

Diving Into Stellar Course Notes

This all-encompassing training program is expertly crafted to seamlessly facilitate your transition from your existing Matrix MLS version to the latest iteration provided by Stellar MLS. In this course, we'll explore your exciting array of new products and services that Stellar MLS offers, equipping you with the knowledge and skills to leverage them effectively. You'll gain a deep understanding of the key differences in rules and functionality between the two systems, ensuring a seamless and productive transition experience.



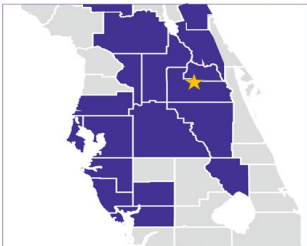
- You already know Matrix
- You get some new fields & new rules
- Your everyday tools are waiting for you
- Expanded MLS support and hours
- Accessibility / Language Option
- Stellar MLS Education and Trainers
- Standardized updated data
- Huge library of products and services (most are included)
- Save your log-in

PART 1: Who is Stellar MLS?

Stellar MLS was founded in 1993 and is the second largest MLS in the state of Florida and the fourth largest MLS in the United States with more than 80,000 subscribers and over 70,000 listings. Our headquarters is in Altamonte Springs, Florida where we have over 100 employees on staff to assist you. In 2024, Stellar had over 170,000 sold listings and \$80 Billion in sales volume. Stellar MLS is a separate organization from your local board/association, Florida Realtors and National Association of Realtors, and has 18 shareholders, 2 customer organizations, and several data share agreements offering our subscribers access to the largest amount of MLS data and referral opportunities.

STELLAR MLS - HEADQUARTERS

• 247 Maitland Avenue, Altamonte Springs, FL 32701



Founded in 1993

Largest MLS coverage
area in Florida

4th Largest MLS in USA

Staff = 115

Trainers = 7

82,740

Total Subscribers

69,192

Agents

11,124

Brokerages

2,424

Assistants



70,406

Total Active Listings (Nov 2024)

172,510

Res. Sold Listings in 2024

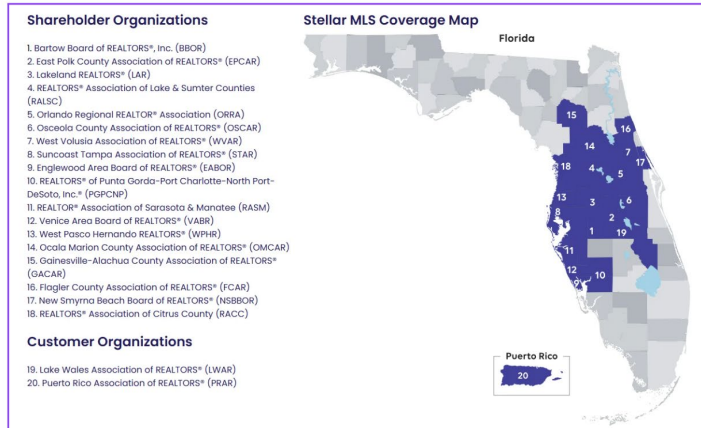
\$80 Billion

Res. Sales Volume in 2024

*2024 Statistics

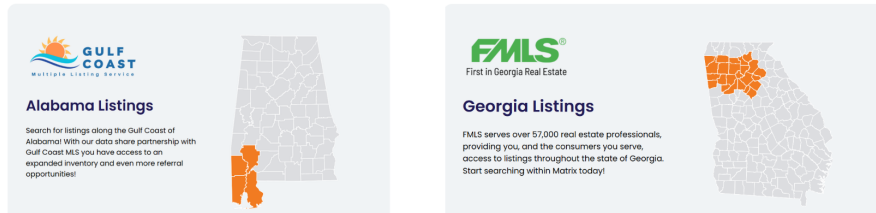
Stellar covers most of Central Florida from Gainesville to Okeechobee and Palm Coast to Punta Gorda. Our customers also have access to MLS data in the States of Puerto Rico, Georgia, and Alabama. With access to multiple Reciprocal MLSs, our customers can extend their referral network outside Stellar MLS.

Stellar MLS Coverage Area



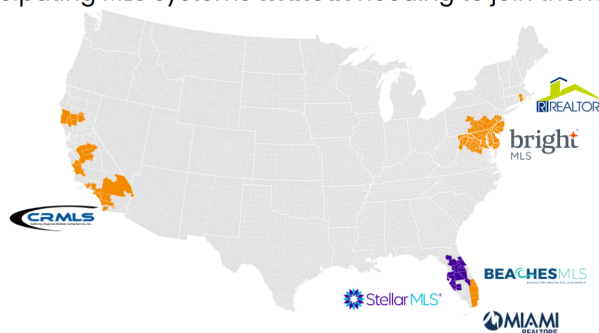
Integrated Data Shares

Integrated data share agreements provide local brokers and agents with direct access, in real-time, to reliable listing data from each other's markets.



Reciprocal MLS Access

Reciprocal MLS Access is a collaboration between multiple MLS organizations that allows you to search for and view listings in other participating MLS systems **without** needing to join them separately



You can find this map at StellarMLS.com > About > Shareholders

How does Stellar MLS fit in?



FloridaRealtors®



Your Local Board



Stellar MLS is a separate organization from your local board/association, Florida Realtors®, and NAR.

Stellar MLS currently serves

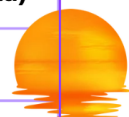
- 18 Shareholder REALTOR® Associations
- 2 Customer REALTOR® Associations

PART 2: Dates to Remember



Key Dates

Monday, October 5, 2026	Access to Stellar MLS Matrix Begins (You can do everything BUT enter listings.)
Monday, November 2, 2026	No Listing Entry into RACC Matrix
Tuesday, November 3, 2026	You will start entering new listings in the Stellar MLS Matrix.
Tuesday, November 3, 2026	RACC Matrix goes READ-ONLY (no new data)
Thursday, December 31, 2026	RACC Matrix is sunset.
Thursday, December 3, 2026	Last date to take required Stellar MLS courses before suspension/reinstatement fee.



PART 3: What IS and What IS NOT changing?

Contacts: Who you contact regarding specific items may be different from what you are used to. For inquiries or assistance, please reach out to the updated contact below.



Who to Contact

 - Continuing Education Support - Lockbox/Supra Key Support - Code of Ethics Training - Advocacy/RPAC/YPN - Realtor® Events - Board/Association Membership	 - Matrix (MLS System) Issues/Access - MLS Products & Services Support - MLS Education including CE classes - IDX & Listing Distribution Services - MLS Billing - Listing Compliance/MLS Rules & Regs
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Expanded Support: The Stellar MLS Support Center is available 6 days per week to assist you with any MLS technical items. Below is their hours of operation and contact information.

Expanded MLS Support Hours & Options

	8:00am - 4:30pm	Monday	8:00am - 6:30pm	    - Call - Email - Chat CALL BACK QUEUE: Don't lose your place in line and you don't have to wait... We will call you back!
	8:00am - 4:30pm	Tuesday	8:00am - 6:30pm	
	8:00am - 4:30pm	Wednesday	8:00am - 6:30pm	
	8:00am - 4:30pm	Thursday	8:00am - 6:30pm	
	8:00am - 4:30pm	Friday	9:00am - 6:30pm	
	CLOSED	Saturday	8:00am - 6:00pm	
	CLOSED	Sunday	CLOSED	

Toll Free: 1-800-686-7451

Local: 407-960-5300

Email: support@stellarmls.com

PART 4: Getting Started

To ensure you will have easy access, start by bookmarking your Citrus County Landing page

<https://www.stellarmls.com/racc>

To log in and activate your Stellar MLS account, start by selecting log in from the top right of the landing page

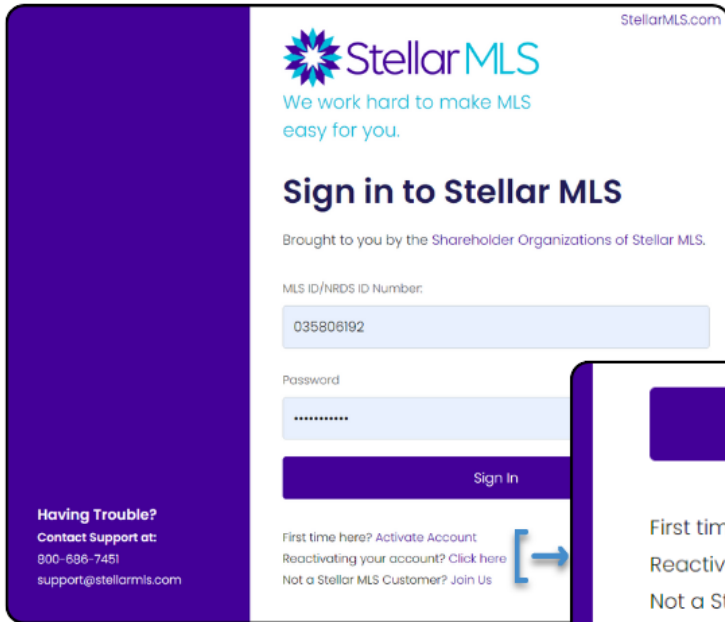


You will log in using your MLS ID (NRDS#).

Great News!

Once you log in you can save your information, so you do not have to log in each time. Your log in is also set up on a single sign-on, which means you are automatically logged into most of your products and services as well without needing to sign in to each when you use them.

If you are logging in for the first time, select Active Account (shown below).



StellarMLS.com

 StellarMLS
We work hard to make MLS easy for you.

Sign in to Stellar MLS

Brought to you by the Shareholder Organizations of Stellar MLS.

MLS ID/NRDS ID Number:

Password:

[Sign In](#)

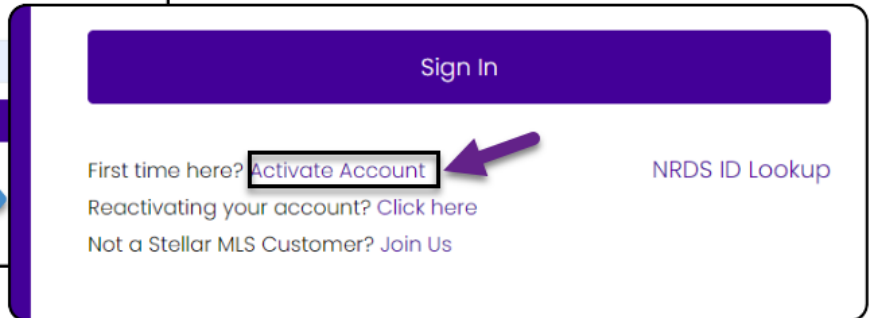
First time here? [Activate Account](#)
Reactivating your account? [Click here](#)
Not a Stellar MLS Customer? [Join Us](#)

Having Trouble?
Contact Support at:
800-686-7451
support@stellarmls.com

Below the login:

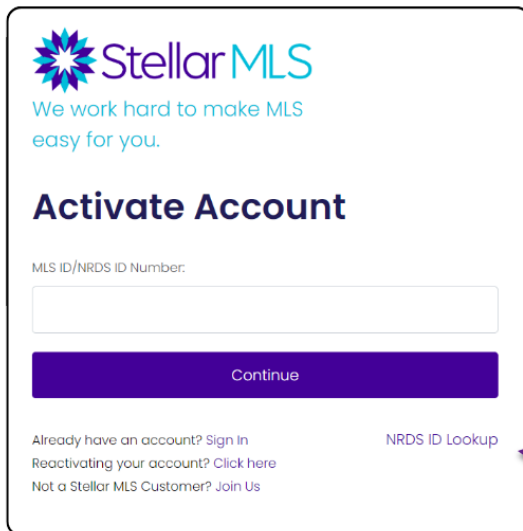
Start by clicking on
ACTIVATE ACCOUNT

(You only have to do this once)



[Sign In](#)

First time here? [Activate Account](#) [NRDS ID Lookup](#)
Reactivating your account? [Click here](#)
Not a Stellar MLS Customer? [Join Us](#)



 StellarMLS
We work hard to make MLS easy for you.

Activate Account

MLS ID/NRDS ID Number:

[Continue](#)

Already have an account? [Sign In](#) [NRDS ID Lookup](#)
Reactivating your account? [Click here](#)
Not a Stellar MLS Customer? [Join Us](#)

Enter your NRDS number and
click on **CONTINUE**.

