

# MLS Basics

Version 1 4-18-2023

When you become a licensed real estate agent and Realtor you join an association.

For our Illinois agents, in our office you can join either Mainstreet or Heartland. In doing so you are given access to the Multiple Listing Service (MLS). Northern Eastern Illinois uses MRED, Midwest Real Estate Data as our MLS provider.

## **Class Objectives:**

- This training will make you familiar with MRED and ConnectMLS, our Multiple Listing Service (MLS).
- You will setup your profile
- You will understand the search function and how to find available homes for clients.
- Gain an understanding of the various home statuses and their meaning
- Review and understanding of how to read and MLS sheet/ page.
- A basic understanding of the features the MLS can provide.

## **Training Type:**

- Video
- In person

## **Self Study:**

- Training Videos
- Search set up and practice

We are going to start with some training videos.

You need to visit MRED on your computer or tablet.

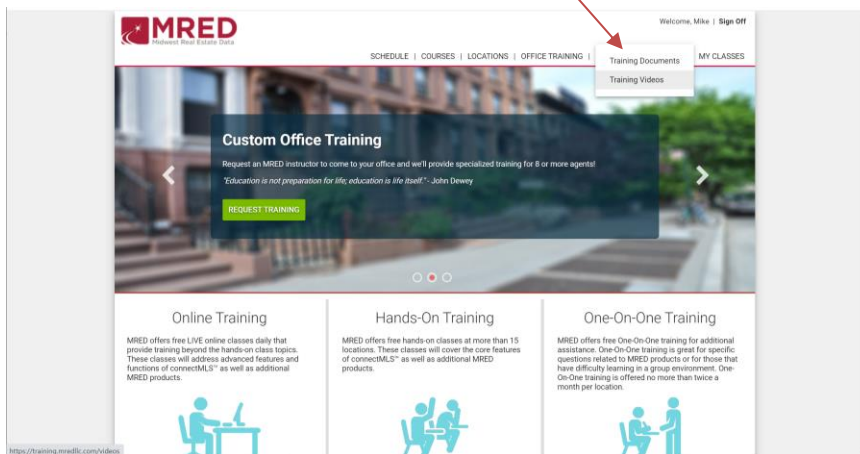
Go to: <https://ww2.mredllc.com/>



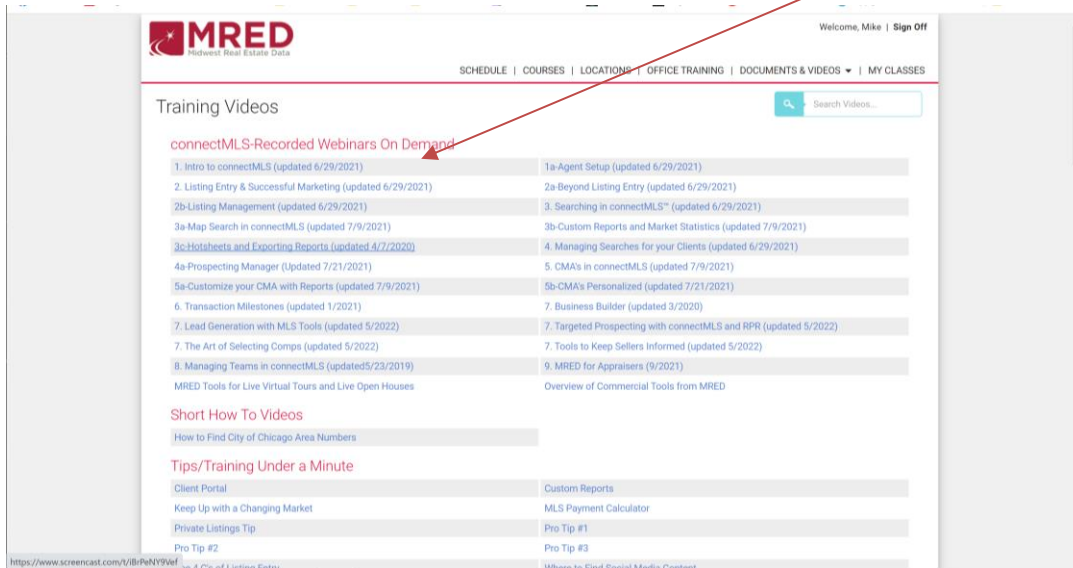
Then click on Training:



In the training page, Go to Training videos:



In Training Videos section: Please watch video 1. Intro to ConnectMLS



During the video you will be shown:

- An overview of the MLS website.
- How to setup your profile.
- How to search for homes that are for sale.

During the video.  
Setup your profile.

Pause if needed.

