

# **Heartland MLS Private Office Exclusive Listing Procedure Changes**



**HEARTLAND MLS**



**Presented By Rob Wagoner –  
Sr. VP, MLS Director**

# Why are we changing the process?

- Questions around POE's being submitted, not keeping POE's private, sold data, data points, comps, office tracking and inventory
- HMLS is the source of complete & accurate data for REALTORS® across the KC Region
- Clarification from NAR on intent of Clear Cooperation/office exclusives, including that MLSs should be able to fully track them and that comps should be used for the greater good of all Participants



# How are we changing the process?

1. Existing Private Office Exclusive Listing Contract/Agreement will become void and unusable Mid-March, date TBD
2. A new form – **Private Office Listing Modification** to the **Exclusive Right to Sell Contract** (Heartland MLS Private Office Exclusive Form) \*Will be added into KCRAR Forms Libraries a few days before our Go-Live date.
3. Existing POE's will need to be entered into Matrix that were previously submitted to our outside tracking system.
4. POE's not submitted to Tracking system will need to be reported as well
5. New Matrix Private Office Exclusive Input Forms



**PRIVATE OFFICE LISTING MODIFICATION  
TO EXCLUSIVE RIGHT TO SELL CONTRACT  
(Heartland MLS Private Office Exclusive Form)**

1 SELLER: \_\_\_\_\_

2

3 PROPERTY: \_\_\_\_\_

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6 SELLER has requested and understands the PROPERTY will be listed with BROKER and information  
7 regarding the PROPERTY will be kept private and shared only with real estate licensees within the listing  
8 BROKER'S OFFICE. This *Private Office Listing* will be placed into the Heartland Multiple Listing Service  
9 (MLS) as a *Private Office Listing* and will only be available for view by BROKER and BROKER'S  
10 Licensees within the same Office/Broker ID. This *Private Office Listing* will not be made public, will not  
11 be placed into the MLS as an active listing for anyone outside of BROKER'S OFFICE to view, will not be  
12 marketed by BROKER or SELLER on any public website, email list, social media post, flyer, sign (including  
13 yard sign), bulletin board, poster, mass email message, discussion with any person outside of BROKER'S  
14 OFFICE, or notification to other brokerage firms. SELLER will only allow showings of the PROPERTY by  
15 the Listing BROKER and BROKER's Licensees.

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18 SELLER understands when BROKER holds PROPERTY out from the MLS without disseminating,  
19 marketing, advertising or communicating with any real estate licensee outside BROKER'S OFFICE, or to  
20 the public in any way, exposure of the PROPERTY will be limited and may not result in the highest price  
21 for PROPERTY or other terms that may otherwise be deemed favorable to the SELLER. SELLER  
22 understands these limitations, and due to SELLER'S privacy concerns SELLER has agreed to and fully  
23 understands the impact of keeping the availability of the PROPERTY from the general public and other real  
24 estate licensees not affiliated with BROKER'S OFFICE.

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27 SELLER affirms that the PROPERTY is not being excluded from the MLS based upon reasons founded on  
28 the refusal or reluctance to show, list, negotiate or sell property to any individual or group of individuals on  
29 the basis of membership in any class, including but not limited to race, color, religion, national origin, sex,  
30 ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by  
31 local, state and federal fair housing laws.

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34 SELLER agrees if SELLER, BROKER or anyone outside BROKER'S OFFICE publicly disseminates  
35 information about the availability of PROPERTY for purchase during the term of the Exclusive Right to Sell  
36 Agreement, the *Private Office Listing* status is unilaterally revoked and all terms and conditions of the  
37 Exclusive Right to Sell Agreement will prevail. If or when the *Private Office Listing* status is revoked,  
38 SELLER authorizes BROKER to submit PROPERTY information to the MLS as an active listing immediately  
39 or no later than one (1) business day for viewing by brokers, licensees and others outside of BROKER'S  
40 OFFICE. BROKER'S failure to submit as an active listing within one (1) business day will result in a  
41 \$1000.00 penalty. Receipt of an offer from a broker or licensee not affiliated with BROKER'S OFFICE  
42 constitutes public dissemination and/or marketing of the PROPERTY.

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44

45 This amends the Exclusive Right to Sell Contract between SELLER and BROKER by modifying paragraphs  
46 1, 2 and 3 of the KCRAR Exclusive Right to Sell Contract whereas no public marketing will take place during  
47 the term of the Listing Contract. Any conflict between the terms of the Exclusive Right to Sell and this  
48 Amendment, the terms of this Amendment will control. After the PROPERTY is sold and closed SELLER  
49 authorizes BROKER to submit to the MLS the sales information, including sale date and the price at which  
50 PROPERTY was sold, as required by Heartland MLS.