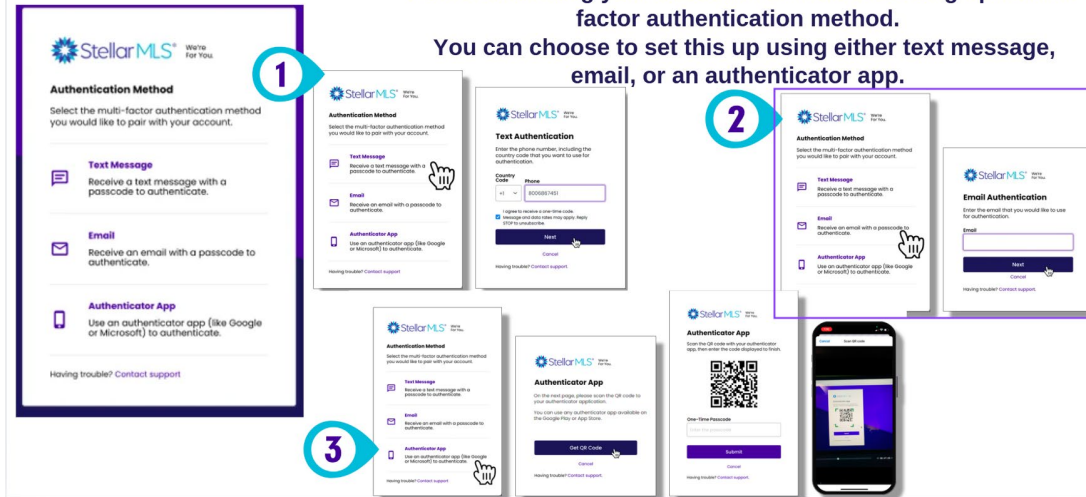
This will walk you through the
simple process of setting up
your account security
questions and your password.

Don't know your NRDS
number? Click on **NRDS ID
Lookup** below.

Setting up your MFA

Part of activating your account will include setting up a multi-factor authentication method.

You can choose to set this up using either text message, email, or an authenticator app.

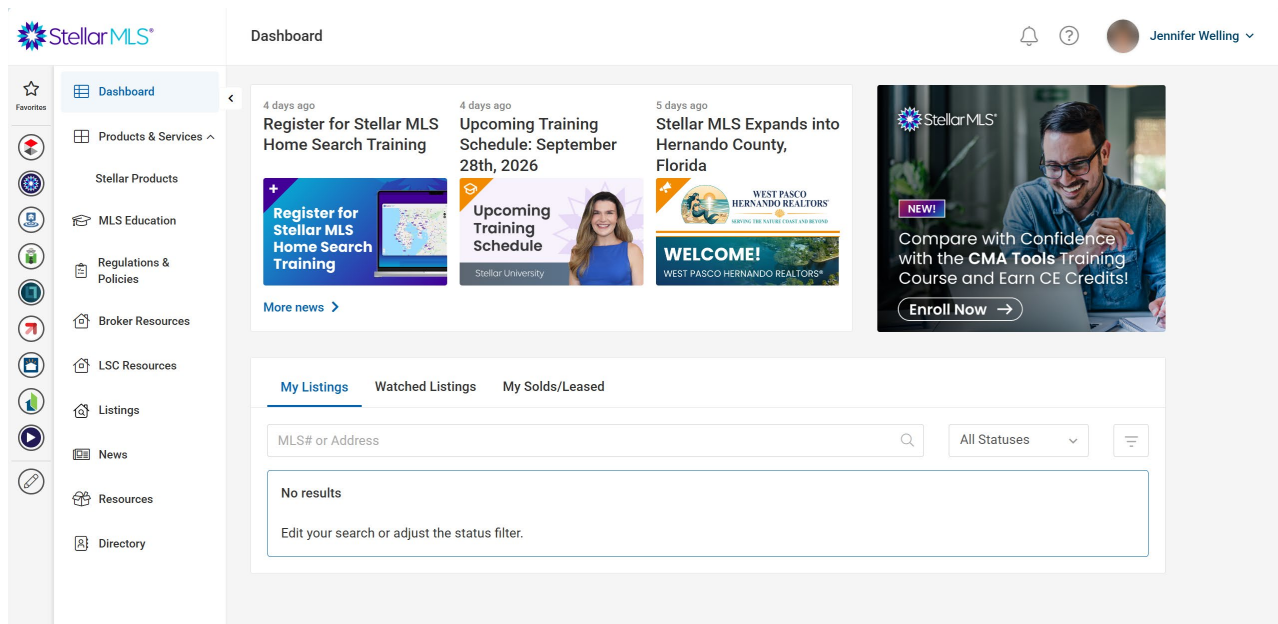


When you log into StellarMLS for the first time - you will be prompted to sign the EULA (End User License Agreement).

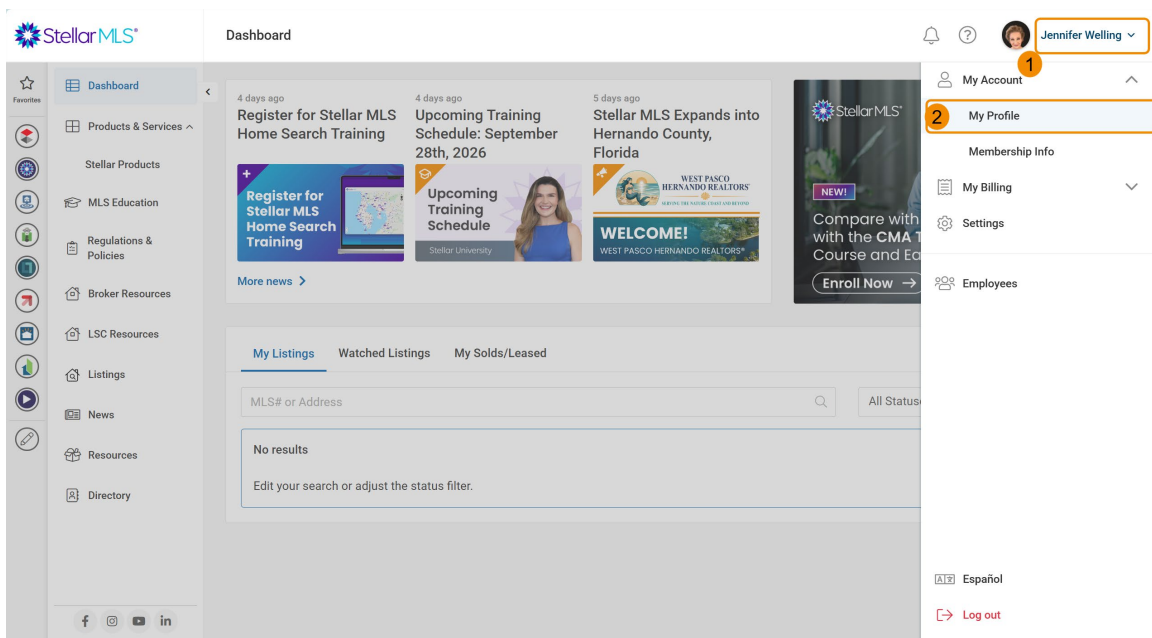
(Must scroll all the way to the bottom AND click "I have read..." to accept)

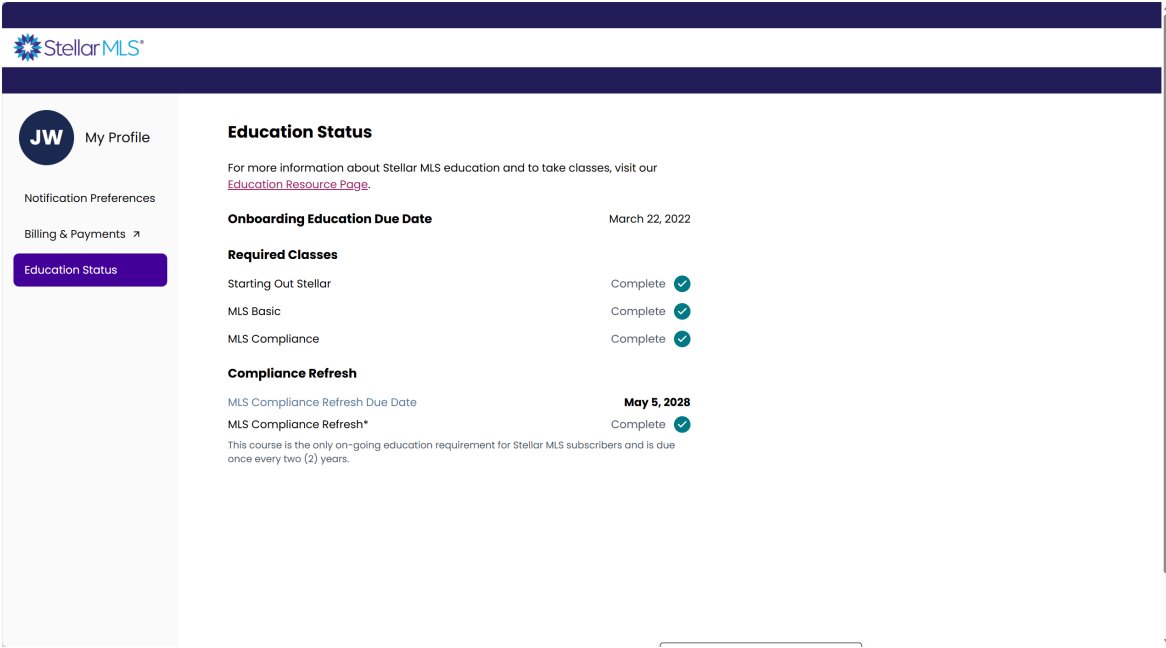


After activating your account, you will return to the login page, enter your MLS ID and password, and choose to SAVE your login information on your device. This will keep you logged in, so you won't have to log in every time you use the system. Once logged in you are on the Stellar Central Workspace, the home for all things Stellar. You can use the navigation menu on the left, or you may have a small hamburger menu in the upper right corner if you have a smaller device or screen size.

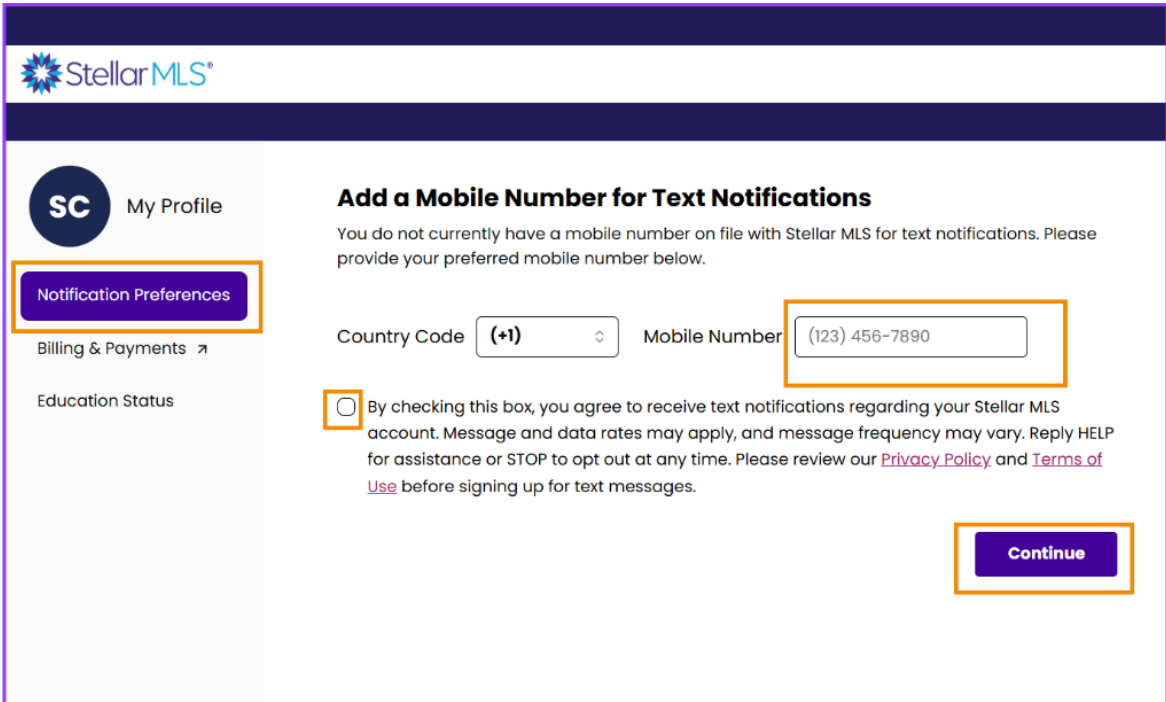


To access your customer profile and education requirements information, click on your name in the upper right corner of the page and select My Account. There you can select the My Profile tab where you can see your required education due dates for initial required courses (due within 60 days) and your Compliance Refresh due date which is due every 2 years.



