



Instructions for Adding a New Rental Listing into Paragon

Refer also to the "Rentals Listing Policy" and the "BCNREB Rental FAQ"

**NOTICE: Managing Broker approval
required before entering a Rental
Listing into Paragon.**

Rental Listings

The Rentals option on Paragon® Residential is intended to be a self-serve feature for members. It's an easy to use method of entering rental properties that will be searchable on both Paragon® and realtor.ca.

When adding new rental listings into the MLS® system members must adhere to the MLS® Rules.

Listings must comply with CREA's Rules and Regulations, including the Three Pillars of MLS® Mark, the third of which notes *'Compensation: The listing Member agrees to pay to the Cooperating Member compensation for the cooperative selling of the property. An offer of compensation of zero is not acceptable.'*

Only licensed members of the Board may place a rental listing on the MLS® system. The Managing Broker is responsible for ensuring licensees who use the service are only providing services they are licensed for. Members may only add rental listings if their Managing Broker has given their approval on the Authority to Lease - Residential contract.

Board staff will not be adding rental listings and will not be responsible for reviewing rental listings on Paragon®.

Rental listings are to be manually added directly in the Paragon® Rentals Listing Maintenance module by the Designated Agent or Agent Loaded. All members have Agent Modify access will have the ability to add a rental listing, including making any changes required and updating the status on Paragon to 'Rented' when the property is rented.

Members can add rental properties that are located anywhere in British Columbia with rental listings uploaded to realtor.ca at the same frequency as other residential listings.

There is a \$10.00 listing fee for a rental listing. Medallion points/MLS® Award points will not be awarded.

Adding a New Rental Listing

Before you start to enter a new listing, you should ensure that you have the required documents in front of you. These would include:

- Authority to Lease - Residential Contract - must have the signed approval of the Managing Broker.
- MLSLink - Rental Data Input Form – optional, if the agent is entering the listing.

► To start to enter a new Rental listing:

1. Launch your web browser and enter the appropriate address for Residential Paragon® into your address bar: bcres.paragonrels.com
2. Press **Enter/Return** to continue.
3. When the *MLSLink Safe Login* screen appears, sign in to Paragon® with your usual **Username** and **Password**.
4. If you are an Office Administrator doing Broker Load, after signing in as yourself, please use **Assume Identity** to Assume your Broker’s identity to continue.
5. The Paragon® home page will be displayed.

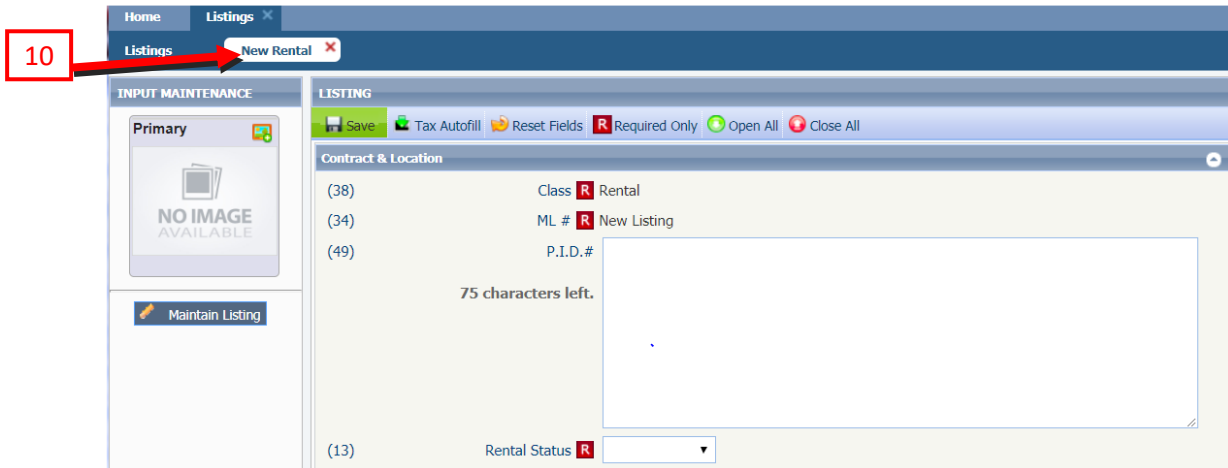
6. Before you start to enter the new listing, you should perform an Address Search for the property to confirm this Rental property is not currently listed as an *Active Rental* listing with another Brokerage.

7. Click **LISTINGS** in the Navigation Bar. A menu will appear.



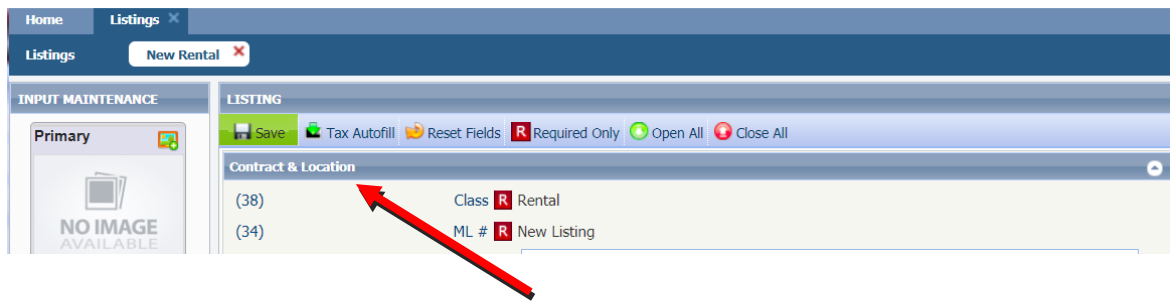
8. In the **ADD LISTING** section of the menu, click Rental.
9. A **Listings** tab appears.
10. A sub-tab for New Rental appears within the **Listings** tab as in the image below.

Adding a New Rental Listing



► Working with Containers

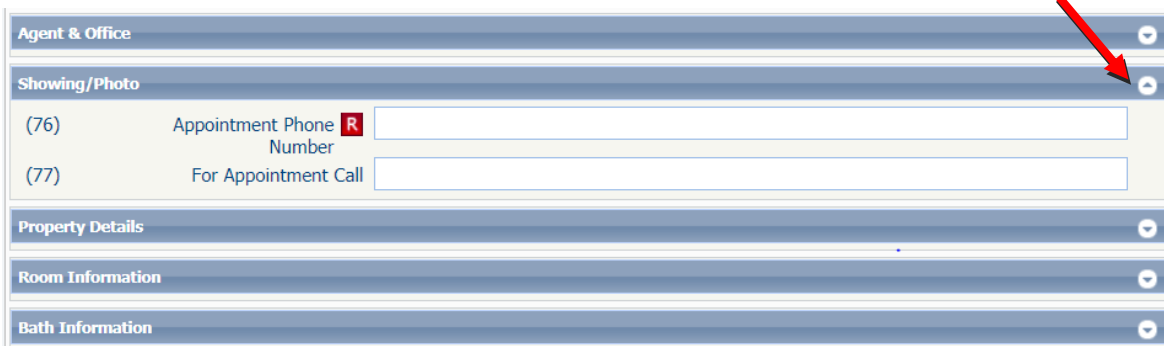
There are a large number of fields available when you are entering the data for a new listing. To simplify accessing them, related fields have been grouped into containers. The name of the container identifies what types of fields are within it e.g. *Property Details*, *Room Information*, *Bath Information*, etc.

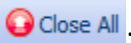


When you start to enter a new listing, the first container, **Contract & Location**, will be expanded, as shown in the image on this page. You can scroll down to access all the fields in the container.

