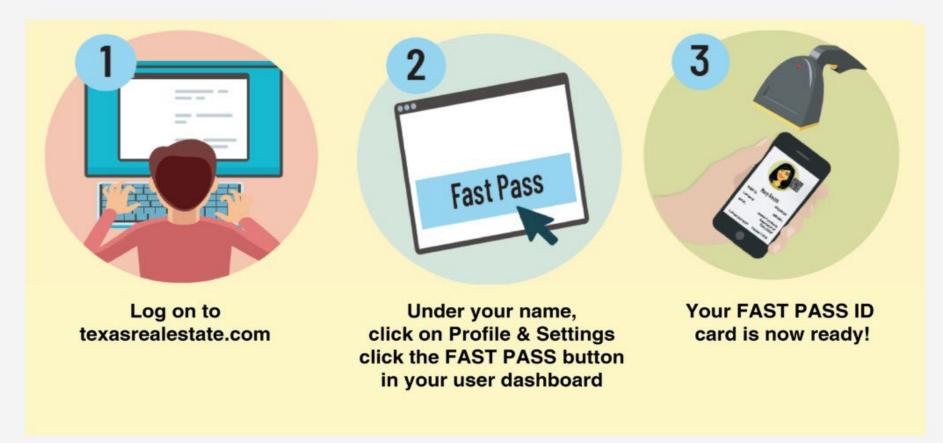


Fast | Easy | Accurate

The new Fast Pass is designed to keep you moving through your education classes faster, easier, and more accurately. Access the Fast Pass on any electronic device and you are all set to scan...and go!

Don't have your ID? No problem! You even have the option to include your photo ID on the Fast Pass. A QR code links the Fast Pass to your information-name, NRDS ID and TREC license number, and local board.

How do you get your Fast Pass? It's easy as...



NOTE: If you have not logged into the Texas REALTORS website before, you will first need to create an account using your TREC license number. You will then receive an activation email to activate your account and can proceed with login at that time.



SELECT LANGUAGE

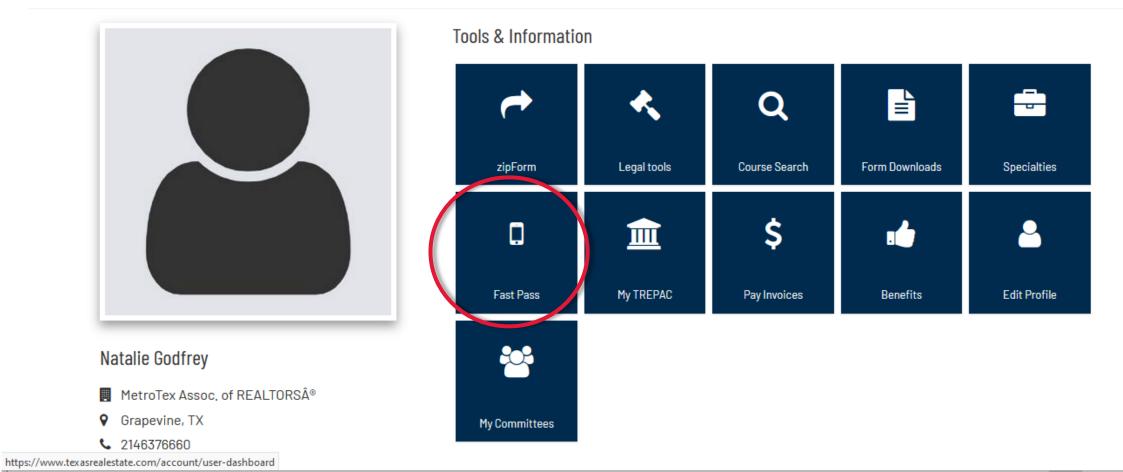
SEARCH SITE

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Account 🕨 User Dashboard







PROFILE QR CO

E QR CODE

PROFILE QR CODE

FastPass



Natalie Godfrey

NRDS ID: 798589378

LICENSE 0121078

BOARD MetroTex Assn. of REALTORS®



Natalie Godfrey NRDS ID: 798589378 LICENSE 0121078 BOARD MetroTex Assn. of REALTORS® If you find that your Fast Pass does not have a photo, please email

professionaldevelopment@dfwre
.com. Association staff will add
your photo!

Your Benefits as a REALTOR



Office DEPOT OfficeMax



Store Purchasing Program SPC Account # 8012 291 0498

The Office Depot® and OfficeMax® names and logos are the registered trademarks of The Office Club, Inc. @2016 Office Depot, Inc. All Rights Reserved.

FREE Prescription Card is Active. Call or go onl	Discount Card Ine for your BEST drug price.
Member ID # DDN6277 BIN # 015558 4 Group # DDN6277	BENEFITS PARTNER TEXAS ASSOCIATION OF REALTORS
Member Info:	1.877.537.5537
www.TexasRea	Estate.com/RX
Discount Program This is not insurance	and the second s

preserver in go Diacount Drug Network &



Contact Information: Dedicated Member Benefit Representative Phone: 833-287-4765 Email: capcareenrollment@concordmgt.com

Thinking of Getting Involved? Join a Committee!

Association of REALTORS®

Networking

Personal involvement in a MetroTex Committee makes it easier to meet and do business with other industry professionals and is often where you'll find industry leaders.

Relationships

People do business with people they know and trust. Developing professional connections within a MetroTex Committee creates a vital support system.

Leadership

MetroTex leaders help develop a voice for the real estate industry. The path to leadership begins with participation and involvement on a MetroTex Committee.



Questions?

Give us a call or email us anytime! professionaldevelopment@dfwre.com 214-540-2751