

HOW AND WHEN TO TASK THE STAFF



1. When you click on
2. Type in your note to use

3. Then click on

Assign To: Choose a User or Group... (optional) ▼



4. Under - click on
5. This one click will task all three of us so that nothing gets missed.



You do not have to task us about a property that closed unless you have a fully signed HUD uploaded to the file and you want the staff to mark it "sold" in the MLS

1. NEW LISTINGS –IN STELLAR MLS

- a. You need to notify the staff within 48 hours upon a **fully signed listing agreement and stellar data input form** that is uploaded to Appfiles and the listing made active
- b. You need to notify the staff within 48 hours of **any NEW sales price changes** to the listing so that they can make the change for you
- c. You need to notify the staff within 48 hours of **any NEW expiration dates** that need to be made in the Stellar MLS
- d. You need to notify the staff within 48 hours of **any Cancellations of the Listing** that need to be made in the Stellar MLS
- e. If you advertise the property or post signs on the property – You have 24 hours to list it in the MLS or risk receiving a Violation notice and fine from the Stellar MLS – that is their rules

2. NEW FULLY SIGNED CONTRACTS –IN STELLAR MLS

- a. You need to notify the staff within 48 hours of **any fully signed Contracts** that needs to be made pending in the Stellar MLS & the AppFiles – the staff also needs to update our back end work
- b. You need to notify the staff within 48 hours of **any Release / Cancellations of the Contract** that needs to be made back active in the Stellar MLS – the staff also needs to update our back end work
- c. You need to notify the staff within 48 hours of **any New Closing Date Extensions of the Contract** that needs to be made in the Stellar MLS or risk receiving a MLS Compliance notice – the staff also needs to update our back end work