SELLER | SELLER Initials

# Private Office Listing Modification To ERTS (Heartland MLS Private Office Exclusive Form)

## Release Date Early March in all KCRAR Forms Repositories

Page 1

[Link to Draft for View](#)

Five (5) Paragraphs of important  
information for SELLER,  
BROKER, LICENSEE  
ASSISTING SELLER to read,  
understand and follow



51 CAREFULLY READ THE TERMS HEREOF BEFORE SIGNING. WHEN SIGNED BY ALL PARTIES,  
52 THIS DOCUMENT BECOMES PART OF A LEGALLY BINDING CONTRACT.  
53 IF NOT UNDERSTOOD, CONSULT AN ATTORNEY BEFORE SIGNING.  
54

55  
56 \_\_\_\_\_  
57 BROKERAGE NAME SELLER DATE  
58  
59 \_\_\_\_\_  
60 BROKERAGE SIGNATURE SELLER DATE  
61  
62 \_\_\_\_\_  
63 LICENSEE ASSISTING SELLER SIGNATURE DATE

# Private Office Listing Modification To ERTS (Heartland MLS Private Office Exclusive Form)

## Release Date Early March in all KCRAR Forms Repositories

**Page 2**  
[Link to Draft for View](#)

Standard Signature Section and  
Disclaimers as found on all  
KCRAR Forms.

SELLER, BROKERAGE  
(Broker), and LICENSEE  
Signature and Dates

Approved by Legal Counsel of the Kansas City Regional Association of REALTORS® for exclusive use by its REALTOR® members. No warranty is made or implied as to the legal validity or adequacy of this Contract, or that it complies in every respect with the law or that its use is appropriate for all situations. Local law, customs and practices, and differing circumstances in each transaction may dictate that amendments to this Contract be made. Copyright January 2023

# Private Office Listing Modification To ERTS (Heartland MLS Private Office Exclusive Form)

## Broken Down

<b>Paragraph 1</b>
--------------------

Explains privacy, who it can be shared with, that it will be placed in HMLS as a Private listing to restrict wide-spread visibility for privacy and what constitutes a violation of that privacy. Reinforces keeping info regarding private listing as private, including no outside discussions with other agents or offices.

5  
6 SELLER has requested and understands the PROPERTY will be listed with BROKER and information  
7 regarding the PROPERTY will be kept private and shared only with real estate licensees within the listing  
8 BROKER'S OFFICE. This **Private Office Listing** will be placed into the Heartland Multiple Listing Service  
9 (MLS) as a **Private Office Listing** and will only be available for view by BROKER and BROKER'S  
10 Licensees within the same Office/Broker ID. This **Private Office Listing** will not be made public, will not  
11 be placed into the MLS as an active listing for anyone outside of BROKER'S OFFICE to view, will not be  
12 marketed by BROKER or SELLER on any public website, email list, social media post, flyer, sign (including  
13 yard sign), bulletin board, poster, mass email message, discussion with any person outside of BROKER'S  
14 OFFICE, or notification to other brokerage firms. SELLER will only allow showings of the PROPERTY by  
15 the Listing BROKER and BROKER's Licensees.  
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# Private Office Listing Modification To ERTS (Heartland MLS Private Office Exclusive Form)

## Broken Down

### Paragraph 2

Explains that while holding as private, listing will not be disseminated in any way other than inside the office ID of their agent and the exposure of the Property will be limited, which may not result in highest price, best terms, or other favorable factors for the Seller. Confirms the Seller understands these limitations and because of Seller privacy concerns, agrees to and understands the impact.

17  
18 SELLER understands when BROKER holds PROPERTY out from the MLS without disseminating,  
19 marketing, advertising or communicating with any real estate licensee outside BROKER'S OFFICE, or to  
20 the public in any way, exposure of the PROPERTY will be limited and may not result in the highest price  
21 for PROPERTY or other terms that may otherwise be deemed favorable to the SELLER. SELLER  
22 understands these limitations, and due to SELLER'S privacy concerns SELLER has agreed to and fully  
23 understands the impact of keeping the availability of the PROPERTY from the general public and other real  
24 estate licensees not affiliated with BROKER'S OFFICE.  
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# Private Office Listing Modification To ERTS (Heartland MLS Private Office Exclusive Form)

## Broken Down

<b>Paragraph 3</b>
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SELLER affirms that the PROPERTY is not being excluded from the MLS based upon reasons founded on the refusal or reluctance to show, list, negotiate or sell property to any individual or group of individuals on the basis of membership in any class, including but not limited to race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by local, state and federal fair housing laws.

