

Welcome to New Member Orientation!

Make sure to **check in!**



WIFI: Kinwest_Guest

Password: mtex_guest23

Classroom Guidelines, Etiquette and Receiving Credit

You must **Check In** before start time



Turn Off/Silence Mobile Devices



No Disruptive Behavior



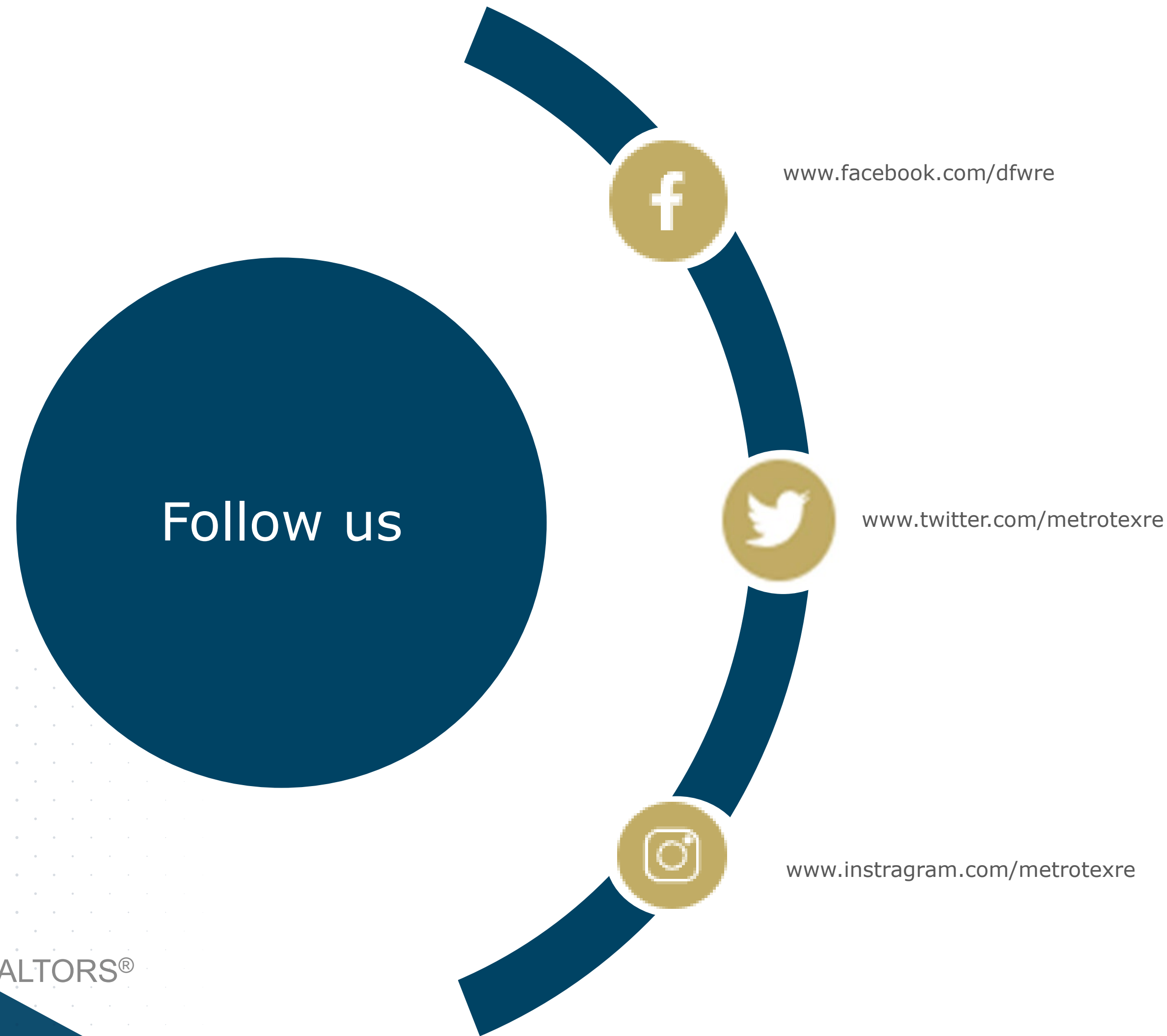
Be Present 100%



Tidy Up After Ourselves



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 [website](#) 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



MLS and Key Services



Who Are We?

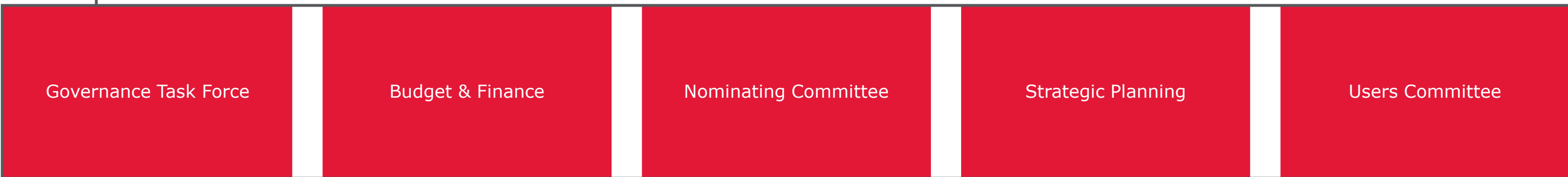


- MetroTex Association of REALTORS®
Established in 1917
Over 26,000 members
- NTREIS - North Texas Real Estate Information Systems

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.

