

Bismarck Mandan Board of REALTORS®

*MLS members must sign the key lease agreement,
and pass the following quiz before an MLS key will be issued.*

Name: _____ Date: _____

Company _____

1. You should contact the listing agent and/or seller immediately if you are unable to get into a lock box on their property: T F
2. Because the Internet has given consumers access to more information and because consumers are more informed than ever, agent access to the MLS database is no longer considered to be confidential: T F
3. When an MLS Xpress key is lost, the person assigned to the lost key is assessed a non-refundable \$100 replacement fee: T F
4. If you have problems with your key, your first contact should be to the Supra Agent Support: T F
5. Clear and complete instructions for showing a property should be in the MLS database system: T F
6. It is not acceptable for agents and their clients and customers to use the bathroom facilities in a property during a showing: T F
7. NAGS is the acronym for “No Answer Go Show”: T F
8. STOP is the acronym for “Subject to Owner Purchasing”: T F
9. If an individual, whom you’ve never met, calls and asks you to show a property, it is safe REALTOR® practice to meet them at the property and conduct the showing: T F
10. If you have a last minute conflict, it is acceptable to give your key to an assistant to conduct a showing or meet a client that would like a second showing or double check details such as room sizes, appliances, etc.: T F

(over)

11. All of the following are expected showing courtesies:

(T) (F)

- Remove shoes.
- Announce your arrival upon entering a home, even if the seller indicated no one would be home.
- Turn off all lights before leaving the property.
- Assure the key has been returned to the lock box.
- Do not partake of treats that may be setting out on tables or counters.
- Be courteous and provide feedback to the listing agent, if requested.
- Make sure all doors are locked when you leave the property.
- Always honor the showing instructions and scheduling guidelines as indicated in the MLS database.
- Make sure the thermostat is set as it was when you arrived.
- Leave your business card in the home you've shown.
- Be aware that property may be under audio/video surveillance.
- Providing thorough and accurate directions to the property when entering listing data.

12. The **general** rule for leaving a property after a showing is to “leave it as you found it”

(T) (F)

13. If an unusual situation is discovered (water in the basement, windows open in the winter) REALTORS® should contact the listing agent and/or sellers immediately:

(T) (F)

Score: _____ (minimum 9 correct required)
(number correct)

Reviewed by: _____
(Board Staff Signature)