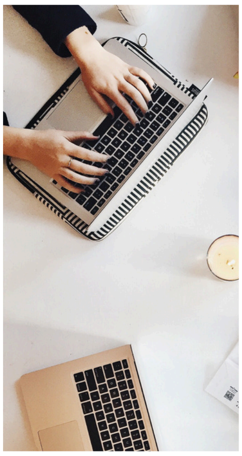
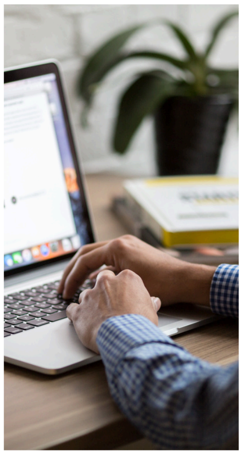
RЕsides Direct

ADDING AND EDITING LISTINGS

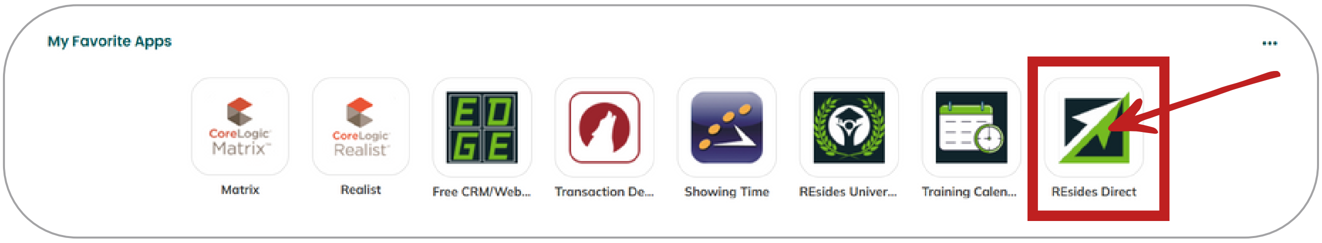
Training Guide and Course Notes



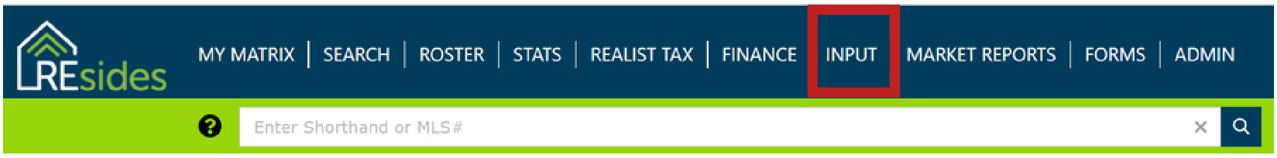


Accessing REsides Direct

- REsides Dashboard - My Favorite Apps section

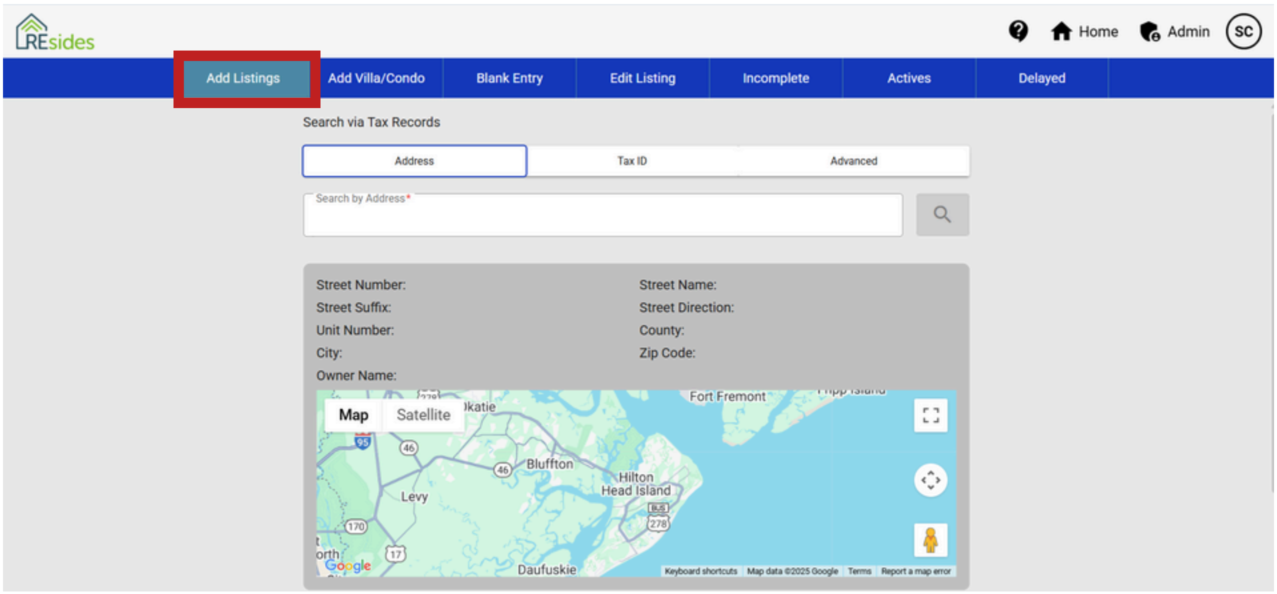


- Matrix - Input tab



REsides Direct - Getting the Listing Started

Begin on the **Add Listings** tab for all property types except **Villa/Condo**.



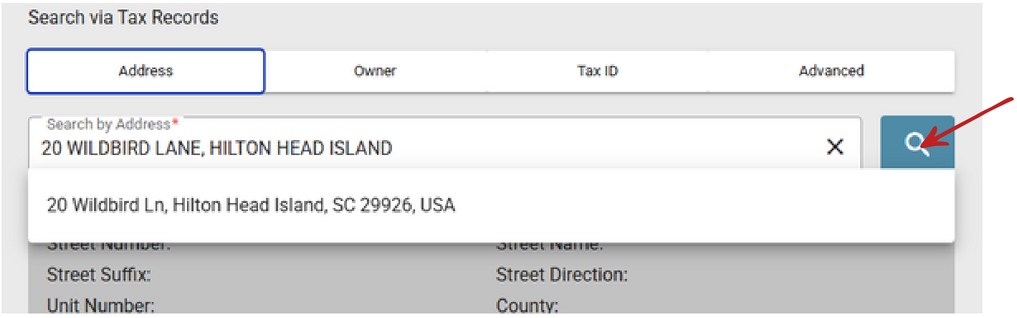
★ *Indicates required fields.*

Add Listings Menu Option

You may begin to enter the listing by

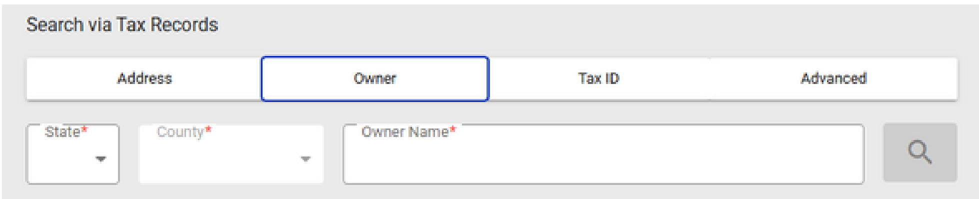
- **Address** - Enter the property address and click the **search icon**.
- **Owner** - Select the state, county, and enter the current owner's first and last name. Click the search icon.
- **Tax ID** - Select State, County, Enter the property's tax ID, then click the **search icon**.
- **Advanced** - Select State, County, Enter property address, and unit number, then click the **search icon.**

Search by Address

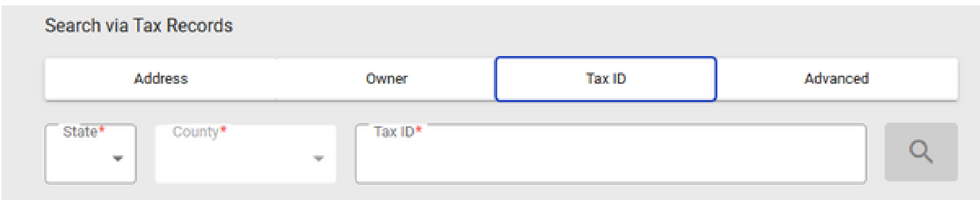


Note: After clicking the search icon, the map will automatically populate. You'll see the property pinned on the map. *See example below.*

