

New Construction Guidelines

The CRIS Rules and Regulations Task Force in conjunction with the Youngstown and Akron Home Builders Association are pleased to present the following guidelines for handling new construction when enlisted with a member of CRIS MLS:

Entering New Construction Listings

Whenever a member (agent/broker) of CRIS places a REALTOR sign on a property with a home which has a contract for sale accepted by the seller in whatever stage of construction, said listing is required to be entered into CRIS as pending by the listing office. Once entered, said listing shall be treated as any other listing input into the CRIS system subject to all Rules and Regulations. In addition, please note the following requirements below:

1. The new construction check box must be entered (checked) for all new construction when input.
2. The year built field must be entered for all new construction listing.
3. Note in the remarks section any estimated completion dates known and keep this information updated regularly until construction is complete.
4. Use the remarks section to inform agents that information about new construction is subject to change.

To Be Built Listings

Whenever there is a situation where a to be built home is listed with a member (agent/broker) of CRIS, no more than three active (3) listings per developer shall be entered into the MLS per development by said listing office. In addition, the listing office shall specify the total number of lots listed and available for sale by said broker in the development within the remarks section. Once sold, each to be built listing shall be individually entered into the MLS as sold within 2 business days (48 hours) after closing. The listing office must then reduce the number available shown within the remarks section in the representative active listings input within the MLS to reflect the new number currently available.

Guidelines for Entering Model Homes in the CRIS Multiple Listing Service

Please review the following guidelines addressing the entering of model homes within the Multiple Listing Service: It is required that the listing office disclose in the remarks section of the listing that the property in question is a model home and that the list price entered is the same as a duplicate home on a comparable lot. The list price is found by calculating the addition of the list price of the model home (adding in the value of fixtures, etc.) plus the list price of the lot where the model home is located. It is further suggested that the base price of the model home be included in the remarks section as well as entering a warning in the remarks section to indicate that the list price is subject to change.

Please remember the above guidelines when entering a model home into the CRIS multiple listing service. By following these recommendations and guidelines, it will help to eliminate confusion and problems found when a model home is encountered in a multiple listing service search. Should your model be available on the buyer's lot of choice, please enter your listing in the appropriate county's 00 area code where your company would build in. When the listing is sold, it is to be moved to the appropriate CRIS area where the listing is located (built).