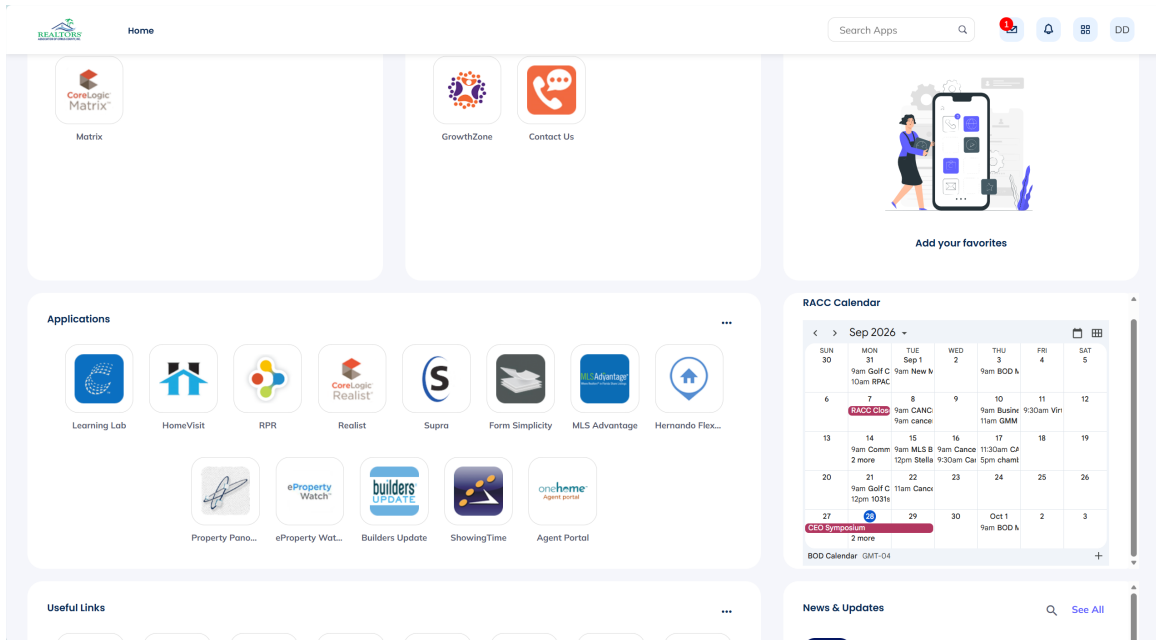


This section will also allow you to opt in to receive text message notification for both education and billing reminders. To opt in, you will select the Notification Preferences tab on the left side of the screen, and complete the necessary sections for opting in.



PART 5: Products and Services

This is your current dashboard of products and services.



Where Is MLS Advantage?

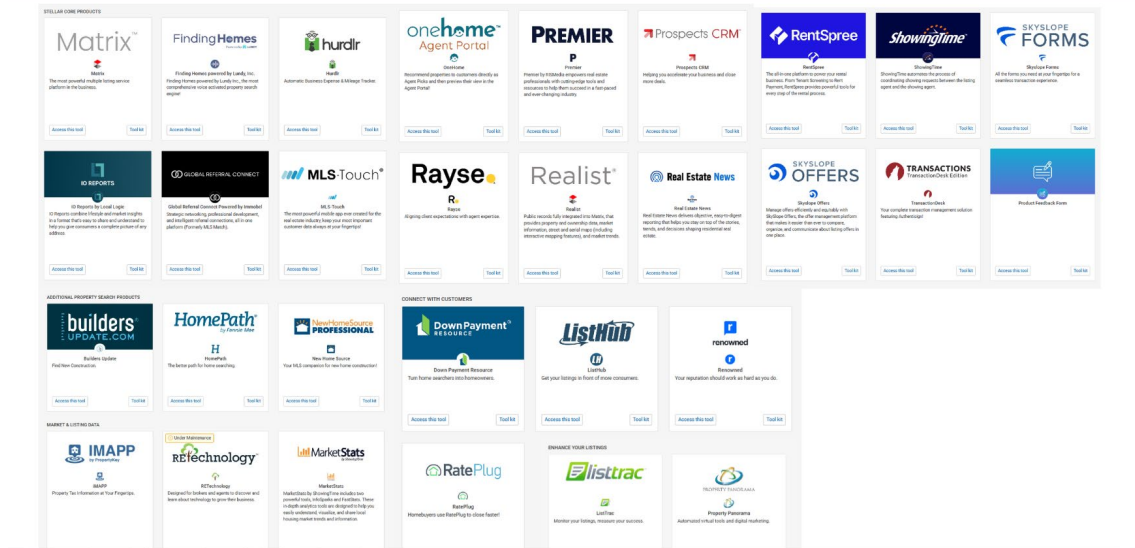
Stellar MLS currently covers 18 shareholder organizations, and unfortunately, not all of them participate in MLS Advantage.

While there is no direct link to MLS Advantage from listings, Stellar Central, or the links section- you can still access/bookmark MLS Advantage from the www.FloridaRealtors.org page!

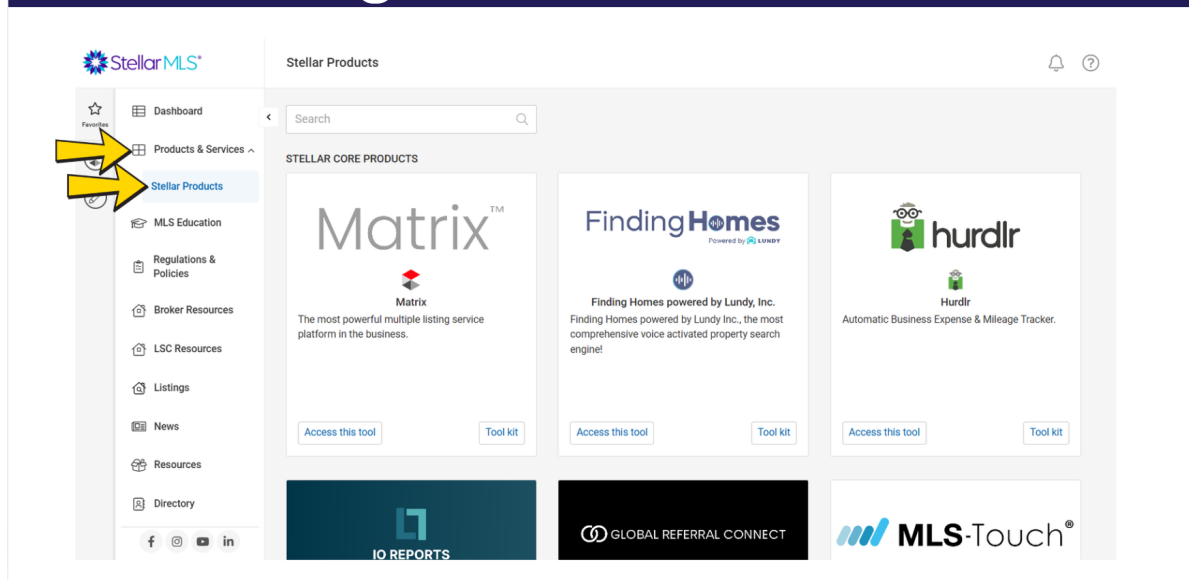


Stellar offers you a variety of products to assist you in your business. Some of the products you already have; however, there are many additional products available. All tools for your real estate toolbox. All the products are also sorted by easy-to-use categories.

So Many Stellar Tools!



Accessing Products and Services



To learn more about all the products and which may be most beneficial to you, sign up for our 1-hour course “Maximize your Subscription” where we explain each product and how it can be used in your business. From there, you can choose specific training courses to learn more about individual products.

Highlights/Using Stellar Tools:

While Stellar products offer many functions, our training team offers various courses to demonstrate some great features and use of these products to boost your knowledge and productivity. Your subscription covers all products and Stellar classes, with only a few products requiring additional purchases or discounted fees.

Lead Generation

- Capture Buyer leads
- Capture Seller leads
- Branded tools for potential new customers
- Stay connected to your previous customers
- Share your own listings to attract buyers
- Everything is branded to YOU!



Generate Mailing Lists/Exports!

Use these tools to target a specific audience:

- Absentee owners in FL or out-of-state
- Expired/Withdrawn/Canceled but NOT relisted
- Search by ownership time
- Search by subdivision
- ...AND MORE!



Great Tools For New Agents!

Need to track your expenses/mileage?



Need a CRM?



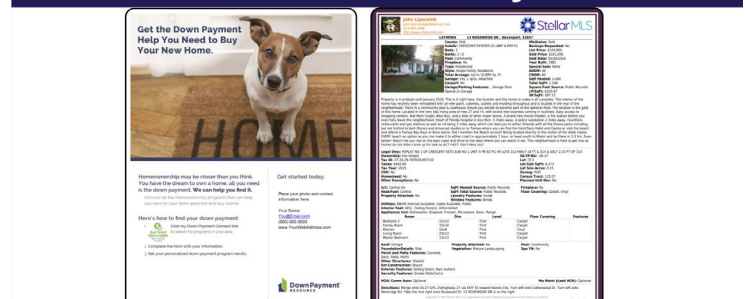
Need electronic signatures?



Need a virtual tour?
(Automatic for the first 5 images)



Create Your Own Flyers!



Funnel Incoming Offers and Reviews!



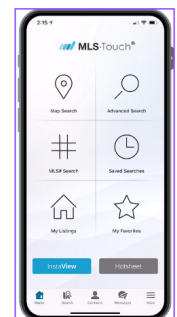
All of your incoming offers on ONE platform!



Collect all of your reviews on ONE platform!



- The mobile extension to Matrix
- Helps keep you connected!
- Brand & Share with your customers!
- Syncs up with Matrix and Prospects CRM!
- Integrated with ShowingTime



If you don't have mobile MLS, then now is the time. MLS-Touch is your mobile application that allows you to access your Matrix, contacts and save searches all from your mobile device. Download the app from your app store. Once you download the app you select your state (Florida) and board (StellarMLS). You will use your MLS ID # and password to log in, just as you do with Matrix.

Education:

The Stellar MLS University offers you a full catalog of courses (all included) that can help you increase your knowledge of products, services, and techniques. Here are some of our most popular courses:

Amplify Your Business with Stellar MLS Mobile Apps
 Creating Professional Flyers
 Enhancing Your Buyer's Experience with OneHome and Prospects CRM
 Fast Track Your Listings
 From Listing to Leasing: MLS Tools for Property Managers
 Foreclosures: What You Need to Know
 Hurdle: Mileage and Expense Tracking Made Easy
 iMap: Public Records, Reports & Prospecting
 Learn to Research Rentals
 Listing Appointment Preparation
 Matrix Beyond the Basics: Widgets, Stats, & Market Reports
 Matrix Map Searching: Zones, Locations, and Features
 Maximizing the Value of Your MLS Subscription:
 Stellar Product Overview
 MLS Data Power: Turning Conversations into Closings
 Lead Generation

MLS-Touch Mobile App
 Networking with MLS Tools
 Picture Perfect Listings
 Prospects CRM Series | Session 1: Introduction to Prospects CRM
 Prospects CRM Series | Session 2: Customizing Action Plans & Text Templates
 Realist: Public Records, Reports & Prospecting
 RPR CMA
 RPR | Market Trends and the Mobile App
 ShowingTime
 Stamp Your Success: The MLS Passport to More Markets
 Stellar MLS Open House Toolkit
 Strategic Mailing Lists & Labels: Searching Off-Market Properties and more...
 Targeted Property Searches: Disclosures and Environmental Risk Factors

Educational Resources

ALL-NEW Stellar MLS University

Stellar MLS required courses

Resources/ Document Library

Course notes for all Stellar MLS courses English and Español

Education/ OnDemand Library

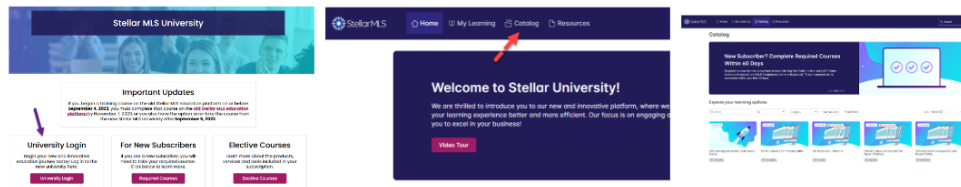
How-to Matrix Videos

Vimeo

Full recorded webinar videos

www.StellarMLS.com/learn

How to Register for Stellar MLS Classes



Step 1: Log Into the University

Step 2: Choose Catalog to see all courses

Step 3: Search by Course Name or Sort

Each class will have multiple options based on the learning style so they can choose Self-paced Online, Webinar or In-person.

