//MIEAMLS

YOUR TRUSTED REAL ESTATE
CO-AGENCY PLATFORM

USER GUIDE FOR AGENTS

WWW.MIEAMLS.COM

as of March 2020

What is MIEA MLS

It is a digital platform established for **certified estate agents and registered negotiators** to list exclusive properties for sale and rent in Malaysia.

Allows real estate agents to view one another's listings of exclusive properties with the goal of promoting **co-agency sales**.

Thru this platform, both the listing and selling real estate agents benefit by having access to a better product thru exclusive listings and a **faster sales process via co-agency collaboration**.

#1 – Registration (1/2)
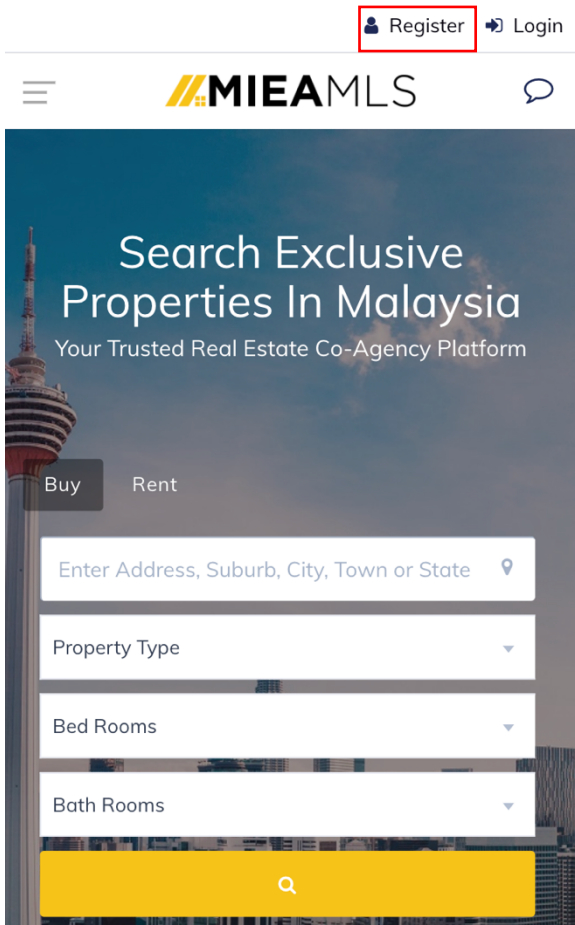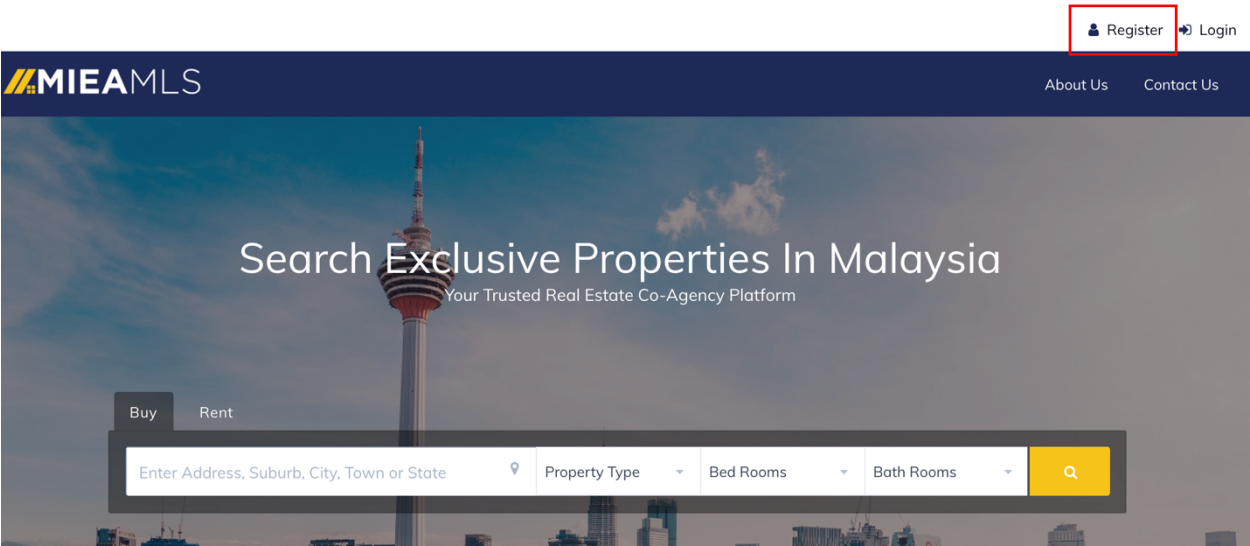
- For new users:
  Click on the agent icon to register as a new user at MIEA MLS platform

