

# MLS ACADEMY FOR PROFESSIONAL SUCCESS

## GET A QUARTER OF MLS FEES FOR FREE!

Attend our 6 selected courses below 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 and are available In-person or via live webinars. Courses are at no cost to MetroTex MLS subscribers. Email [mls@dfwre.com](mailto:mls@dfwre.com) upon completion.

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

To be eligible to earn this one-time MAPS credit, you must be a MetroTex MLS subscriber.

**Participants have 12 months to complete the following; you must attend all 5 required courses to earn the certification:**

### Advanced Matrix MLS

- Discuss the Home Page Widgets
- Perform Detailed Searches
- Editing the Grid
- Working with the Hotsheet
- Saving Searches

### Client Management

- Setup Prospect Defaults
- Create Auto Emails
- Add/Maintain Clients
- Create Searches

### Accessing Property Tax/Realist Tax

- Searching property records by various criteria: Bank Owned, Multiple Address, Exemption & Zoning Codes
- Produce Mailing Labels & saving Custom Searches

### Managing Your Listings or Listing 101

- Learn the importance of the Input Sheets
- Understanding the rules concerning photos in MLS
- Understanding the various stages of a listing and the deadlines for revising and adding information
- How to add, revise & load photos and virtual tours
- Supra Key & lockbox information

### Intro to RPR

- Search local areas and within the U.S.
- Search by map
- Statistical reports
- Community information

**You must also complete one of the following 2 elective courses below to complete your certification:**

### ZipForm Online

- Create and Maintain Transactions
- Create Templates to Save Time
- How to send off for digital signatures

### Intro to Instantet

- Upload documents
- Create Transactions and Templates
- How to send off for digital signatures

Register for MLS classes at <https://www.mymetrotex.com/events/> or for more information contact the MLS Department at (214) 540-2755 or email [mls@dfwre.com](mailto:mls@dfwre.com)