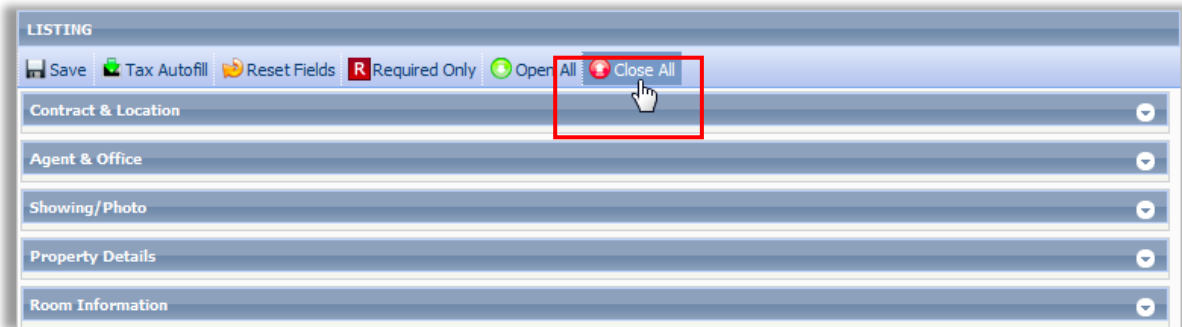
Once you have finished entering all the fields in a container, you can collapse it by clicking on its blue title bar. This will make it easier to access the remaining containers.

Click on a collapsed container's blue title bar to expand it and display the fields within that container.

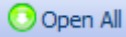


You can also collapse all the containers, as shown below, by clicking  .

Adding a New Rental Listing



This allows you to easily browse all the available containers, to find the one that you wish to work with. Once you locate the desired container, click its title bar to expand it and display its fields.

You can click  if you wish to expand all the containers.

► To enter data into fields

Begin to enter data in each applicable field, starting with the information from the Authority to Lease - Residential contract and moving onto the Rentals Data Input form information.

1. Note that required fields are indicated by the **R** symbol.
2. Some fields are flagged with a **P** symbol. These are fields that are required in order to be able to save the listing as a *Partial* (incomplete) listing. If you save a listing as a Partial listing, you can go back later and finish entering it.
3. Press the **Caps Lock key** on your keyboard to turn on CAPS LOCK mode. For consistency, all data should be entered in upper case, except the *Remarks* sections.
4. Note that you can use your mouse to move through the available fields, or you can press the *Tab* key to move to the next field in the sequence.


The screenshot shows a form for entering rental listing data. The fields are as follows:

- (13) Rental Status **R**: Available (dropdown menu)
- (44) Unit: [text input]
- (44) Low House: [text input]
- (44) Address **R**: 123456 (text input), Dir (dropdown menu), TESTING (text input)
- (44) Street Type: STREET (text input)
- (46) Postal Code **R**: [text input]
- (42) Area **R** **P**: [text input]
- (58) Sub-Area/Community **R**: [text input]
- (45) City **R**: [text input]
- (61) List Date **R** **P**: 11/20/2019 (calendar icon)
- (62) Expiry Date **R** **P**: 01/25/2020 (calendar icon)
- (9) Date Available: [text input]
- (43) Price **R**: 4,000 (text input)

Numbered callouts in red boxes point to the following fields:

- 1: Rental Status
- 2: Area
- 5: Expiry Date
- 6: Price

Adding a New Rental Listing

- List Date:** this is the effective date from the *Authority to Lease - Residential contract*. Enter using the *mm/dd/yyyy* format. Or click  to display a calendar and then click on the desired date.
Expiry Date: this is the expiry date from the *Authority to Lease - Residential contract*. Enter the expiry date using either method described in the preceding step.
- Price:** enter the list price. The last three digits default to *000*, but you can change these, if required. Only numerals can be entered. Always double-check the **Price** before saving the listing.

Price **R** , \$4,500/month

Price **R** , \$4,500,000/month

- Commission:** only the amount of commission being offered to a Cooperating Brokerage is entered. Enter this directly from **Line 5C** on the *Authority to Lease - Residential contract*.

Note: if applicable any percent signs and/or dollar signs must be entered into the Commission field for clarity.

► Agent & Office Container

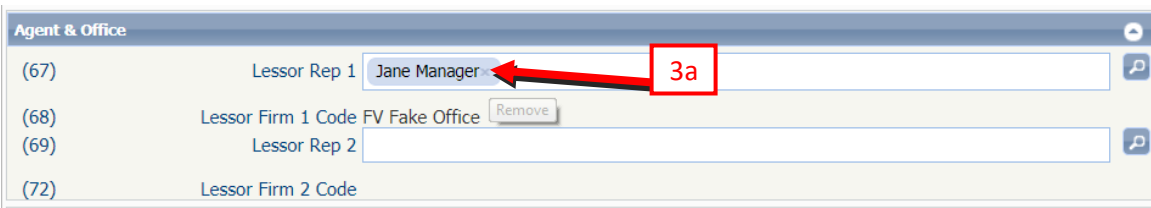
- Expand the **Agent & Office** container, if necessary, by clicking on its blue title bar. The fields in the container will be displayed.



- The **Lessor Rep 1** field will automatically populate with the name of the person who is currently signed-in to Paragon®.

Lessor Rep 1 must be the Designated Agent on Line 7A of the *contract* and must be an active member with the Listing Brokerage on the *contract*.

- If you are an **Office Administrator assuming your Broker's identity** your Broker's name will appear in the **Lessor Rep 1** field:
 - Click the **X** beside their name to remove it.



- Type your Listing Agent's first and/or last name and then select their full name from the list that appears.


Adding a New Rental Listing

4. **Lessor Firm 1 Code** will auto-populate, based on the contents of the **Lessor Rep 1** field.
5. Expand the **Showing/Photo** container, if necessary, by clicking on its blue title bar.

6. **Appointment Phone Number:** enter the phone number (including area code) to call to arrange an appointment for a showing.
7. **For Appointment Call:** enter the name of the person to call to arrange an appointment for a showing.

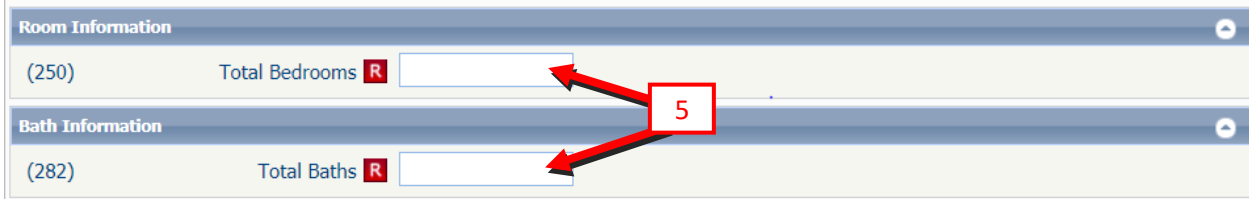
► Property Details, Room Information, Bath Info., Marketing Instructions Containers

1. Expand the **Property Details** container, by clicking on its blue title bar. You can collapse any other containers, if desired.

2. **Type** (Type of Dwelling): you can click the magnifying glass icon  on the right to select from the available options. Or you can start to enter the type and use the auto-complete function to select the desired option.
3. Continue to enter data into the remaining fields. Enter all the information provided on the Rentals Data Input Form into the corresponding fields.
4. **Floor Area:** Enter the Floor Area in square feet. Use numerals only; no commas or decimal points.