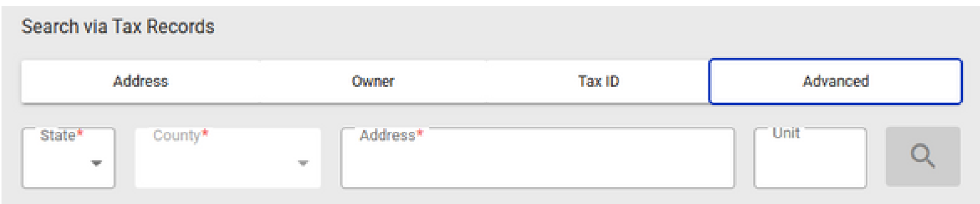
Search Owner



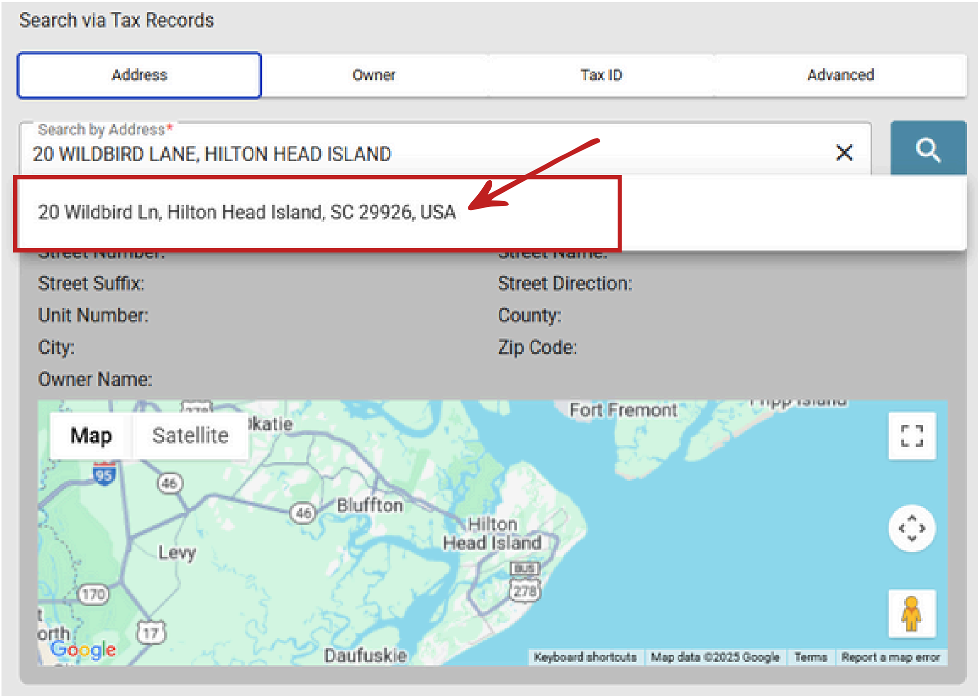
Search Tax ID



Search Advanced



Adding a Listing



Type the property address into the Search by Address field. You may have to include the city.

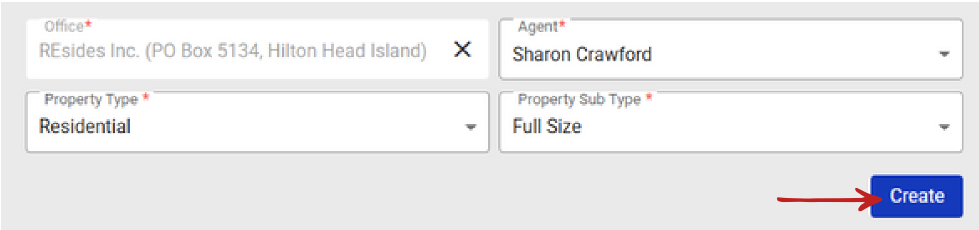
Click the **search icon** and then **click on the correct address** to populate and complete the search.

Now you'll see the map has automatically populated in the listing. You'll also see a pin on the address you entered. This is a good opportunity to verify the accuracy of the information.

Map Features

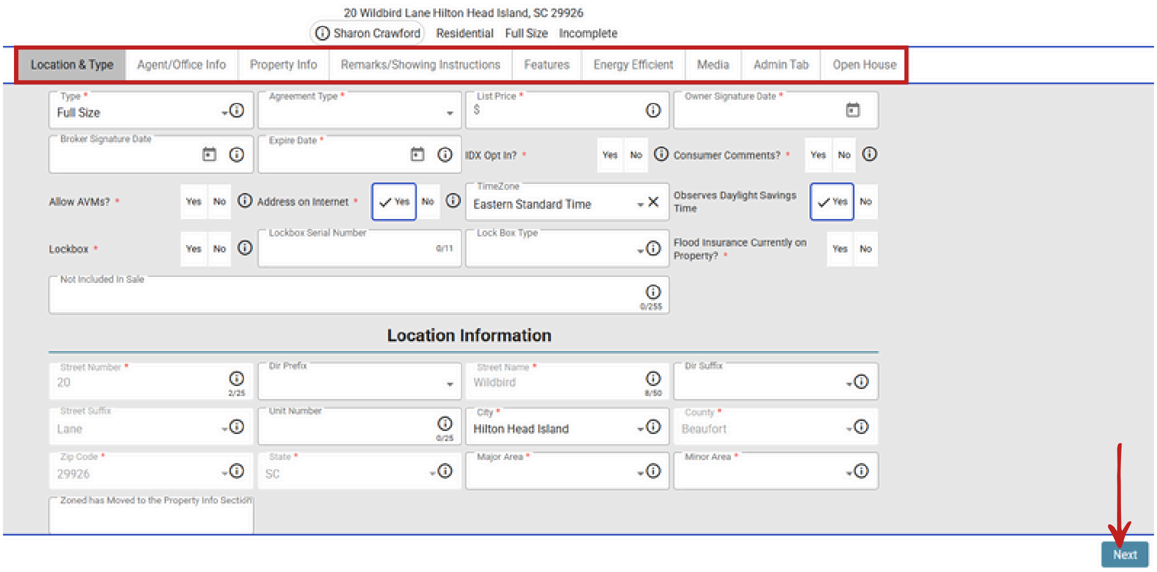
- Map view - default
- Satellite view
- Toggle Full Screen
- Map Camera Controls - zoom in/out and move the map. You can also place your cursor on the map, left-click, and drag the map to other locations.
- Google Pegman - drag and drop for street view, where available. This feature is not available for all properties.

Beneath the map, continue to enter information into the fields. **Office**, **Agent** (select your name or team lead name if applicable, select the **Property Type**, and **Property Sub Type**, then click the blue **Create** button, as shown below.



A new screen will open as seen below.

Location & Type Tab



Notice the tabs across the top of the screen. Enter the listing data into the fields, then click the **Next** button at the bottom of the screen to work through each tab. Please note that the fields marked with a **red star** are required to set the listing to Active or Delayed. While not all fields are required, it is best practice to enter as much information as possible to optimize the listing's visibility.

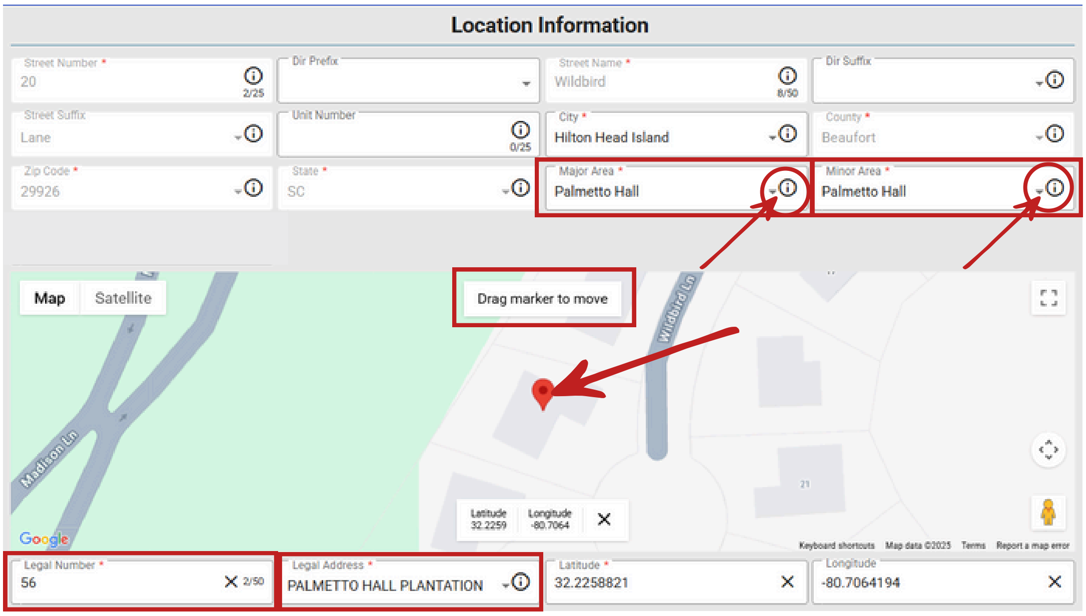
Location Information

Some of the required fields will automatically populate from information previously entered. Others will need the information to be entered manually, such as **Major Area, Minor Area, Legal Number, and Legal Address.** The legal number and legal address can be found in the property's tax records.

Some fields, such as Major Area and Minor Area, have dropdown arrows. Use these dropdown arrows to locate the desired locations. See image below.

