BEST PRACTICES: TEAMS

PROPERLY IDENTIFY YOURSELF

Clearly identify Team Listing Contact followed by the Team* or Group* Name on the Listing Contract, Offer to Purchase and other pertinent documentation. Remember, the Agent signing the Listing Contract is identified as the Team Listing Contact. Example: Rosie Realtor, Marvin Hardy Team*

Use a consistent format when filling in the Team Listing Contact in the Add Listing screen. Provide team member name, a primary phone number and e-mail address that is comma delimited. This format assures that if the field is ever converted for other uses, it can easily be parsed. Example format: Rosie Realtor, 414-778-5400, hardyteam@metromls.com

Team Listing Contact field will be displayed on every Listing Detail Report.

WORK SMARTER NOT HARDER

Create a view that includes Team Listing Contact for ease of perusing search results. If you need assistance creating a view, please contact Metro MLS Technical Support.

Please notify Metro MLS Data Integrity/Membership of team members needing to be removed or added by 3PM during normal business hours using Team Change Form. If this is an immediate need, your best option is to follow up with a phone call.

3RD PARTY PRODUCTS

ShowingTime: Team members can add showing instructions and directions to team listings from their own login. Metro MLS staff will update team profile account in ShowingTime to provide correct permissions.
Sentrilock does recognize teams and many teams are already utilizing this feature. There is nothing you need to do in flexMLS. Please contact your association for questions pertaining to Sentrilock.