



## FROM THE BOARD OF DIRECTORS BY MICHAEL SCHAIBLE

*Board members are often asked, "How do I deal with non-MLS agents?"*

There seem to be more and more "agents" contacting our offices asking for listing information or tours of properties.

First step, establish who you are dealing with. Ask if they are a current, active member of the MLS. With their name you can easily determine MLS membership right from your phone by using the new "Know Your Agent" (KYA) platform available on your MLS web-page, <https://www.mlsbcs.com.mx/kya>.

Next up, are they licensed to sell real estate in Baja California Sur as required by law?

The MLS has no set rules or OPP's (Operating Policy and Procedures) governing a Broker's relationship with non-member agents, nor do we set commission policies. The Board does, however, make these observations and recommendations:

If the "agent" is not licensed then they need to refer the client to you in exchanged for an agreed upon referral fee.

If they have a real estate license but are not an MLS agent then you may choose to proceed to work together. In that case, the transaction will not be an MLS transaction in terms of our OPP's and the Board can

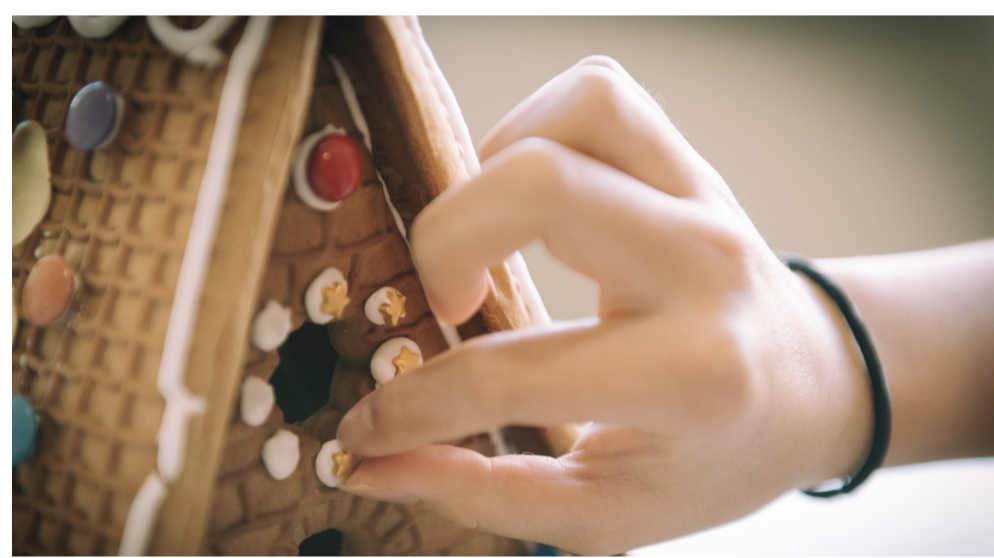
not intervene in anyway as the MLS has no authority or governance over non-members.

With that said, the MLS Board expects our member in the transaction to act in accordance with our standards and policies. Proceed with caution, as chances are the buyers may not be well prepared or aware of certain procedures, i.e., third party escrow of fund, closing costs, KYC's, etc.

What about commission splits? That is up to the parties to establish. MLS Brokerages have pledged to split commissions 50/50 unless otherwise posted on line. That does not hold true with non-member sales. We have all worked long and hard to develop this amazing organization, the MLS-BCS, and its on-line listing system with FLEX. It is the Board's point of view that these non-member agents should receive a referral fee and not necessarily an equal share of the total commission normally shared by those of us who subscribe and pay dues to the MLS-BCS.

Happy selling,  
Board of Directors  
MLS-BCS

## RELEVANT NEWS



### HOLIDAY REAL ESTATE TRENDS

The holidays are a time when people typically want to feel settled in their homes; for this reason, the last two months of the year are traditionally looked at as a bad time to list a property, and fewer properties come to market during the holiday season.

[> Learn More](#)



### QUICK SEARCH: PERMANENTLY ADD FIELDS TO A SEARCH TEMPLATE ON SOCIAL MEDIA

Work efficiently in Flexmls by creating custom Quick Search Templates that mirror how you work. Are you always adding certain fields to a search? Watch the video below to learn how to customize and save a Quick Search template so fields you need are already there, ready for you to use.

[> Learn More](#)

## HOT TOPIC



### Adding New Subdivisions to FLEX MLS

Dear Subscriber,

When you ADD a listing into FLEX MLS, one of the first requirements is to define the Location.

Our FLEX system requires that we select a set of Parent/Child relationships from the text menus  
ZONE>AREA>COMMUNITY>SUBDIVISION.

(I wish we could populate these fields by just placing a map pin on the property, but even if we could, too many of us are very poor at placing map pins correctly. We forget to Zoom in fully before we "pin the tail on the donkey".)

So, we are stuck with trying to guess which text name is appropriate for Zone, Area and Community. In order to help, we are starting a collection of shared Polygons available under the Overlays dropdown in the upper right-hand corner of the map on Edit Search and Map views.

[> Learn More](#)

## CALENDAR

### OPEN HOUSES

Find out about the open houses that will be held this month!

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