Note: *The numbers on the right side of some of the fields indicate the character limits for that field. Please review the image below—example 0/25.*

Note: *If the pin marking the property location has been placed incorrectly, you may left-click and drag it to the correct position.*

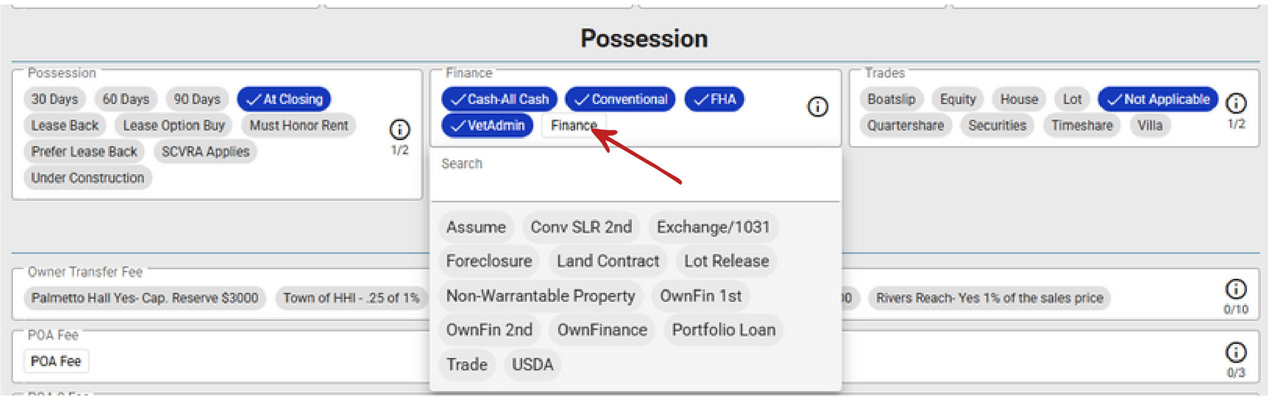


Possession

There are three fields in this section:

- Possession - click on the appropriate selection.
- Finance - Click Finance to select finance options. Select all that apply by clicking on the options.
- Trades - click on the appropriate selection.

Please review the example image below.



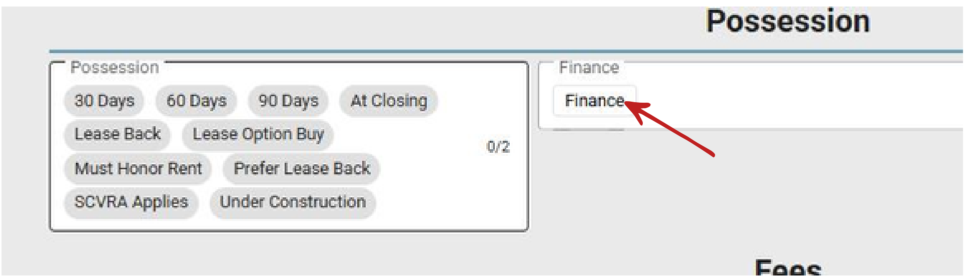
Fees

There are five fields in this section:

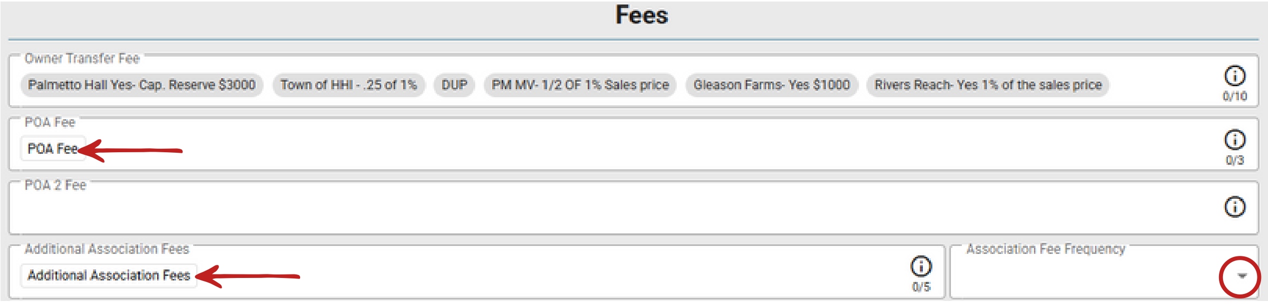
- **Owner Transfer Fee** - Select any appropriate fees from the available options by clicking on them. Many of the options are community-specific. Be sure to click all that apply.
- **POA Fee** - Click the **POA Fee button** to open a pop-up window displaying all available options. Click "**Load More"** at the bottom of the pop-up to view additional options. Select all that apply.
- **POA 2 Fee** - enter as necessary
- **Additional Association Fees** - Click the "**Additional Association Fees" button** to open a pop-up window displaying all available options. Click "Load More" at the bottom of the pop-up to view additional options. Select all that apply.
- **Association Fee Frequency** - Click the dropdown arrow in this field to make the appropriate selection.

Field Options

You'll notice a difference between fields that show all of the options vs fields that require you to click a button to see all the options. The reason for this difference is that any field with more than 10 options is minimized for space. See an example of the difference below.



Fees Continued



Click the **Next** button to continue to the next tab.

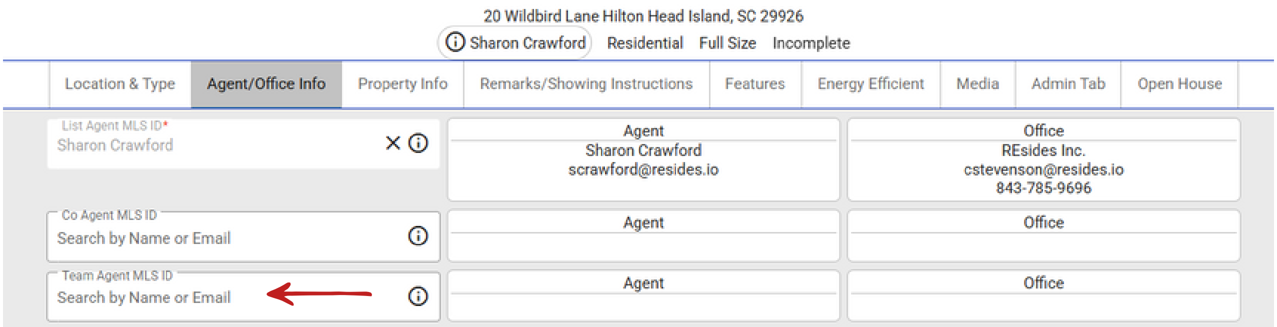
Agent/Office Info Tab

The following fields will be automatically populated from previously entered information:

- **List Agent MLS ID** - Agent - Office

The following fields must be entered manually as desired:

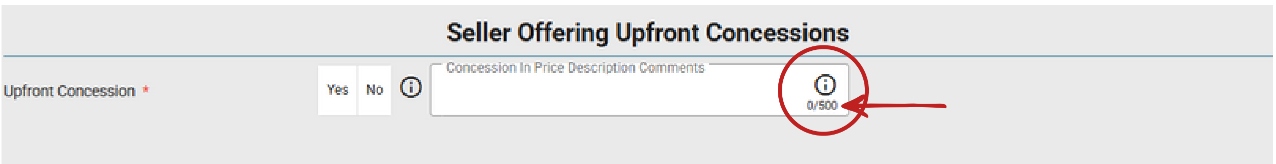
- **Co-Agent MLS ID** - Click in the field and search by name or email address. The corresponding Agent and Office fields will automatically populate.
- **Team Agent MLS ID** - If you're on a team, you would have entered the Team Lead's info as you began to enter the listing. In the Team Agent field, select your name to populate the Agent and Office fields.



Seller Offering Upfront Concessions

There are two fields in this section:

- **Upfront Concession** - Select 'Yes' or 'No'.
- **Concession in Price Description Comments** - You may use up to 500 characters to describe the concessions offered by the seller.



Click the **Next** button in the bottom-right corner of the screen to proceed to the next tab.

Property Info Tab

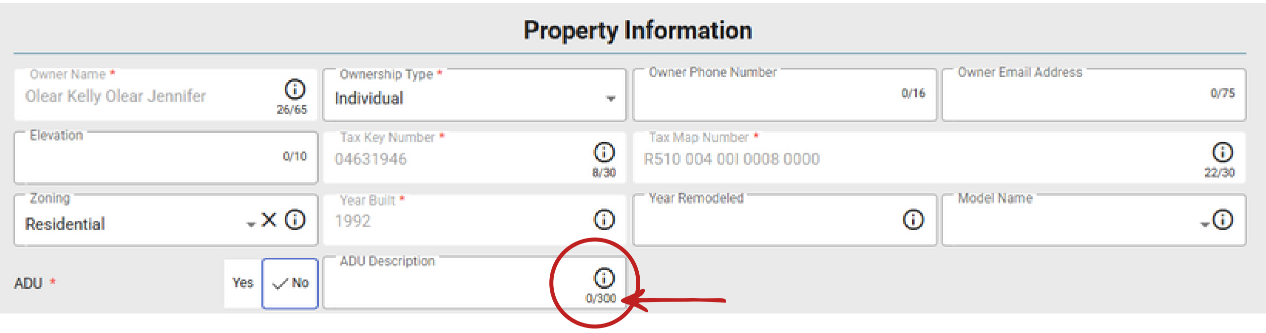
Property Information

In this section, you will find the following fields automatically populated:

- Owner Name
- Tax Key Number
- Tax Map Number
- Year Built

Please complete the remaining fields as seen in the example image below.

