



Listing Syndication Q&A and Instructions

Common Data Platform (CDP) Participants: NorthstarMLS, Iowa Association of Realtors, Lake Region Association of Realtors, Northwest Minnesota Association of Realtors

What is Listing Syndication?

Using the CDP Roster system, Brokers choose which third-party websites where they want their firm's listings to automatically appear.

Who feeds our listings to these sites?

- NorthstarMLS: Depending on the site, the data is fed through either The MLS Grid (via the CDP database) or a direct feed from the CDP
- LRAR and NWMAR: FBS (via the CDP database)
- Iowa Association of Realtors: **Does not use** the Listing Syndication tool described in this document. All syndication is handled through ListHub. If you are an Iowa broker and have questions, contact the Iowa Association office.

Who can make the site syndication selections for our brokerage?

Only individuals who have "Head Broker" permissions in the CDP Add/Edit system. If you need to know who in your firm has these permissions, contact your Association.

What sites can we syndicate to via the CDP?

- **Broker Reciprocity (IDX):** Public websites of brokers/agents who are CDP Participants. Includes Zillow.com.
- **Brevitas.com:** The Commercial Listings partner of the National Association of Realtors (NorthstarMLS listings only—does not apply to LRAR or NWMAR listings.)
- **Homes.com:** Nationwide consumer search site. Conforms to Fair Display guidelines. (NorthstarMLS listings only—does not apply to LRAR or NWMAR listings.)
- **Realtor.com:** Nationwide consumer search site. Conforms to Fair Display guidelines.
- **RPR License for Automated Valuation Models:** NAR's Realtors Property Resource (RPR) is an agent-only tool. Uses aggregate data to aid in more accurate automated valuations
- **CoreLogic License for Automated Valuation Models:** The vendor for the Matrix MLS system, uses aggregate data to aid in more accurate automated valuations for a variety of real estate products and services

Can we exclude specific listings from syndication?

Yes. When you enter a listing into the CDP Add/Edit system, there is a section called "Internet" with the question "Display Listing on Internet?" Answer "No" to that question to withhold that specific listing from IDX sites, and from syndication to the third-party Internet sites distributed to through CDP.

Syndication Instructions for Head Brokers

1. Go to the website <https://roster.northstarmls.com>. Login with your MLS ID and password.
2. On the home screen, there is a search box in the middle of the screen:

Welcome to NorthstarMLS Roster

Search Member, Office or Firm (ID or Name)

3. Start typing the name of your brokerage (or Firm ID if you know it). As you type, the list narrows. When you see your Firm, select it from the list. Be sure you select your “Firm,” not “Office.”

Welcome to NorthstarMLS Roster

regional mls

Office	Firm
REGIONAL MLS OF MINNESOTA 11100 Bren Rd Ste 2, Minnetonka, MN, 55343	REGIONAL MLS OF MINNESOTA 2221 University Ave SE Ste 117, SUITE 117, Mpls, MN, 55414
REGIONAL MLS OF MINNESOTA 2221 University Ave SE Ste 117, SUITE 117, Mpls, MN, 55414	REGIONAL MLS OF MINNESOTA

4. You will see your brokerage’s “Firm” information in the left column. Click on the Clipboard edit icon in the upper right (circled in RED in the example below):

Firm

Association

Active RMLS

Active Northstar RMLS

REGIONAL MLS OF MINNESOTA

Main Office
REGIONAL MLS OF MINNESOTA

RMLS
Regional Multiple Listing Service of MN

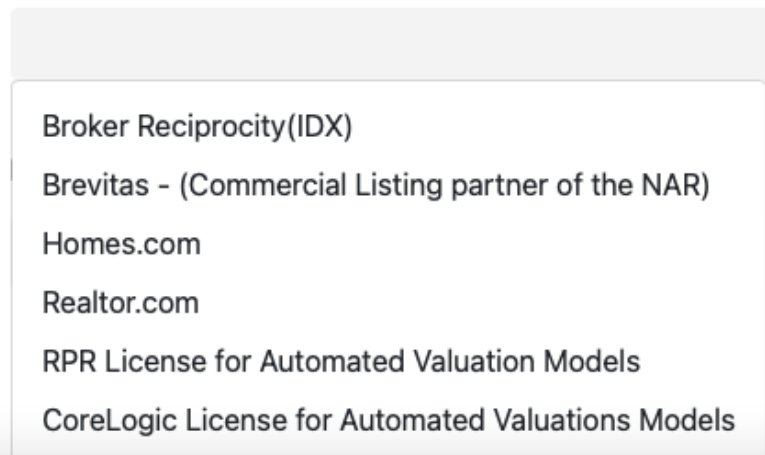
Copyright Watermark Filename
rmlsmn2.png

5. Scroll down the screen to the “Share Listings With” section:

Share Listings With

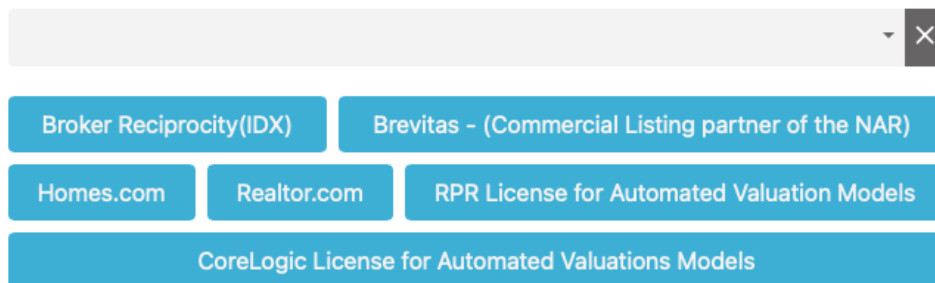
6. Click anywhere in the box to open the drop-down list of your options:

Share Listings With



7. Single-click on each of the syndication sites where you want your brokerage's listings to appear. As you click an option, it will be removed from the drop-down list and appear as a selection highlighted in blue. These are the sites where your brokerages listings will be automatically sent.

Share Listings With



8. If you would like to remove your brokerage's participation in any of your selected syndication sites, click the blue box for that site and it will drop from your list.
9. **SAVE YOUR WORK!** When you have completed your syndication selections/edits, be sure to click the "Save" button in the upper right portion of the screen.



Need Help?

If you have questions or need help, contact our Help Desk at 651-251-5456 (1-877-251-5455) or help@northstarmls.com. Business hours are M-F, 8:00-5:00. Please note that Help Desk staff cannot make your syndication selections for you but can help walk you through it.