



December 6, 2007

TO ALL PARTICIPANTS

VERY IMPORTANT MESSAGE REGARDING NEW MLS ZONE CONFIGURATION

WPMLS announced in September that we were going to reorganize the Zones in order to have a better geographic layout in our database. This is going to take place on Monday, December 17, 2007. Please share this information with all personnel.

Zones 1 through 10 will remain as they are.

Zone 11 will be Bronx Borough listings only.

Zone 12 will be New York State outside of Bronx, Westchester, Putnam & Dutchess Counties.

Zone 13 will be Connecticut listings only.

Part of this change involves a requirement that **ALL** Participants report to WPMLS **ALL** of their exclusive right to sell and exclusive agency listings that are situated in Bronx Borough or Dutchess County. You will have from December 17 to December 26 (midnight) to report listings that are not now in the database. WPMLS will waive the \$5 listing entry fee and any \$50 late-entry or \$15 no-listing-agreement fee that occurs during this period for Bronx and Dutchess listings.

We ask you to prepare now.

If you have listings in Bronx Borough....

- Your current Zone 11 listings will stay where they are, but double check that the zip codes are correct so that they don't get moved to a new Zone by mistake.
- Gather your exclusive listings that are not now posted with WPMLS because you are going to have to enter them between December 17 and 26. Also gather your listing agreements because you will need to fax them to Rapattoni MLS as you enter listings.
- We are scheduling a briefing and Q&A session at WPMLS headquarters in White Plains on Wednesday, January 9th, at 10 a.m., just for Bronx listers (owners -managers - administrators) to familiarize you with WPMLS rules, resources and services. There will be a separate invitation for your response but please do save the date now.

If you have listings in Dutchess County...

- Gather your exclusive listings that are not now posted with WPMLS because you are going to have to enter them between December 17 and 26. Also gather your listing agreements because you will need to fax them to Rapattoni MLS.

If you have listings in Connecticut...

- Double check your current listings in the current Zone 11 as to Zip Code. We are going to try to automatically move them into a new Zone 13 but the success of that depends on how well these data fields match up with the new drop-down lists we're installing. If the transfer fails for some listings, we'll work with you to manually transfer your listing(s).

If you have New York listings outside of Bronx-Westchester-Putnam-Dutchess....

- Same information as for Connecticut, above, except that these rest-of-New-York listings will be relocated to a new Zone 12. The more accurately you enter the municipality, school district and zip code, the fewer listings will be lost on transfer.

FINALLY, TO ALL PARTICIPANTS.....

- Remember that WPMLS Rules require everyone to report their listings within 24 hours of the listing effective date. Further, the listing agreement must be faxed to WPMLS c/o Rapattoni MLS.
- Sellers may decline to have their listing entered into WPMLS, but they need to sign a written instruction ("Owner's Disclaimer Form"); the listing office will be assessed a \$50 filing fee.
- When entering a previously excluded listing, make sure that you enter the listing date into the listing date field, not the date on which you are actually entering the listing. Probably you've had the listing for a while, and Rapattoni MLS will think it's a late listing and assess a \$50 fine to you. We are waiving that fine (see below).
- Please do not enter previously excluded listings until December 17 because you'll incur a \$5 listing entry charge and a likely \$50 late entry charge as well - which staff will have to credit out manually. Please wait for the automatic waiver period - see below.
- Listing entry, late entry, and no-agreement-filed charges are automated. While we intend through programming to cancel them from December 17 to 26, such charges might get posted by mistake anyway. If that happens to you, don't get angry - just circle the incorrect charges when you get your invoice, and we'll credit your account.

Thank you for your patience with this project. When we're done we'll have a clean, well-organized zone structure running from the Bronx through Westchester, Putnam and Dutchess Counties, for easier searches, statistics and other purposes.

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Westchester-Putnam Multiple Listing Service, Inc.

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