

# Welcome Package

Thanks for your interest in partnering with REdistribute. We are excited to on-board your MLS.

REdistribute is an initiative driven by Bright MLS and California Regional MLS (CRMLS). The vision is to build a marketplace for residential MLS data, protect the value of the data, and maximize innovation opportunities for all MLS organizations. Revenue generated by REdistribute will be shared back with the brokers and MLS organizations who participate, ensuring participants are compensated fairly – and at true market value – for the data they provide.

## Introduction

The purpose of this package is to provide an executable plan for onboarding your data to REdistribute and to set some expectations before our first kick-off call, in which we expect to include:

1. **Key decision makers** to discuss what feed/resources/data can be made available
2. **Technical POC** to get clarification on data feed availability, constraints, and recommendations for use

## Timelines and expectations

As part of this process, we:

1. Expect to have 2 kick-off calls to explain the requirements and resolve any potential discrepancies
2. Take about 4 weeks once we have the login credentials to successfully start data ingestion
3. Need access to a RETS feed to be as close to the data as possible
  - a. If the RETS feed is RESO compatible, that's great. If not, it would help if there were a local field to RESO mapping document available to get through the data mapping exercise quickly and efficiently
4. Request access to at least Property (Residential), PropertyGreenVerification, PropertyAdu, PropertyUnitTypes, PropertyPowerProduction, Member/Agent, Office, Media, Business History / Transaction History resources
5. Request 2 sets of login credentials to the production environment of the RETS feed. We use one for our staging environment to perform testing and QA and the other for production

- a. **Getting RETS access on or before our first kick-off call can significantly save time for data ingestion and go-to-market. We recommend reaching out to us in case you have any questions/concerns prior to our first call**

The table below gives an overview of the MLS onboarding process and approximate timelines associated. There are a few action items as part of **Kick Off Call 1** and **Login Credentials** sections below that can be addressed before our call if there are no impediments on your side.

Phase	Description	Action Items	Values	Expected Duration	Comments
<b>I. DISCOVERY</b>					
Kick Off Call 1	Introductory call with project participants including:  # <b>Key stakeholders</b> to define the scope, roles, and expectations  # <b>Technical POC</b> to talk about data feed, constraints, and on-going issues	Technical POC & Key Stakeholders (Email Addresses)		1 day	
		Type of feeds supported (RETS/API, Flex, Matrix etc.)			
		# Of feeds supported			
		Data coverage on each feed (If > 1 feeds available)			
		Is there a field to identify if Lon/Lat geocode is manual or automatically generated?			
		Is the RETS feed RESO compatible? If NO, is there a local field to RESO mapping document that can help us map faster?			
		Expected record counts (On and after 1/1/2020): 1. Member 2. Office 3. Property (Residential) 4. Media 5. Business History/Transaction History			
		Is Media URL or Binary download?			

		Any thresholds or limits while pulling the data from the RETS feed?			
		Is there a fields utilization report available that can help identify core fields for the MLS?			
		Can you provide a list of builders for the region covered by your MLS  Is there any backdating/update process that happens on the data?			
		How many city columns are in your MLS?  → If only 1 city column, what is the definition? Does this represent IncorporatedCity, PostalCity, or Generic Name?			
		MLS allows for any special characters in Lookup fields?			
		How do you calculate DOM (Days on Market) and CDOM (Cumulative Days on Market)?			

Login Credentials	If possible, before the call, please create 2 sets of login credentials for your production environment with access to Member, Office, Media, Property (Residential) and Business History/Transaction History resources		1 day	
Data Discovery	Based on the agreed upon data scope, Data Team performs works to validate login, payload access, record counts, and compare metadata to produce a data compatibility report for kick off call 2.		~1 week	
Kick Off Call 2	Discussion on the Data Compatibility report to resolve flagged metadata deltas and get final sign-off from the MLS		3 days	

**II. DATA MAPPING & CAPTURE**

	Complete mapping of all core fields and ancillary fields, then capture all roster and property data to be transformed in the later step		~1 week	
III. TESTING & SIGN OFF				
	Fix any anomalies and identify data issues to be brought up to the MLS		~1-2 weeks	