ADU = Accessory Dwelling Unit. - Select Yes or No. If yes, you may use up to 300 characters to describe the unit.

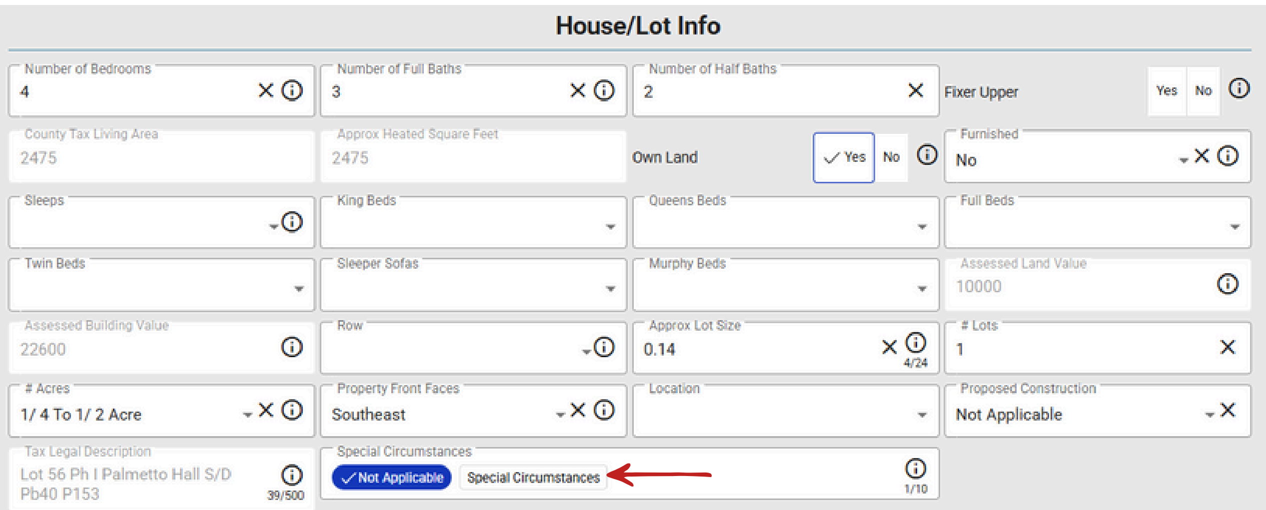


House/Lot Info

Continue entering information in the fields based on the property's details. See the example image below. You will notice that some fields are automatically populated. If the auto-populated fields contain incorrect information, simply delete them and enter the correct number of bedrooms, bathrooms, and half-bathrooms.

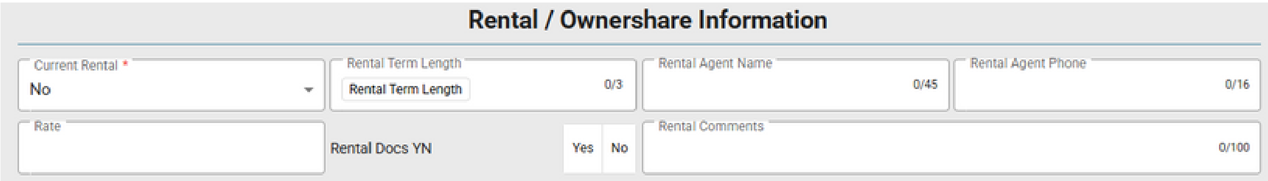
Approx. Lot Size *only allows two decimal spaces. Therefore, you may need to round up or down the amount listed in the public records.*

Click the **Special Circumstances** button to enter any special circumstances such as short sale, bankruptcy, etc. If none of these apply, select Not Applicable, as seen below.



Rental / Ownershare Information

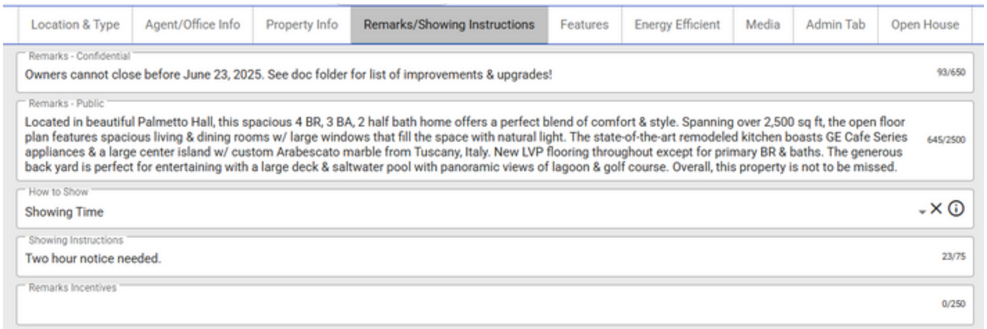
Continue entering information in the fields as appropriate. See the example image below. You will notice that some fields are automatically populated.



Click the **Next** button in the bottom-right corner of the screen to proceed to the next tab.

Remarks/Showing Instructions Tab

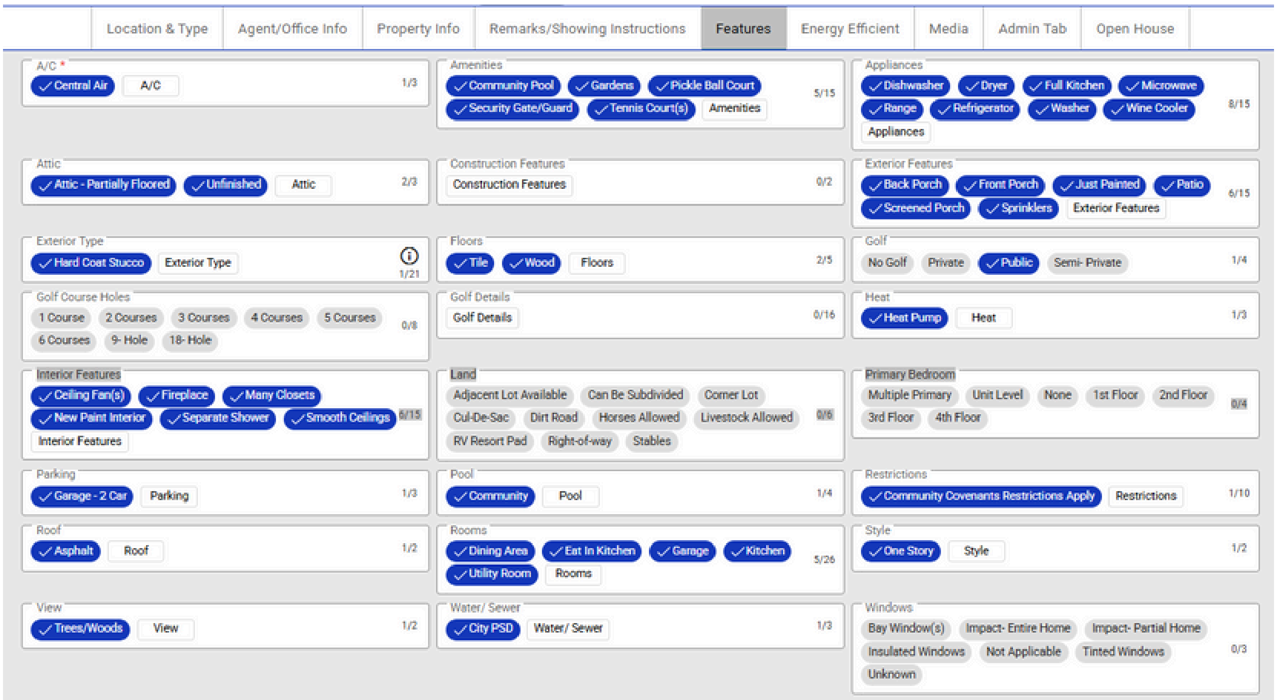
Continue entering information in the fields as appropriate. See the example image below.



Click the **Next** button in the bottom-right corner of the screen to proceed to the next tab.