*For in person or webinar, select start, and it will take them to choose the session they wish to attend
Shorter classes may only be available online or via webinar

PART 6: Matrix Updates (Then and Now)

While there will be some differences in the look and feel of Matrix, the core functionality remains the same.

What IS NOT coming over?

1. Additional Fields added to searches
2. Display customizations (i.e. columns in search results)
3. Header and Footer customizations
4. Email Signature (Copy and Paste from NSB Matrix)
5. Hot Sheets and Market Watch

Your Contacts and Saved Searches

All of your contacts and saved searches will be imported into the Stellar MLS Matrix.

Your Auto Emails in RACC Matrix will be imported as saved searches.
(This was the only way the data would come over).

NOTE - These can be easily reactivated in Stellar MLS Matrix by accessing your saved search, clicking on results, and then save as an auto-email.

Once this has been reactivated in Stellar MLS Matrix - remember to turn this off in RACC Matrix!



You may wonder why some fields might be slightly different. All fields used by Stellar MLS Matrix follow RESO National standards for real estate data. These standards create efficiency with faster software development and integrations, scalable tools that cross marketplaces, and accurate, robust, and informative data. For more information visit www.reso.org/

 **RESO** has been adopted by:



Listing Types

Stellar MLS - Property Classification Types



Residential	Residential
Rental	Rental
Vacant Land	Vacant Land
Commercial	Commercial Sale
	Commercial Lease
Business Opportunity	Business Opportunity
Multi-Residential Income	Income

***Note - 1/2 Duplex is found under RESIDENTIAL**

Listing Statuses

New Listing Statuses



Status - Date or Range

☒ Active
☐ Pending w/Bckp Wtd
☐ Pending
☐ Closed
☐ Leased
☐ Temp Off Market
☐ Canceled
☐ Expired

Status - Date or Range

[Select All](#) [Select None](#)
☐ Coming Soon
☒ Active
☐ Pending
☐ Temporarily Off-Market
☐ Canceled (WDN-U)
☐ Withdrawn Conditional
☐ Sold
☐ Expired
☐ Leased
☐ with Backups

You will notice there are more status options.

Listing Statuses



	Coming Soon
Active	Active
Pending	Pending
Pending w/ Bckp Wtd	Pending + with Backups
Temporarily Off-Market	Temporarily Off-Market
Canceled	Canceled (WDN-U)
	Withdrawn Conditional
Closed	Sold
Expired	Expired
Leased	Leased

Coming Soon: This is a new status that allows a listing to be pre-marketed for up to 14 calendar days prior to the listing going into an active status. This listing status is a way to provide exposure to a listing that is going to be Active soon. It is important to remember that the price changes and days on market to do count towards the MLS history of the listing. If you plan to publicly market the property, the property should clearly indicate that it is Coming Soon.

NEW STATUS - Coming Soon

The Coming Soon status provides a dedicated pre-market window to get the home ready, all while keeping listing data accurate and accessible.

All listings entered as Coming Soon must have a [MLS Options for Property Owners Authorization form](#).

During the Coming Soon timeframe:

- Syndication via IDX is permitted.
- Photos are allowed.
- Once the listing is updated in Stellar MLS from Coming Soon to another status, it may not return to Coming Soon.
- Will be available to all MLS agents and brokers.
- May be disseminated for IDX display and third-party syndication; however, public display may be delayed or restricted based on selected listing distribution options.
- Will be automatically updated to Active status by the MLS system on the 15th calendar day if not updated prior.
- Offers may be accepted while in Coming Soon status.

Status: Coming Soon Available to Show
Coming Soon End Date: 09/18/2026

List Price: \$850,000
Year Built: 1920
Special Sale: None
ADOM:
CDOM: 0
Pets:
Max Times per Yr:
Carpport: Yes **Spcls:** 2

Withdrawing a Listing: You have 2 options to remove a listing with Stellar MLS

NEW STATUS - Withdrawn - Conditional

Select Form

- Residential - Add/Edit Listing Fields
- Change to Pending
- Change to Temporarily Off Market
- Change to Withdrawn Conditional
- Change to Canceled
- Change to Leased
- Change to Sold
- Change to Expired
- Open House

Two Statuses

Withdrawn Conditional
Withdrawn Unconditional (Canceled)

Listing broker may still be entitled to compensation on a Withdrawn listing with conditions, until the date the conditions expire.

The great news with your Stellar transition is you already know how to use Matrix. The functionality remains the same and your contact and saved searches will import over to Stellar Matrix. You will see some slight differences in the overall appearance.

Your Matrix Homepage:

The Matrix Home Page




[MY MATRIX](#) | [SEARCH](#) | [STATS](#) | [LINKS](#) | [FINANCE](#) | [REALIST TAX](#) | [MARKET REPORTS](#) | [ADD/EDIT](#) | [ADMIN](#)

©ACCC Matrix Support - Answerline: 800-224-6382 | AnswerLine ADA Hotline: 844-209-0134 | ©ACCC Office: 352-746-7550

Aa 🔔 Hello, Denyce ✎



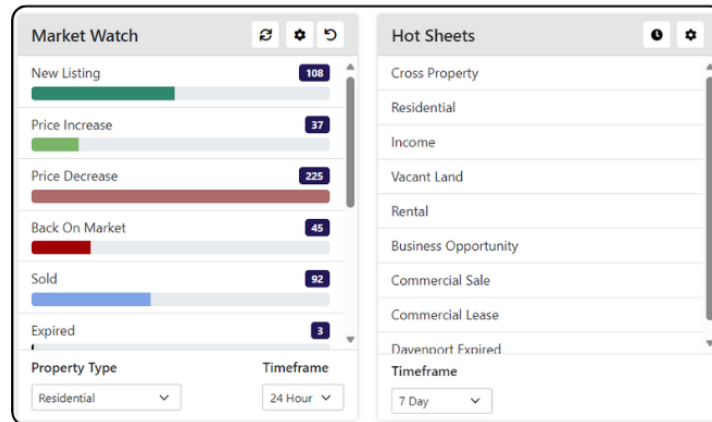



[MY MATRIX](#) | [SEARCH](#) | [STATS](#) | [TAX](#) | [LINKS](#) | [FINANCE](#) | [ADD/EDIT](#) | [MARKET REPORTS](#) | [RECIPROCAL MLS ACCESS](#)

Working As
Jennifer Welling

Market Watch and Hot Sheets: These will need to be set up again.

Market Watch and Hot Sheets



These will need to be set up again.

My Matrix:

My Matrix



MY MATRIX

Home

Summary

Contacts

My Listings

Reverse Prospecting Email History

My CMAs

My Carts

Saved Searches

Sent Email

Auto Emails

MY MATRIX

Home

Summary

Contacts

Auto Email

Saved Searches

Sent Email

My CMAs

My Carts

My Listings

My Speed Bar Shortcuts



Reverse Prospecting Email History is within the contact.

Upon logging into the Stellar MLS Matrix system, you may notice some slight variations to the menu that runs along the top of the Matrix homepage. One of those differences will be the Tax tab. This tab takes the place of your Realist Tax tab. With Stellar MLS, you will have expanded tax search options that go beyond Realist Tax. When you hover of the Tax tab, you will now have access to Realist Tax, iMap, and the Public Records database built into Matrix.

NEW - Expanded Tax Options





 MY MATRIX | SEARCH | STATS | LINKS | FINANCE | **REALIST TAX** | MORE

 MY MATRIX | SEARCH | STATS | **TAX** | LINKS | FINANCE
 Realist
iMap
Public Records

You will have several options to research public records data.

There will also be links to iMap/Realist on every listings.

Another exciting addition to your Matrix menu is option to access Reciprocal MLSs. We have several partnerships with other MLSs around the US, and your Reciprocal MLS Access tab will allow you to access those MLS databases through SSO. These relationships allow you, as a Stellar MLS agent, to access other MLS's listing data and vice versa. To access your desired MLS, simply access the menu, click onto the name of the MLS you wish to search in, and let Matrix do the rest.

NEW - Reciprocal Access

 MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS

RECIPROCAL MLS ACCESS (Aa)

Enter Shorthand or MLS#

Quick
 Status - Date or Range
☐ Coming Soon
☒ Active
☐ Pending
☐ Temporarily Off-Market
☐ Canceled (WDN-U)
☐ Withdrawn Conditional
☐ Sold
☐ Expired
☐ Leased
☐ With Backups
 Contingencies On Contract
☐ Appraisal
☐ Financing
☐ Inspections

Map Search: No Map Selected
 Within miles of My Location
 St # Dir Pfx Street Name St Type Dir Sfx Unit #
 More
 State:
 Or ☐ Not
 County:
 Alachua
 Baker
 MLS Zip:
 32616 - Alachua
 32615 - Alachua

ML #
 Price
 Total Bedrooms
 Total Bathrooms
 # Full Baths
 # Half Baths
 Sq Ft Hea
 Sq M Hea

RECIPROCAL MLS ACCESS (Aa)
 Learn about Reciprocal Access
 BeachesMLS - South Florida
 BRIGHT MLS - Mid-Atlantic
 CRMLS - California
 Miami Realtors - Southeast Florida
 OMNI MLS - Latin America
 State-Wide MLS - Rhode Island
 (0000)

Search only access to other MLSs!

Market Reports: When accessing your Market Reports, you will also notice that you have expanded options of various On Demand reports. Note: when running these reports, they will not be automatically defaulted to a specific person. You will need to add the NRDS ID # of the person you want the report to reflect on.

Market Reports

StellarMLS
MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS | OMNI MLS



On Demand Reports

This page displays a list of the available report by just clicking on the report

General

- Inventory Counts
- Ranking Report
- Agent Production Report



On Demand Reports

This page displays a list of the available report by just clicking on the report

Transaction

- Production Detail Report

Ranking

- Awards Market Share Report
- Awards Summary Report

General

- Inventory Counts
- Home Sales

NOTE - The reports are not defaulted to a specific person.

There are some expanded options for reports.

Searching: Some Property Classifications are slightly different

Search

StellarMLS
MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS | OMNI MLS



SEARCH | STATS | LINKS

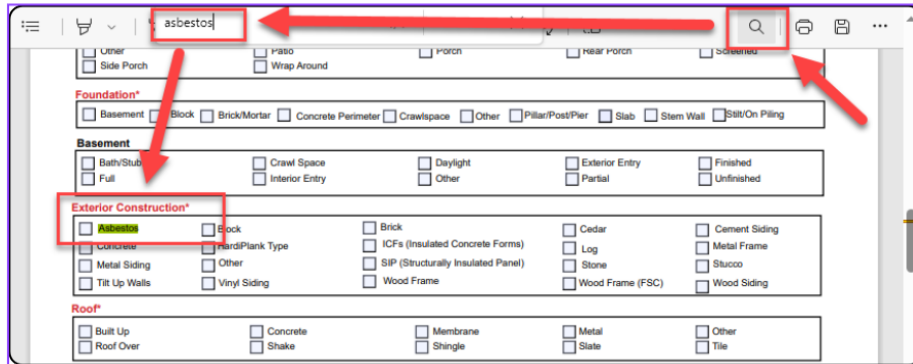
- Search (New!)
- Public Record
- Agent
- Office
- Open House
- More...



