



Welcome to MetroTex!

Make sure to **check in!**



WiFi: Kinwest _ Guest
Password: mtex_guest23



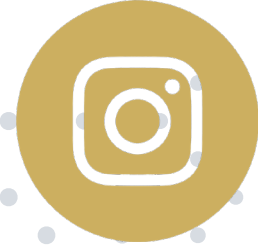
Who Are We?

MetroTex Association of REALTORS®

- Established 1917
- Over 26,000 members
- Six physical locations across the metroplex

Let's Connect!

Follow us on:



www.mymetrotex.com



www.mymetrotex.org



Contact Us

Main Office

214.637.6660

Main Fax

214.637.5951

Address

1701 Kinwest Pkwy
Irving, TX 75063

Business Hours

8:30 a.m. – 5:00p.m.*
Monday – Friday

MLS Department

214.540.2755

mls@dfwre.com

Member Services

214.540.2745

memberservices@dfwre.com

Accounting

800.878.4166

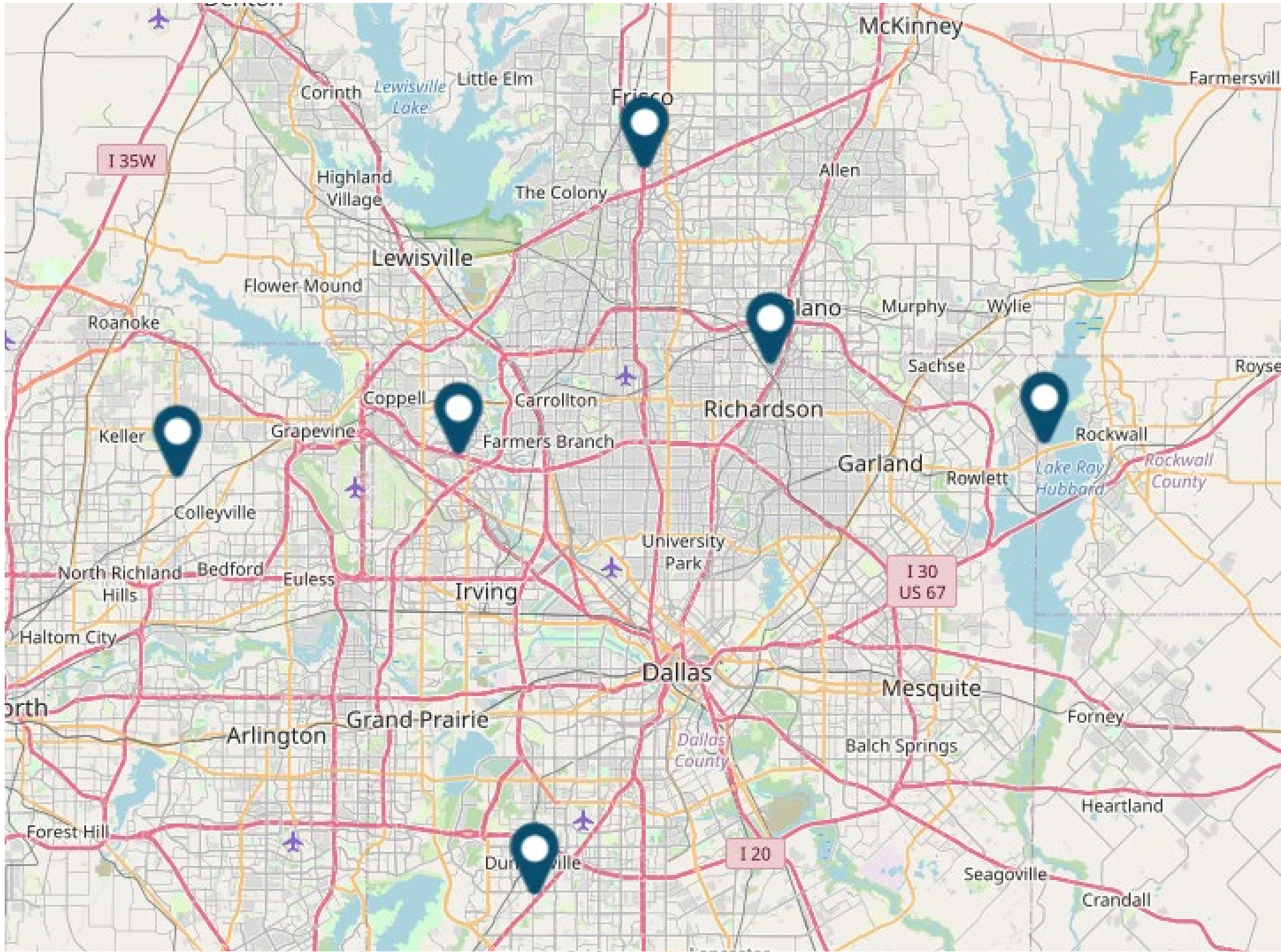
accounting@dfwre.com

Professional Development

214.540.2751

professionaldevelopment@dfwre.com

Locations



Featured MetroTex Benefits



In Demand, On Demand

CE classes you need, whenever and wherever you are.



Proactive Safety

Real-time identity verification from the palm of your hand.



Stay in the Know

Authentic, journalistically sound industry news.



MLS Access

The MLS platform you need, at exclusive member rates.



MetroTex Commercial Data Exchange

Advanced tools and lead management for \$175/month.



Coming soon!

Access Latin America

Latin America's largest MLS, with listings from 22+ countries.

Plus so much more!