Once the video is over and you profile is complete:

Please take a break and let your trainer know.



## Logging In

To start, you need to visit MRED and log into ConnectMLS.

Go to: <https://ww2.mredllc.com/>

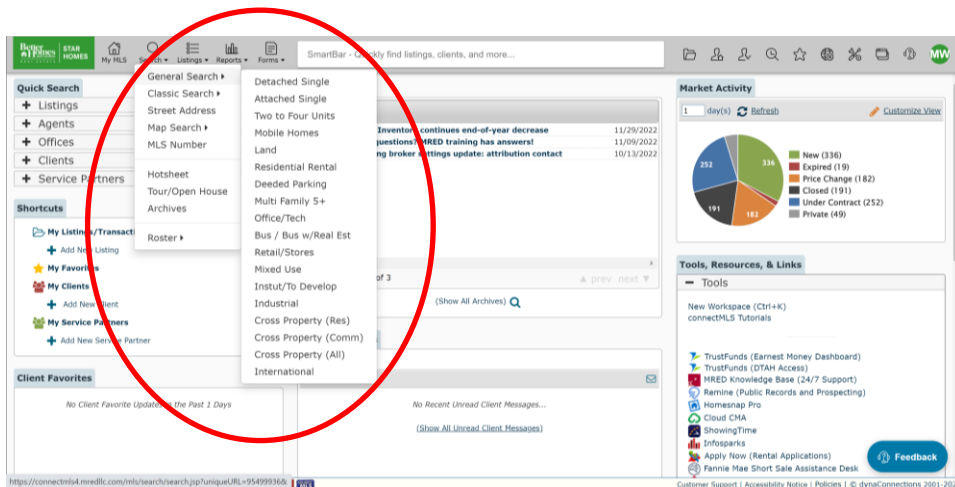


Sign in and you will be on the home page

## Basic MLS search training

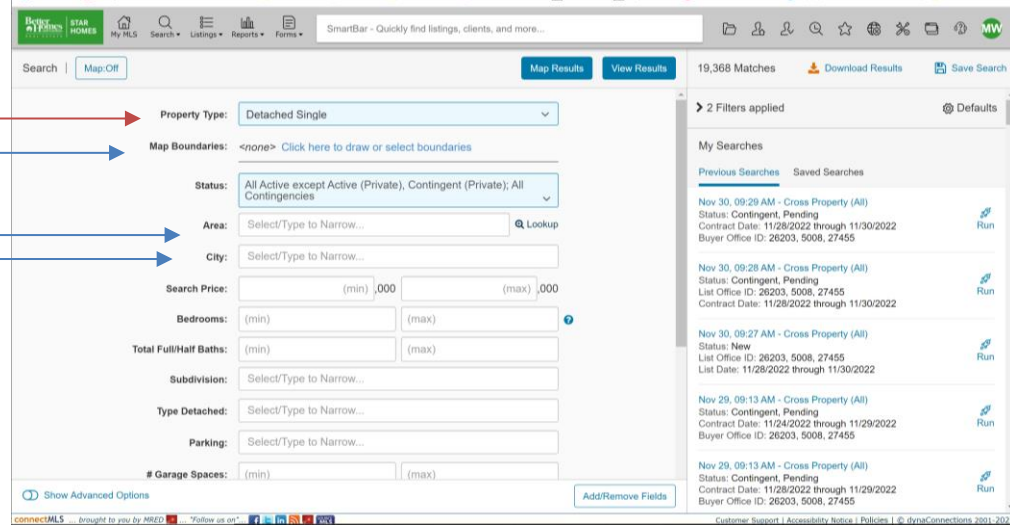
If a client contacted you and asked what homes were available, how would you send them a search for homes?

To Start: Go to the search bar and select the appropriate type of real estate to search for.