Standard Fair Housing verbiage for the seller to affirm it is not being held private and excluded from sharing with other agents outside of the office ID for any reasons listed.

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SELLER agrees if SELLER, BROKER or anyone outside BROKER'S OFFICE publicly disseminates information about the availability of PROPERTY for purchase during the term of the Exclusive Right to Sell Agreement, the **Private Office Listing** status is unilaterally revoked and all terms and conditions of the Exclusive Right to Sell Agreement will prevail. If or when the **Private Office Listing** status is revoked, SELLER authorizes BROKER to submit PROPERTY information to the MLS as an active listing immediately or no later than one (1) business day for viewing by brokers, licensees and others outside of BROKER'S OFFICE. BROKER'S failure to submit as an active listing within one (1) business day will result in a \$1000.00 penalty. Receipt of an offer from a broker or licensee not affiliated with BROKER'S OFFICE constitutes public dissemination and/or marketing of the PROPERTY.

# Private Office Listing Modification To ERTS (Heartland MLS Private Office Exclusive Form)

## Broken Down

Paragraph 4
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Explains what happens to the listing if any party listed disseminates publicly the information about a private listing property. On occurrence, the Private Office listing status is revoked and all terms and conditions of the Exclusive Right to Sell Agreement will prevail. Authorizes changing to a public listing within 1 business day and if failure to do so a \$1000.00 penalty will apply. Offer from and sale of property by an outside of Office ID agent is considered public marketing and failure to change listing to public before making available to all is considered a violation.

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This amends the Exclusive Right to Sell Contract between SELLER and BROKER by modifying paragraphs 1, 2 and 3 of the KCRAR Exclusive Right to Sell Contract whereas no public marketing will take place during the term of the Listing Contract. Any conflict between the terms of the Exclusive Right to Sell and this Amendment, the terms of this Amendment will control. After the PROPERTY is sold and closed SELLER authorizes BROKER to submit to the MLS the sales information, including sale date and the price at which PROPERTY was sold, as required by Heartland MLS.

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 Initials  
SELLER | SELLER

Private Office Listing Modification  
To Exclusive Right To Sell Contract

Page 1 of 2

# Private Office Listing Modification To ERTS (Heartland MLS Private Office Exclusive Form)

## Broken Down

**Paragraph 5**

Explains what specific paragraphs of the ERTS this modification amends and that if any conflicts between ERTS and POE Modification arise, the POE Modification terms prevail. Reinforces that after closing, authorization is given to enter sales information on the listing.



## Rules to Follow

- A penalty will be assessed if a contract is accepted from an outside brokerage and the listing is not reclassified to Active-Public immediately and is found after the listing is reported as Sold.
- Penalties will be assessed for late entry, status changes, and other violations (photo and Non-Compliant Data) of the Heartland MLS Rules and Regulations.
- At least 1 photo uploaded immediately after entry and no longer than 48 hours / 2 calendar days
- The KCRAR ERTS and POE Modification are required to be uploaded to the listing as a Supplement within 2 calendar days of the effective date. Specify the type of the required supplement to remain private.
- Entry of Private Office Exclusive listings is required.
- Entry of Sales information is required.



## Rules to Follow

Reminder of what is considered public advertising. Especially, the discussion piece.

**WARNING:** You are not allowed to publicly advertise the property details of this listing in any of the following methods as it pertains to the Clear Cooperation Policy:

- Yard Signs, flyers or other promotional materials
- Digital marketing on public facing websites including social media platforms
- Digital communication including emails promoting the property to contacts
- Promotional mailings (postcards, flyers, newsletters, etc.)
- Brokerage website displays (including IDX and VOW)
- Multi-brokerage listing sharing networks including private social media groups
- Discussions with any person outside of the broker's office, nor notification to other brokerage firms





Enter Shorthand or MLS#

 Add New Property

Select Form

Residential  
Multifamily  
Land  
Commercial  
Rental

Private Office Exclusive - Residential  
Private Office Exclusive - Multifamily  
Private Office Exclusive - Land  
Private Office Exclusive - Commercial