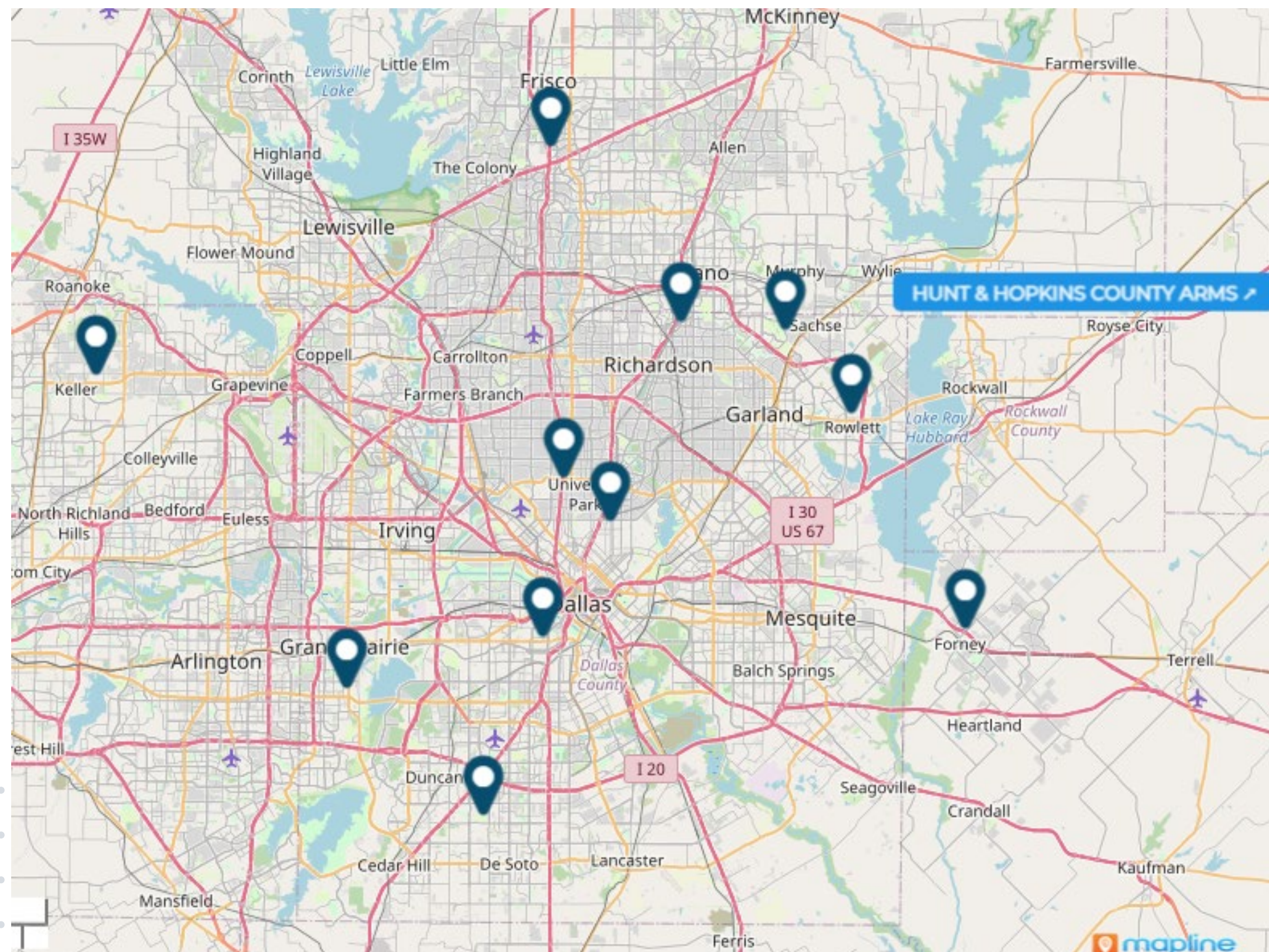
My Benefits

MetroTex e.News



- **Two newsletters each week**
 - Wednesday: Industry focused
 - Friday: MetroTex focused
- Plus, opt-in to any of our specialty newsletters delivered once a month:
 - Global
 - Commercial
 - Spanish-language

Area REALTOR® Meetings



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



Area REALTOR® Meetings

Advisory Groups



AFFILIATE
ADVISORY GROUP



BUDGET & INVESTMENT
ADVISORY GROUP



COMMERCIAL
ADVISORY GROUP & FORUM



**COMMUNITY
OUTREACH**
ADVISORY GROUP



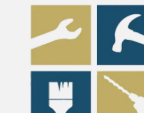
**DIVERSITY &
FAIR HOUSING**
ADVISORY GROUP & FORUM



GLOBAL
ADVISORY GROUP & FORUM



GOVERNMENT AFFAIRS
ADVISORY GROUP & FORUM



**LEASING & PROPERTY
MANAGEMENT**
ADVISORY GROUP & FORUM



MLS
COMMITTEE



**PROFESSIONAL
DEVELOPMENT**
