



Showing Instructions (*Show Instruct – DND2*) Modifications

On January 19, 2011 ARMLS will be implementing several changes to the Showing Instructions (*Show Instruct – DND2*) field. We will be adding, renaming, and removing selections. Saved Searches and existing listings will be affected so please carefully review all details below. Once this change has been implemented, please examine your listings thoroughly to ensure the correct information is being displayed.

Adding to Showing Instructions (*Show Instruct – DND2*)

Lkbx – ARMLS: A new selection to depict that the lockbox on the property is an ARMLS lockbox.

If you currently have a Saved Search that includes the *Show Instruct – DND2* field, then you will need to edit the search to add this new selection and re-save it in order for it to be included for future use.

Renaming in Showing Instructions (*Show Instruct – DND2*)

Special Instr/Pets (CLO) is being renamed to **Spcl Inst/Priv Rmrks**

Lockbox Occupied is being renamed to **Occupied**

The actual renaming of these selections will not have any affect that requires action on your part. However, if you have *Special Instr/Pets (CLO)* selected in your listing, it will now read as *Spcl Inst/Priv Rmrks*, so you may want to double check that you have the appropriate comments in remarks regarding any special pet instructions that require calling the listing office.

Since renaming *Lockbox Occupied* to just *Occupied* changes the meaning of the selection, we will be updating listings that fall under the following search criteria:

Property Type: Residential, Residential Rental
Status: Active, AWC, Pending, Temp Off Market, Closed
COE Date: 10/19/2010 – 1/19/2011
Show Instruct – DND2: Lkbx – Occupied *AND*, *NOT* Lkbx – Not ARMLS

Using those criteria, we will find properties that currently have *Lkbx – Occupied* but does **NOT** have *Lkbx – Not ARMLS* selected. For those, the renamed *Occupied* selection will stay checked and the new *Lkbx – ARMLS* field will also be checked to reflect that the property is occupied and access can be gained using an ARMLS lockbox.

Removing from Showing Instructions (*Show Instruct – DND2*)

The following selections will be removed. Saved Searches and Listings containing these selections **will be affected**:

Call Lister for Code: will be moved to **Call Lister** (if you have a listing with this entry, you may want to add any codes to the recently added *Property Access* field)

KILO or Courtesy Key: will be moved to **Call Lister** (if you have a listing with this entry, you may want to ensure that the *Private Rmrks – DND2* field makes specific mention about the key being at listing office or whatever applicable)

Key at Guard Gate: will be moved to **Spcl Inst/Priv Rmrks** (if you have a listing with this entry, you may want to ensure that the *Private Rmrks – DND2* field makes specific mention about the key being at the guard gate)

Lkbx – Vacant: is being replaced by **Vacant** (which can now be used in combination with new lockbox specific choices that are unrelated to occupancy)

Since we are actually removing selections, we will need to **update listings** that contain eliminated selections. With the elimination of *Lkbx – Vacant*, we will be employing the same concept as above to find listings that have *Lkbx – Vacant* but do **NOT** have *Lkbx – Not ARMLS*. That will identify those listings we need to update to reflect *Vacant* and *Lkbx – ARMLS*.

These eliminated selections will also be deleted from **Saved Searches** that contain the *Show Instruct – DND2* field. Therefore, you will need to **update and resave** all existing searches that include Showing Instructions (*Show Instruct – DND2*). For example, if you have a Saved Search looking for *Key at Guard Gate*, that item will be gone from your search. You will need to edit the search and select *Spcl Inst/Priv Rmrks*.