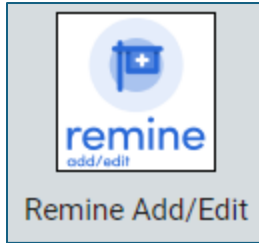
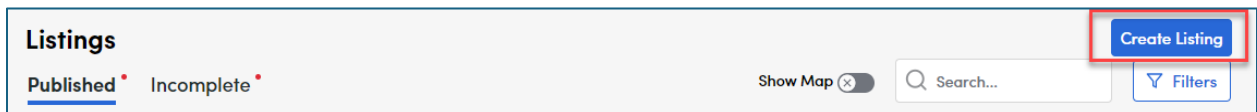


Entering a Listing Using Remine Add/Edit

Listings are added to the MLS using Remine's Add Edit. You can access Add Edit by clicking the Add Edit icon on the dashboard.



To start a new listing, click Create Listing in the upper right corner.



If you are an agent, your name and agent ID will be prefilled. If you're an admin, you will need to enter the name or ID# of the listing agent. Complete the information on this page and click Next in the lower right corner of the page.

The image shows a "Create Listing" form titled "Confirm Listing Agent". The form has a left sidebar with "General", "Agent/Office", "Property Type", and "Address" sections. The main content area has a heading "Confirm Listing Agent" and a sub-heading "Make sure the info below is correct." Below this, there are several input fields: "List Agent" (prefilled with "TOSIA ROBERTSON (ROBERTSO)"), "List Agent ID" (prefilled with "ROBERTSO"), "List Agent Phone" (prefilled with "(344) 898-8073"), "List Agent Name" (prefilled with "TOSIA ROBERTSON"), and "List Office ID" (prefilled with "Reakomp"). A "Next" button is located in the bottom right corner.

Choose a property type and then click Next in the lower right corner.

The image shows a "Create Listing" form titled "What Property Type is Your Listing?". The form has a heading "What Property Type is Your Listing?" and a sub-heading "Choose a property type below." Below this, there are several radio button options: "Residential Sale", "Residential Lease", "Business Opportunity", "Commercial Lease", and "Commercial Sale". The "Residential Sale" option is selected, and a sub-form is shown below it with a heading "Residential Sale" and a sub-heading "Choose a property sub type". This sub-form has three radio button options: "Condominium", "Single Family Residence" (which is selected), and "Stock Cooperative". A "Next" button is located in the bottom right corner.

Enter your listing address and select it from the drop-down box that appears.

Verify Address and Location

Let's start by verifying the address and map location.

[Fill in the address information by hand](#)

Once the address information and the map location have been verified, scroll to the bottom of the page, click Confirm. If the map is not correct, you can click and drag the red pin to the correct location.

9509 SPRINGPORT Road - (MLS #: DRAFT)
16.62 Acres[Preview Listing](#)

Verify Address and Location


Let's start by verifying the address and map location.

*** County**

*** Property ID**

*** Street #**

Pre Direction



Verify map pin is in the correct location. Drag pin to change location.

[Back](#)Auto saved @ 12:59:46 PM

After clicking Confirm, you will no longer be able to change the Property Type. Please make sure the information above is accurate. Once confirmed, you can move on to the next step.

[Confirm](#)

[Back](#)Auto saved @ 12:59:46 PM

Proceed to enter your listing.

9509 SPRINGPORT Road - (MLS #: 20240068991)
16.62 Acres

Price *

\$ Required

Price is required...
Price must be between \$1 and \$100,000,000.

Back Auto saved @ 01:09:03 PM Save Incomplete Next

Use the menu on the left side of the page as your guide.

General


- Agent/Office -
- Property Type ✓
- Address ✓

Listing


- Price -
- Ownership -
- Location and Tax -
- Lot -

Property

- Exterior Features -
- Interior Features -
- Foundation -
- Rooms -
- Financial -
- Remarks ✓
- Green ✓
- Internet Permissions ✓

Items that display a  means you are missing required information.

Items that display a  means you have entered the required information.

*Please note some fields show  Remarks, Photos. You will/should add this information. *

Remine Add/Edit will alert you if you're missing information or have errors.

When you have entered all of the listing information and you have no red marks on the left side, you can save the listing as Active in the MLS on the Dates and Status page.

If you have questions, please contact Customer Care at (248) 553-3430.