ADVISORY GROUP



TRLP ALUMNI
ADVISORY GROUP



**VOLUNTEER
LEADERSHIP**
ADVISORY GROUP



**YOUNG PROFESSIONALS
NETWORK**
ADVISORY GROUP & FORUM

Some Advisory Groups have prerequisites or are by appointment only.

Get more details here!



Advisory Groups

Forums



Get more details here!



Advisory Groups

The REALTOR® Family

National



State



Local



Your REALTOR® Membership

What About TREC?



- State government agency
- Licensing
- Regulation and enforcement



Benefits from NAR and Texas REALTORS®

- Financial Solutions
- Texas REALTORS® Legal Hotline: 512-480-8200
- Home & Auto Insurance
- Risk Management
- Office & Business Solutions

- Technology & Wireless Solutions
- Automotive, Travel, & Entertainment Solutions
- And more!

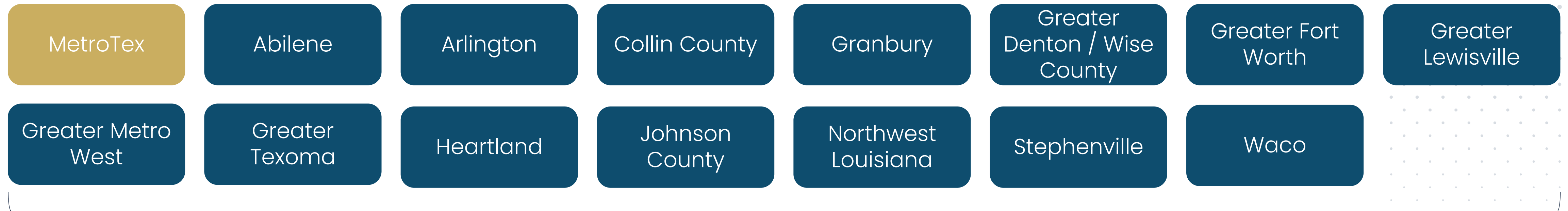


MLS & Key Services

Who Are We?