Adding a New Rental Listing

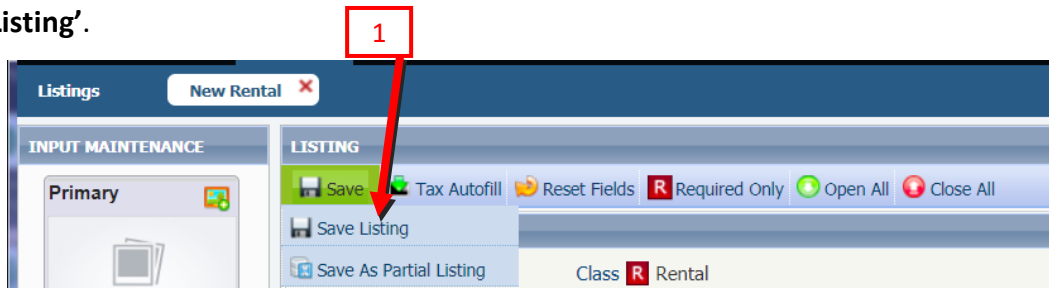
- Room and Bathroom Information containers:** Enter the Total number of Bedrooms and Total number of Bathrooms.



- Marketing Instructions Container:** The Realtor and Public remarks must be entered in upper & lower-case text. Entire *Remarks* sections in all upper-case text are not permitted. Contact information such as names, phone numbers, e-mail addresses, and website information cannot be published in the **Public Remarks**. Contact information is restricted to the **Realtor Remarks**.
References to elderly sellers, out of town sellers, or vacant property should be restricted to the **Realtor Remarks**.

► Saving a Listing

- Once you have completed all the information in your listing, save the listing to *Active* by selecting 'Save Listing'.



Note: All mandatory fields (R symbol) must be completed with the appropriate information in order to save the listing and obtain an MLS® number.

If you are missing some information helpful messages will appear at the bottom of your screen. Work your way through them adding the required information and then select 'Save Listing' again.

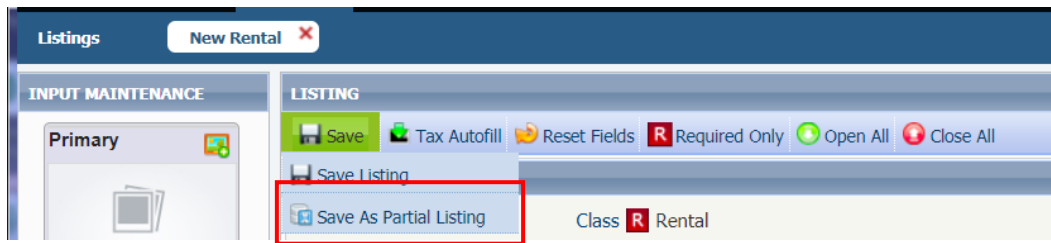
Attention: Resolve the following Errors/Warnings to Save this Listing. Double Click on the row to navigate to the field. (F8 for next row)				
		Severity	Error / Warning Description(s)	RuleID
4	Modify	Error	(41) Type is a required field and must have a value.	
5	Modify	Error	(42) Area is a required field and must have a value.	
6	Modify	Error	(43) Monthly Rent is a required field and must have a value.	

TIP: Now that you have an MLS® number, it is recommended to record this number on each page of your paperwork before filing.

2. Click **Continue Input** if you wish to continuing entering data into the fields for the listing. You could *Add Photos, Upload Associated Documents* and *Add Open Houses or Tours*, as described on the following pages.
3. Click **Finished** if you are finished entering data for the listing.

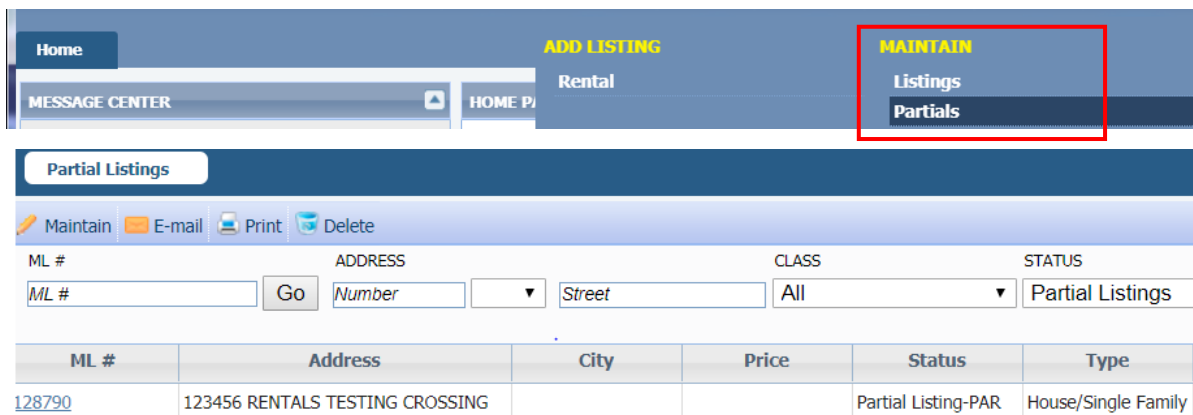
► Saving as a Partial listing

If you do not have all the information required to save the listing to *Active*, you can select **‘Save As Partial Listing’** and come back later to finish it off when you have the information.



► Recalling a Partial listing

To recall a **Partial listing**, select Listings > Maintain > Partials, and your Partial listings will display in the Partial Listings grid. Click on the number under the ML # column to open the listing, add the missing information and then select **‘Save Listing’** to save the listing to an *Active* status.



Maintaining Listings

Maintaining listings can include actions such as changing field values, adding/changing photos, adding associated documents, etc. Such actions could apply to either Partial listings or Active listings.

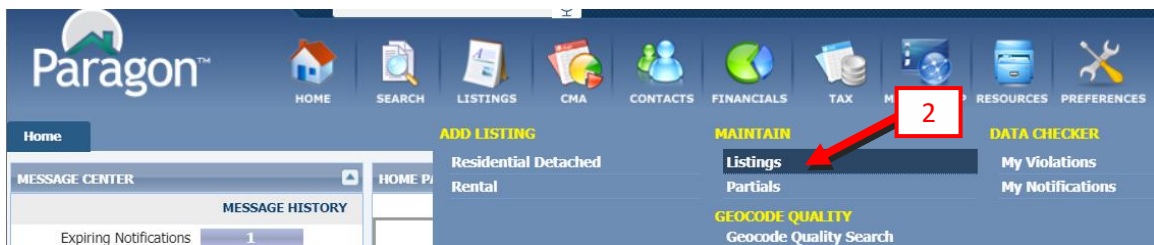
In addition, you can add a Public Open House or an Agents Open (Tour) to an Active listing.

