



La Crosse Area



REALTORS® Association

The Voice of Real Estate in the Greater La Crosse Area

February 2012

North Tour South Tour Open House Open House Sabbatical

NUMBERS & E-MAIL

Metro MLS Helpdesk: 1-800-490-3731
KIM: 1-800-844-7560 **WRA:** 1-800-279-1972
Legal Hotline: 1-800-799-4468
WI-DRL: 1-608-266-5511
MN Dept. of Commerce: 651-296-6319
Zip Forms Support 800-383-9805
CHAR: 785-7837 cglocke@larawebsite.com
RYAN: 785-7838 mls@larawebsite.com
Kevin: 785-7744
membershipservices@larawebsite.com

Open House Deadline Information:

Must be submitted to LARA by 3:00 p.m. on Wednesday *punctuation is REQUIRED* check Tribune proof sheet - MUST revise by Tribune's deadlines! Go to www.larawebsite.com under *Association Happenings* to submit your open house. *Contact us to make sure all of your emails arrived*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	February is Black History Month		1 	2 Groundhog's Day 	3	4
5	6	7	8 	9	10	11
12	13	14 Valentine's Day 	15 	16	17	18
19	20	21	22 	23	25	25
26	27 WI CE 1 & 2 Radisson Ballroom 	28	29 REALTOR & Government Day Madison, WI 			

New Listings/Changes:

Daily deadlines for guaranteed MLS # by 5 pm is 9:15 a.m. at L.A.R.A.! We try to enter things that arrive later, but not guaranteed. Call if urgent need exists.

REALTOR Tour Information: The deadline to submit tour information for listings already entered in flexMLS is Tuesday by 3:00 p.m. However, if it's a new listing, you must submit this listing by Tuesday by 9:15 a.m. to be included in the tour for that day. We accept tour by phone 785-7744, by emailing Ryan at mls@larawebsite.com, or by fax 785-7742.

MLS PHOTO SUBMISSION INFORMATION:

New Listings in Categories 1, 2, 4, & 6 *must* have a photo submitted within 10 calendar days or a photographer will be sent & a \$12 per photo charge assessed. If the listing is out of range, a \$12 charge will be assessed *every month* until you supply photo. A photo is required **even if** "Sold B4 Print." Categories 3, 5, 7, and FSBOs are "photo optional" although encouraged. E-mailed photos: *you* must check MLS the next day for the photo; we will not notify you if it doesn't show up!

NOTE: You can email the main photo of the *outside* of the house to mls@larawebsite.com and staff at LARA will upload it for you.

Once your listing is assigned an MLS #, you may add as many photos on your own as you like.