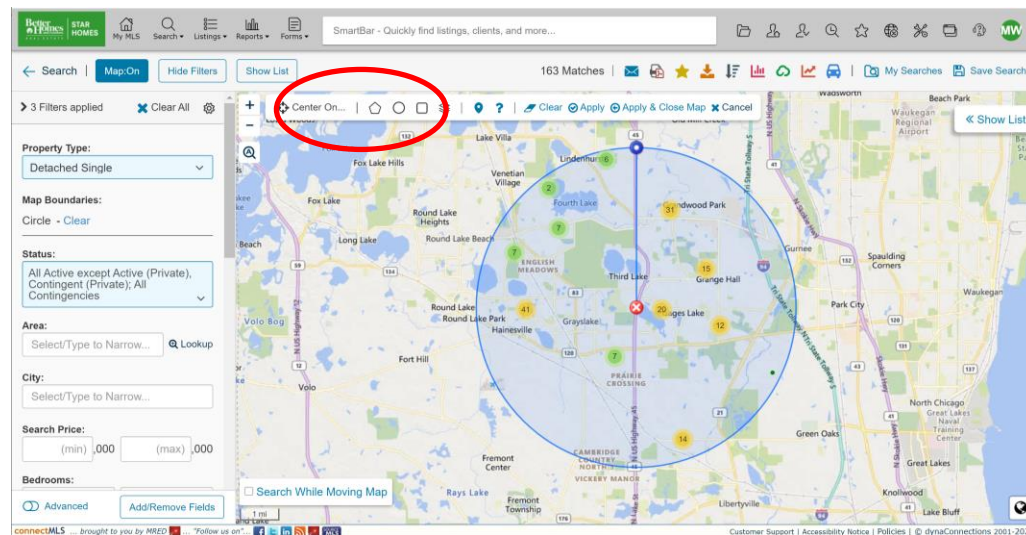
This is the main screen where you can set the search parameters.

The first section is the Property type. This has the same options as the search on the main screen, or the icons at the top of the web page.



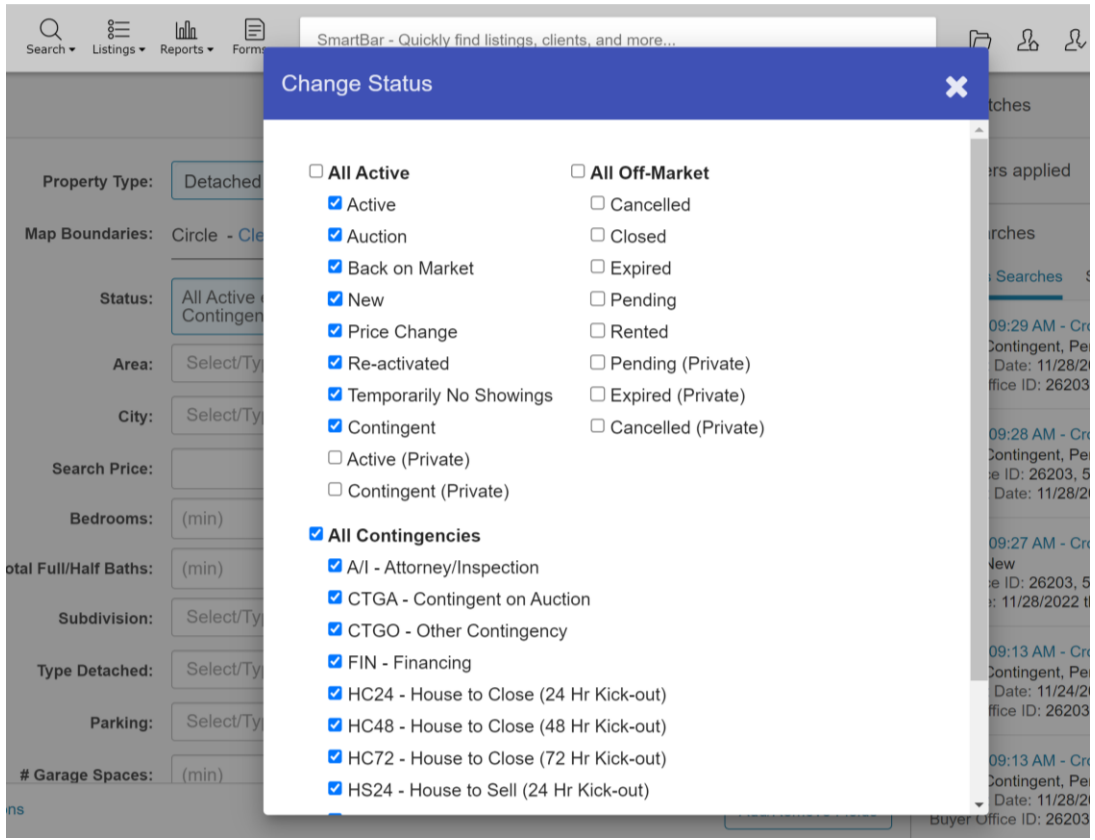
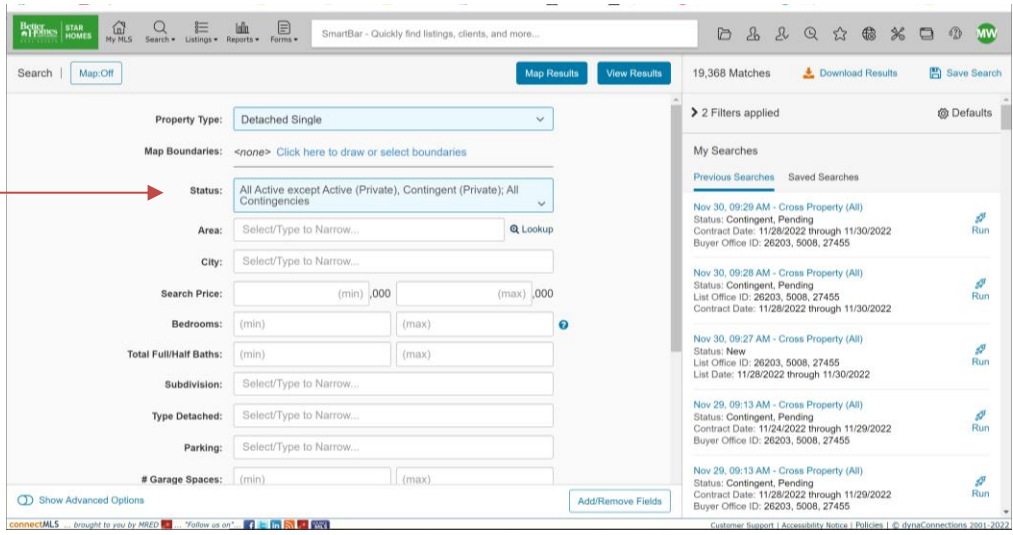
The next sections all are related to the location of the search. **Map Boundaries** option allows you to make a search in a custom area. The **Area** search allows you to search by zip code. And the **City** search allows you to go by the city's name.