► To recall a Partial listing:

1. The procedure to recall a Partial listing is described above on the previous page.

► To recall an Active listing:

2. Click **LISTINGS** in the Navigation Bar, and then select **Listings**, in the menu that appears.

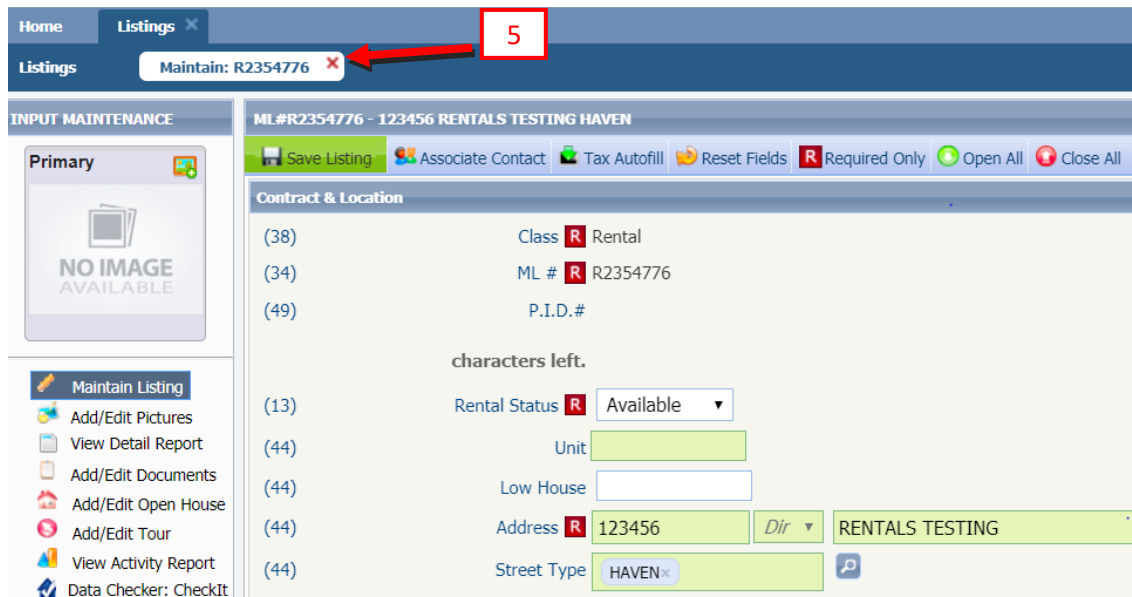


3. The **Listings** tab opens.
4. Click on the listings MLS® number under the **ML #** column to the left of the listing.

ML #	ADDRESS	CLASS	STATUS	LISTING OWNER	
R2354776		All	All	All	Search

ML #	Address	City	P.I.D.#	Price	Status	Type	Privacy Flag	Listing Agent
R2354776	123456 RENTALS TESTING HAVEN	No City Value		\$1,444	Active-A	House with Acreage		Jeff Realtor

5. A **Maintain** sub-tab will open for the selected listing, allowing you to perform various maintenance operations on it.



Adding a New Rental Listing

- Alternatively, you could select **'Select an Action'** in the Actions column at the right side of the grid. This will bring up the **'Select an Action'** dialog box, which offers several maintenance options as shown below.

ML #	Address	City	P.I.D.#	Price	Status	Type	Privacy Flag	Listing Agent	Picture Count	Action
R2354776	123456 RENTALS TESTING HAVEN	No City Value		\$1,444	Active-A	House with Acreage		Jeff Realtor	0	Select an Action...

6

Select an Action Cancel

- Maintain Listing**
- Edit Expiration Date
- Change Geocode
- Add/Edit Open House
- Associate Documents
- View Activity Report
- Share via Facebook
- Share via Twitter

- Price Change
- Add/Edit Remarks
- Copy/Clone Listing
- Add/Edit Tour Listing
- Picture Administration(A)
- Data Checker: CheckIt
- Share via Text

- Edit the information and then select **'Save Listing'** to save the listing changes.

Home Listings Maintain: R2354776

INPUT MAINTENANCE

Primary

- Maintain Listing**
- Add/Edit Pictures
- View Detail Report
- Add/Edit Documents
- Add/Edit Open House
- Add/Edit Tour
- View Activity Report
- Data Checker: CheckIt

ML#R2354776 - 123456 RENTALS TESTING HAVEN

Save Listing
 Associate Contact
 Tax Autofill
 Reset Fields
 Required Only
 Open All
 Close All

Contract & Location

(38) Class Rental

(34) ML # R2354776

(49) P.I.D.#

characters left.

(13) Rental Status Available ▾

(44) Unit

(44) Low House

(44) Address 123456 Dir ▾ RENTALS TESTING

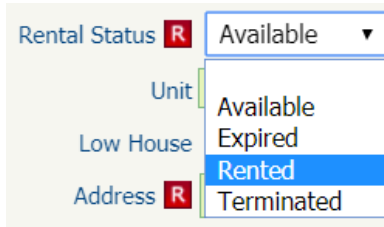
(44) Street Type

7

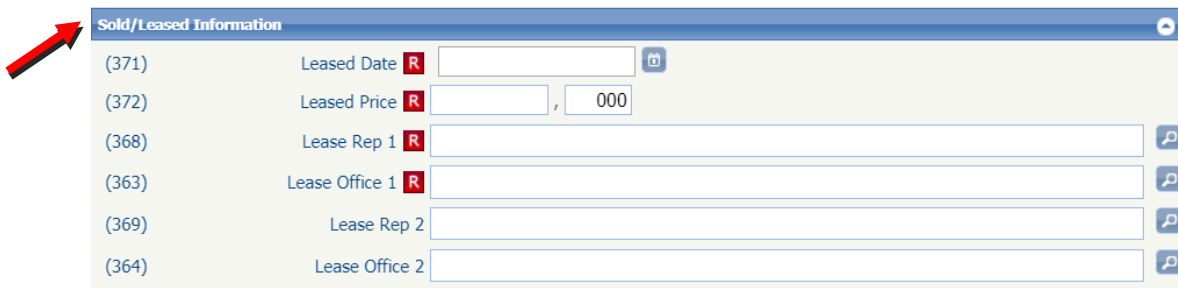
► Changing the Status

If a change needs to be made in the Status of your *Available* rental listing to *Expired*, *Rented* or *Terminated*, you will need to make that change.

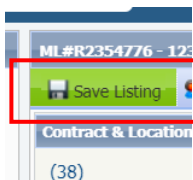
1. Select and open the listing in Maintenance.
2. Change the Status from *Available* to *Expired*, *Rented* or *Terminated*.



3. If you are changing the **'Status'** to *Rented*, you must enter all the required fields in the Sold/Leased Information container.