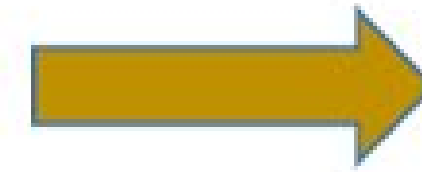
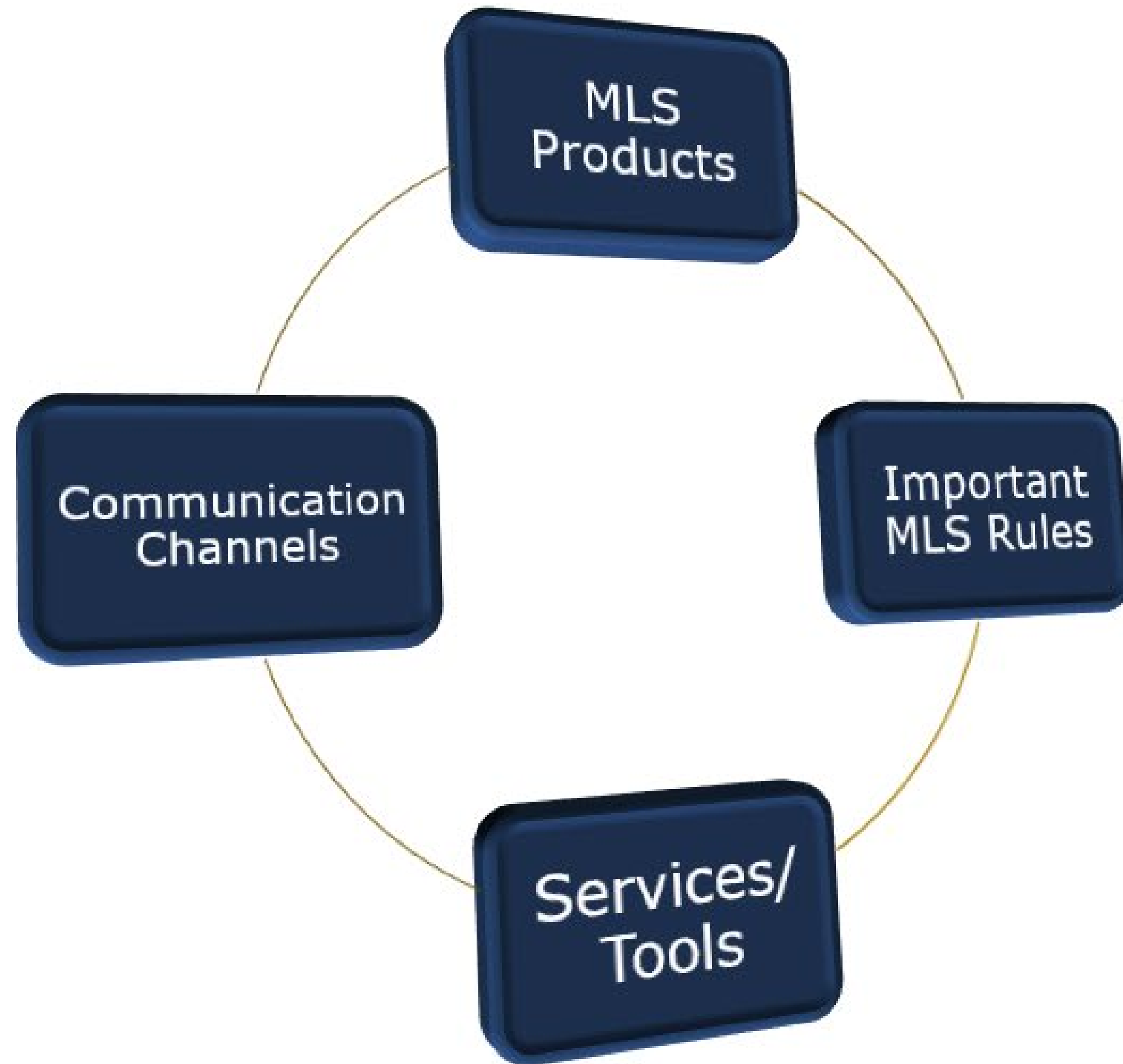
NTREIS Committees & Task Forces



Participating Associations



Objectives



Your MLS Products



Matrix

Use any browser on your PC or tablet! Create custom searches, Cloud CMA, upload photos and other media. Sort on the fly, access Tax, ZipForm and create detailed statistical charts. overlays with schools and so much more!



ZipForm

With ZipForm Plus there's no need to maintain a bulky inventory of stored documents – approved forms are just a few clicks away. Speed up the process by sharing data between all documents related to the same transaction – simply fill out one form and the information is shared with all of the forms required to complete a transaction. ZipForm Plus also provides digital signatures for quick and easy signing!



Instanet

With Instanet in the cloud, you can access and manage all your real estate forms, contracts and documents from any computer with internet access. Your virtual real estate office will be available at your fingertips!



Realist Tax

Tax data from all counties in Texas. Census reports, school information, mailing labels, and foreclosure activity.



RPR

Comprehensive data, powerful analytics, and client-friendly reports. 100% owned by REALTORS®. Created by NAR for the sole purpose of providing REALTORS® with the data they need to meet the demands of clients.