NTREIS: North Texas Real Estate Information Systems

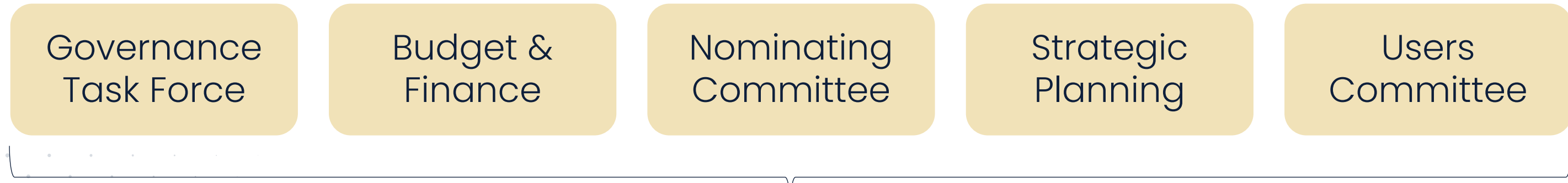
Participating Associations



Representation on and Recommendations to



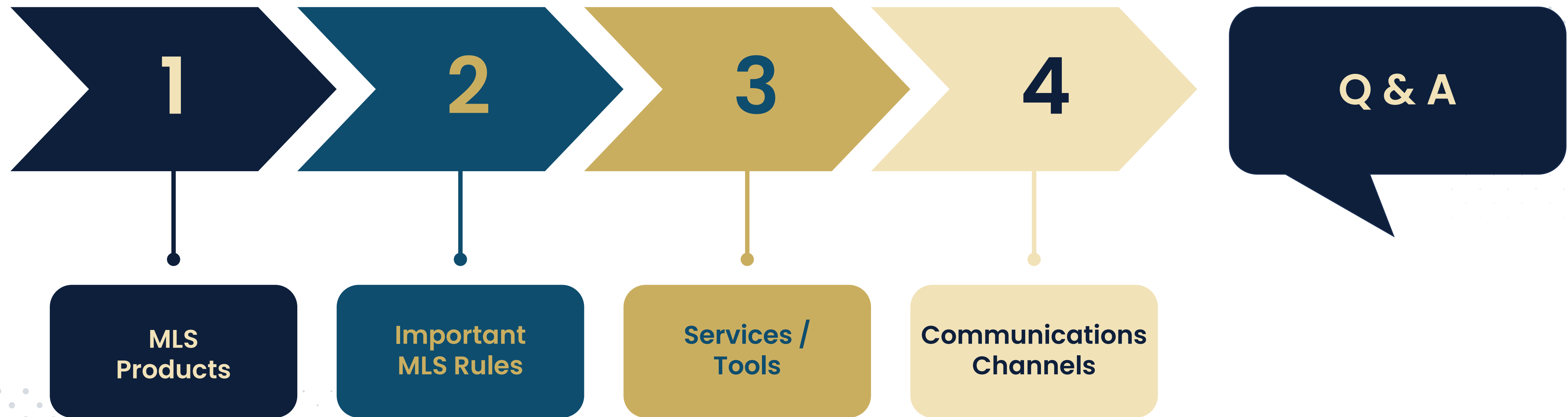
NTREIS Committees & Task Forces



Recommendations to



Objectives



Your MLS Products



Matrix

- Your MLS system
- Use on any browser on PC or tablet



zipForm

- All-in-one transaction management system provided by Texas REALTORS®
- Approved forms just a few clicks away



Instanet

- Access and manage all forms, contracts, and documents
- Use any computer with internet access



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
- Created by NAR and 100% owned by REALTORS®



Cloud Suite

- Cloud CMA, Cloud MLX, and Cloud Streams
- Convenient alternative to the main MLS system

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)

Data Input Sheets

Residential Data Input Sheets



Satisfy MLS Rules
7.07 and 7.26

Take on Listing Appointment



Ensure Accuracy of Information

Access via Instanet, upload to Matrix



Data Input Sheets

Listing Procedures

MLS Rules: Section 7

Deadlines

- 72 Hour Deadlines
- Listing Input
- Status Change

Data

- Required to provide accurate data

Duplicates

- Duplicate Listings

Showings

- Listings shall be available for showing once the listing is Active in the MLS
- Exception: Coming Soon Status

Description

- Property description (Public Remarks)
- Fair Housing guidelines
- No contact info (including email, web address, text services, etc.)