 Cancel

# Matrix – New Private Listing Forms in Input

**Private listings are entered via Input like Public listings are with new Private Office Exclusive – {Property Type} forms**

Fill from a Previous Listing

Start with a blank Property

Fill From Realist Tax

MLS # from which to Fill

Fill From

Search for pre-existing Property Property from which to Fill

### Listing

#### Status

Select All None

- Active
- Cancelled
- Contingent
- Expired
- Pending
- Pre MLS
- Show For Backups
- Sold
- Temp Off Market
- Withdrawn

#### Property Conditions

Model-Not For Sale  
Never Occupied  
Under Construction

And  Or  Not

#### Special Listing Conditions

Auction  
Bankruptcy Property  
HUD Owned

And  Or  Not

#### Listing Office Info

### Location

Outline your own search area on map (includes radius and polygon)

Map Search: No Map Selected

Within  miles of  My Location

St # Dir Pfx St Name Street Suffix Dir Sfx Unit #

More

#### Area

#### City / Town

#### County

Adair  
Allen  
Anderson  
Andrew  
Atchison

Or  Not

#### Subdivision

#### School District

Adrian  
Albany  
Allen  
Amsterdam  
Appleton City R-II

Or  Not

#### Zip Code

### Price

List Price (\$1,000's)  
 (000s)

Sold Price (\$1,000's)  
 (000s)

#### List Days Back

#### Bedrooms

#### Total Baths

#### Lot Size

ac

#### Property Type

- Commercial
  - Heartland CDX
  - Land
  - Multifamily
  - Rental
  - Residential
- Or  Not

#### Type

Cancel Search

# Matrix – New Private Listing Forms in Input

Same options for starting a listing; Fill from Previous (via MLS# or Search), Start with a blank or Fill from Realist Tax records

# Matrix – New Private Listing Forms in Input

Private Office Exclusive

Listing

General

Office

Rooms

Additional

Financial

Green Environmental

Remarks

## Private Office Exclusive Listing for Office: Heartland Multiple Listing (HMLS)

**Please be aware that Private Office Exclusive Listings will only be visible in Matrix within your listing office (which is defined by MLS office ID).**

**Once submitted the listing will go into the system as an Active Private Office Exclusive listing.**

**WARNING: You are not allowed to publicly advertise the property details of this listing in any of the following methods as it pertains to the Clear Cooperation Policy:**

- \*Yard Signs, flyers or other promotional materials**
- \*Digital marketing on public facing websites including social media platforms**
- \*Digital communication including emails promoting the property to contacts**
- \*Promotional mailings (postcards, flyers, newsletters, etc.)**
- \*Brokerage website displays (including IDX and VOW)**
- \*Multi-brokerage listing sharing networks including private social media groups**
- \*Discussions with any person outside of the broker's office, nor notification to other brokerage firms**

**POE / Private Status information and explanation page reaffirming privacy and privacy/clear cooperation violations**

**Private Office Exclusive Listing for Office: Heartland Multiple Listing (HMLS)**

**MLS**

Type  Attached  Price  Low Price  Manufactured Y/N?  Manufacture Type

*Leave blank for no Range Pricing*

**Address**

Area  Unit Number  State

Street No.  St Dir Pfx  Street Name  Street Type  St Dir Sfx

City  County  Zip

Subdivision  Direction Faces

**Legal**

Characters Remaining: 1000  
 Tax ID [Find a Realist Tax ID](#)

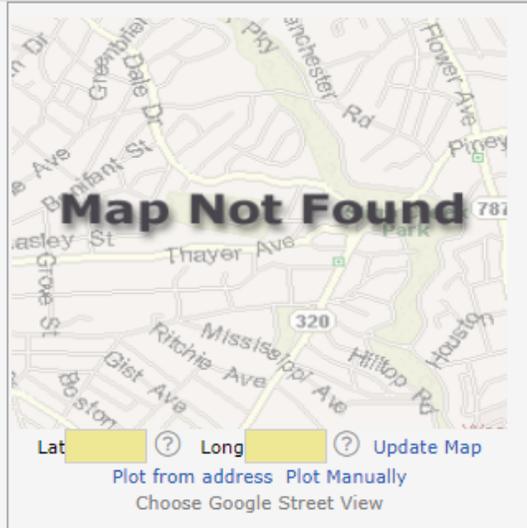
**Property Information**

# Bedrooms  Full Baths  Half Baths  Building Conversion  Age Restricted  Maintenance Provided

Above Grade Finished SqFt  Above Grade SqFt Source  Age Description  Year Built  Maintenance Provided Details