The Map Boundaries option allows you to make custom searches such as neighborhoods, around lakes, golf courses, within 5 miles of an address, etc.



# Property Status

The next section is Status. This is the status of the properties you are looking for.



There are 3 Main sections to the Status options.

All Active

All Off-Market

All Contingencies

**All Active:**

This is the section you choose when you are looking for homes that are on the market, and are not under contract. They are available to purchase.

**The Status's Explained:**

Active: The home is active on the market and available for sale.

Auction: These homes are being auctioned off and will have information on how to bid in the details of the home.

Back on Market: This home was under contract (contingent) but that was cancelled and it is back on the market. This lasts 7 days then switches to Active status automatically.

New: This is a new home on the market. It gets a NEW status for 7 days then automatically switches to Active status.

Price Change: The price of the home changes. This status shows instead of Active. This lasts 7 days then switches to Active status automatically.

Re-Activated: This home was under contract (contingent) but that was cancelled, and it is back on the market. This lasts 7 days then switches to Active status automatically.

Temporary no showings: The home is temporarily unavailable for showings. This could mean repairs/construction, illness (ex. Covid quarantine) etc.

Contingent: This home is under contract for purchase. The type of Contingencies are explained below.

Active (Private)

Contingent (Private)

These two Status's revolve around the Private Listing Network. The Private network is where you enter listings that aren't ready to go out to the public but that are "coming soon". Putting homes in the Private Listing Network (PLN) allows the listing agent to market the home if allowed.

Active means it is not under contract. Contingent means they allowed showings and got an executed contract.

**All Contingencies:** These status are used when a property has an executed contract on it and is under contract. There are different types of Contingencies, and some allow homes to still be shown.

**Status Explained:**

A/I Attorney Inspection: This means that the property is under contract and is in the first week of having an executed contract.

CTGA- Contingent on Auction: This means that the auction has closed and the buyers who won are working out payment arrangements and the closing of the property.

CTGO – Other Contingency: There is a non-standard contingency that the property contract is hinging on.

FIN- Financing: This means that the property is contingent on the buyer getting financing.

HC24 – House to Close (24hr kickout):

HC48

HC72 : This contingency means the property is under contract. But the buyers have to sell their own property in order to buy this property. The buyers home is also already under contract. The kickout time frame (24,48,72,other) means how much time the buyers have to clear this contingency if another buyer brings a contract. YOU CAN STILL SHOW THESE HOMES.

HS24 – House to Sell (24hr kickout):

HS48

HS72

HS- House to Sell (other kickout hours): This contingency means the property is under contract. But the buyers have to sell their own property in order to buy this property. The buyer's home is NOT under contract yet. The kickout time frame (24,48,72, other) means how much time the buyers have to clear this contingency if another buyer brings a contract. YOU CAN STILL SHOW THESE HOMES.

SS- Short Sale: This means the property is being sold as a short sale and is under contract. Short Sales can take 3-6 months and they do not take competing offers. You won't be able to show this home unless the deal falls apart and it re-activates.



**All Off-Market:** These status are used when a property is not active or under contract. The property is not on the market for sale/rent at this time.