Cloud CMA/Stream/MLX

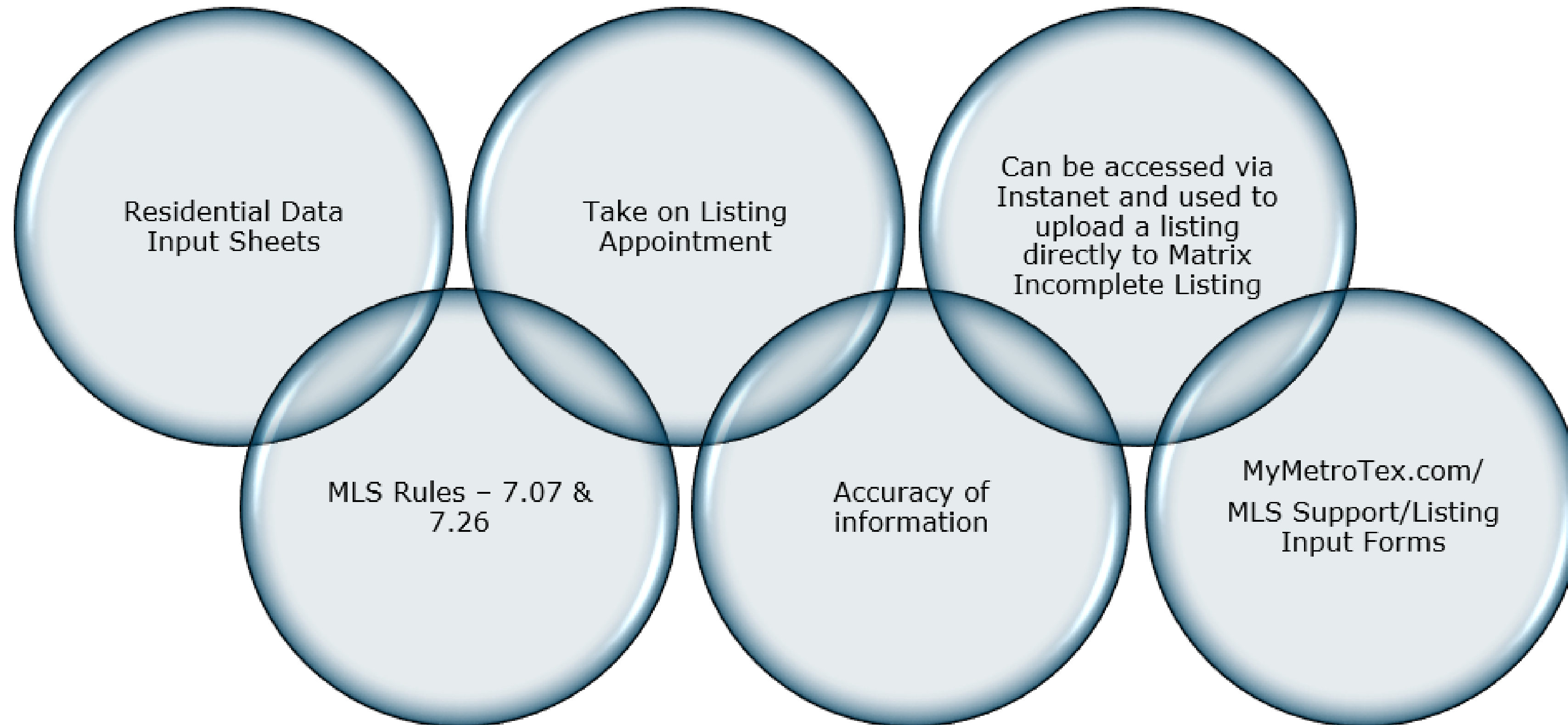
The Cloud suite of products are a convenient alternative to our main MLS system. Licensed agents are able to find listing to be shared, provide detailed reports and a search on a seamless modern way for agents to better communicate with their clients.

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 MLS...except listing in the Coming Soon Status.	Property description (Public Remarks) – Fair Housing guidelines, no contact info (i.e., email, web addresses...that includes text services).	Public Driving Directions must have actual directions to the property. Please don't use "Use GPS" or "See Map," etc.

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), multi-brokerage 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.

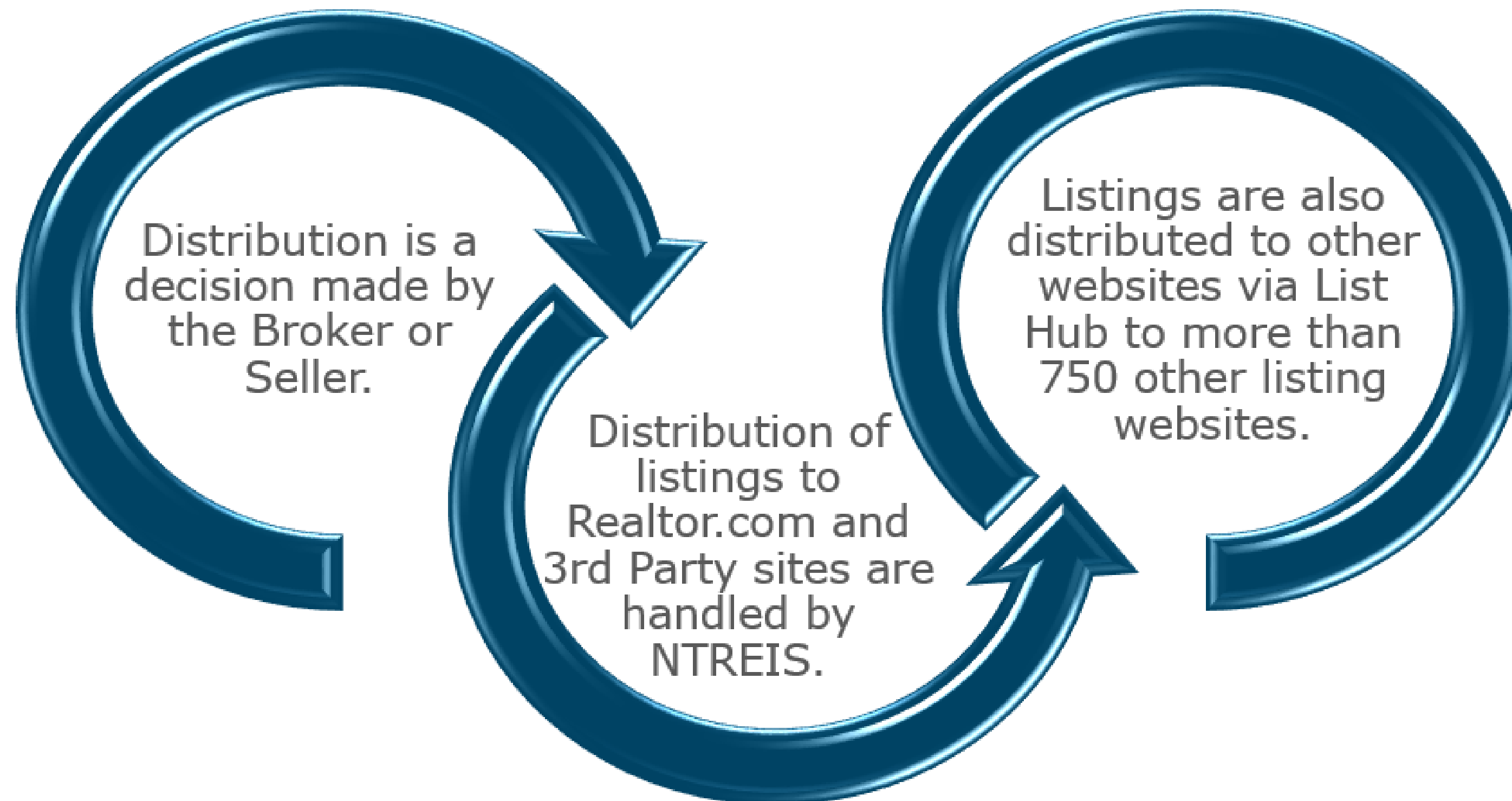
EXP – Expired

Listing has expired.