Below Grade Finished SqFt  Below Grade SqFt Source   Building Exterior  HVAC

Janitorial Service  Lawn



Save as Incomplete Validate Cancel Input Submit Property

# Matrix – New Private Listing Forms in Input

All property information entered mirrors regular listing input. **Single change on Listing Tab and other tabs is the addition of the bold, red Private Office Exclusive for Office: Office Listed in to remind and reaffirm privacy of listing to within that office ID only.**

Private Office Exclusive Listing for Office: Heartland Multiple Listing (HMLS)

**Schools**

Elementary School  Middle School  Senior High School  School District

**General Information**

Architecture (max 2)  A-Frame  Dining Area (max 4)  Breakfast Area  Utility Room (max 2)  Bedroom Level  Garage/Parking (max 5)  Attached  Roof (max 2)  Composition  Lake Description (max 3)  Boat Ramp

# Matrix – New Private Listing Forms in Input

Private Office Exclusive Listing for Office: Heartland Multiple Listing (HMLS)

**Agent Information**

**Listing Agent**  
Heartland 1 Heartland (HI) Confirm  
Heartland 1 Heartland  
913-744-5082  
admin@heartlandmls.com  
Heartland Multiple Listing  
913-661-1600

**Listing Agent 2**  
Agent Name or ID Confirm

Office Ext.

Office 2 Ext.

These screenshots show that input information is the same and familiar as regular listing input throughout the tabs of input with the addition of the red, bold POE information at the top.

Private Office Exclusive Listing for Office: Heartland Multiple Listing (HMLS)

**Additional Information**

In Flood Plain  Ceiling R Factor  Wall R Factor  Other R Factor

Warranty Company  Warranty Cost  Warranty Deductible  Ownership

Owners:

Heat (max 2)  Baseboard  Cooling (max 2)  2 or More  Sewer (Max 3)  Aeration  Warranty (max 2)  10 Year Warranty

**Remarks**

**Public Remarks**

Characters Remaining: 2000

**Directions**

Directions

Characters Remaining: 2000

[There were errors on the input form, click here to view them.](#)



Save as Incomplete Validate Cancel Input Submit Property

Private Office Exclusive Listing General Office Rooms Additional Financial Green Environmental Remarks

**Private Office Exclusive Listing for Office: Heartland Multiple Listing (HMLS)**

MLS  
Type Attached Price Low Price Manufactured Y/N? Manufacture Type  
Area Unit Number State  
Street No. St Dir Pfx Street Name Street Type St Dir Sfx

Private Office Exclusive Listing General Office

admin@heartlandmls.com

**Virtual Office / IDX Website**  
Display Listing Display Address Allow A  
Particulars  
Show Instructions (max 3) Possession

**Input Form Errors**

**Rule Warnings:**

- You're submitting this Listing as a Private Office Exclusive Listing. Do you want to continue?

**Rule Errors:**

- When setting a Listing Active with Exempt Listing as "YES", Display Listing and Display Address must be NO.
- Exempt Listing YN failed business rules validation.

# Matrix – New Private Listing Forms in Input

Input rules still apply and are checked via the Validate button and/or Submit Property button.

Check for warnings/errors on tabs and correct as needed.

New Warning that has inputter confirm they are supposed to be entering a POE.

Internet fields have to be set to No to help ensure privacy.