4. Once the changes have been made, click **'Save Listing'** to save the changes.

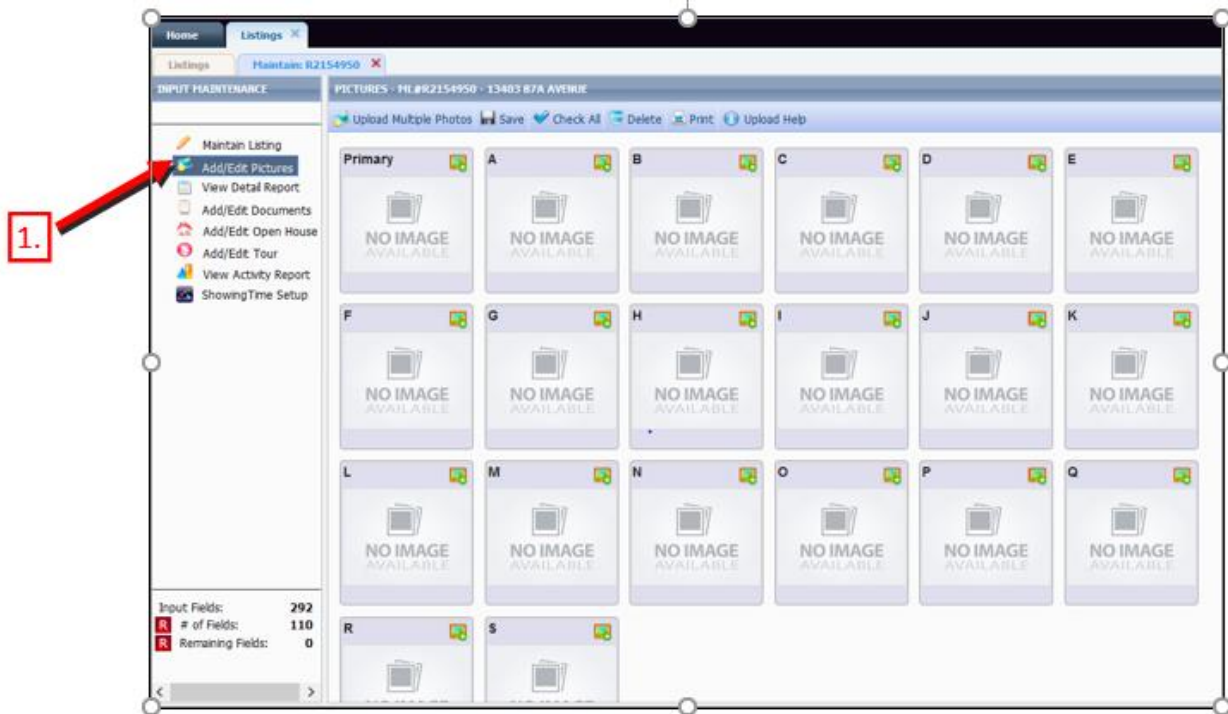


Adding Photos

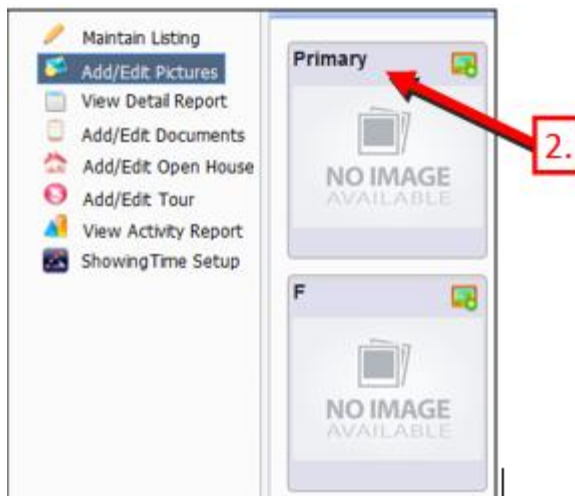
You can upload or change the photos on a Rental listing. Note that at least one photo is required on all listings.

► To add the Primary photo to a listing:

1. Click the Add / Edit Pictures in the **INPUT MAINTENANCE** panel at the left side of the screen.

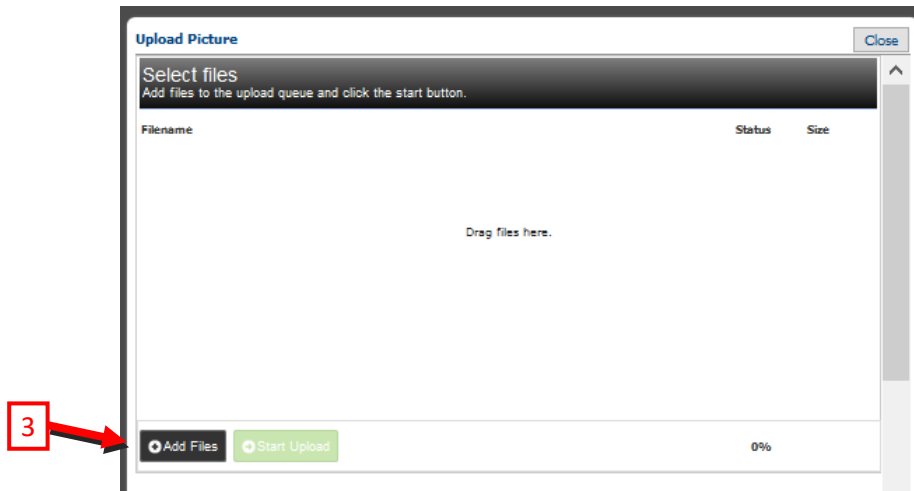


2. Double Click **Primary** Picture dialog box.

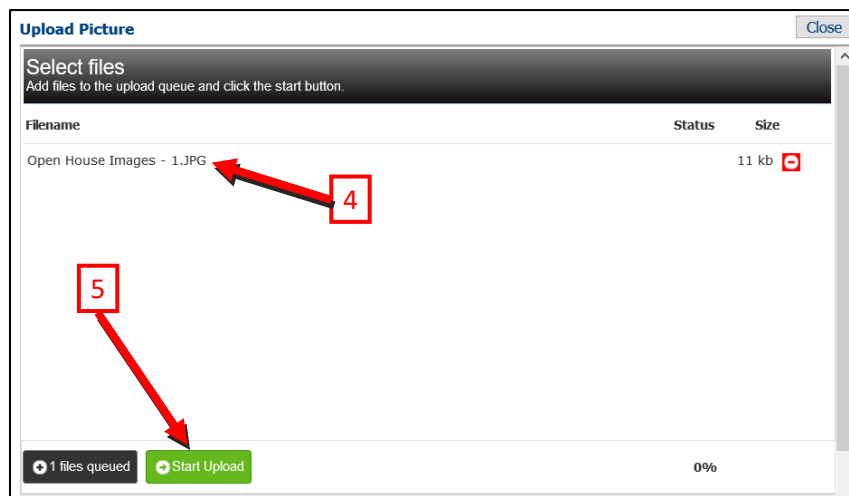


Adding a New Rental Listing

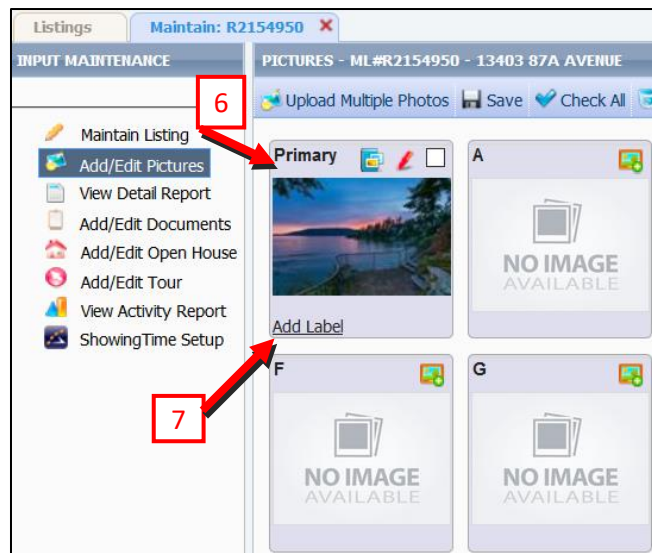
3. Click **Add Files** to find and select the desired photo on your computer. Acceptable photo formats include *.jpg*, *.png* and *.gif*.



4. The name of the selected photo will appear in the **Filename** area of the dialog box.
5. Click Start Upload.



6. Once uploaded, the image will be displayed in the **Primary Photo** on the screen.



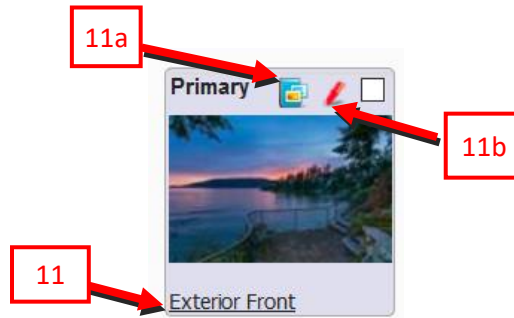
Adding a New Rental Listing

- Click **Add Label** to add an optional *Label* and *Description* to the image.
- The **Primary - Photo Label** dialog box opens.
- Enter a suitable **Label** and **Description** for the photo.