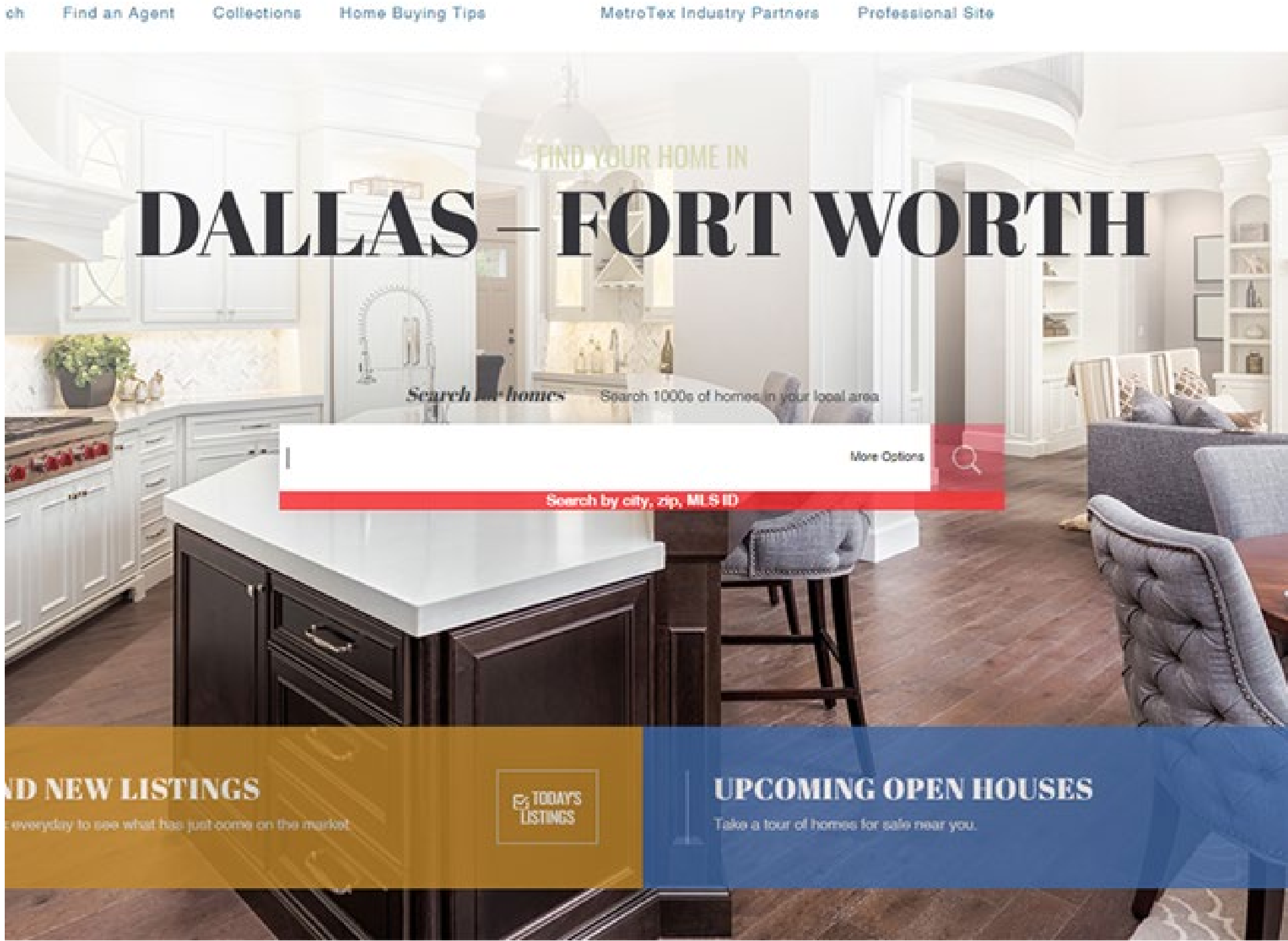
C– Closed

Listing has sold or leased.

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 8
- Selling Procedure
 - Follow showing instructions
 - Fines for not submitting status changes
 - Reporting of sales information
- Section 9
- Prohibitions
 - Sharing of passwords
 - Waiver form for office staff and assistants

- Section 10
- Offers of Compensation
- Section 11
- Compliance
- Section 12
- Enforcement
- Section 13
- Confidentiality
- Section 16
- Use of MLS Information
- 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:

Advanced Matrix

Managing Your Listings

Client Management

Accessing
Property/Realist Tax

Intro to RPR

Plus 1 elective:

Zipform

or

Intro to Instanet

Other MLS Classes

Intro to Matrix

Surfing the Cloud

Remine

Mobile RPR

The Many Tools of
MLS

M.A.P.S. Certification

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.

Clases de MLS en español



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

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

MLS Communication



Facebook, Twitter,
YouTube, LinkedIn

MLS SNAP

Stay Updated on MLS Tools and Resources.