Features Tab

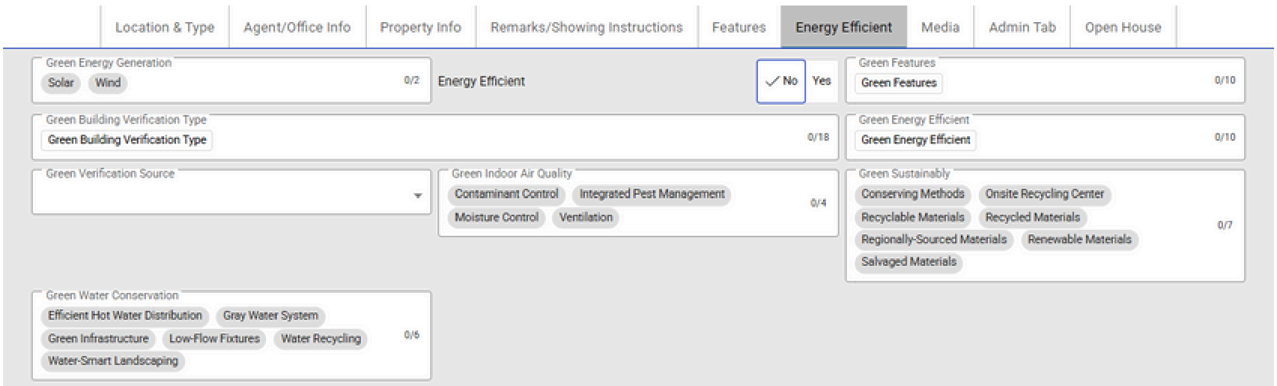
Continue entering information in the fields as appropriate. Click the buttons in the fields where available to select all the options that apply. Refer to the example image on the following page.



Click the **Next** button in the bottom-right corner of the screen to proceed to the next tab.

Energy Efficient Tab

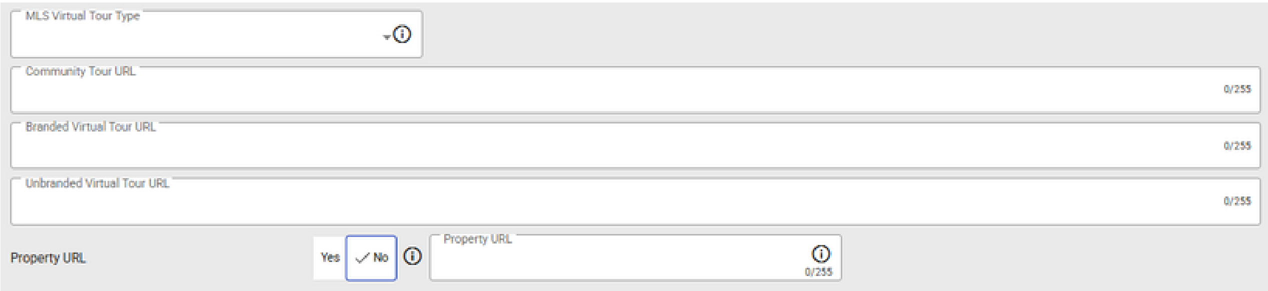
Continue entering information in the fields as appropriate. Click the buttons in the fields where available to select all the options that apply. Refer to the example image on the following page.



Click the **Next** button in the bottom-right corner of the screen to proceed to the next tab.

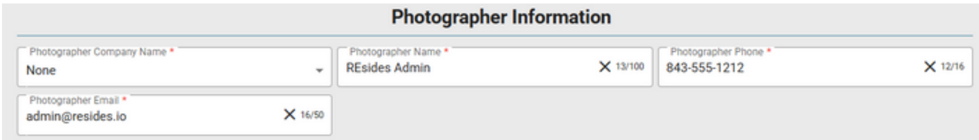
Media Tab

Click the dropdown arrow in the **MLS Virtual Tour Type** field to make the appropriate selection. Enter additional information as desired.



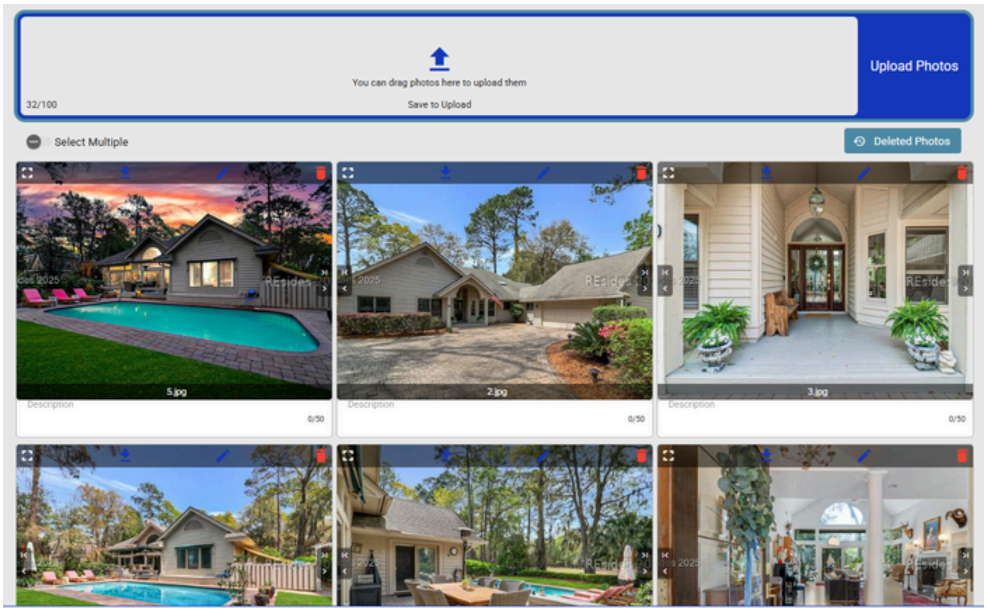
Photographer Information

Click the drop-down arrow in the **Photographer Company** field and make the appropriate selection. Complete all fields in this required section to ensure copyright laws are enforced. If you are the photographer or if your photographer is not found in the available list, select **None**, then enter your name or the correct photographer's name or company name and complete all the required fields.



Photos

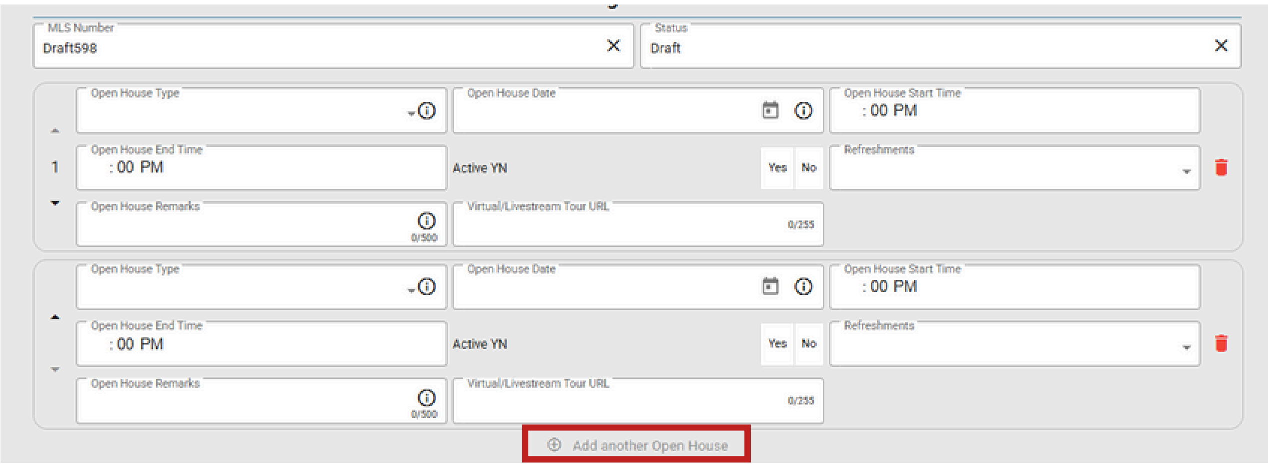
Click the blue Upload Photos button to add all desired photos. You can hold down the Ctrl key on a PC or the Cmd key on a Mac to upload all images at once. Once the pictures are uploaded, you may enter a description for each photo. You may also drag & drop photos into the upload section.



Click the **Next** button in the bottom-right corner of the screen to proceed to the next tab.

Open House Tab

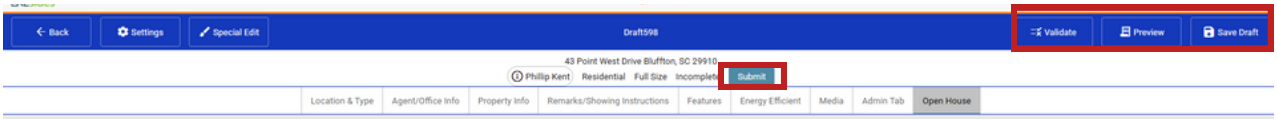
Set Open House information as desired. Click the + sign next to Add another Open House in the lower portion of the form as needed.