# Matrix – New Private Listing Forms in Input

## Input Warning

### Rule Warnings:

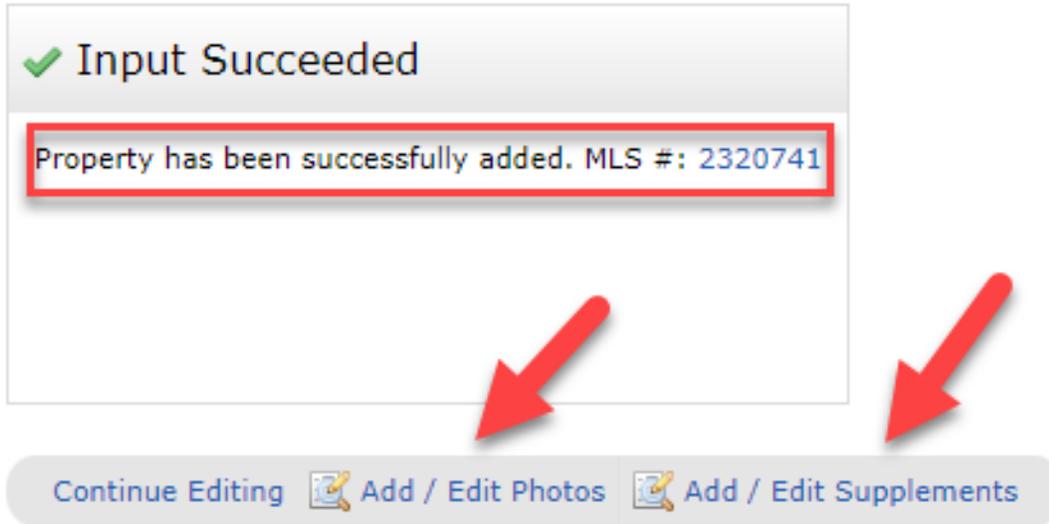
- Bedrooms count does not match the number of bedrooms entered on the Rooms Tab. These bedrooms are: First Bedroom, Fifth Bedroom, Sixth Bedroom, Seventh Bedroom, and Other Bedroom.
- You're submitting this Listing as a Private Office Exclusive Listing. Do you want to continue?

 Continue Editing

 Submit Property



**New Input Warning that confirms listing is supposed to be a Private Office Exclusive Listing. Affirmation Step.**



## Matrix – New Private Listing Forms in Input

Same Input Succeeded page (Future confirmation and affirmation of Privacy information to be added here).

Next Steps are to add Photos (at least 1 within 48 hours of entry) and add required and optional supplements.

Two Required Supplements within 48 hours – Exclusive Right to Sell Contract and the Private Office Modification Form

Manage Supplements for 2320741

Add Supplement (13MB max)

Supplement Description POE Exclusive Right to Sell Agreement

Select File  Exclusive...ct (2).pdf

Supplement Type

Manage Supplements for 2320741

File Name	Description	File Size	Type
<input type="checkbox"/> Exclusive Right to Sell Contract (2).pdf	POE Exclusive Right to Sell Agreement	233 kb	<input type="text" value="Exclusive Right to Sell - For POE"/>

Add Supplement (13MB max)

Supplement Description POE Exclusive Right to Sell Agreement

Select File  No file chosen

Supplement Type

# Matrix – New Private Listing Forms in Input

**New Supplement Type required to assign the type of item uploaded and for ERTS and POE Modification to ensure privacy of those documents so only Listing Agent, Listing Broker can view for privacy reasons**

**Very important that the correct type is selected.**

1234 testing Circle, Holt, MO 66666

Listing Rooms Tax Photos History Units Parcel Map Flood Map Foreclosure

**Private Office Exclusive**



1234 testing Circle, Holt, MO 66666

L Price: \$78,979,798

MLS#: 2320741 Status: **Active-POE** County: Cass

Residential

Area: 103 - N=Barry Rd;S=Vivion/I-35;E=I-35;W=Clay Co Ln



Sub: <b>Big Shoal Annex</b>	Type: <b>SINGLE</b>	CDOM: <b>1</b>
Bed: <b>3</b> Full Bath: <b>3</b>	Half Bth: <b>3</b>	DOM: <b>1</b>
Above Grade Fin: <b>3</b> Source: <b>Assessor</b>		Total SF: <b>6</b>
Below Grade Fin: <b>3</b> Source: <b>Assessor</b>		Source:
Lsz: <b>3 - Acres</b>	Yr Blt:	Age: <b>31-40 Years</b>
Lgl:		
FP: <b>No</b> RP: <b>No</b> CA: <b>No</b> Gar: <b>Yes</b>	Brk ID: <b>HMLS</b>	
Maint Provided: <b>No</b> Attached: <b>No</b> Bsmt: <b>Yes</b>	Agt ID: <b>HMLS1</b>	
Direction Faces:		



- [Property History](#)
- [View Property On Map](#)
- [RPR Property Detail Information](#)
- [Report a Violation](#)

- [Realist Property Full Detail](#)
- [Realist Neighborhood](#)
- [Realist Map](#)

General Information

Floor Plan: <b>Bungalow</b>	Style:
Construct: <b>Frame</b>	Roof: <b>Slate</b>
Garage: <b>2/Converted Garage</b>	Bsmt: <b>Finished</b>
Dining:	Lake:
Lot Desc:	Fence:
Elem:	Middle:
Sr High:	District: <b>Avenue City R-IX</b>
Fireplace:	Utilities:

Listing Office Information

# Matrix – New Private Listing Forms in Input

For Displays, Red Bold Private Office Exclusive and POE shown to denote these are Private Listings and reinforce Privacy terms of POE Modification.