MLS SNAP every Monday
with important MLS news



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

Meetings

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

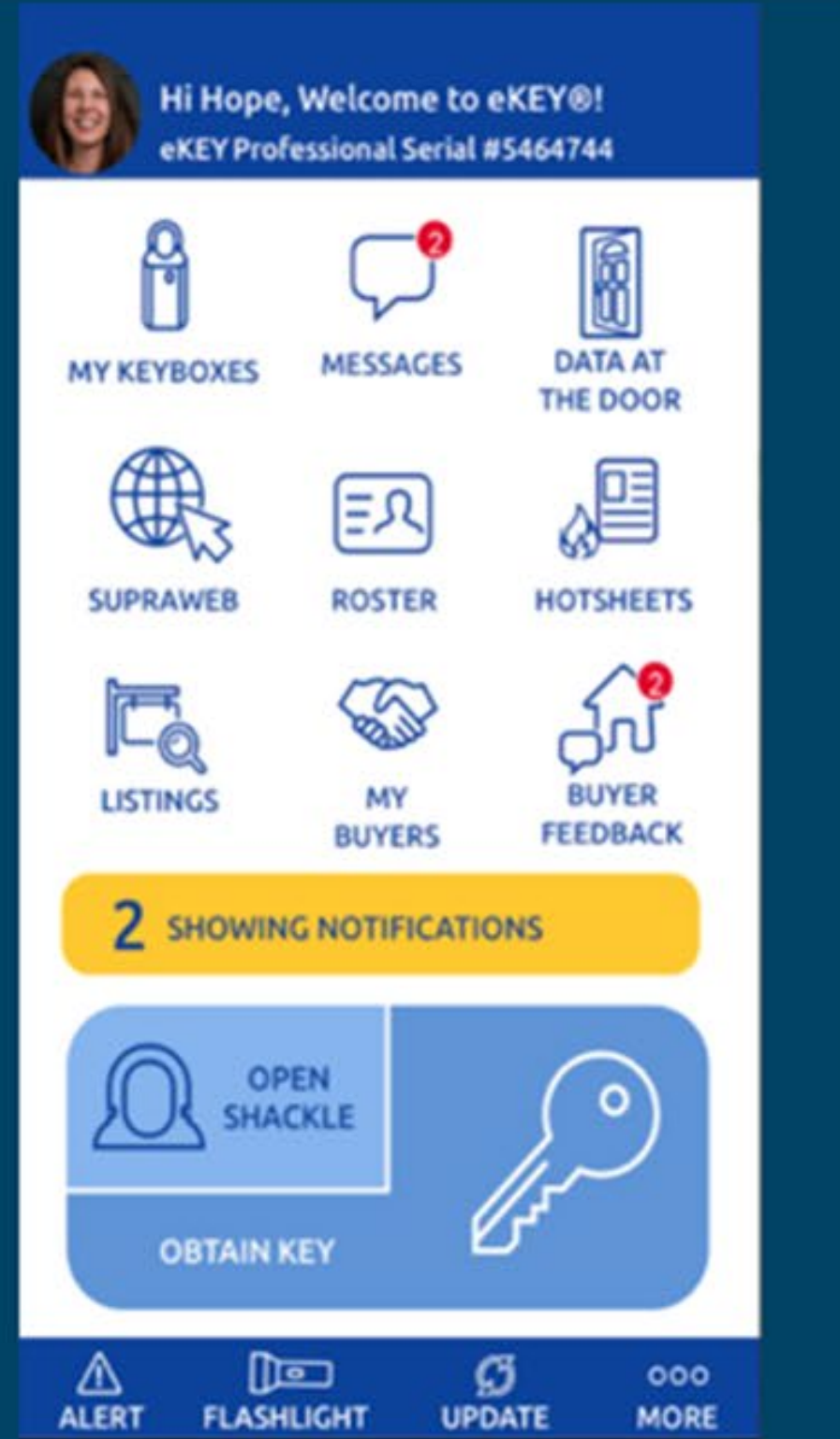
MLS Training Classes

All MLS training classes are FREE to MetroTex
MLS Members.

Invest the time to succeed.

Key Services and Lock Boxes

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



- Keyboxes are sold separately (\$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

memberservices@dfwre.com

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

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

BrokerBay

800.257.1242

Scheduling

Mon-Sun 7:00am – 9:00pm

Tech Support

Mon-Fri 9:00am – 7:00pm



MLS and Key Services Q & A





Government Affairs & TREPAC



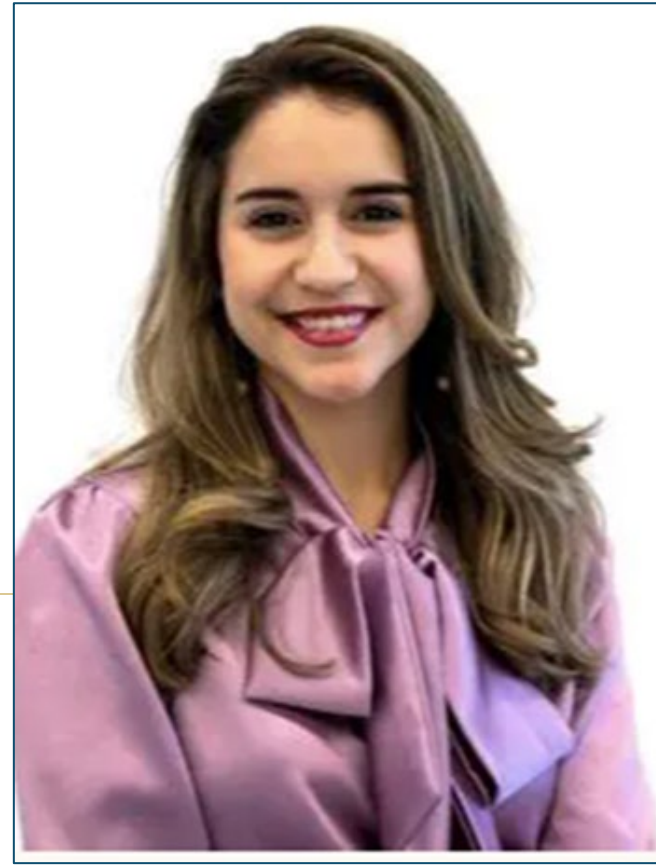
Meet the Team!