- Click **Save** when you have entered the photo's **Label** and **Description**.

- The *Label* will be displayed at the bottom of the photo.



Once a photo has been uploaded, two new icons are displayed with the photo:

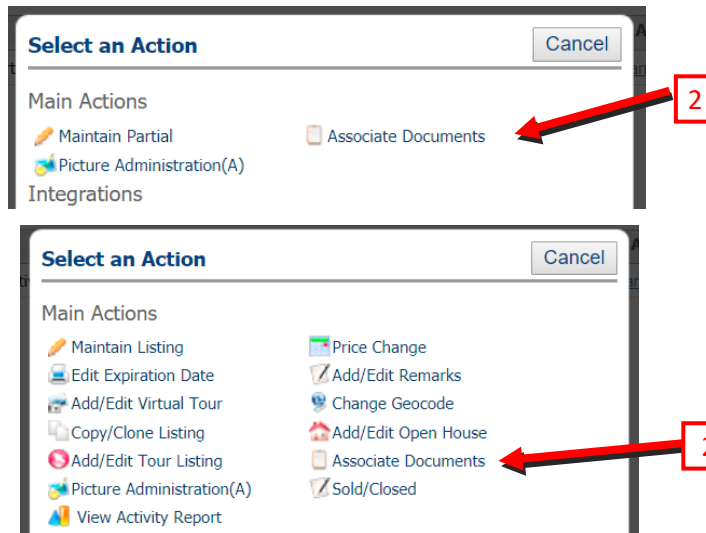
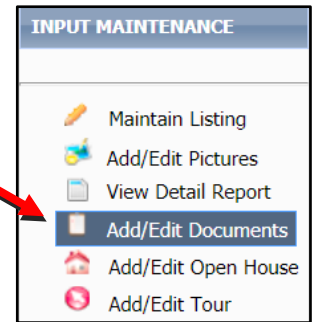
-  - Browse for a new photo to replace the existing photo.
-  - Edit the photo. Allows you to rotate or crop the photo.

Uploading Associated Documents

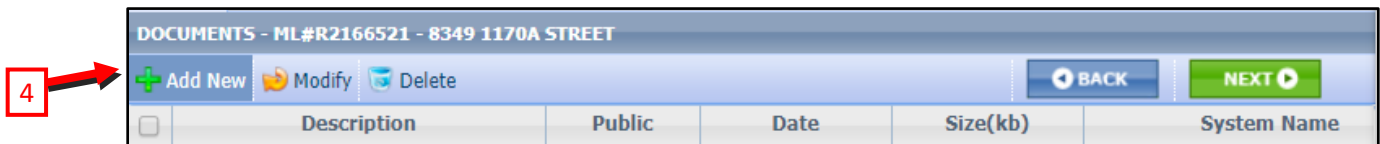
You can upload documents that you wish to associate with a Rental listing.

► To upload associated documents:

1. Click **Add / Edit Documents** in the **INPUT MAINTENANCE** panel on the left side of the screen.
2. Alternatively, click **Associate Documents** in the **Select an Action** dialog box for an Active or Partial Listing.



3. A **DOCUMENTS** panel opens for the selected listing, displaying a list of all the documents that are associated with the listing.



4. Click **+ Add New** to add a document to the listing.
5. The **Add New** dialog box opens.

Adding a New Rental Listing

The screenshot shows the 'Add New' form with the following fields:

- Select a File:** A text input field containing 'Choose File' and 'No file chosen'. A red arrow points to the 'Choose File' button, labeled with a red box containing the number 6.
- Description:** An empty text input field.
- Document Type:** A dropdown menu with 'Please Select' selected.

6. Click and then locate and select the desired file on your computer.
7. Enter a suitable **Description** for the file. Make sure to enter a meaningful *Description*, as this is how the document will be identified by those who may download it from the MLS®.
8. Choose a Document Type.
9. Click to proceed.

The screenshot shows the 'Add New' form with the following fields:

- Select a File:** A text input field containing 'Choose File' and 'Floor Plan.pdf'. A red arrow points to the 'Choose File' button, labeled with a red box containing the number 7.
- Description:** A text input field containing 'Floor Plan'. A red arrow points to the 'Description' field, labeled with a red box containing the number 8.
- Document Type:** A dropdown menu with 'IMDOC-Imported Document' selected. A red arrow points to the 'Save' button, labeled with a red box containing the number 9.

10. The newly added document will now appear in the list of documents associated with the listing.


DOCUMENTS - ML#R2166521 - 8349 1170A STREET					
+ Add New			Modify	Delete	
Description		Public	Date	Size(kb)	System Name
<input type="checkbox"/>	Floor Plan	N	10/29/2017	712	BCRES_341016.pdf

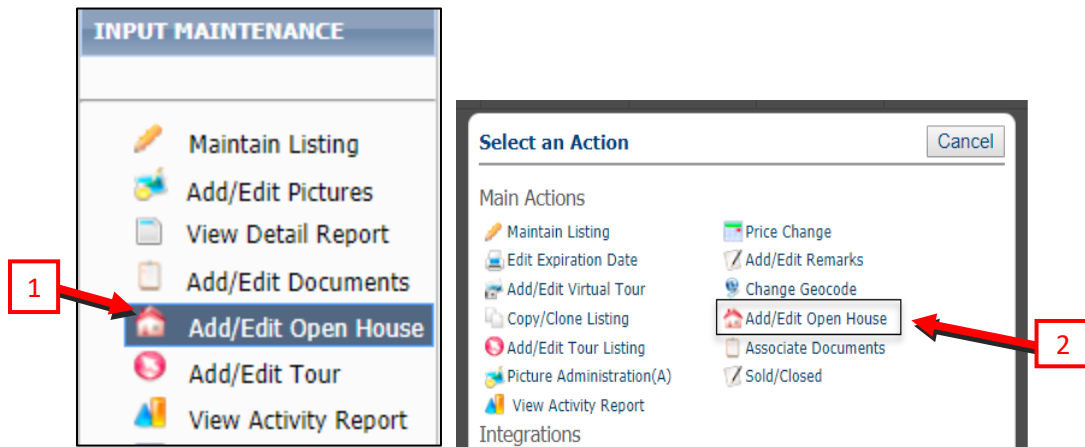
11. You can change the document's **Description** by checking its checkbox and then clicking .
12. You can remove the document from the listing by checking its checkbox and then clicking .
13. You can add more documents by clicking as described above.

Adding an Open House (Public Open)

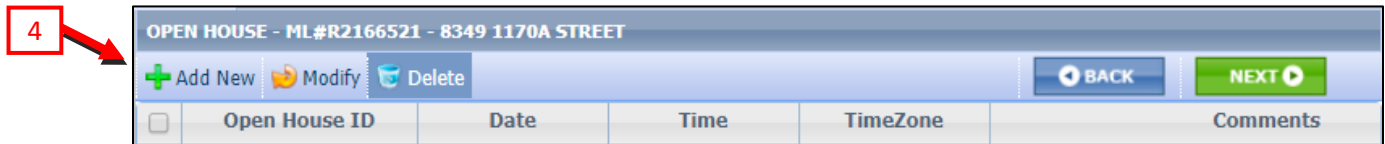
You can add a Public Open House to any of your Active listings.

