

CENTRAL VIRGINIA COMMERCIAL MLS FAQ

The new Central Virginia Commercial MLS (CVCMLS) will launch on Thurs., Feb 1st, 2018! Below is information we hope will help you prepare for the transition to a truly commercial-focused MLS. This information is geared towards the management of the transition, rather than addressing any operational or functional questions you might have. How-to training sessions will be offered in late January.



Q: Is CVCMLS going to be part of our current Paragon MLS?

A: No, CVCMLS is a whole separate system dedicated to commercial listings. The search and input process is similar to LoopNet.

Q: What will happen to all my existing Commercial listings in Paragon?

A: Your Commercial Sale or Commercial Lease category listings will automatically be migrated to Catylist ahead of the full launch date. You won't need to do anything. As of Thurs., Feb. 1st, CAAR Commercial listings will no longer be viewable or searchable in Paragon. If you have listings in Multi-family, Land, or other categories in Paragon that you believe should be commercial listings, you will need to enter this information as a new listing in the Catylist system.

Q: What historical CAAR listing data will be included in Catylist?

A: We are importing the following information from Paragon:

1. All Active, Pending, and Contingent Commercial Sale listings,
2. All Sold and Leased records,
3. All Expired, Withdrawn, and Hold records entered into Paragon after November 1st, 2014.

Q: What agent data will be included in Catylist?

A: All CAAR agent data for agents with Commercial transactions in Paragon will be available in Catylist.

Q: Do I need to subscribe to Paragon anymore?

A: If you work with commercial listings only, you do not need to invest in a Paragon service subscription. If you elect to work in both Residential and Commercial, you will need to subscribe to both the Paragon and Catylist services.

Q: What will it cost to subscribe to Catylist?

A: If you select a Catylist service subscription, your subscription will be equivalent to your Paragon fees - \$108 per quarter. It will replace your current MLS subscription. You'll only experience an increase if you subscribe to both Paragon and Catylist services.

Q: Can Support Staff subscribe to Catylist?

A: Support Staff can subscribe to the CVCMLS for \$125 annually. There are no additional quarterly service fees, unless you require the Support Staff to have full system permissions, at which point they'll need to be subscribed at the Agent rate of \$108 per quarter.

Q: Are Support Staff assigned to a specific agent, as in Paragon? Or to an office?

A: In the Catylist system, one support staff person is automatically the administrator for the entire office/brokerage and can assume any user in the office to manage listings.

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Q: How and when can I select my preferred service subscription?

A: You'll have until Wed., Jan. 31st, 2018 to make your selection, either via the paper form you were given today, by scanning and emailing the completed form to info@cvcmls.com before the deadline, or by completing the form on the CAAR Member Portal.

Q: If only CAAR Commercial listings will be migrated into Catylist. What will happen with commercial listings from Greater Augusta Association of REALTORS® (GAAR) and the Harrisonburg Rockingham Association of REALTORS® (HRAR)?

A: GAAR and HRAR have chosen to remain with Paragon. If you select a Catylist service subscription only, you will be provided with a new Paragon login that will enable you to search and report on Commercial listings from GAAR and HRAR.

Q: How can residential agents search commercial listings in our area?

A: Agents who choose not to subscribe to the Catylist (commercial-only) platform can search CAAR commercial listings at <http://cvcmls.com>.

Q: All my listings currently appear on my broker's website from Paragon. How does this process work with Catylist?

A: Brokers can purchase directly from Catylist the Catylist SiteLink service which will allow all of your listings to be searchable from Catylist on your website. The cost ranges from \$800 - \$1,500 annually, depending upon the number of agents. An example of the Catylist SiteLink service can be seen at <http://www2.ganthonhill.com/>. Click on "Search" under "Commercial Property" (middle of screen) to view integrated Catylist SiteLink service. When searching & viewing listing results, Gant Hill & Associate listings will return first followed by IDX listings.

Q: Who will I call when I have questions about Catylist?

A: Catylist will be the primary support resource for subscribers, but the existing CAAR Support Staff will be able to help with basic support tasks like username and password maintenance and general questions.

Q: What training will you be offered AFTER the Thurs., Feb. 1 launch date?

A: In-depth training will be offered for agents and support staff at the CAAR office on **February 5th and 6th**. Check the CAAR Calendar to register and for more details. There will NOT be a remote-attendance option for these trainings. Catylist offers a number of weekly webinars and other training resources on their help page. The Catylist Support Team will be available via phone immediately after the launch and prior to the in-house training beginning on **February 5th**.

Q: When will I receive my Catylist login and password?

A: All subscribers who are registered as Catylist users prior to the launch date will receive their login credentials on or before Thurs., Feb. 1st.