Matthew Church

Government Affairs
Director

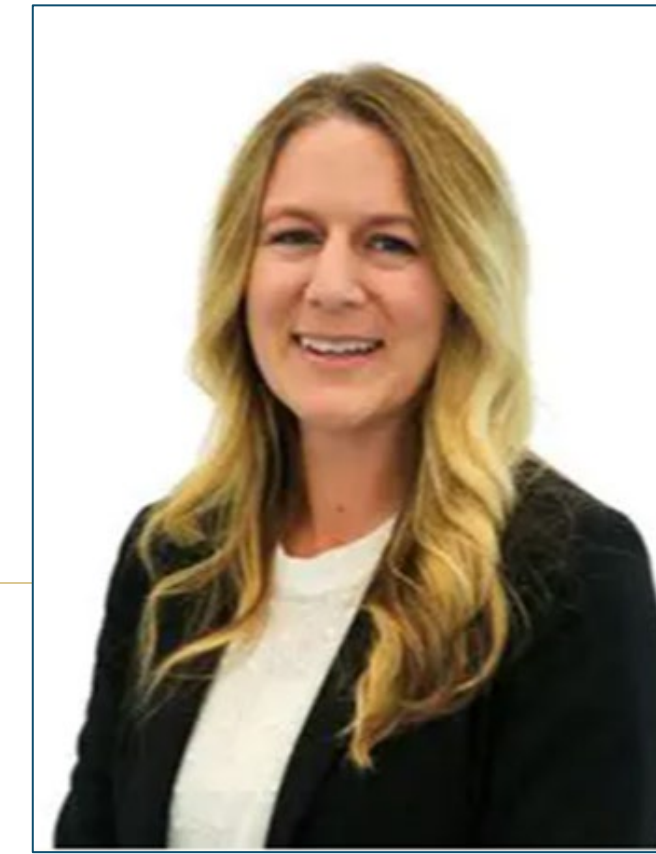
matthewc@dfwre.com



Alina Rosales

Area REALTOR®
Programs Manager

alinar@dfwre.com



Lindsey Wallace

Political Engagement
Manager

lindseyw@dfwre.com

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



2024 MetroTex Area REALTOR® Meetings

Area REALTOR® Meeting Locations

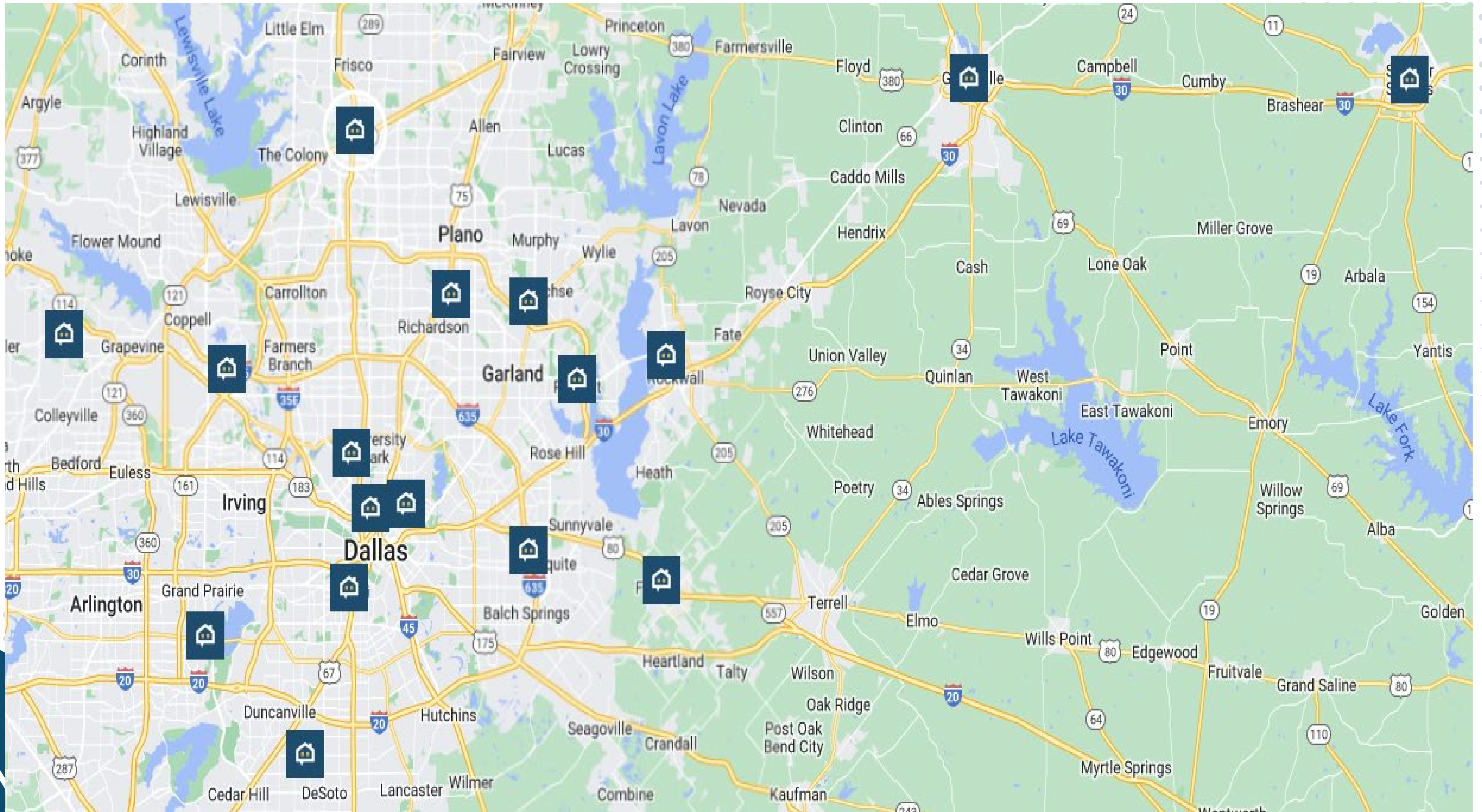
- East Dallas
- Far North Dallas
- Forney/Kaufman
- Frisco
- Garland
- Grand Prairie
- Hopkins County
- Hunt County
- Irving
- Northeast Tarrant County
- Oak Cliff
- Oak Lawn
- Park Cities
- Rockwall
- Rowlett
- Southeast Dallas
- Southwest Dallas

- For more information:

 Alina Rosales

 alinar@dfwre.com

 <https://www.mymetrotex.com/arms/>





Texas REALTORS Political Action Committee



FAQ's

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.

