

Action Item Checklist for my MetroList Listings and Settings

BAREIS members will no longer have access to MetroList MLS as of January 19, 2021 at 5pm

- **Will Not Transfer to BAREIS Plus:** Your saved contacts, searches, carts, preferences and settings in MetroList will not be accessible unless you take action prior to January 19, 2021.
- **Will Automatically Transfer to BAREIS Plus:** Your MetroList listings will be accessible in BAREIS Plus without further action from you.

BEFORE Launch Action Items

January 19, 2021 - Pre-Launch

On-Market Listing: Do you have an active, contingent or pending listing in MetroList?

- If the property is posted **only in MetroList** (not in BAREIS), no action is needed. You will have access to your MetroList listing in BAREIS Plus.
- If the property is posted in **both MetroList and BAREIS**, withdraw the **BAREIS** listing prior to January 19, 2021.

Export Contacts to a CSV file from [MetroList](#) and import into [BAREIS](#)

Create a backup of your Contact and Contact Search Criteria from [MetroList](#) by creating and saving a Contact Report and enter in BAREIS

Create a backup of your Saved Searches and Hotsheets from [MetroList](#) and enter in BAREIS

AFTER Launch Action Items

January 20, 2021 - Post-Launch

Check Your Listings in [BAREIS Plus](#) to ensure data transferred completely and accurately

Import Contacts in [BAREIS Plus](#) (if not imported into BAREIS Pre-Launch)

Enter Your Contact Search Criteria in BAREIS Plus (if not entered into BAREIS Pre-Launch)

Enter Saved Searches and Hotsheets in BAREIS Plus (if not entered into BAREIS Pre-Launch)