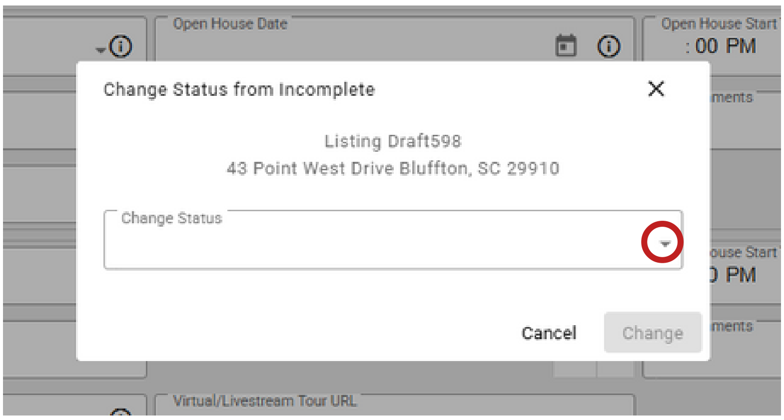
What's Next?

There are several options at the top of the screen:

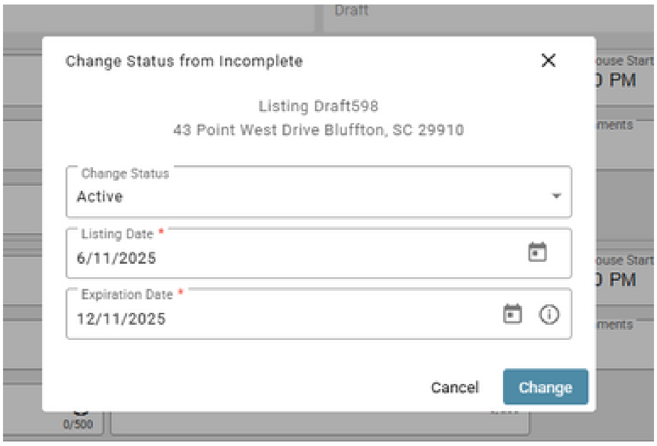
- **Validate** - Check the listing to ensure all required information is included.
- **Preview** - Generates a listing preview in PDF format, which can be downloaded and saved to your device.
- **Save Draft** - Save as a draft if you're not yet ready to set the listing to Active.
- **Submit** - A pop-up window opens, allowing you to set the listing's status.



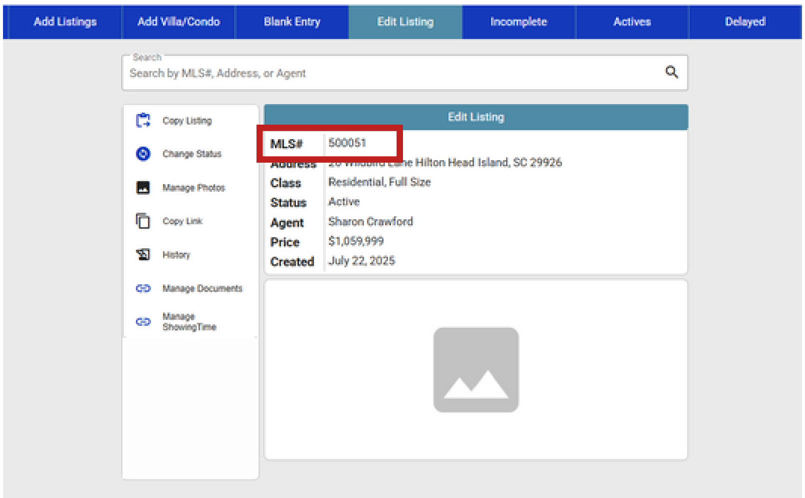
Click the drop-down arrow in the Change Status from Incomplete pop-up to make your selection. You may choose Active or Delayed.



You're prompted to confirm the Listing and Expiration dates. Click Change to set the status.



Once the listing is Active or Delayed, you will be taken to the following screen.



Notice the options on the left side of the screen:

- Copy Listing - Copy the listing
- Change Status - You may change the listing's status
- Manage Photos - You may manage photos
- Copy Link - You may share with someone who has editing rights - the link will open in REsides Direct
- History - A history of this listing number
- Manage Documents - upload documents
- Manage ShowingTime - set up ShowingTime's appointment center

Note: You may only add documents after the listing is Active or Delayed. Note the MLS#. A listing must have an MLS# to upload documents. If a listing has a Draft#, the status must be changed to Active or Delayed to add docs.

Accessing Listings

To access listings, use the menu bar across the top of the REsides Direct screen.

Click on Incomplete to access listings saved as a draft. Also, if you should lose power or your internet connection during listing entry, you can find your listing here, in Incomplete.

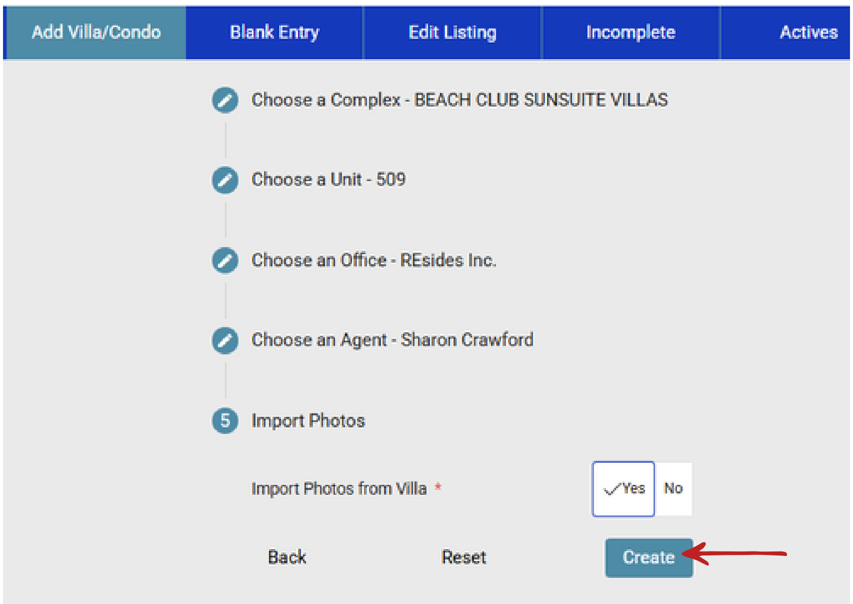
Click on Actives to access, edit, or change the status of your Active listings.

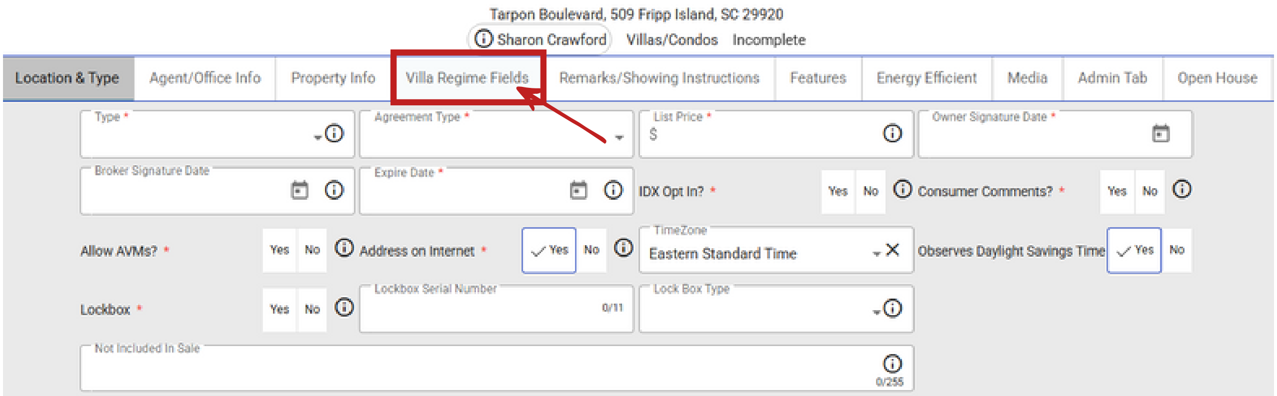
Click on Delayed to access, edit, or change the status of your Delayed listings.

Villa/Condo Listing Input

Select Add Villa/Condo from the REsides Direct menu bar.