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

DISCLAIMER CONTRIBUTIONS ARE NOT DEDUCTIBLE FOR FEDERAL INCOME TAX PURPOSES. CONTRIBUTIONS TO THE TEXAS REALTORS® POLITICAL ACTION COMMITTEE (TREPAC) AND THE 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 ANYONE BECAUSE 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 FEDPAC TO 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 TEXAS REALTORS®.) 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.

<https://www.trepac.com/action.php>



Government Affairs & TREPAC Q & A





Professional Development

Commercial Program



Kristi Kay Spikes
Commercial Programs
Manager

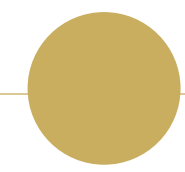
kristis@dfwre.com

Providing the best in CE education, networking, and resources to MetroTex members practicing in Commercial Real Estate

[Learn More Here](#)

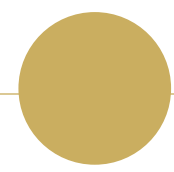


Texas Accredited Commercial Specialist (TACS) Certification



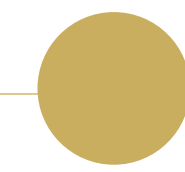
TACS1

**Intro to
Commercial Real
Estate**



TACS2

**Commercial
Real Estate
Property
Development**



TACS3

**Commercial
Real Estate
Marketing and
Negotiation**

<https://www.mymetrotex.com/graduate-realtor-institute-designation/>

Global and Diversity Programs



Alivia Winters
Global & Diversity
Programs Manager

aliviaw@dfwre.com

The mission of the MetroTex Global Business Council is to provide a collaborative system of information, resources, networking and skills training for all members. These services will enhance legal, diverse cultural and business protocol awareness of the global real estate environment.

[Learn More Here](#)





Certified International Property Specialist

The CIPS designation requires completion of five full-day courses focusing on the critical aspects of international real estate transactions. CIPS designees are connected to an influential network of over 3,500 professionals who turn to each other first when looking for referral partners. [More.](#)



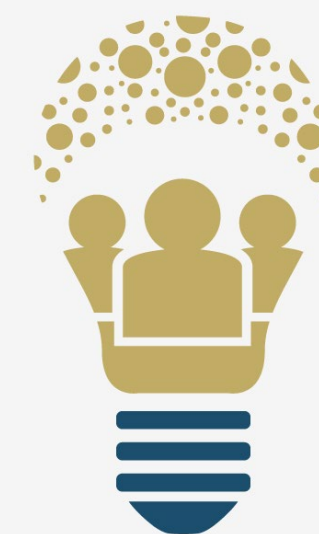
Resort and Second Home Specialist

This certification is designed for REALTORS® who facilitate the buying, selling, or management of properties for investment, development, retirement, or second homes in a resort, recreational and/or vacation destination are involved in this market niche. [More.](#)



At Home with Diversity

The course work for this certification is designed to enable you to work successfully with and within a rapidly changing multicultural market. It will help you to learn diversity sensitivity, how it applies to U.S. fair housing laws in your business, and ways to develop professional guidelines for working with people in the increasingly multicultural real estate market. [More.](#)



Forums & Networking

MetroTex regularly hosts global education forums and networking events for agents.

[MetroTex Event
and Course
Calendar](#)

Global and Diversity Education

Professional Development



Roxie Glenn
Director Of Professional Development



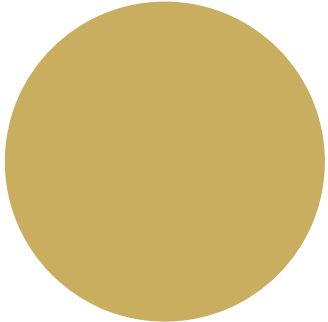
Alaina Brown



Everett York



Natalie Godfrey – Program Manager



Vanessa Akin-Adesola



Marisela Martinez

Visit our website: www.mymetrotex.com/professional-development, or
Contact us: professionaldevelopment@dfwre.com or (214)540-2751

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**.



*Starting October 1, 2023, these hours must include 30-hours of Brokerage to renew.

Questions? <https://www.trec.texas.gov/>

Graduate REALTOR® Institute (GRI) Designation

Business Skills

Course Topics:

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

Contracts to Close

Course Topics

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

Brokerage

Course Topics

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

<https://www.mymetrotex.com/graduate-realtor-institute-designation/>

Courses & Events



Join Our Community

Gain access to superior service and resources by joining MetroTex today!

[Join MetroTex](#)

Reach Real Estate Excellence

DFW's Leading Real Estate Resource for REALTOR® Career Advancement and Professional Development Training

Education



Featured MetroTex News

MetroTex Announces Proposed Slate of 2023 Officers and 2023-2024 Directors

IMS Member Login (17) x +

← → ↻ mymetrotex.org/scripts/mgrqispi.dll?APPNAME=IMS&PRGNAME=IMSMemberLogin&ARGUMENTS=-AGDAR&SessionType=N

ⓘ Your Logon ID is your 7 digit license #. Your initial password is: metrotex and is Case Sensitive

Please sign in

Login ID

Password

Sign In

ⓘ Forgot your password?

+ New to this site? Click here to open an account.