Directions

- Public Driving Directions must have actual directions to the property. (Not "Use GPS" or "See Map," etc.)

Listing Statuses

Initial Statuses

INC – Incomplete

- **Work in progress**
- Can be seen by listing agent, listing broker/manager, listing office administrators, and MLS staff.
- Can be updated and saved as Incomplete until the listing is ready to be made available to other MLS subscribers.
- Will be purged from the system if not updated in 30 days.
- Must be changed to Active or Coming Soon prior to any other status changes.

CSN – Coming Soon

- **Cannot be shown**
- Allows seller to prepare home for showings, needed repairs, or legal matters.
- Will automatically enter Hold Status after 30 days.
- Must be changed to Active prior to any other status changes.
- Is available only to MLS Participates and is not distributed to 3rd parties.



Listing Statuses

Active Statuses

ACT – Active

- **Must be available for showings.**
- Will expire on the expiration date entered by the agent.

AC – Active Contingent

- **Still available for showings.**
- Seller has accepted an offer but will entertain backup offers.
- Will expire on the expiration date entered by the agent.

AKO – Active Kick Out

- **Still available for showings.**
- Seller has accepted an offer contingent upon sale of another property by the Buyer.
- Will expire on the expiration date entered by the agent.

AOC – Active Option Contract

- **Still available for showings.**
- Seller has accepted an offer but Buyer is exercising the option period from the sales contract.
- Will expire on the expiration date entered by the agent.



Listing Statuses

Final Statuses

PND – Pending

- **Property has an offer with no contingencies, Kick Outs, or options.**
- Does not expire.

WTH – Withdrawn

- **No longer available for showings.**
- Cannot be relisted with another broker. Will expire on the original expiration date entered by agent.

CAN – Cancelled

- **No longer available for showings.**
- Seller is free to relist with another broker.

H – Hold

- **Property is temporarily unavailable for showings.**
- Listing agreement still in place and will expire on original expiration date entered by agent.

EXP – Expired

- **Listing Has Expired.**

C – Closed

- **Listing has sold or leased.**



Listing Distribution

Distribution is a decision made by the Broker or Seller.



Distribution of listings to Realtor.com and 3rd party sites are handled by NTREIS.



Listings are also distributed to more than 750 other websites via List Hub.