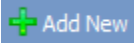
► **To add an Open House to a listing:**

1. Click **Add / Edit Open House** in the **INPUT MAINTENANCE** panel on the left side of the screen.
2. Alternatively, click  **Add/Edit Open House** in the **Select an Action** dialog box.



3. An **OPEN HOUSE** panel opens for the selected listing, displaying any open houses that have been scheduled for the listing.



4. Click  **Add New** to add a new Open House to the listing.
5. The **Add New** dialog box for an Open House appears.

Adding a New Rental Listing

Add New Save Cancel

Quick Action

Date **R** 10/03/2015

Time Start **R** 1 : 00 PM

Time End **R** 3 : 00 PM

Time Zone **R** Pacific Time

Comments Second last house on the east side of the street.

206 characters left.

Refreshments? Coffee/Tea

0 characters left.

6. Enter the Open House's **Date**, **Time Start**, **Time End**.
7. Optionally fill in the **Comments** and **Refreshments** fields.
8. Click Save to proceed.
9. The newly created Open House will be assigned an **Open House ID** and will now appear in the list of Open Houses associated with the listing.

OPEN HOUSE - ML# 2166521 - 8349 1170A STREET

+ Add New 👉 Modify 🗑️ Delete ⏪ BACK NEXT ⏩

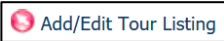
<input type="checkbox"/>	Open House ID	Date	Time	TimeZone	Comments
<input type="checkbox"/>	843565	10/30/2017	1:00 PM - 3:00 PM	PDT	Second last house on the east side of the street.

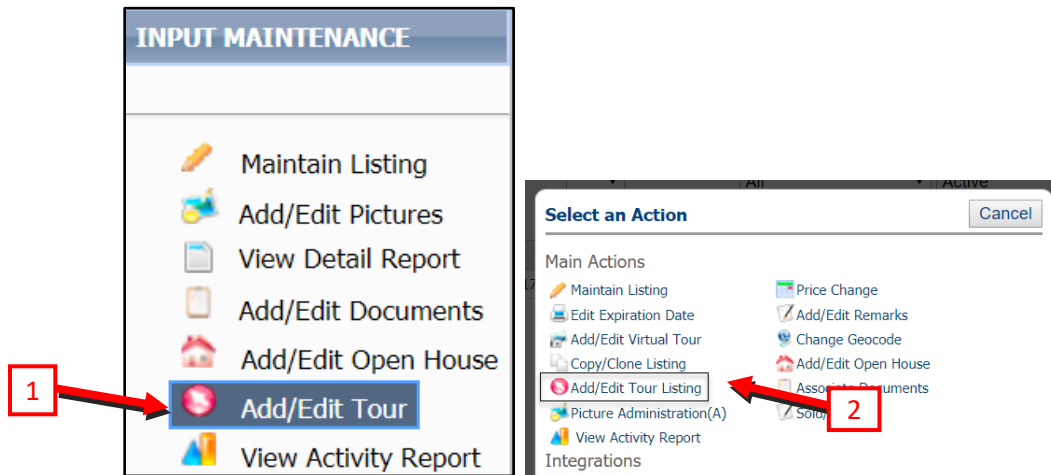
10. If desired, you can change any of the available Open House settings, such as date and times. First select the Open House by clicking its checkbox and then click 👉 **Modify**.
11. You can remove an Open House by selecting it and then clicking 🗑️ **Delete**.

Adding an Agents Open (Tour)

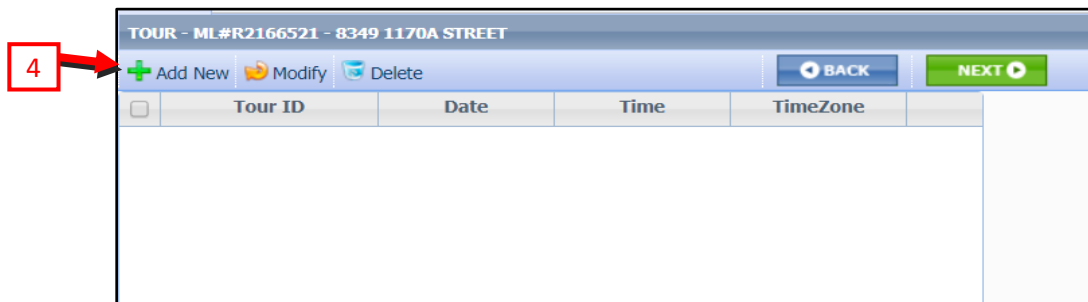
You can add an Agents Open (Tour) to any of your Active listings.

► To add an Agents Open to a listing:

1. Click **Add / Edit Tour** in the **INPUT MAINTENANCE** panel on the left side of the screen.
2. Alternatively, click in the  **Select an Action** dialog box.



3. A **TOUR** panel opens for the selected listing, displaying any Agents Tours that have been scheduled for the listing.



4. Click  to add a new Tour to the listing. The **Add New** dialog box for a Tour opens.

Adding a New Rental Listing

Add New Save Cancel

Quick Action

Date **R** 10/01/2015

Time Start **R** 10 : 00 AM

Time End **R** 12 : 00 PM

Time Zone **R** Pacific Time

Comments

255 characters left.

Refreshments?

10 characters left.

5. Enter the Tour's **Date**, **Time Start**, **Time End**.
6. Optionally fill in the **Comments** and **Refreshments** fields.
7. Click Save to proceed.
8. The newly created Tour will be assigned a **Tour ID** and will now appear in the list of Tours associated with the listing.

TOUR - ML#R2 66521 - 8349 1170A

+ Add New 👉 Modify 🗑️ Delete ⏪ BACK ⏩ NEXT

<input type="checkbox"/>	Tour ID	Date	Time	TimeZone
<input type="checkbox"/>	843566	10/30/2017	10:00 AM - 12:00 PM PDT	

9. If desired, you can change any of the available Tour settings, such as date and times. First select the Tour by clicking its checkbox and then click Modify.
10. You can remove a Tour by selecting it and then clicking Delete.

Changing a Listing's Map Location (Geocode)

A listing's *geocode* refers to a pair of coordinates that identify its location on a map. It is important that a listing is accurately geocoded to ensure that it will be found by searches, especially map searches.


You can check the geocoding for your listing and change the geocode if necessary.

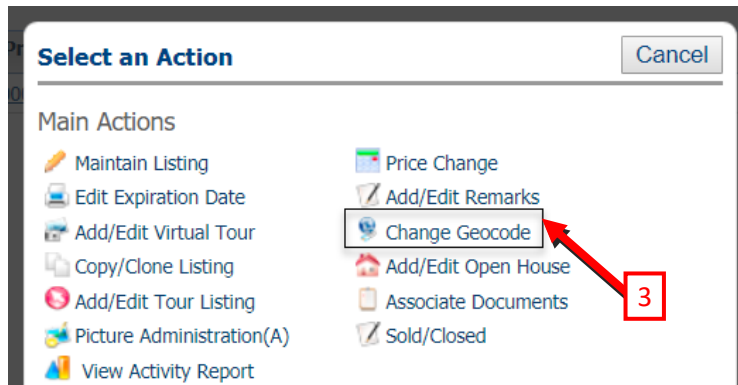
Geocodes are assigned a *Geocode Quality* value that indicates how accurate the geocode is considered to be.

Geocode Quality


- 0.85 indicates that the listing is located by postal code only.
- 0.95 indicates that the listing is located by address.
- 1.0 indicates that the listing has been manually located on a map.