1. **Search Complex** - As you begin to type, options will appear. Select the appropriate complex. Click **Next**.
2. **Enter the Unit number**. As you begin to type, options will appear. Once you select the appropriate unit number, the system will automatically advance to #3.
3. **Choose an Office** - Enter your office name.
4. **Choose an Agent** - Enter the listing agent's name.
5. **Import Photos** - Yes/No
6. **Click Create**

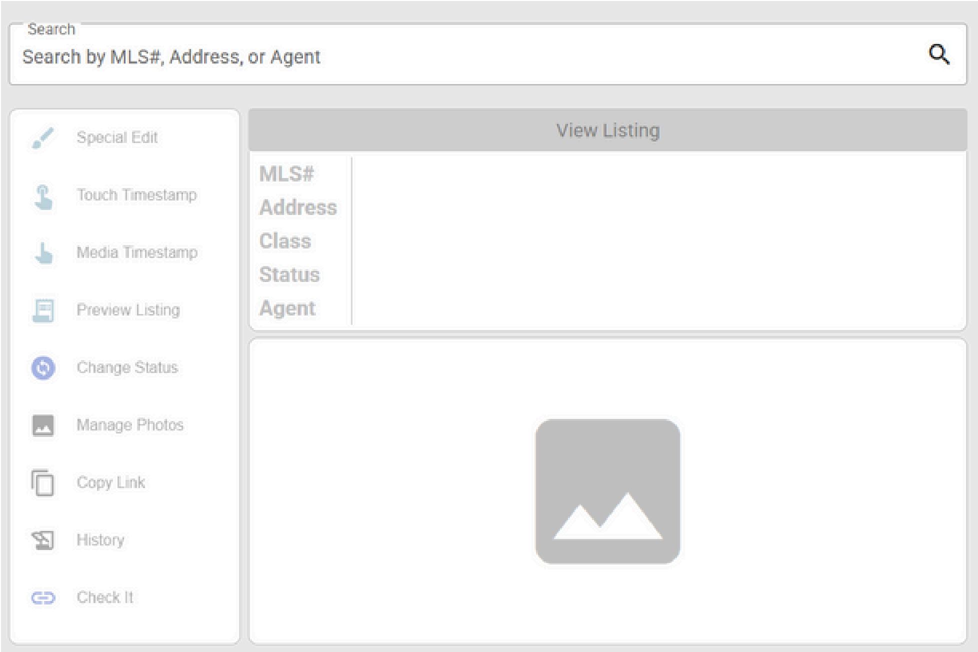




From this point, you will enter the listing input just as explained for a residential listing. You will have an additional tab, the Villa Regime Fields tab. You will find that the majority of the fields are auto-populated, but be sure to entered any required fields as needed.

Edit Listing

Search for the listing you wish to edit by MLS#, Address, or Agent, in the Search Bar.



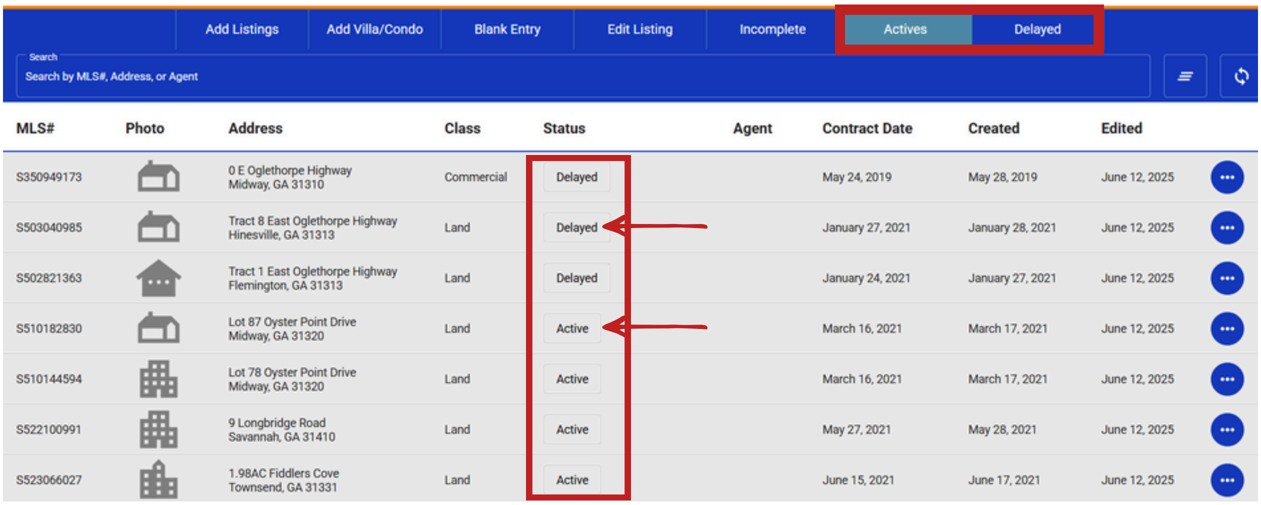
Incomplete

See a list of your Incomplete listings. Click the blue elliptical menu to review your options.

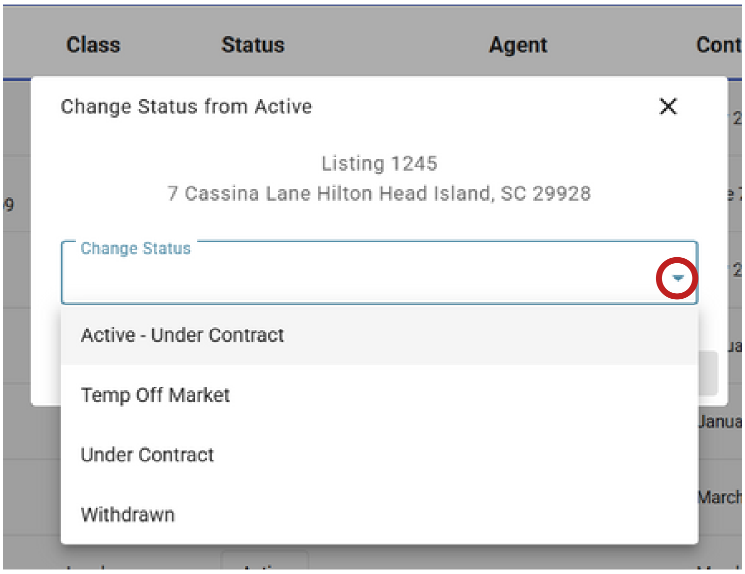
MLS#	Photo	Address	Class	Agent	Created	Edited	
Draft598		43 Point West Drive Bluffton, SC 29910	Residential			June 11, 2025	•••
Draft597		15 Heather Lane Hilton Head Island, SC 29926	Residential			June 10, 2025	•••
Draft596		30 Ruddy Turnstone Road Hilton Head Island, SC 29928	Residential			June 10, 2025	•••
Draft341		251 S Sea Pines Drive, 1901 Hilton Head Island, SC 29928	Villas/Condos			June 10, 2025	•••
Draft595		11 Parklands Drive, C1 Bluffton, SC 29910	Rentals			June 10, 2025	•••
Draft113		9 Harbourside Lane, 7321C Hilton Head Island, SC 29928	Equity/ Shares			June 10, 2025	•••
Draft593		3 Cedar Reef Drive, E106 Saint Helena Island, SC 29920	Villas/Condos			June 9, 2025	•••

Actives and Delayed

See a list of your Active and Delayed listings. You can easily change a listing's status by clicking directly on the status button, as seen in the example below.