SEARCH | STATS | TAX

- Residential
- Quick
- Detail
- Commercial Sale
- Commercial Lease
- Business Opportunity
- Income
- Vacant Land
- Rental
- Cross Property
- Public Record
- More...

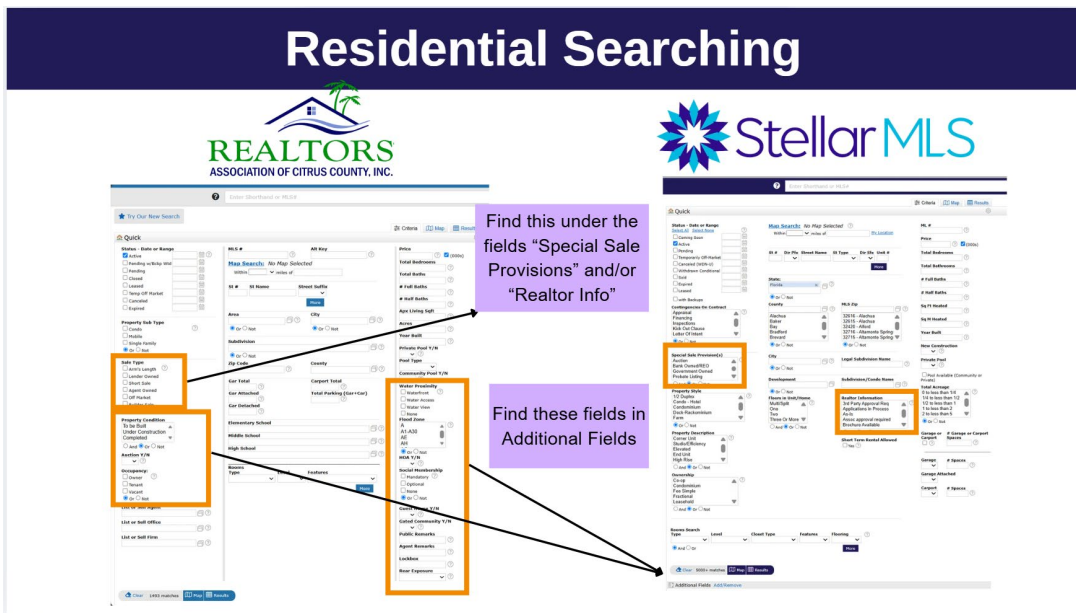
The SEARCH options will reflect the Stellar Listing Types



Can't find the field or option you are looking for? Try using the listing form as a reference!

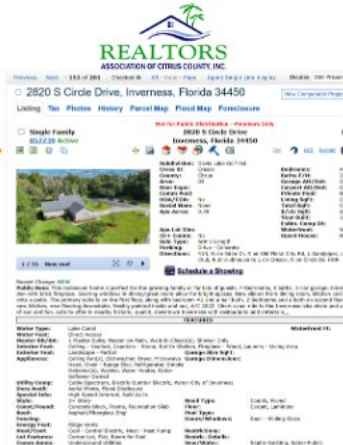
To open the search box -  +  (PC) or  +  (MAC)

Residential Searching: Some of the search fields that you are used to seeing on your Residential search form may be located in a different criteria search field or may need to be added using the Additional Fields add option. For example, the Sales Type options you are used to seeing will now be found in the Special Sale Provisions or in Realtor Information fields. Additionally, fields like Property Condition, Flood Zone, and fields relating to Social Membership will need to be added to your chosen search form using the Additional Fields add option.



Results: The Listing Icons available to you on the 360 Property View of a listing will offer Listing Icons along the top of the display. Many of the options you are used to are still available, however the icon related to the action may look different. You will also notice expanded options available through the icons.

Listing Icon Shortcuts



***There is a link at the bottom of every listing to report it.**

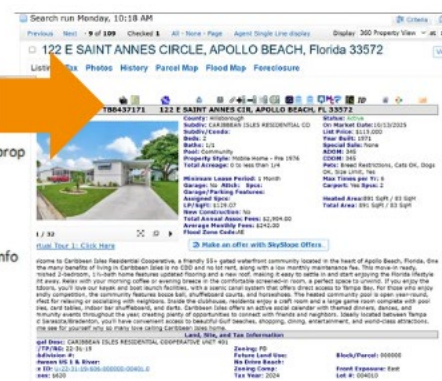


If you believe there is a violation on this listing, click here to report the problem. All reports are confidential.

Listing Icon Shortcuts



***There is a link at the bottom of every listing to report it.**



If you believe there is a violation on this listing, click here to report the problem. All reports are confidential.

NEED TO KNOW ITEMS:

Listing Data Entry – Stellar MLS requires mandatory listing types be entered into the MLS within 5 business days. If you need additional time or the seller does not want their listing to go into the MLS, you have several options to present to your property owner.

Multiple Listing Options	
Option	What it means
Office Exclusive	Shared only within listing broker's office.
Office Exclusive with Temporary Exclusion	Temporarily withheld while seller prepares property. Visible only to the listing broker/office during the temporary exclusion period.(Defined period of time)
Delayed Distribution	Delays public marketing on IDX/syndication for 5 calendar days.
Coming Soon	Listing status for pre-market, window of up to 14 calendar days

Article 05.11: Exempt Listings

Multiple Listing Options	
Option	
Office Exclusive	- Options cannot overlap. - Once a listing is made Active, it cannot be made Coming Soon. - Marketing for Coming Soon must explicitly state Coming Soon.
Office Exclusive with Temporary Exclusion	
Delayed Distribution	
Coming Soon	

Article 05.11: Exempt Listings

Office Exclusive: If the property owner does not want their home available to all MLS subscribers, the property must be entered as an Office Exclusive listing. This will ensure that the listing will only be available to agents within the Listing Brokerage.

Office Exclusive with Temporary Exclusion: This option should be selected when the property being listed has a signed listing agreement, however, it is not ready for others to have access to the listing. For example, the property may still be under repair, or you may be waiting for photos. This option should be used when a **defined** period is needed before the listing is ready for viewing. It is important to note that this option will default to an Office Exclusive once the defined time period has expired. The listing brokerage will need to update the listing if they wish for it to be a traditional Active listing.

Delayed Distribution: This option will delay the public marketing of the property on IDX/syndication for 5 calendar days.

Multiple Listing Options (Exempt Listings)

Feature / Rule	Office Exclusive	Office Exclusive + Temp Exclusion	Delayed Distribution
Visible to other Stellar subscribers	✗ No (only within office)	✗ No	✓ Yes (Matrix, VOW, OneHome)
Public Marketing Allowed?	✗ No *	✗ No *	✓ Yes (by listing office)
Showings?	✓ Yes	✗ No *	✗ No (can show after 5 days)
Broker ↔ Broker Communication	✓ Yes	✗ No	✓ Yes

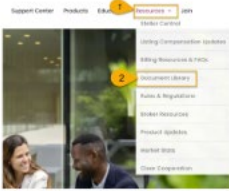
*Public marketing may trigger Clear Cooperation and require the listing to be moved out of exempt status. All exempt listings must be entered and active in the MLS within 5 calendar days.

Coming Soon: This is a pre-market listing status that allows for a 14-calendar day window for listing that will be hitting the MLS. This listing status allows for public marketing of the property during the 14-day window is authorized by the property owner. All marketing during this period should clearly indicate that the property is Coming Soon. Price changes and ADOM/CDOM will not reflect on the MLS history of the property.

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Find the MLS Options for Property Owners Form

StellarMLS.com Document Library



Categories:

- Listing Compensation
- Listing Resources & FAQs
- Listing Forms

Online Transaction Management



TransactionDesk
digital docs management



SkySlope Forms



Form Simplicity™
Cloud Transaction

Stellar Central



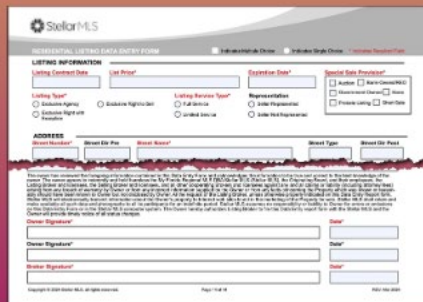
External Links in Matrix

External Links
Stellar Central
Stellar MLS University
Pay your MLS Fees
Stellar Training Videos
Listing Exclusion Form
Listing Forms
Stellar MLS Rules and Regs

Stellar MLS | We're For You

Listing Forms: Accessing the listing entry is very similar. As you choose the listing classification, you will see some additional options are based on the updated listing types. Stellar MLS requires all sellers to sign off on the data being used to enter and market the listing prior to making the listing Active status.

Required: Listing Data Entry Form



- Use the approved MLS data entry form.
- Complete all required fields.
- Get all required signatures before activation.

Required: Owner Signature

- Property Owner(s) may sign the "Owners Authorization" display in Matrix in addition to **or** in lieu of the Listing Data Entry form
- Must be signed prior to activating the listing while still in "Incomplete" status

Stellar Indemnification

The owner has reviewed the foregoing information contained in this Data Entry Form and acknowledges the information to be true and correct to the best knowledge of the owner.

The owner agrees to indemnify and hold harmless the My Florida Regional MLS DBA Stellar MLS (Stellar MLS), the Originating Board, and their employees, the Listing Broker and licensees, the Selling Broker and licensees, and all other cooperating Brokers and licensees against any and all claims or liability (including attorney fees) arising from any breach of warranty by Owner or from any incorrect information supplied by the Owner or from any facts concerning the Property which was known or reasonably should have been known to Owner but not disclosed by Owner.

As the request of the Listing Broker, unless otherwise properly indicated on this Data Entry Report form, Stellar MLS will electronically transmit information about the Owner's property to Internet web sites to aid in the marketing of the Property for sale. Stellar MLS shall retain and make available all such data and photographs to all its participants on an indefinite period. Stellar MLS assumes no responsibility or liability to Owner for errors or omissions on this Data Entry Report in the Stellar MLS computer system.

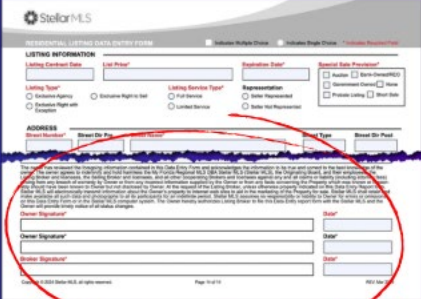
The Owner hereby authorizes Listing Broker to file this Data Entry Report with the Stellar MLS and the Owner will provide timely notice of all status changes.

To review all field selection options, please ask your agent for a full copy of the Stellar data entry forms.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

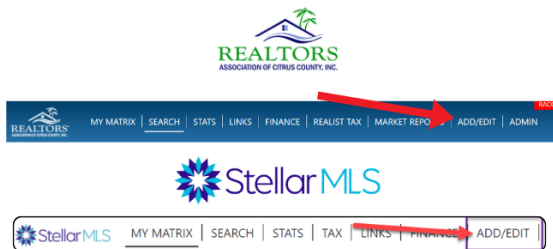
Broker Signature: _____ Date: _____



Article 05.0: Submission of Listings

Listing Entry: Then and Now in Matrix

How To Start A New Listing In Matrix



New Listing Classification



Add New Listing

Select Form

- Residential Add/Edit
- Vacant Land Add/Edit
- Commercial Add/Edit
- Multi-Residential Income Add/Edit
- Business Opportunity Add/Edit
- Rental Add/Edit



Add New Listing

Select Form

- Residential - Add/Edit Listing Fields
- Commercial Sale - Add/Edit Listing Fields
- Commercial Lease - Add/Edit Listing Fields
- Business Opportunity - Add/Edit Listing Fields
- Income - Add/Edit Listing Fields
- Vacant Land - Add/Edit Listing Fields
- Rental - Add/Edit Listing Fields
- Sold Data Entry Only (SDEO) - Residential
- Sold Data Entry Only (SDEO) - Commercial Sale
- Sold Data Entry Only (SDEO) - Commercial Lease
- Sold Data Entry Only (SDEO) - Business Opportunity
- Sold Data Entry Only (SDEO) - Income
- Sold Data Entry Only (SDEO) - Vacant Land
- Sold Data Entry Only (SDEO) - Rental

New = Sold Data Entry Only (SDEO)

Sold Data Entry Only

Agent Facilitates the sale of a property not listed in Stellar MLS (FSBO/New Construction)

Must enter the listing within 30 days of sale

Must enter listing with a photo



For Data Purposes Only

The Listing Populate Feature



Add a New Cross Property Listing

Fill from Cross Property | Start with a blank Listing | Fill From Realist Tax | Fill From Tax



Add a New Cross Property Listing

Fill From Public Records | Fill From Realist Tax | Fill from Cross Property | Start with a blank Listing

Fill from Tax = Fill from Public Records

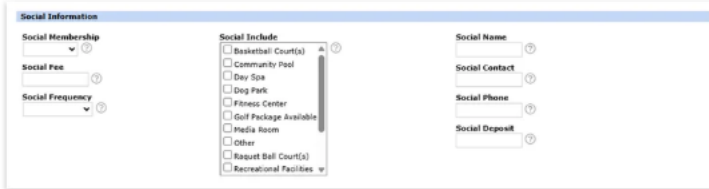
Key Fields: These fields are being adopted into the Stellar MLS Matrix system. These are fields that are familiar to you, however accessing these fields may require adding them as Additional Fields to your Search form.