HEARTLAND MLS

MY MATRIX | SEARCH | STATS | FINANCE

- Dashboard
- Summary
- Contacts
- My Listings
- My CMAs
- Sent Email
- Saved Searches
- Auto Emails

+ Input

Listings

Add new or Edit existing Listing

Quick Modify:

--Select Listing from My Listings-- or type --MLS #-- Edit

Roster

Add new or Edit existing Member

Member ID

--Member ID-- Edit

Add new or Edit existing Office

# Matrix – New Private Listing Forms in Input

## My Listings (4)

Show  Search:  [Click here to run this as a Full Search](#)

Previous Next · 1-4 of 4 · Checked 0 · All · None Display

<input type="checkbox"/>		MLS #	St	Address	City	Subdivision	Area
<input type="checkbox"/>	1	 <a href="#">2320741</a>	ACT-POE	1234 testing Circle	Holt	Big Shoal Annex	103
<input type="checkbox"/>	2	 <a href="#">2320739</a>	ACT-POE	1234 test Circle	Holt	Big Shoal Annex	103
<input type="checkbox"/>	3	 <a href="#">2319745</a>	ACT-POE	7400 WYOMING Street	Kansas City	Westmoreland	202
<input type="checkbox"/>	4	 <a href="#">2319742</a>	ACT-POE	11006 W 56th Terrace	Shawnee	Other	315

Edit Manage Photos Manage Supplements Share Reverse Prospect Print

**Listing Agents, Agents in Office, Office Staff, Office Managers and Brokers will find Private Listings Only by going to My Matrix -> My Listings and choosing My Exempt Listings or My Office Exempt Listings**

## Modify Property



Leawood, Kansas 66211  
MLS #: [2319728](#) Status: **Active-POE**  
Sub: **Hallbrook**  
Beds: **4** Baths: **3/2**  
Grg: **3/Attached, Gar Door Opener, Garage Faces Side**  
Bsmt: **Concrete, Finished, Full, Sump Pump**

### Select Form

- Change to Contingent
- Change to Show For Backups
- Change to Pending
- Change to Temp Off Market
- Change to Withdrawn
- Change to Cancelled
- Change to Hold
- Price Change
- Change Map Pin Location
- Change Expiration Date
- Change Remarks - MLS Staff
- Change APN
- Change Original Price
- Change Listing to Public-Visible from Private
- Delete Listing
- Major Correction
- Private Office Exclusive - Residential

### Other Options

- Manage Photos
- Manage Supplements
- Show Input Audit
- Order Photos from HomeVisit

# Matrix – New Private Listing Forms in Input

Input Form options after Private Listing is entered are the same as regular listings and allow for full tracking of the lifecycle of a listing; i.e. Changing of statuses, price changes, etc.

**Modify Property**

 **14366 Greentree Olathe, Kansas 66061**

MLS #: [2320740](#) Status: **Active-POE**  
Sub: **Olathe**  
Beds: **3** Baths: **2/1**  
Grg: **3/Detached, Gar Door Opener, Garage Faces Front**  
Bsmt: **Concrete, Finished**

---

**Select Form**

- Change to Contingent
- Change to Show For Backups
- Change to Pending
- Change to Temp Off Market
- Change to Withdrawn
- Change to Cancelled
- Price Change
- Change Map Pin Location
- Change Expiration Date
- Change APN
- Change Listing to Public-Visible from Private
- Private Office Exclusive - Residential**

**Other Options**

- Manage Photos
- Manage Supplements
- Listing Data Checker - CheckIt

 **Cancel**

# Matrix – New Private Listing Forms in Input

If needing to update data points about a listing such as rooms, sq footage, remarks, directions, etc. use the **Private Office Exclusive – {Property Type} form link**

## Modify Property



14366 Greentree Olathe, Kansas 66061  
MLS #: [2320740](#) Status: **Active-POE**  
Sub: **Olathe**  
Beds: **3** Baths: **2/1**  
Grg: **3/Detached, Gar Door Opener, Garage Faces Front**  
Bsmt: **Concrete, Finished**

