

BAREIS MLS®

Duplicate Listings

What is a duplicate listing?

When two listings appear in the MLS for the same property with the same broker in different property categories, areas, or list prices, the second of the two listings is known as a duplicate listing. While only one active listing is allowed in the MLS for each property type, duplicate listings are allowed if the property meets at least one of the following criteria (Regulation 9.5):

For Approval in Two Property Categories:

- (a) Parcels with mixed-use zoning are being sold together; or
- (b) As Residential and Commercial if the property is properly classified as either category. or Residential and Land if subdivision is preapproved.; or
- (c) As Residential and Land if lot where improvement plans are approved, and the list price includes all completed improvements; or
- (d) As Residential and Residential Income if the property has a single-family home and additional dwellings and would be properly classified as either property type; or
- (e) As Residential and Land if the property has a dwelling on it and is being marketed for the land value, or if subdivision is preapproved. Proof of pre-approval from municipality must be provided if requested by BAREIS.

For Approval in Multiple Counties or Areas:

- (a) The property's footprint overlaps two counties; or
- (b) The principal access road to the property is in a different county; or
- (c) The mailing address of the property is different from the property's location.

For Approval Within the Same Property Type:

- (a) Properties adjacent to each other that are being offered at one price individually and at another price if offered together as a combined sale; or
- (b) Properties being listed for sale at one price and for sale as an approved tenancy in common at another price.

How to enter a duplicate listing

If the property is to be listed as both Residential and Residential Income; Residential and Land; Residential and Commercial; Residential and Residential Lease; Commercial and Commercial Lease; or Commercial and Business Opportunity:

- Listing agent creates a separate listing for the property in each property category.
- Each listing must reference the MLS# and property type of the other listing in the Private Remarks fields ("Duplicate Listing. Also listed as Land, MLS #...").
- When property is sold, the listing agent reports the listing that best reflects the buyer's intended use of the property as Closed and reports the other listing as Duplicate Withdrawn.

If the property is to be listed in Multiple Counties or Areas or is to be listed in the same property category more than once, BAREIS staff must approve and submit the second listing.

- Listing agent sends an email with payment form for the \$30 duplicate listing fee to duplicate@norcalmls.com, along with the property address and a brief explanation as to how the property qualifies to be listed in more than one category or area, or with more than one list price. If the property is already listed in the MLS, please include the existing MLS listing number with the request.
- Listing agent creates a new listing and save that listing as incomplete. Each listing must reference the MLS# and property type of the other listing in the Private Remarks fields ("Duplicate Listing. Also listed as Land, MLS #...").
- Listing agents notify BAREIS staff that the new listing is ready to submit to the system.
- When property is sold, the listing agent reports the listing that best reflects the buyer's intended use of the property as Closed and reports the other listing as Duplicate Withdrawn.