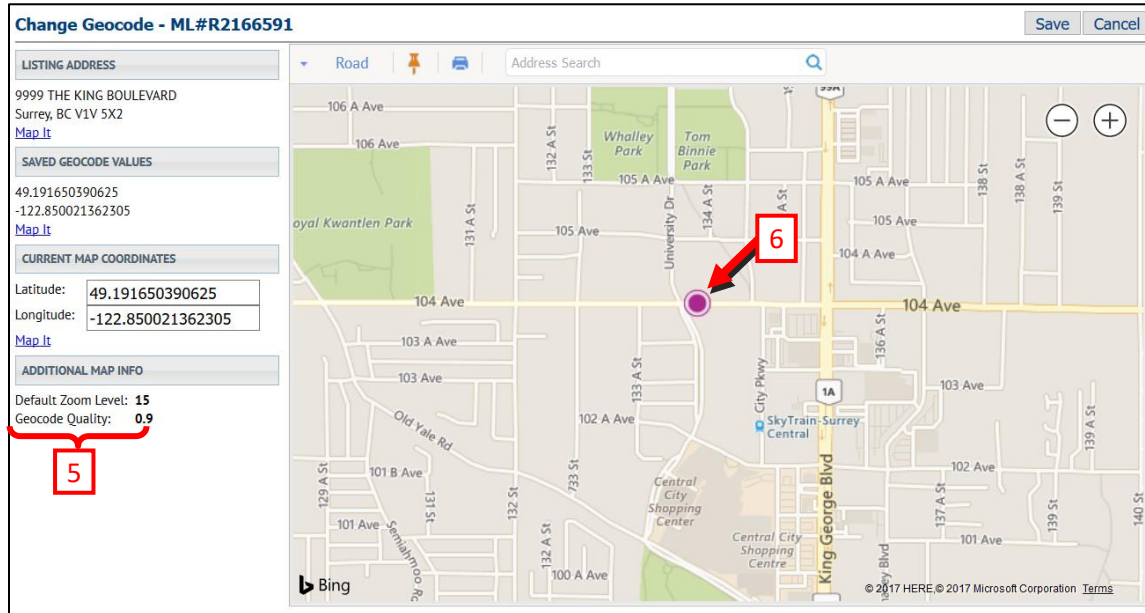
► To check and/or change a listing's geocode:

1. With the **Listings** tab open, click **Select an Action...** in the column at the right, for the desired listing.
2. The **Select an Action** dialog box opens.
3. Click .

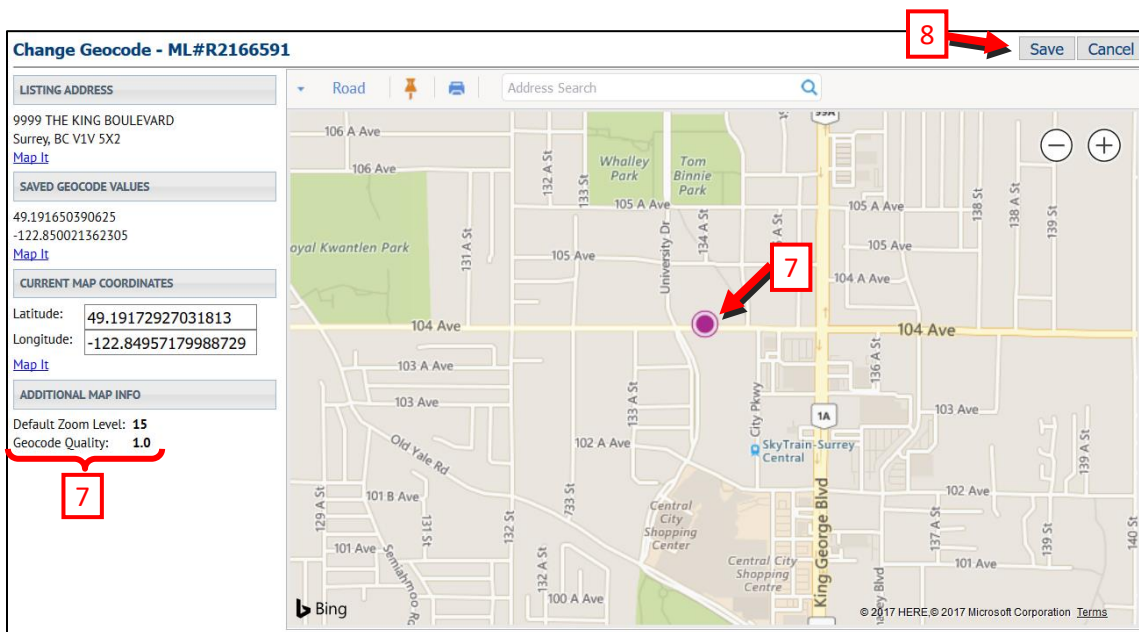


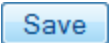
Adding a New Rental Listing

- The **Change Geocode** dialog box opens.
- In the image below, the **Geocode Quality** is **0.9**, since it is based on the address of the property.
- If necessary, drag the  map pin to the correct location for the property.



- After you manually position the map pin, the **CURRENT MAP COORDINATES** fields will be revised, and the **Geocode Quality** will be changed to **1.0**.



- Click  to save the updated geocode for the listing.

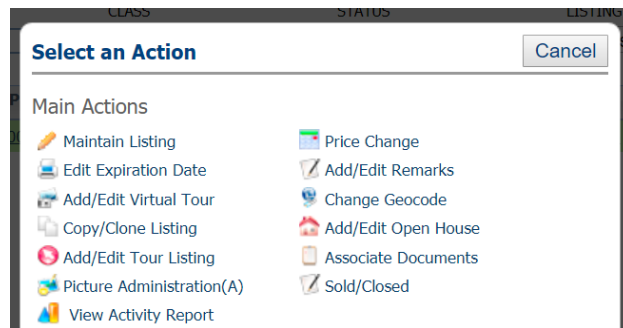
Other Maintenance Options


The **Select an Action** dialog box offers several listing maintenance options. Some of these options allow you to quickly access a field without needing to browse through all the available fields. Some other maintenance options, such as *Change Geocode*, are accessible only via this dialog box.

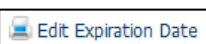
Note that the options available in the **Select an Action** dialog box may vary, depending on your access level. You may have fewer options than are shown in the image.

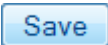
► To access additional maintenance options for Active listings:


1. Open the **Select an Action** dialog box, as previous described.



2. Click  to open a **Maintain** tab for the listing, in order to access most of the available listing maintenance options.


3. Click  to directly access the **Expiration Date** field. NOTE: Agent Modify users may not edit this field, but Broker Load users do have access to edit the field.

Make sure to click  after revising the *Expiration Date* field.

4. Click  to Copy or clone an existing Listing.

5. Click  to directly access the **List Price** field.

Make sure to click  after revising the *List Price* field.

6. Click  to directly access the **Realtor Remarks** and **Public Remarks** fields.

Make sure to click  after revising the *Remarks* fields.

Adding a New Rental Listing

NOTE: The Designated Agent is responsible for maintaining the listing through the life cycle of the listing. Any edits required must be made by the Agent, or their office if they offer that service via Broker Load.

This includes all edits to the listing including '**Status**', (changing from *Available* to *Expired*, *Terminated* or *Rented*), changes in '**Price**', data etc.

MLS® staff are not able to provide data entry service for these changes (or the entry of Rental listings).

No listing documents are to be sent to the board. They must be retained on file at the Listing Brokerage.

A '**Frequently Asked Questions**' (FAQ) document is available on www.realtorlink.ca

If you require any assistance, please contact admin@bcnreb.bc.ca or the board office.