Key Fields: Residential

Rules:

- If Social Membership = Mandatory or Optional, then Social Fee, Social Frequency and Social Include will be required.
- If Social Membership = None, all other Social Info field value must be null, and those fields are grayed out on input.
- * Social Fee is included in the Average Monthly Fee displayed on listings, with the payment frequency factored into the calculation.

Social Information

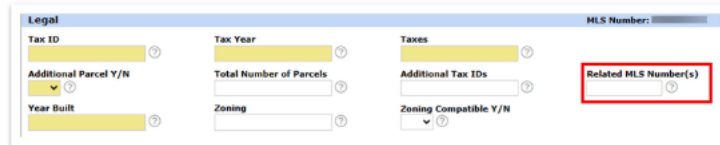


****Social Name & Social Phone will be internal only, due to data privacy concerns**

Social Membership Fields: These fields will need to be added to your desired search form. You may use the Additional Fields Add option at the bottom of each search form.

Key Fields: All Property Classifications

Related MLS Number



Reference the MLS number of another listing associated with the subject property!

For example, if a property is listed for both rent and sale, the agent can enter the Residential listing's MLS number on the Rental listing - or vice versa.

Related MLS ID Number: This field allows a listing agent to reference the MLS ID Number of another listing that is associated with the subject property.

Key Fields: Residential, Rental, Income

Garage and Carport

Rules:

- Attached + Detached Garage = Garage Spaces
- Attached + Detached Carport = Carport Spaces
- Both calculate into # Garage or Carport Spaces

GARAGE		CARPORT	
Garage Y/N	☐	Carport Y/N	☐
Attached Garage Y/N	☐	# Of Carport Attached	
# Of Garage Attached		# Of Carport Detached	
# Of Garage Detached			
Garage Dimensions			
Garage Sqft			
ASSIGNED SPACES			
# Assigned Spaces			

Garage and Carport: This field will require the disclosure of spaces for both attached and detached garage and carport spaces.

Key Fields: Residential, Rental, Income

Door Features

- ☐ Accessible Doors
- ☐ Double Entry
- ☐ French Doors
- ☐ Sliding Doors

Door Features

To provide more accurate details about a property's door features and accessibility.

Door Features: This field is included to provide more accurate details about a listed property's door features and accessibility.

Key Fields: Business Opportunity

Number of Employees

These fields will provide more detailed information about a business's staffing levels, giving users a better understanding of the size and operations of the business being listed.

Financial Information		
Gross Scheduled Income	Annual Gross Income	Annual Income Type
Net Operating Income	Net Operating Income Type	Cape Rate
Sale Includes	Number of Tenants	Anchor Or Co-Tenants
☐ Building(s) and Land ☐ Furniture/Fixtures ☐ Leases ☐ Other		
	# Of Full Time Employees	# Of Part Time Employees

Number of Employees: For Business Opportunity listings, these fields will provide more detailed information about a business's staffing levels, giving users a better understanding of the size and operations of the business being listed.

Key Fields: Rental

Property for Sale

Listing Information		
Office Exclusive Y/N	Office Exclusive with Temporary Exclusion	Temporary Exclusion Date
No	No	
Long Term Y/N	Property For Sale Y/N	
Listing Contract Date	Rent Price	Lease Amount Frequency

Indicate whether a Rental listings is also listed for sale under Residential.

Property for Sale: For all Rental listings, the agent will be required to indicate whether a Rental listing is also listed for sale under the Residential classification.

Key Fields: Commercial Sale and Lease

Traffic Count

These fields provide traffic-volume information that can help evaluate a property's visibility, accessibility, and potential customer exposure.

Front Exposure	?
Total Parking Spaces	?
Traffic Count ADT	?
Traffic Count Year	?
Traffic Count ID	?

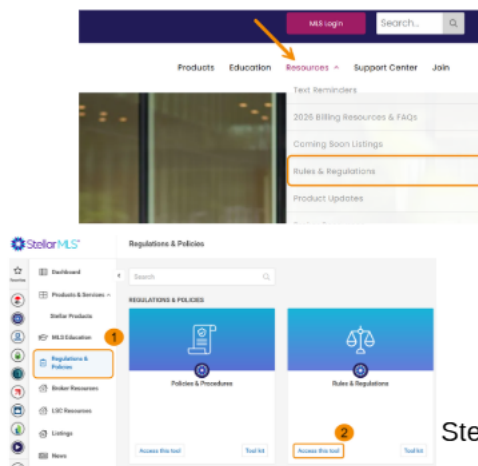
Traffic Count: For Commercial Sale and Lease properties, these fields will provide traffic-volume information that can help evaluate a property's visibility, accessibility, and potential customer exposure.

PART 7: Rules and Regulations

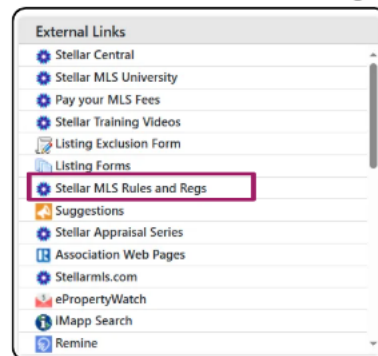
Stellar MLS makes accessing the Rules and Regulations online easy and always up to date. There are several ways to access the rules and regulations (see below)

Where To Find The Rules & Regs

StellarMLS.com > Resources Tab

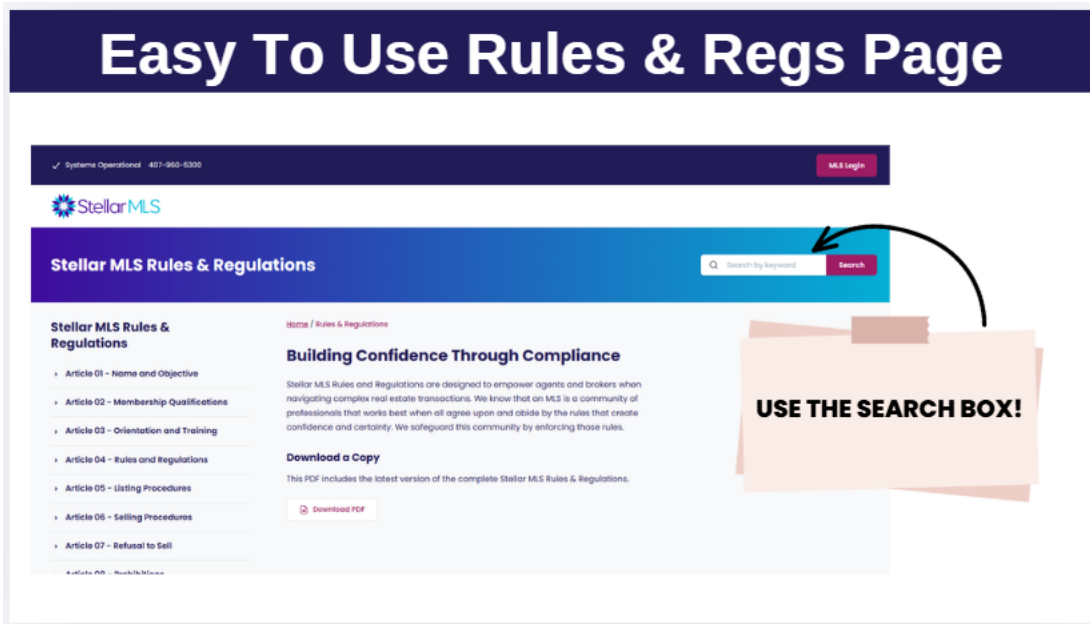


In Matrix – Links Tab or Widget



Stellar Central > Regulations and Policies

Easy To Use Rules & Regs Page



With rule violations, you will find them organized into various tiers that will also reflect their fine schedules. Below is a breakdown of those leveled tiers and the violation schedule attached to each type. For a full list of the violations and their fine schedule visit <https://rules.stellarmls.com/article/fine-matrix>

Rule Violations

Warning

The agent and broker will receive notification. The agent has a grace period to correct the infraction. If it is not corrected within that time period, the fine will be issued.

Automatic Fine

The agent and broker will receive notification. The agent must pay the fine and correct the infraction.

Repeat Offenses

Agents who do not correct infractions, or who repeat an infraction of the same rule, may be subject to the repeat offender fine amount.

General	Level 1 Violation	Level 2 Violation	Level 3 Violation
1 st Offense: \$50 2 nd Offense: \$100 3 rd Offense: \$150 4 th Offense: \$200 If all four occur in the same year, a disciplinary hearing may be called	1 st Offense: \$100 2 nd Offense: \$250 3 rd Offense: \$500 4 th Offense: \$1000 and will also require a disciplinary hearing before a Board hearing panel.	1 st Offense: \$500 2 nd Offense: \$1000 3 rd Offense: \$5000	1 st Offense: \$500 2 nd Offense: \$2500

Further Offenses for same violation will result in a mandatory hearing before a board hearing panel with allowable maximum monetary penalty of up to \$15,000, possible suspension/termination of MLS privileges and services and other provisions in accordance with MLS Rules and Regulations Article 11.1

Fine Matrix

Stellar MLS - Fine Details					
Rule	Warning vs. Automatic Fine	Time To Correct Error before Fine	Fine Amount	Repeat Offender Amount	
Accepting Backlogs in Directors Field	Warning	3 Business Days	\$00	\$100, \$200, \$500 within a 2 yr period, 4th offense + hearing	
Accepting Backlogs in Remarks Field	Warning	3 Business Days	\$00	\$100, \$200, \$500 within a 2 yr period, 4th offense + hearing	
Active Listing with No Showings in Directives	Automatic Fine	Automatic Fine	\$100	\$200, \$500, \$1,000 within a 2 yr period, 4th offense + hearing	
Active Listing with No Showings in Remarks	Automatic Fine	Automatic Fine	\$100	\$200, \$500, \$1,000 within a 2 yr period, 4th offense + hearing	
Agent/Office Branding on Listing Photos	Automatic Fine	Automatic Fine	\$100	\$200, \$500, \$1,000 within a 2 yr period, 4th offense + hearing	
Auction Properties	Warning	3 Business Days	\$00	\$100, \$200, \$500 within a 2 yr period, 4th offense + hearing	
Blindfold Virtual Tour	Automatic Fine	Automatic Fine	\$100	\$200, \$500, \$1,000 within a 2 yr period, 4th offense + hearing	
Buyer Broker Agreement Photo Violation	Automatic Fine	Automatic Fine	\$500	\$2,500 within a 2 yr period, 3rd offense + hearing	
Calling/Lessons Codes in Driving Directives	Warning	3 Business Days	\$00	\$100, \$200, \$500 within a 2 yr period, 4th offense + hearing	
Calling/Lessons Codes in Remarks	Warning	3 Business Days	\$00	\$100, \$200, \$500 within a 2 yr period, 4th offense + hearing	
Contact Information in Driving Directives	Warning	3 Business Days	\$00	\$100, \$200, \$500 within a 2 yr period, 4th offense + hearing	
Contact Information in Public Remarks	Warning	3 Business Days	\$00	\$100, \$200, \$500 within a 2 yr period, 4th offense + hearing	

<https://rules.stellarmls.com/article/fine-matrix>

A few rules will be different with Stellar MLS and we have highlighted those differences for you below:

1. Requesting of a Listing Agreement



MLS Requesting Listing Agreement

- MLS can request documentation of listing agreement from current listing brokerage.