Site Search **SEARCH**

User ID Password **LOGIN**

[Forgot User ID?](#) [Forgot Password?](#)

- [Home](#)
- [Renew License](#)
- [Become Licensed](#)
- [Education](#)
- [Public](#)
- [Agency Information](#)

SHARE

Earn CE Credit for Attending the TREC Meeting

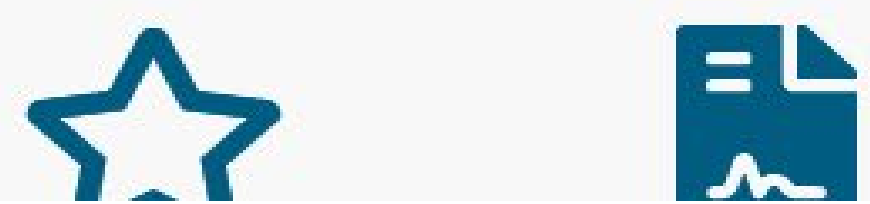
[Learn More](#)

- 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 ...

Become Licensed

Register to begin a new application for licensure or check the status of your application.

Forms



License Holder Search

Name or License Number

SEARCH LICENSES



www.texasrealestate.com

SELECT LANGUAGE [v] SEARCH SITE [Q]

For AEs [v] For Leaders [v] About Us [v] Hi, Natalie [v]

zipForm

For Buyers, Sellers, Renters

For REALTOR® Members

Advice Fair Housing Advocacy How REALTORS® Can Help Find a REALTOR® Find Real Estate Complaints

THAT'S WHO WE R

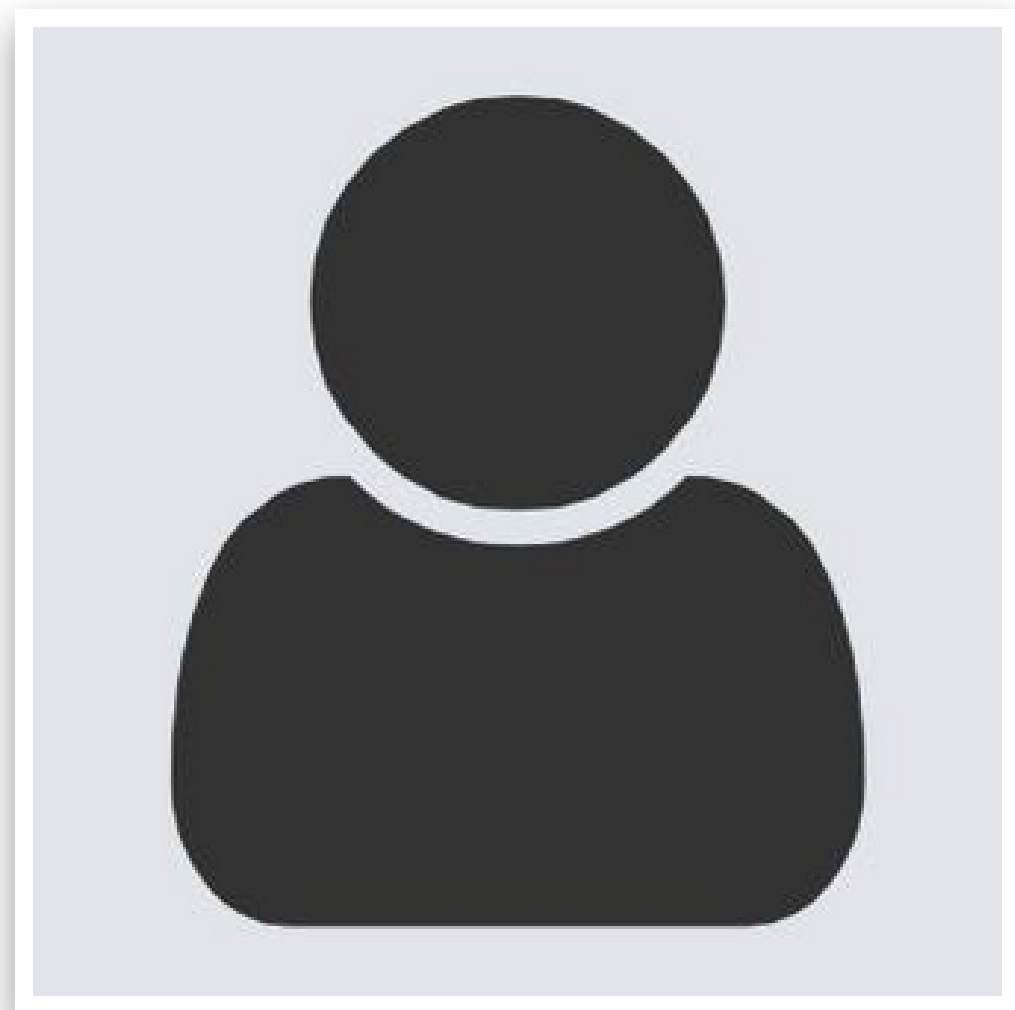
For a Reliable Resource in Real Estate, Look for the R

[FIND A REALTOR®](#)



- Profile & Settings
- Apps | Dashboard
- Log out

Account ▸ User Dashboard



Natalie Godfrey












MetroTex Assoc. of REALTORS®

Grapevine, TX

2146376660

<https://www.texasrealestate.com/account/user-dashboard>

Tools & Information

 zipForm	 Legal tools	 Course Search	 Form Downloads	 Specialties
 Fast Pass	 My TREPAC	 Pay Invoices	 Benefits	 Edit Profile
 My Committees				



FastPass

PROFILE QR CODE



Natalie Godfrey

NRDS ID:
798589378

LICENSE
0121078

BOARD
MetroTex Assn. of REALTORS®



FastPass

PROFILE QR CODE



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!

Office DEPOT OfficeMax®



Store Purchasing Program
SPC Account # 8012 291 0498

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Join an Advisory Group!

Networking

Personal involvement in a MetroTex Advisory Group 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 Advisory Group 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 Advisory Group.

There's a group for you

**Commercial
Advisory Group**

**Volunteer
Leadership
Advisory Group**

**Young Professionals
Network Advisory
Group**

**Global Business
Advisory Group**

**Diversity Advisory
Group**

**Government
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Group**



Professional Development Q & A