**Status Explained:**

Cancelled: This status is used if the sellers of the property decided to longer market the property before the term(expiration date) of the listing agreement was reached.

Closed: This means that the property was sold.

Expired: All listing agreements have an expiration date. If the property listing goes the entire length of the listing agreement and doesn't sell, it goes off the market as the agreement expired.

Pending: This means that the property is pending a sale. It is different than being contingent.

Rented: This means the property was rented and the transaction is complete.

Pending (private)

Expired (private)

Cancelled (private)

These 3 status are the same as above but the home was in the private network (PLN) and was never in the main/public MLS system.

Other fields: The other fields are there to help narrow your search even further.

Number of Bedrooms

Number of Bathrooms

Square footage range

Etc.

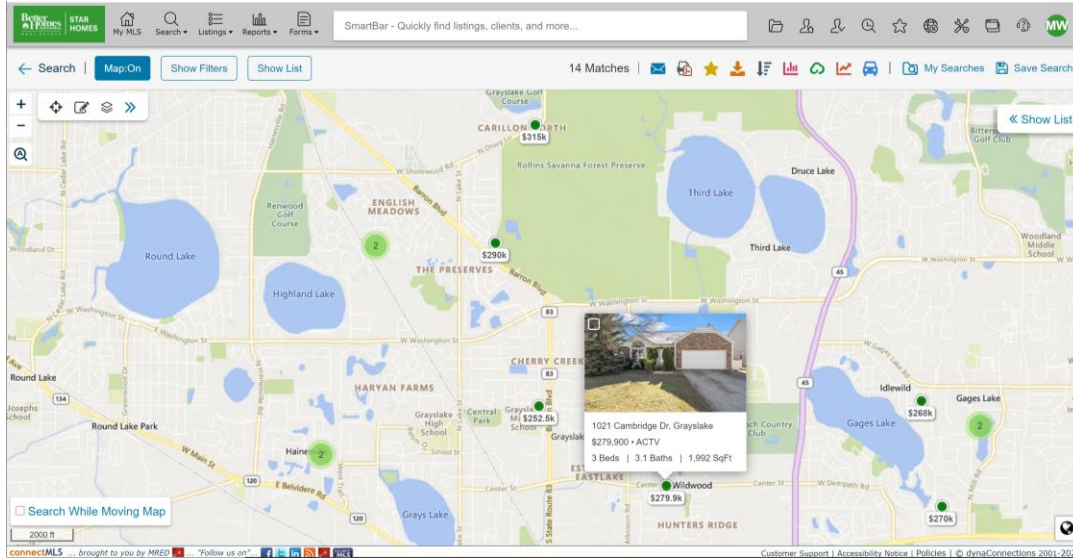
**IMPORTANT: For Bathrooms: Any partial bathroom is listed as .1 in the MLS.**

Example. A home with 1 full bath and 1 partial bathroom(powder room) would be marked as 1.1

The screenshot shows a real estate search interface with a top navigation bar including 'Realty Executives', 'STAR HOMES', 'My MLS', 'Search', 'Listings', 'Reports', and 'Forms'. A search bar contains the text 'SmartBar - Quickly find listings, clients, and more...'. Below the search bar, there are buttons for 'Map: Off', 'Map Results', and 'View Results'. The main search area contains several filter fields: 'Subdivision: Select/Type to Narrow...', 'Type Detached: Select/Type to Narrow...', 'Parking: Select/Type to Narrow...', '# Garage Spaces: (min) (max)', '# Parking Spaces: (min) (max)', 'Master Bedroom Bath: Select/Type to Narrow...', 'Basement: Select/Type to Narrow...', 'Address: Street # [dropdown] Street Name', 'Months Back: [dropdown]', and 'Approx Sq Ft: (min) (max)'. There is also a checkbox for 'Include "0" entry matches'. At the bottom of the search area, there is a 'Show Advanced Options' link and an 'Add/Remove Fields' button. A red arrow points from the 'Add/Remove Fields' button to the text below. On the right side of the interface, there is a sidebar with '19,366 Matches', 'Download Results', and 'Save Search' buttons. Below this, it says '2 Filters applied' and 'Defaults'. The sidebar also contains a 'My Searches' section with 'Previous Searches' and 'Saved Searches' tabs. Under 'Previous Searches', there are four search entries, each with a 'Run' button. The footer of the page includes 'connectMLS brought to you by MRED', social media icons, and 'Customer Support | Accessibility Notice | Policies | © dynaConnections 2001-20'.

These are the default fields for your search. There are many more fields available if you need to narrow your search further. To do so, you can click the add/remove field and find the additional fields you need.