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 11

Compliance

Section 12

Enforcement

Section 13

Confidentiality

Section 16

Use of MLS Information

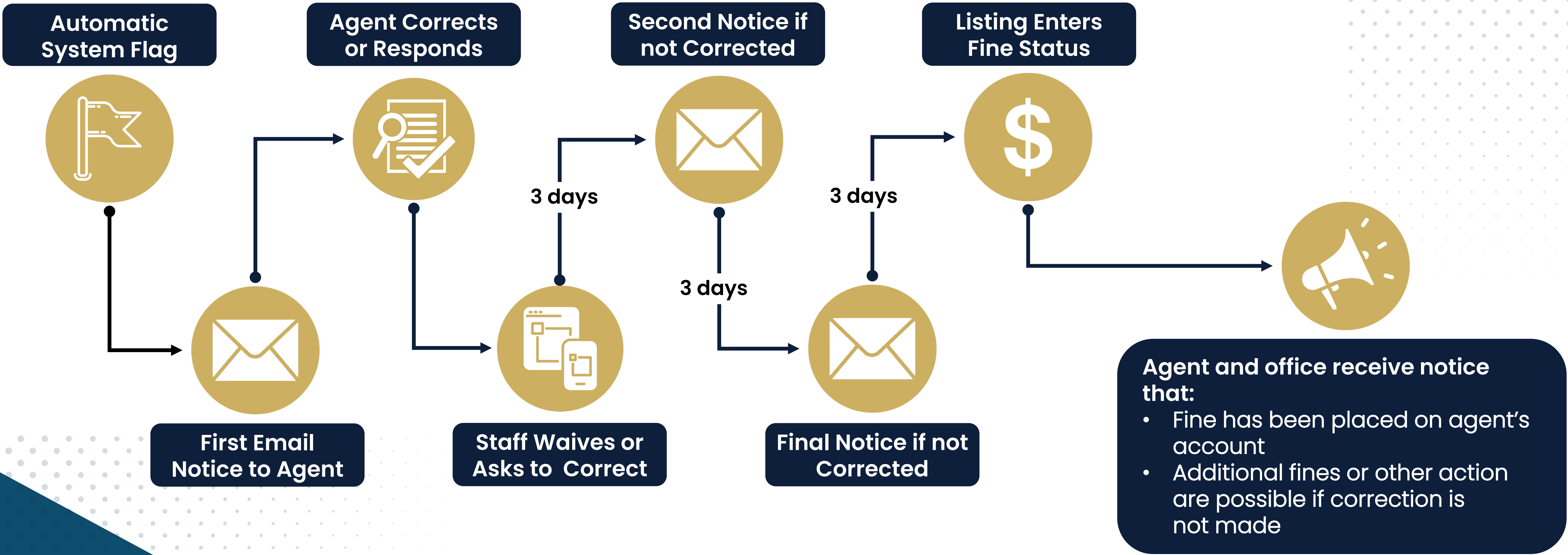
Section 17

IDX Rules

Section 21

Standards of Conduct

Data Checker



Complaints

MLS Procedure / Keybox Rule Violations

- Agent may file a complaint with MLS

Clear Cooperation Policy Violations

- Must be in writing
- Submitted at <https://www.mymetrotex.com/clearcoop>
- Must include
 - Name of listing agent and listing office
 - Proof of violation that is clear, strong, convincing (i.e. photograph, web link)
- Fines for violations of Clear Cooperation Policy will range from \$1,000 to \$5,000



MLS Classes



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.



Five Required Courses

- Advanced Matrix
- Managing Your Listings **OR** Listing 101
- Client Management
- Accessing Property/Realist Tax
- Intro to RPR

Choose One Elective

- zipForm **OR** Intro to Instanet

Then Receive

- One free quarter of MLS service

More MLS Classes Here!

- Intro to Matrix
- Surfing the Cloud
- Mobile RPR



MLS Classes

Clases de MLS en español



¡MetroTex ahora ofreciendo
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 estarán disponibles durante el año con un instructor que habla español.

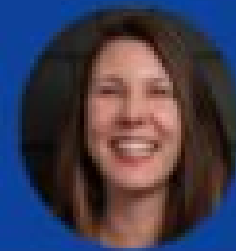


Clases en español









MLS Communication

- Newsletters mentioned earlier
- MLS Training Classes
- Matrix Landing Page news and alerts
- Clarity Dashboard
- Meetings: Area REALTOR® Meetings and Office Meetings
- Social Media
- Automatic communications from Data Checker





Hi Hope, Welcome to eKEY®!
eKEY Professional Serial #5464744

 MY KEYBOXES	 MESSAGES	 DATA AT THE DOOR
 SUPRAWEB	 ROSTER	 HOTSHEETS
 LISTINGS	 MY BUYERS	 BUYER FEEDBACK

2 SHOWING NOTIFICATIONS

 OPEN SHACKLE	
OBTAIN KEY	

 ALERT	 FLASHLIGHT	 UPDATE	 MORE
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Key Services

- Additional Service
- Fiscal Year Service: July 1 – June 30
- Supra eKey App
- For pricing and to set up, contact Member Services:

memberservices@dfwre.com
214.540.2745



Keyboxes

- Keyboxes sold separately at \$129.90 each
- Available at all MetroTex locations
- BTLE, Bluetooth
- Access keybox and activity reports through:

supraekey.com

Vendor Contact Information



For after hours technical support:

Matrix & Transaction Desk

Monday – Friday, 7am – 12am

Saturday – Sunday, 10am – 10pm

800.297.6367

zipForm

Monday – Friday, 6am – 10pm

800.383.9805

Supra

Monday – Sunday, 8am – 9pm

877.699.6787

Additional Contact Information

MLS Department

Monday – Friday
8:30am – 5pm

214.540.2755

mls@dfwre.com

Member Services

Monday – Friday
8:30am – 5pm

214.540.2745

memberservices@dfwre.com

Realtor.com

Monday – Friday
8am – 7pm

800.878.4166

Showing Time

Monday – Saturday
8am – 8pm

Sunday, 8am – 6pm

817.858.0055

Texas REALTORS®

Monday – Friday
9am – 5pm

512.480.8200

TREC

Monday – Friday
7am – 6pm

512.936.3000



Questions?