### Select Form

[Change to Contingent](#)  
[Change to Show For Backups](#)  
[Change to Pending](#)  
[Change to Temp Off Market](#)  
[Change to Withdrawn](#)  
[Change to Cancelled](#)  
[Price Change](#)  
[Change Map Pin Location](#)  
[Change Expiration Date](#)  
[Change APN](#)  
**[Change Listing to Public-Visible from Private](#)**  
[Private Office Exclusive - Residential](#)

### Other Options

[Manage Photos](#)  
[Manage Supplements](#)  
[Listing Data Checker - CheckIt](#)

 Cancel

# Matrix – New Private Listing Forms in Input

If or when a Private listing is Publicly advertised, marketed, shared, talked about or co-op'd with an agent outside of the office ID, use the Change Listing to Public-Visible from Private form

+ Change Listing to Public-Visible from Private

### Listing Information Residential

MLS #	MLS Number: 2320741
Address	1234 testing Circle
Current Price	\$78,979,798.00
Sub Property	Single Family
List Date	02/06/2023
List Agent	Heartland 1 Heartland
List Office Name	Heartland Multiple Listing
List Agent 2	

Private Office Exclusive Listings are only visible to your office.

Submitting this page will remove the listings Private status and make it visible to the entire MLS.

 Validate  Cancel Input  Submit Property

### Input Warning

#### Rule Warnings:

- You're removing Private Office Exclusive from this Listing. This can not be undone. Do you want to continue?

 Continue Editing  Submit Property

# Matrix – New Private Listing Forms in Input

When using, presents a confirmation page explaining public nature of change and a confirmation that the Private Office Exclusive is being removed and cannot be undone.

# Matrix – New Private Listing Forms in Input

Criteria Map E

Previous Next · 1 of 1 Checked 0 All · None · Page Agent Single Line display Display 360 Property View at 1 per

1234 test Circle, Holt, MO 66666

Listing Rooms Tax Photos History Units Parcel Map Flood Map Foreclosure

1234 test Circle, Holt, MO 66666 **Sold** L Price: \$1 S Price: \$47,697,987

MLS#: 2320739 Status: **Sold** County: Cass

Residential Area: 103 - N=Barry Rd;S=Vivion/I-35;E=I-35;W=Clay Co Ln



Sub: <b>Big Shoal Annex</b>	Type: <b>SINGLE</b>	CDOM: <b>3</b>
Bed: <b>3</b> Full Bath: <b>3</b>	Half Bth: <b>3</b>	DOM: <b>3</b>
Above Grade Fin: <b>3</b> Source: <b>Assessor</b>	Total SF: <b>6</b>	Source: <b>Assessor</b>
Below Grade Fin: <b>3</b> Source: <b>Assessor</b>	Age: <b>3-5 Years</b>	
Lsz: <b>3 - Acres</b>	Yr Blt:	
Lgl:		
FP: <b>No</b> RP: <b>No</b> CA: <b>No</b> Gar: <b>Yes</b> Brk ID: <b>HMLS</b>	Bsmt: <b>Yes</b> Agt ID: <b>HMLS1</b>	
Maint Provided: <b>No</b> Attached: <b>No</b>		

Direction Faces:

BrokerBay

- [Property History](#)
- [View Property On Map](#)
- [RPR Property Detail Information](#)
- [Report a Violation](#)
- [Realist Property Full Detail](#)
- [Realist Neighborhood](#)
- [Realist Map](#)

General Information

When marking as sold the privacy flag is removed and then is made available to all agents and their clients to see sold listing.

Internet fields can be used to limit Internet exposure.

“Sold on POE” still required to be added to Remarks field

# Resources:

## Coming Soon:

Revamped POE Program FAQ page on KCRAR.com:

<https://kcrar.com/private-office-exclusives/>

Help Section in Matrix under Help Menu

Release Date: Mid-March (Exact Date TBD), Will update in all Comms Methods

[Link to \*Draft\* Private Office Listing Modification to Exclusive Right to Sell Contract \(HMLS POE Form\)](#)



# QUESTIONS?

[compliance@heartlandmls.com](mailto:compliance@heartlandmls.com)

Elaina, Compliance Manager | Rikki, Compliance Support

## FEEDBACK:

[feedback@heartlandmls.com](mailto:feedback@heartlandmls.com)

Rob, Elaina, Kristen

General MLS Questions and Support:

[HMLS@HeartlandMLS.com](mailto:HMLS@HeartlandMLS.com) | 913-661-1600 opt. 2

Have a team of support agents ready to help



HEARTLAND MLS