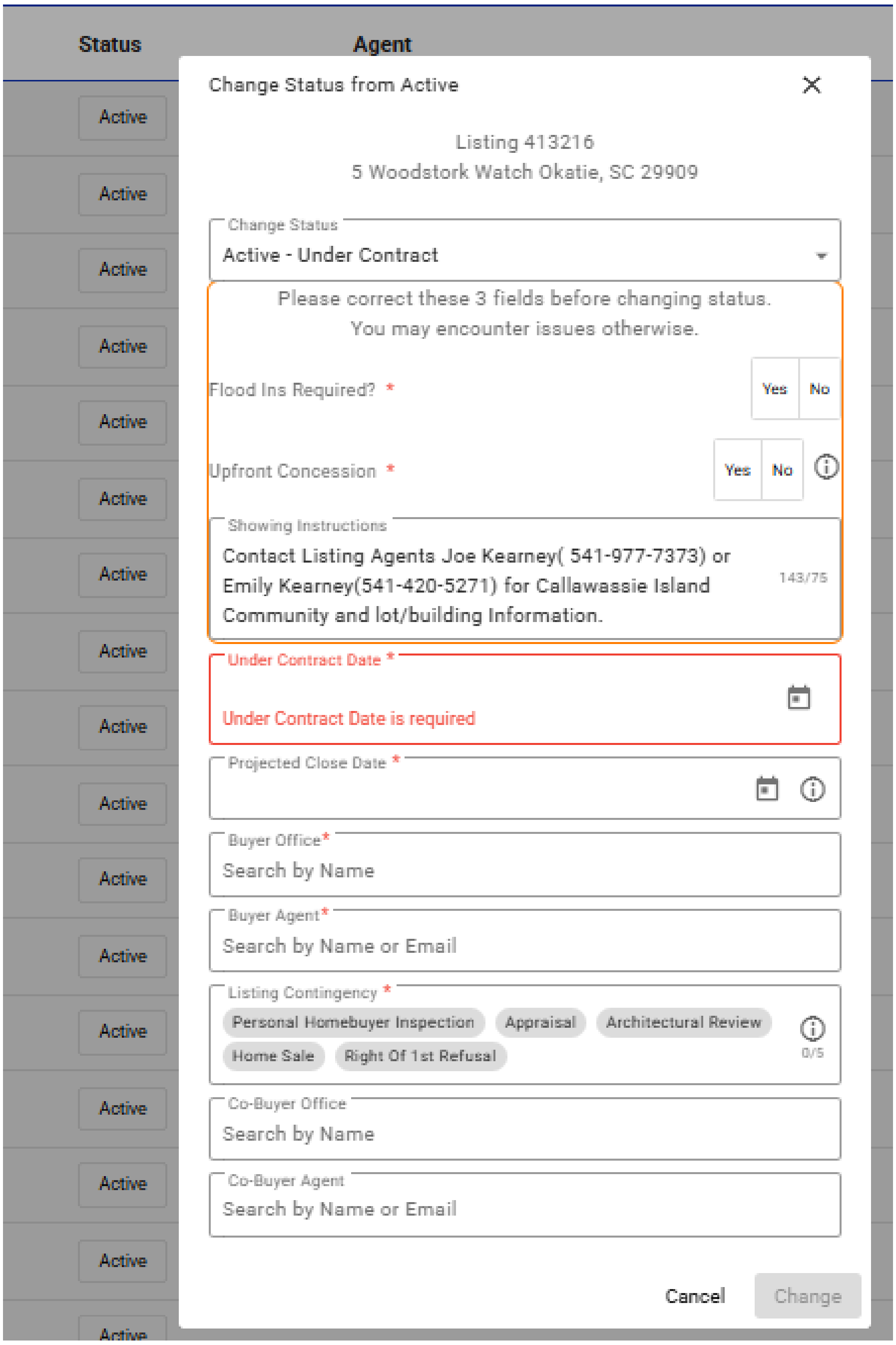


A pop-up window will open. Click the drop-down arrow to change the listing's status.

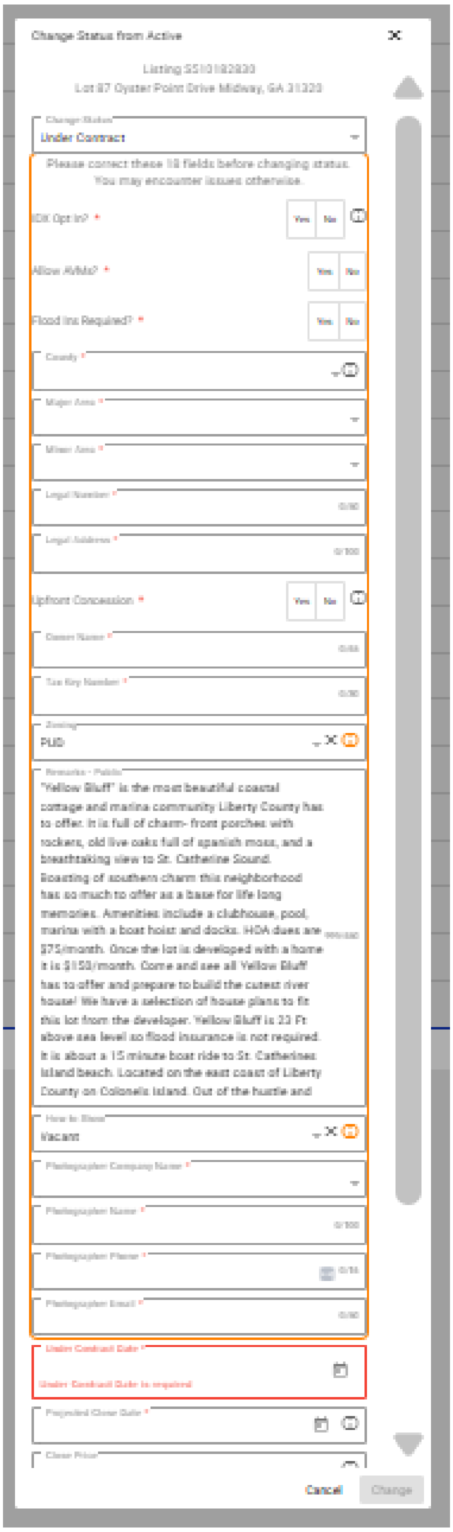


Once you've made your selection, click the **Change** button in the bottom right corner of the pop-up.

You must complete the requested information, based on the status type you change the listing to. The example below is what you will see when changing the listing from Active to Active - Under Contract.



The example below is what you will see when changing the listing from Active to Under Contract.



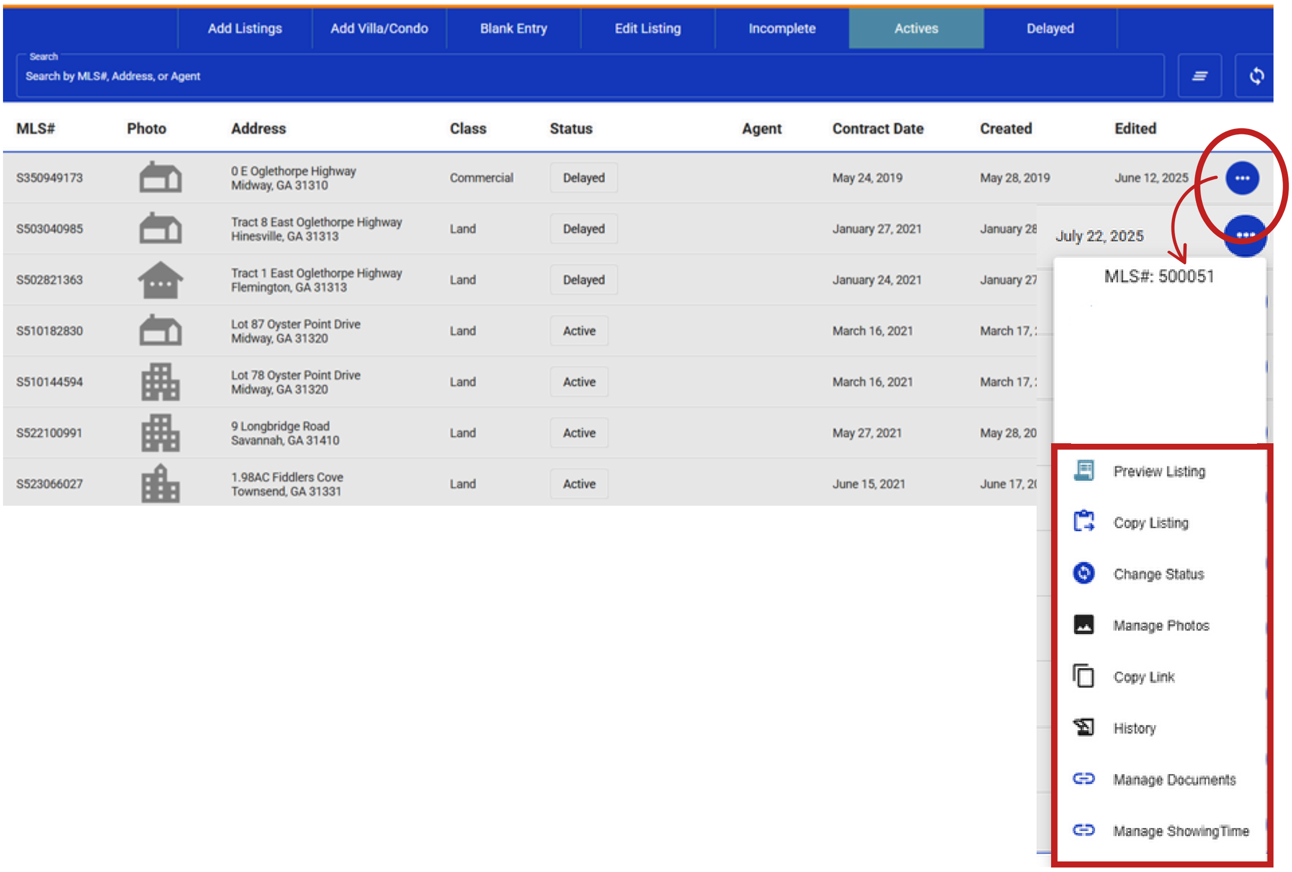
You will see various options and required fields in the Change status forms, depending on the status change you select.

Complete the fields accurately.

Other Menu Optios

There are other options available for managing your listings by clicking the blue ellipsis menu.

- **Preview Listing** - View the listing in a PDF document. You may print or save this document to your device.
- **Copy Listing** - Create a new listing.
- **Change Status** - Change the listing's status.
- **Manage Photos** - Add, delete, or edit photo descriptions.
- **Copy Link** - This is a shareable link that you can use to share with anyone who has editing rights. It will open in REsides Direct
- **History -** See a history of this listing. For example, date entered, date of status change, etc.
- **Manage Documents** - Access and upload documents
- **Manage ShowingTime -** Set up appointment instructions in appointment center



Need help?

- Find videos and other training resources by clicking on REsides University on your REsides dashboard. Hover over the Training menu and select Adding & Editing Listings from the list.

- Contact your REsides account manager.

(843) 785-9696

help@resides.io

- Refer to the FAQ on the Adding & Editing Listings training page on the REsides University site.