Once you have set the fields and parameters of your search you can then either select a map or list view to see the results.



The screenshot shows the same real estate search interface but in list view. It displays 14 matches with the following columns: Listing ID, Status, Price, Beds, Baths, SqFt, and other details. The table is sorted by price.

Listing ID	Status	Price	Beds	Baths	SqFt	Other Details				
11678751	NEW	\$299,900	30	8	4	2	0	2890	Split Level w/ Sub	11/27
11678336	PCHG	\$273,000	30	6	3	2	0	1632	Split Level	11/19
11629671	PCHG	\$345,000	30	6	3	2	0	2739	1 Story	09/20
11675347	ACTV	\$252,500	30	9	3	3	0	1680	1 Story	11/17
11656508	ACTV	\$270,000	30	8	3	1	1	1700	2 Stories	10/27
11671724	ACTV	\$275,000	30	7	2	2	0	1764	1 Story	11/11
11677744	ACTV	\$279,900	30	11	3+2	3	1	1992	1 Story	11/23
11629811	ACTV	\$300,000	30	7	3	2	1	1660	2 Stories	09/15
11675391	ACTV	\$292,500	30	8	3	2	1	1536	2 Stories	11/16
11622241	ACTV	\$305,000	30	8	3	2	0	2292	Manufactured	09/06
11399637	ACTV	\$374,900	30	7	3	2	1	2177	2 Stories	05/10
11490106	ACTV	\$319,900	30	8	3	2	1	1615	Split Level w/ Sub	08/18
11677724	ACTV	\$315,000	30	7	2	2	0	1796	1 Story	11/23
11662690	ACTV	\$349,000	30	6	3	2	0	1642	1 Story	10/28



If you want to send just one particular property, you can use the above method or the method below.

Click on the details of the property.

Full - Agent (Classic) | 36441 N Hutchins Rd, Gurnee, IL 60031 | \$234,900

Detached Single | MLS #: 11674988 | List Date: 11/17/2022 | List Price: \$234,900 | Orig List Price: \$234,900 | Sold Price:

Area: 31 | List Dt Rec: 11/17/2022

Address: 36441 N Hutchins Rd, Gurnee, IL 60031

Directions: Rt 132 W to Hutchins Rd N

Sold by: Contract: Mlt. Time (Lst./Tot.): 15/71

Off Market: Financing: Contingency:

Year Built: UNK | Bt Before: Yes | Cur. Leased:

Dimensions: 73.1X108.4X72.9X108.4

Ownership: Fee Simple | Subdivision: Model: Lake

Corp Limits: Unincorporated | Township: Warren | # Fireplaces: Exterior

Rooms: 5 | Bathrooms: 2 / 0 (full/half) | # Parking: Ext: 6

Bedrooms: 3 | Master Bath: Full | Basement: Partial | Bmnt. Bath: No | In Price:

Remarks: Enjoy the picturesque VIEW OF THE POND from the back ENCLOSED PORCH while sipping your morning coffee! This home has an updated eat-in kitchen with STAINLESS STEEL APPLIANCES. The main level includes a full bathroom and laundry room, a walk in closet for storage, plus 2 spacious bedrooms. One bedroom has sliding glass doors and would be the perfect home office. The full 2nd floor is the master suite, complete with a full bath and his/her closets. 2 sheds for added storage and ample parking space with the wrap around driveway. \*\*\*Home was renovated with an addition in approx 1997. Updated kitchen, including cabinets, countertop, STAINLESS STEEL refrigerator/microwave/stove, as well as updated laundry room washer/dryer (2019).\*\*\* Home is located near shopping, restaurants, entertainment, and easy access to the Inter-state. View the Virtual 3D Tour to preview the home easily.

School Data: Elementary: Woodland Intermediate (90) | Junior High: Woodland Intermediate (90) | High School: Warren Township (121)

Assessments: Amount: \$3,292.64 | Frequency: Not Applicable | Mult PINs: 07024109250000 | Tax Year: 2021 | Tax Exmp: Tax Exempt: No

Miscellaneous: Waterfront: No | Age: SF: 1990 | SF Source: Assessor | Bldg. Assoc. SF: 2226 | Acreage: 0.19

Click on Additional Info at the top of the page, a drop down appears and there are options to share it.

Additional Info | Edit This Listing | Print Listing | Email Listing | Add To Favorites | Write a Contract | Schedule a Showing | Driving Directions | Navigate with Waze | Streetside View | Bird's Eye View | Cloud CMA | Report Violation Anonymously | Payment Calculator | Virtual Tour

You will have the same options to print, save as a PDF, or email the listing to a client.

Let's take a break!!!!