Stellar MLS Required MLS Data Entry Form

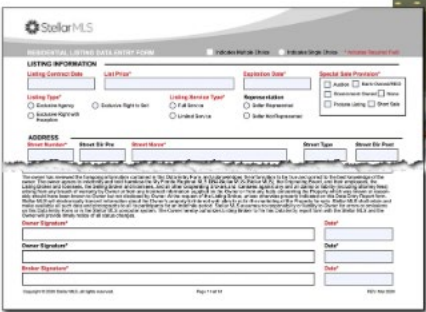
- Participants shall utilize the current approved MLS data entry form, complete all required fields and obtain all required signatures.
- Alternatively, the owner(s) of record may sign the Owners Authorization Display (available when the MLS listing is submitted as incomplete), which contains the proper indemnification statement.
- When Stellar requests documents for a listing audit, provide them within two business days.
- Missing the deadline triggers an automatic Level II fine.

VS

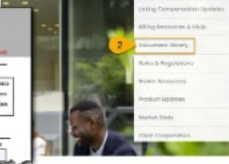


When listing a property, it is required that the listing agents complete the Listing Data Entry Form related to the property classification of their listing. Alternatively, the agent may also have the property owner sign the Owner's Authorization Display prior to activating the listing. Acknowledgement of the Stellar Indemnification Statement must be provided in writing by signing either the Listing Data Entry Form or the Owner's Authorization prior to the activation of the listing.

Listing Data Entry Form



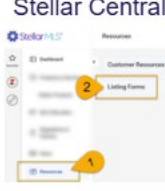
StellarMLS.com Document Library



Online Transaction Management



Stellar Central



External Links in Matrix

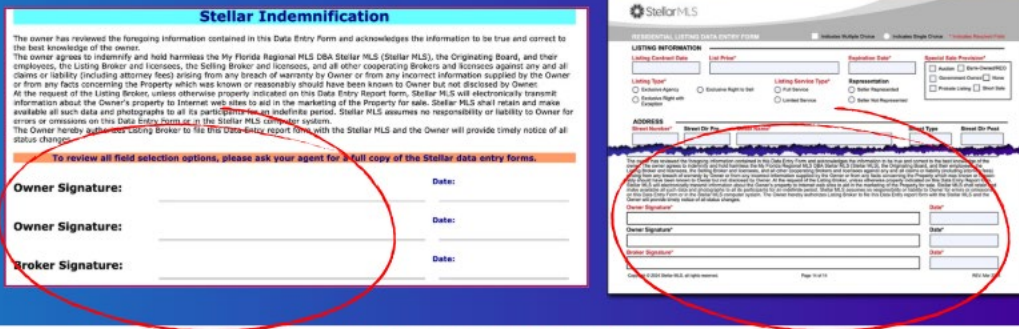
External Links	
	Stellar Central
	Stellar MLS University
	Pay your MLS Fees
	Stellar Training Videos
	Listing Exclusion Form
	Listing Forms
	Stellar MLS Rules and Regs

Diving Into Stellar Oct. 2026

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Required: Owner Signature

- Property Owner(s) may sign the "Owners Authorization" display in Matrix in addition to **or** in lieu of the Listing Data Entry form
- Must be signed prior to activating the listing while still in "Incomplete" status



Stellar Indemnification

The owner has reviewed the foregoing information contained in this Data Entry Form and acknowledges the information to be true and correct to the best knowledge of the owner.

The owner agrees to indemnify and hold harmless the My Florida Regional MLS DBA Stellar MLS (Stellar MLS), the Originating Board, and their employees, the Listing Broker and licensees, the Selling Broker and licensees, and all other cooperating Brokers and licensees against any and all claims or liability (including attorney fees) arising from any breach of warranty by Owner or from any incorrect information supplied by the Owner or from any facts concerning the Property which was known or reasonably should have been known to Owner but not disclosed by Owner.

At the request of the Listing Broker, unless otherwise properly indicated on this Data Entry Report form, Stellar MLS will electronically transmit information about the Owner's property to Internet web sites to aid in the marketing of the Property for sale. Stellar MLS shall retain and make available all such data and photographs to all its participants for an indefinite period. Stellar MLS assumes no responsibility or liability to Owner for errors or omissions on this Data Entry Report form or the Stellar MLS system.

The Owner hereby authorizes Listing Broker to file this Data Entry report form with the Stellar MLS and the Owner will provide timely notice of all status changes.

To review all field selection options, please ask your agent for a full copy of the Stellar data entry forms.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Broker Signature: _____ Date: _____

Residential Listing Data Entry Form

Listing Information

Listing Effective Date: _____ Listing Status: _____

Listing Type: ☐ Existing Agent ☐ Existing Agent to Sell ☐ New Listing ☐ Existing Agent to Buy ☐ New Listing

Listing Service Type: ☐ New Listing ☐ Existing Agent to Sell ☐ Existing Agent to Buy ☐ New Listing

Special Sale Provision: ☐ Auction ☐ Short Sale ☐ Foreclosure ☐ New Construction ☐ Other Sale

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Broker Signature: _____ Date: _____

Article 05.01: Submission of Listings

2. New Construction



New Construction Listings

A "builder sale" is a sale between buyer/landowner and builder/contractor where sales price amount CANNOT include the sold price of the parcel

New Construction Listing Photos

New construction first photo should be artist rendering or example of home and watermarked with EXAMPLE OF HOME, then second photo must be actual lot. After construction is completed, photos of actual home must be put in listing.

VS



New Construction Listings

The list price must include the price of the residential structure and the lot

New Construction Listing Photos

The first photo must be an image of the model offered or an artist rendering. If the image is different from the actual model, disclosure must be made in the Public and Realtor Only Remarks.

New construction listings placed into Stellar MLS Matrix must include the price of the structure AND the lot. It is required, to place a new construction property in the MLS as a Residential listing, that the listing be of a specific lot, specific structure, and specific price. If any of these conditions are missing, the listing must be placed into the MLS as a Vacant Land listing.

Property Classification

For New Construction, to be considered Residential, a property must have:

- Specific Lot
- Specific Structure (plans)
- Specific Price

Otherwise, the listing must be classified as
Vacant Land



**Article 4.21 Pre-Construction &
Article 4.22 Under Construction
Article 05.01.B.i Optional Listing Type**

3. Submission of Listing Changes-Stellar MLS requires that any change in price or terms and conditions of the original Listing Agreement be made only authorized in writing by the owner(s) of record and will be done so within 2 business days (excludes weekends and federally recognized holidays) of receiving said authorization.



Submission of Listing Changes

Any change in price, change in status, fulfillment or renewal of contingency, cancellation of pending sale must be reported within 1 business day.

VS



Change of Terms and Status of a Listing

Change in Terms: Any price change or change in the terms and conditions from the original listing agreement shall be made only when authorized in writing by the owner(s) of record and shall be filed with Stellar MLS within two days, excluding weekends and federally recognized holidays, after the signed authorization is received by the Listing Participant. The "Pending Status" on any listing overrides the expiration date. The penalty for non-compliance is outlined in the Automatic Fine Schedule, Level I (See Article 11/Section 4C).

2 Business Days to update a listing

Change type	Deadline
Price, terms, or conditions	Within 2 business days after written owner authorization is received
Pending status	Within 2 business days of the contract effective date
Sold status	Within 2 business days of the closing date
Other status changes	Within 2 business days after written owner authorization is received

***Must have something in writing from the property owner(s) that justifies the update:
(Stellar MLS Status Change Form, paperwork Signed by ALL parties , email from property owner)

Article 05.12 Change of Terms and Status of a Listing

4. **Listing Manipulation:** If a listing remains with the same office, the original listing must be reactivated when the renewal or extension is dated within 30 days after the expiration, withdrawal, or cancellation. A new MLS ID number for the same office requires a new listing agreement dated at least 30 days after the expiration, withdrawal, or cancellation.



Renewals return as new listing

- A new listing had to be created if a listing agreement was extended/renewed after the listing was canceled/withdrawn

VS



Listing Manipulation Rule

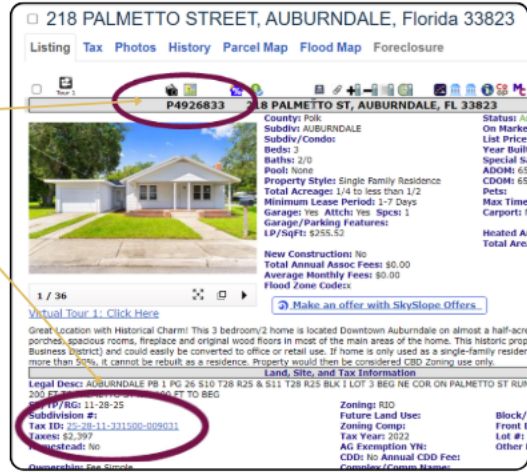
- The same office must reactivate the original listing when the renewal or extension is dated within 30 days after expiration, withdrawal, or cancellation.
- A new MLS number for the same office requires a new listing agreement dated at least 30 days after expiration, cancellation, or withdrawal.
- A new office may create a new listing upon signing a listing agreement. CDOM resets only after 60 days off market.



Days on Market Counts

Active Days on Market (ADOM) = MLS ID.
New listings start with an ADOM of 0.

Cumulative Days on Market (CDOM) = Parcel ID.
A property's CDOM resets to 0 after a full 60 days off market.



218 PALMETTO STREET, AUBURNDALE, Florida 33823

Listing Tax Photos History Parcel Map Flood Map Foreclosure

P4926833 218 PALMETTO ST, AUBURNDALE, FL 33823

Country: FLA Subdiv: AUBURNDALE Status: Active
Subdiv/Condo: Redco 2 Year Built: 1970 On Market: 1
Baths: 2/0 Special S: ADOM: 65
Pool: None CDOM: 65
Property Style: Single Family Residence Pets: Max Time
Total Acreage: 1/4 to less than 1/2 Minimum Lease Period: 1-7 Days Carports: 1
Garage: Yes Attch: Yes Spec: 1 LP/SqFt: \$255.52 Heated Area: Total Area

New Construction: No
Total Annual Assoc Fees: \$0.00
Average Monthly Fees: \$0.00
Flood Zone Codes:

Virtual Tour 1: Click Here

Great location with Historical Charm! This 3 bedroom/2 home is located Downtown Auburndale on almost a half-acre porch, spacious rooms, fireplace and original wood floors in most of the main areas of the home. This historic prop. Business District) and could easily be converted to office or retail use. If home is only used as a single-family residence more than 50%, it cannot be rebuilt as a residence. Property would then be considered CBD Zoning use only.

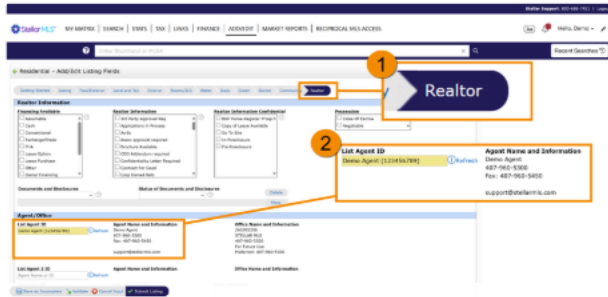
Legal Desc: AUBURNDALE PB 1 PG 26 S10 T28 R25 & S11 T28 R25 BLK 1 LOT 3 BEG NE COR ON PALMETTO ST RUN 200 FT TO BEG 11-28-25

Subdivision #: 22-28-11-331500-009011
Tax ID: 22-28-11-331500-009011
Tax Year: 2022
AG Exemption YN: Other
CDOM: No Annual CDOM Fee: Commission/Commission Name:

Listing Manipulation

Need to make changes to the listing agent?
Updates should be made **WITHOUT** creating a new listing!