Government Affairs & TREPAC



TREPAC FAQs

How does TREPAC affect real estate?

Government's role in real estate is steadily increasing at all levels. To maintain a healthy climate for real estate in Texas and preserve real property rights, 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.

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 ask that you invest your fair share of \$50.

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

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.



TREPAC



Professional Development

Who Are We?

Professional Development Department



Roxie Glenn
VP of Member
Engagement



**Vanessa
Akin-Adesola**
Professional
Development
Coordinator



Kristi Kay Spikes
Commercial
Programs
Manager



Alivia Winters
Global & Diversity
Programs
Manager



Natalie Godfrey
Professional
Development
Program
Manager



**Marisela
Martinez**
Professional
Development
Coordinator



Everett York
Professional
Development
Coordinator

TREC Education Requirements

During your **FIRST TWO YEARS** of licensure, TREC requires you take a total of **98** hours of Sales Apprentice Education (SAE).



Graduate REALTOR® Institute (GRI)

To earn the GRI Designation, all three parts of the program must be completed. The total cost of the designation is \$765.

Get more details here!



GRI

Business Skills

\$255

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

Contracts to Close

\$255

- Finance and Lending
- Residential Contracts
- Appraisals, CMAs, and Pricing
- Diversity and Fair Housing

Brokerage

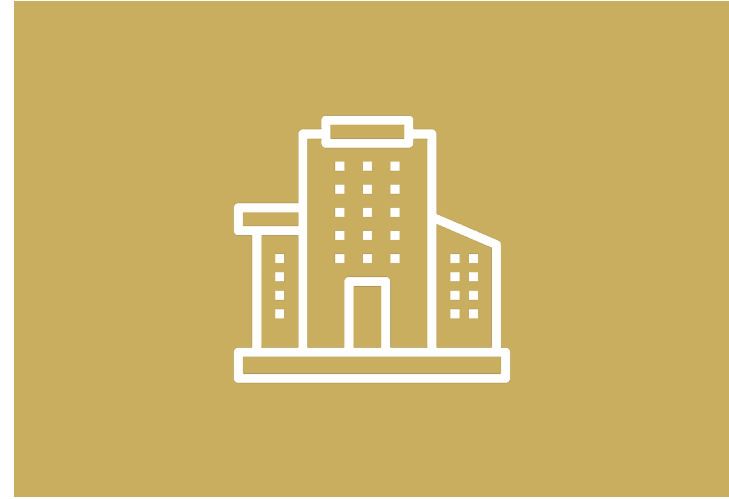
\$255

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

Commercial Program



Kristi Kay Spikes
Commercial Programs Manager
kristis@dfwre.com



Delivering exceptional education, unparalleled networking opportunities, and comprehensive resources to empower MetroTex members excelling in the field of Commercial Real Estate. Our commitment is to support industry professionals with cutting-edge tools and insights that drive success in a competitive market.

Learn more about the
Commercial Program! →



Commercial Program

Texas Accredited Commercial Specialist (TACS)

To earn the TACS Designation, all three parts of the program must be completed. The total cost of the designation is \$765.

TACS 1

\$255

Intro to Commercial Real Estate

TACS 2

\$255

Commercial Real Estate Property Development

TACS 3

\$255

Commercial Real Estate Marketing and Negotiation

Get more details here!



TACS

Global Program



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 about the Global Program!



Global Program

Global & Diversity Education

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.

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.

Resort & Second Home Property 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.

MYMETROTEX CAMPUS

OPEN TO REAL ESTATE PROFESSIONALS

Your All-in-One Hub for Real Estate Success



**On-Demand
CE Courses**



**Expert Tools
& Resources**



**Networking &
Advisory Groups**

Available Anytime, Anywhere.

Explore MyMetroTex Campus Today!





Questions?