We can look at this in three sections.

The first section gives all the basic information on the property.

Here you will find basic listing information on the home. This includes list date, days on market, address, and information on the lot. As well as basic details such number of beds, baths, garage type, fireplaces, basement info.

Full - Agent (Classic) << Prev 3/6 Next >> Additional Info

36441 N Hutchins Rd, Gurnee, IL 60031 \$234,900

**Detached Single** MLS #: 11674988 List Price: \$234,900  
Status: **ACTV** List Date: 11/17/2022 Orig List Price: \$234,900  
Area: 31 List Dt Rec: 11/17/2022 Sold Price:  
Address: 36441 N Hutchins Rd, Gurnee, IL 60031  
Directions: Rt 132 W to Hutchins Rd N  
Sold by: Mkt. Time (Lst./Tot.): 15/71  
Closed: Contract: Concessions:  
Off Market: Financing: Contingency:  
Year Built: UNK Blt Before 78: Yes Curr. Leased:  
Dimensions: 73.1X108.4X72.9X108.4  
Ownership: Fee Simple Subdivision: Model:  
Corp Limits: Unincorporated Township: Warren County: Lake  
Coordinates: # Fireplaces: Parking: Exterior  
Rooms: 5 Bathrooms: 2 / 0 Space(s)  
(full/half):  
Bedrooms: 3 Master Bath: Full # Spaces: Ext: 6  
Basement: Partial Bsmnt. Bath: No Parking Incl. Yes  
In Price:  
Mobility Score: - ?

Remarks: Enjoy the picturesque VIEW OF THE POND from the back ENCLOSED PORCH while sipping your morning coffee! This home has an updated eat-in kitchen with STAINLESS STEEL APPLIANCES. The main level includes a full bathroom and laundry room, a walk in closet for storage, plus 2 spacious bedrooms. One bedroom has sliding glass doors and would be the perfect home office. The full 2nd floor is the master suite, complete with a full bath and his/her closets. 2 sheds for added storage and ample parking space with the wrap around driveway. \*\*\*Home was renovated with an addition in approx 1997. Updated kitchen, including cabinets, countertop, STAINLESS STEEL refrigerator/microwave/stove, as well as updated laundry room washer/dryer (2019).\*\*\* Home is located near shopping, restaurants, entertainment, and easy access to the inter-state. View the Virtual 3D Tour to preview the home easily.

School Data	Assessments	Tax	Miscellaneous
Elementary: Woodland Intermediate (50)	Amount:	Amount: \$3,292.64	Waterfront: No
Junior High: Woodland Intermediate (50)	Frequency: Not	PIN: 07074100250000	Appx SF: 1990
High School: Warren Township (121)	Applicable	Mult PINs:	SF Source: Assessor
	Special Assessments: No	Tax Year: 2021	Bldg. Assess. SF: 2226
	Special Service Area: Included in Tax Bill	Tax Exmps:	Acres: 0.19
	Master Association:		
	Master Assc. Freq.: Not Required		

This is where you get the most recent tax information and if there are any assessments or HOA fees on the property. This is important in figuring out the total payment of the property.

This part gives size of the house and where that is sourced. Also the total acreage of the property.



The second, or middle section discusses the details and features of the property.

Please note these are approximate and can subjective.

Important to check:  
 Water: public or private well  
 Sewer: public or septic

Room Name	Size	Level	Flooring	Win Trmt	Room Name	Size	Level	Flooring	Win Trmt
Living Room	16X14	Main Level	Carpet		Master Bedroom	16X15	2nd Level	Carpet	
Dining Room		Not Applicable			2nd Bedroom	16X11	Main Level	Carpet	
Kitchen	14X12	Main Level	Vinyl		3rd Bedroom	16X10	Main Level	Carpet	
Family Room		Not Applicable			4th Bedroom		Not Applicable		
Laundry Room	9X6	Main Level	Vinyl		Walk In Closet	4X8	Main Level	Carpet	
Enclosed Porch	12X6	Main Level	Carpet						

Interior Property Features: **1st Floor Bedroom, 1st Floor Laundry, 1st Floor Full Bath, Walk-In Closet(s), Some Carpeting**