- In the Realtor tab of the Add/Edit Fields, remove the previous agent name and write the new one.
- The new agent(s) will be able to maintain the listing going forward.
- This can be done without creating a new listing ID, avoiding listing manipulation.



StellarMLS MY MARKET | SEARCH | STATS | LINKS | FINANCIAL | ADDRESS | MARKET REPORTS | REGIONAL ANALYTICS

218 Palmetto Street

218 Palmetto Street

1 Realtor

2 List Agent ID

Agent Name and Information

Agent Name: [Name] Agent Phone: [Phone] Agent Email: [Email]

Agent License: [License]

Agent Commission: [Commission]

Agent Signature: [Signature]

Agent Photo: [Photo]

Agent Bio: [Bio]

Agent Social Media: [Social Media]

Agent Website: [Website]

Agent Office: [Office]

Agent Address: [Address]

Agent City: [City]

Agent State: [State]

Agent Zip: [Zip]

Agent Country: [Country]

Agent Status: [Status]

Agent Type: [Type]

Agent Role: [Role]

Agent Title: [Title]

Agent Description: [Description]

Agent Notes: [Notes]

Agent Comments: [Comments]

Agent History: [History]

Agent Activity: [Activity]

Agent Performance: [Performance]

Agent Feedback: [Feedback]

Agent Reviews: [Reviews]

Agent Ratings: [Ratings]

Agent Awards: [Awards]

Agent Certifications: [Certifications]

Agent Education: [Education]

Agent Training: [Training]

Agent Skills: [Skills]

Agent Interests: [Interests]

Agent Hobbies: [Hobbies]

Agent Pets: [Pets]

Agent Children: [Children]

Agent Spouse: [Spouse]

Agent Parents: [Parents]

Agent Siblings: [Siblings]

Agent Friends: [Friends]

Agent Neighbors: [Neighbors]

Agent Community: [Community]

Agent Organizations: [Organizations]

Agent Volunteering: [Volunteering]

Agent Donations: [Donations]

Agent Charitable: [Charitable]

Agent Philanthropy: [Philanthropy]

Agent Social Responsibility: [Social Responsibility]

Agent Environmental: [Environmental]

Agent Health: [Health]

Agent Wellness: [Wellness]

Agent Fitness: [Fitness]

Agent Nutrition: [Nutrition]

Agent Sleep: [Sleep]

Agent Stress: [Stress]

Agent Mindfulness: [Mindfulness]

Agent Meditation: [Meditation]

Agent Yoga: [Yoga]

Agent Tai Chi: [Tai Chi]

Agent Martial Arts: [Martial Arts]

Agent Sports: [Sports]

Agent Games: [Games]

Agent Reading: [Reading]

Agent Writing: [Writing]

Agent Art: [Art]

Agent Music: [Music]

Agent Dance: [Dance]

Agent Theater: [Theater]

Agent Film: [Film]

Agent Television: [Television]

Agent Radio: [Radio]

Agent Podcast: [Podcast]

Agent Blog: [Blog]

Agent YouTube: [YouTube]

Agent Instagram: [Instagram]

Agent Facebook: [Facebook]

Agent Twitter: [Twitter]

Agent LinkedIn: [LinkedIn]

Agent Snapchat: [Snapchat]

Agent TikTok: [TikTok]

Agent Other: [Other]

Article 04.15 Listing Manipulation

- Refusal of Sale:** When an owner refuses a written offer that satisfies the listed terms and conditions, transmit the fact immediately by withdrawing the listing.

 Refusal disclosed in agent comments •When a seller refused an offer that met the listed terms, the listing agent disclosed the refusal in agent comments within one business day. •RACC could place the listing in TOM or Canceled status at its discretion.	VS	 Refusal requires immediate withdrawal •When an owner refuses a written offer that satisfies the listed terms and conditions, transmit the fact immediately by withdrawing the listing. •Stellar has no equivalent rule granting broad discretion to move a refusal listing to TOM or Canceled.
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6. **Non-Subscriber Information:** Stellar MLS does not carry forward blanket prohibition on a non-subscriber's name. Field specific rules still control. Public Remarks, photos, directions, and other fields have separate restrictions on names, branding, and contact information. Expectation to use the correct MLS fields for listing and co-listing participants information set with the rules and regulations.

 Non-subscriber names were prohibited •Non-subscriber names and contact information could not appear on RACC listings, including in Agent Remarks. •Failure to correct could remove the listing and fine both the broker and subscriber \$100 each.	VS	 No blanket ban on non-subscriber names •Stellar does not carry forward RACC's blanket prohibition on a non-subscriber's name. •Field-specific rules still control. Public Remarks, photos, directions, and other fields have separate restrictions on names, branding, and contact information. •Use the correct MLS fields for listing and co-listing participants.
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Public Remarks

- **Public Remarks** must be ONLY about the facts of the property.
- **Short Sale** listings must be clearly identified in the Public Remarks by indicating “**short sale**” as the **first words** of the remarks.
- **Builder** name is acceptable in Public remarks only when the builder does not benefit from the sale.



Article 04.06 Listing Remarks

Do not put in Public Remarks

Category	Example
Contact or identifying information	Contact or identifying information Agent/user info, company info, owner
Access or showing information	Lockbox, showing instructions, open house, gate codes
Links or company information	URLs, websites, vendors, third-party service providers
Risky Language	Inappropriate language, Fair Housing concerns, steering language
Compensation or financial terms	Compensation references, % amounts

Article 04.06 Listing Remarks

ShowingTime Secure Remarks

Only place to enter confidential showing information!

- gate codes
- phone numbers
- etc.



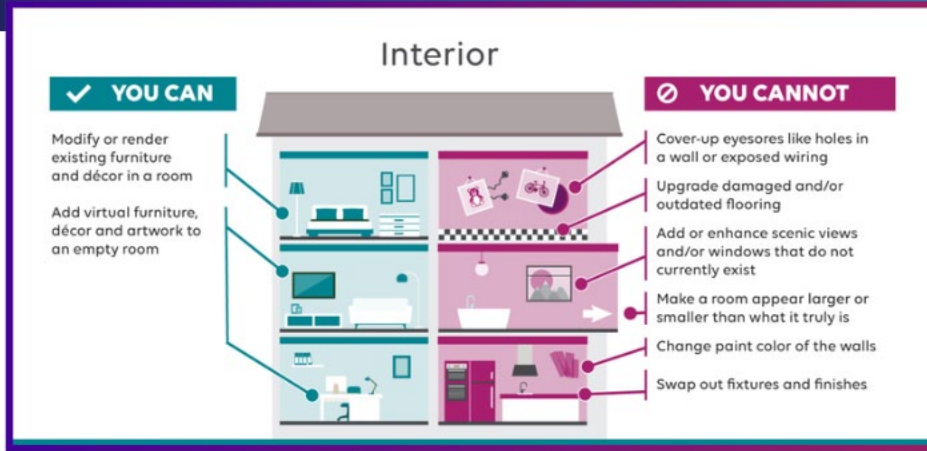
Article 04.06 Listing Remarks

7. **Virtual Staging Rule:** Interior and exterior areas are permitted for virtual staging. Permanent interior or exterior fixtures may not be added, removed, or altered. Disclosure of the use of virtual staging in the photo description, the designated field, and the opening words of Public Remarks is required. Virtual staging of pre-construction or under construction homes is prohibited.

 Virtual Staging •Virtual staging applied only to the interior of an existing structure. •RACC prohibited virtual staging of exterior photos.	 Exterior Virtual Staging •Exterior virtual staging is limited to unattached furniture or decor. •Permanent interior or exterior fixtures may not be added, removed, or altered. •Disclose virtual staging in the photo description, the designated field, and the opening words of Public Remarks. •Do not use virtual staging for pre-construction or under-construction properties.
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VS

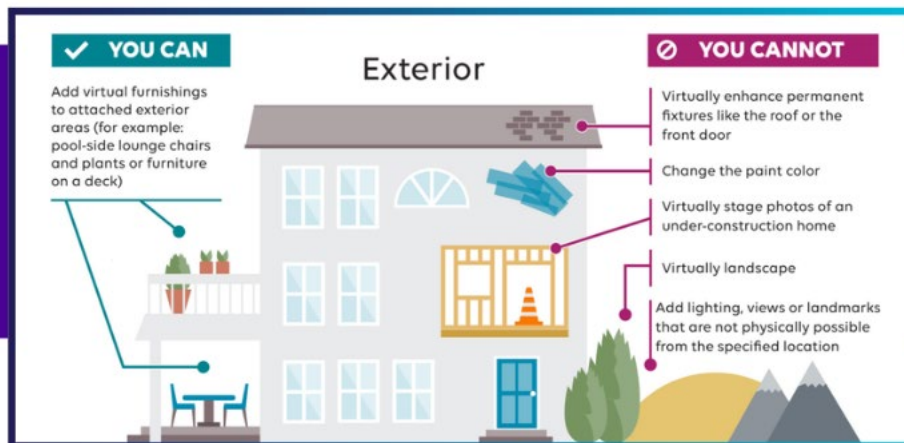
Virtually Staged Photos



Article 04.04 Virtually Staged Photos

7

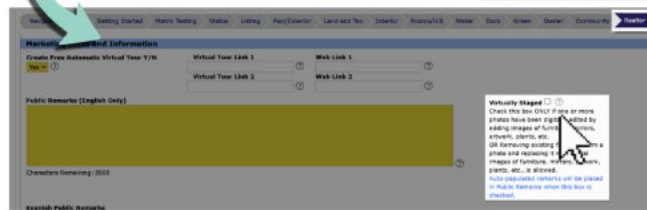
Virtually Staged Photos



Article 04.04 Virtually Staged Photos

Disclose Virtually Staged Photos

1. Select the Virtually Staged box to the right of public remarks in add/edit fields.



The screenshot shows the 'Public Remarks' field in the StellarMLS listing form. To the right of the field, there is a checkbox labeled 'Virtually Staged'. A green arrow points from the text '1. Select the Virtually Staged box to the right of public remarks in add/edit fields.' to this checkbox.

2. Add "Virtually Staged" to the caption of the photos that have been virtually staged.



The screenshot shows the 'IMAGE UPLOAD CERTIFICATION' section of the StellarMLS interface. It includes a checkbox labeled 'Virtually Staged'. A green arrow points from the text '2. Add "Virtually Staged" to the caption of the photos that have been virtually staged.' to this checkbox.

8. **Waterfront Properties:** Stellar MLS does not require that listings categorized as waterfront property be located on navigable water. Matrix Water Frontage selections include non-navigable water features such as a pond.



Waterfront Properties

- RACC's standard described "waterfront" only as a property directly on navigable water.
- Navigable meant deep, wide, and slow enough for a vessel to travel through.

VS



Water Frontage

- Stellar has no equivalent rule that limits waterfront to navigable water.
- Matrix Water Frontage selections include non-navigable water features such as a pond.
- Choose the field that accurately describes the property. Do not imply navigability when the listing supports only water frontage.

9. **Rental Listing Availability:** Stellar MLS does not require that a non-seasonal rental be available within 60- days to list it in Matrix as an Active listing. Additionally, a seasonal rental is not required to be available within 180- days for it to be added to the MLS.



Rental Listing Availability

- A non-seasonal rental could be Active only if available within the next 60 days.
- A seasonal rental had to be available within 180 days.
- An occupied rental moved to Leased or Temporary Off Market.



No comparable active-listing window

- Stellar has no matching 60-day or 180-day rule for entering a rental listing.
- Changes to any property type need to be made within two business days from owner's written authorization.

VS

FINAL CHECKLIST

1. **Log into STELLAR MLS successfully**
2. **Review Imported Data (Contacts and Saved Searches)**
3. **Set up Stellar MLS Branding/Email Signature/OneHome**
4. **Set up Market Watch and Hot Sheets**
5. **Review the Stellar MLS Rules and Regulations**
6. **Recreate Auto Emails in Stellar MLS Matrix**
7. **Turn OFF Auto Emails in RACC Matrix after turning them on with Stellar MLS**
8. **Recreate defaults and customizations in Stellar MLS Matrix**
9. **Log out of the MLS Touch app, choose Florida/Stellar MLS and log in with Stellar MLS credentials**
10. **Take Stellar MLS classes to get familiar with tools**