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## Welcome to the Aiken MLS!

As a member with the Aiken MLS, you have full access to the listings and other information available on our website. Your listings, along with your name and contact information, will also appear on our website designed for the public to use ([www.aikenmls.com](http://www.aikenmls.com)).

To access our MLS website, visit [www.navicamls.net](http://www.navicamls.net). To login, use the user id and password that will be emailed to you upon membership activation. Under the Help button, you can select Live Chat or Email Support or give Navica a call. All of these are very good sources if you have questions.

Please familiarize yourself with the rules for the Aiken MLS. You can access the “MLS Rules and Regulations”, What Every Agent Should Know, as well as the Rental Rules and Regulations available online at [www.navicamls.net](http://www.navicamls.net), under Resources, Forms. You will be emailed a copy of our “Policies and Procedures for using the Aiken MLS”, and have to pass a test on them before your Navica account is activated.

The following are just **some** of the rules:

- Photos must be added within one (1) day, the day the listing is put in MLS is counted as day one. If it is not added your listing will go dormant until a photo is uploaded.
- Photos of sold properties must be uploaded at time of closing for any property listed in Residential, Multi-family, Commercial categories at the time of closing out the listing.
- If a listing has been on the MLS within the past **30** days, you must use the old MLS number call the MLS office for it to be transferred to you.
- “Remarks and Directions” section of listing must only describe the physical property in which you are listing. No Agents Names or phone numbers, lockbox combinations, or anything related to public security is allowed.
- “Documents or Photos” must not contain any added or superimposed personal Realtor /Office information (i.e. name, phone, company, etc.).
- No sharing of MLS passwords with anyone this includes, sharing with Office staff, other Agents and Appraisers etc.

Remember to take the time to read our Weekly Update Email- it is full of great information. Please feel free to contact our office if you have any questions!

I, \_\_\_\_\_ agree to read the “MLS Rules and Regulations” and supplemental information entitled “Policies and Procedures for the Aiken MLS” as well as the “Rental Rules and Regulations” for the MLS. As a member of the Aiken MLS, I agree to abide these rules and regulations that have been provided and any subsequent changes that may be made to those rules.

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_