Exterior Property Features: **Porch**

Age: <b>Unknown, Rehab in 1997</b>	Laundry Features: <b>In Unit</b>	Roof: <b>Asphalt/Glass (Shingles)</b>
Type: <b>2 Stories</b>	Additional Rooms: <b>Enclosed Porch, Walk In Closet</b>	Sewer: <b>Sewer-Public</b>
Style:	Garage Ownership:	Water: <b>Public</b>
Exterior: <b>Vinyl Siding</b>	Garage On Site:	Const Opts:
Air Cond: <b>3+ (Window/Wall Unit)</b>	Garage Type:	General Info: <b>School Bus Service, Interstate Access</b>
Heating: <b>Electric, Baseboard</b>	Garage Details:	Amenities:
Kitchen: <b>Eating Area-Table Space</b>	Parking Ownership: <b>Owned</b>	Asmt Incl: <b>None</b>
Appliances: <b>Oven/Range, Microwave, Dishwasher, Refrigerator, Washer, Dryer</b>	Parking On Site: <b>Yes</b>	HERS Index Score:
Dining:	Parking Details: <b>Driveway</b>	Green Discl:
Attic:	Driveway: <b>Asphalt</b>	Green Rating Source:
Basement Details: <b>Unfinished</b>	Foundation:	Green Feats:
Bath Amn:	Ext Bas/Fnd:	Sale Terms:
Fireplace Details:	Disability Access: <b>No</b>	Possession: <b>Closing</b>
Fireplace Location:	Disability Details:	Occ Date:
Electricity:	Exposure:	Rural:
Equipment: <b>CO Detectors, Ceiling Fan</b>	Lot Size: <b>Less Than .25 Acre</b>	Vacant:
Other Structures: <b>Shed(s)</b>	Lot Size Source: <b>County Records</b>	Relist:
Door Features: <b>French Doors, Sliding Glass Door(s)</b>	Lot Desc:	Zero Lot Line:
Window Features:		

This is where you can check what appliances are staying with the home.

This section can be used in conjunction with section 3 of the sales contract which is for personal property staying with the home.

The bottom section of the MLS sheet contains information that is only for agents.

This includes private remarks, instructions for showing, commission information, and contact info.

\*\* When printing or emailing these sheets, there is an option for agent or client version. Always send clients and give clients their version.

Broker private remarks: This is where the listing agent will add instructions or info important to the buyers agent.

This states if the listing office holds Earnest Money or not. This answers section 4, line 45 of the sales contract.

Broker Private Remarks: **Earnest money can be submitted electronically using the TrustFunds link in the MLS, under Additional Information for the listing.**

Internet Listing: <b>Yes</b> VOW AVM: <b>Yes</b> Listing Type: <b>Exclusive Right to Sell</b>	Remarks on Internet?: <b>Yes</b> VOW Comments/Reviews: <b>No</b> Holds Earnest Money: <b>Yes</b>	Addr on Internet?: <b>Yes</b> Broker Notices: Lock Box: <b>Combination Box</b> (Located at <b>Front</b> ) Special Comp Info: <b>None</b>
Buyer Ag. Comp.: <b>2.5% -\$395 (% of Net Sale Price) ?</b>	Addl. Sales Info.: <b>None</b>	Expiration Date: <b>12/31/2022</b>
Showing Inst: <b>Please call 800-746-9464 or use ShowingTime icon</b>  <a href="#">Schedule a Showing</a>	Cont. to Show?:	
Mgmt. Co: Owner: <b>Owner Of Record</b> Broker: <b>Better Homes and Gardens Real Estate Star Homes (26203) / (847) 548-2625</b> List Broker: <b>Jim Starwalt (18736) on behalf of The Star Home Team (T14457) / (847) 548-2625 / Jim@StarHomeTeam.com</b> CoList Broker:	Contact Name: Ph #:	Phone: Broker Owned/Interest: <b>No</b> More Agent Contact Info:

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NOTICE: Many homes contain recording devices, and buyers should be aware that they may be recorded during a showing.

MLS #: 11674988 Prepared By: Mike Welsch | Better Homes and Gardens Real Estate Star Homes | Cell: (847) 651-1718 | Email: mike@bhgrestarhomes.com | 12/01/2022 12:56 AM

Agent compensation. This is where the co-op commission is disclosed.

Showing instructions. Here you will find how you can schedule a showing to view the property.

## **Congratulations!**

There is a lot to learn about the MLS system and the tools it has available. This is a good starting point. You will learn more about the MLS throughout your training.



## **Practice!**

1. Please set up a search for all single family homes in Gurnee and Grayslake that are 3 or 4 bedrooms. Max price is \$400k. With a finished basement.

Email all the listings to your trainer.

Print and give them all the listing sheets.

2. Search and find the closest home to 783 Barron blvd. Grayslake Il, 60030 that is for sale and has a pool.

Email the listing to your trainer.

3. Search for a 3 bedroom Townhome, under 250,000. With HOA fees under \$250, and has a garage. It needs to be west of the tollway, north of route 60, east of rt 12, and south of the state border.

Download and email a pdf of the listings you find.