- For registered users:
  Click on the login icon to access the MIEA MLS platform

#1 – Registration (2/2)

Name

Enter Name

Email Address

Enter Email

Phone Number

Enter Phone Number

Example: 6012-1231234

Your Property License Type

| REN | PEA | REA |

REN Number

Enter REN Number

Company

Select Company ▾

Principal / Supervisor Name

Enter Principal / Supervisor Name

It's for co-agency purpose.

☐ I am a MIEA active member

☑ I agree to all Terms of Use and Privacy Policy

Create New Account

1. Enter your IC number before enter this screen

2. Enter your personal details including company / agency info.

3. Once you have completed the registration you will receive an activation email from MIEA MLS.

   Kindly check your email inbox or spam folder for the email from MIEA MLS and follow the instructions to activate your account.

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#2 – User Portal
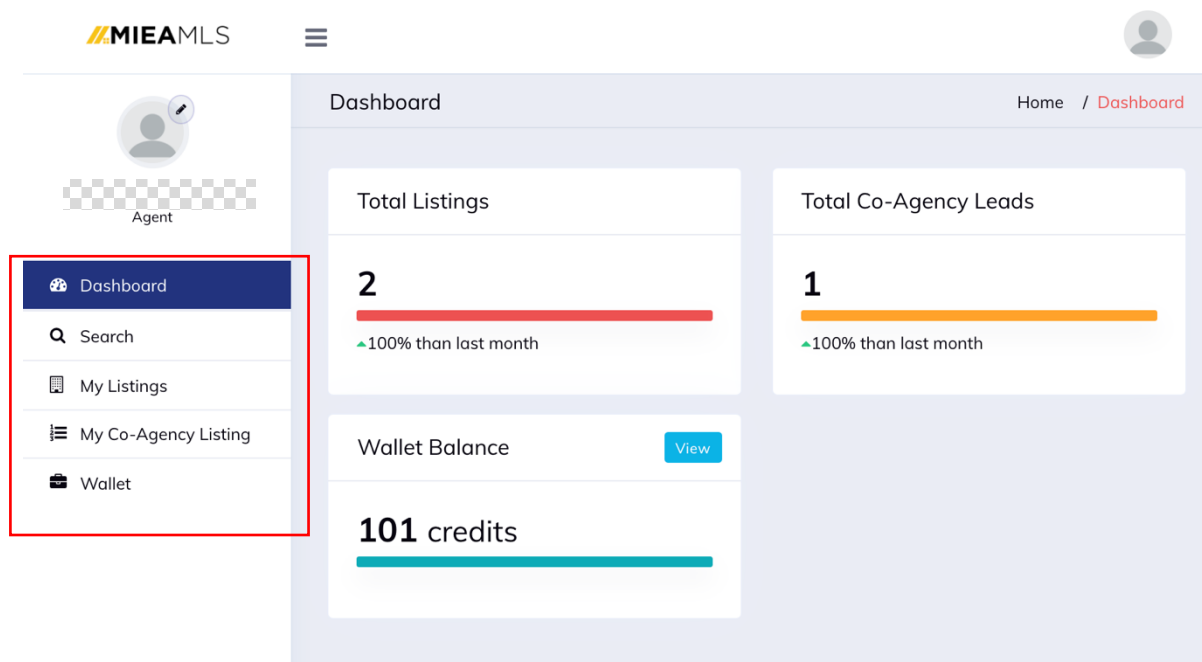
Menu Items

- Dashboard – summary of your activity
  - Active Listings: the total number of your active listings on MIEA MLS
  - Co-agency Leads: Number of active leads for your listings
  - Wallet balance: Available credits on MIEA MLS

- Search – Search for available exclusive properties for co-agency
- My Listings – Summary view of your active listing
- My Co-Agency Listing – Summary view of listing info you have purchased
- Wallet – MIEA MLS credit usage details

#3 – Create New Property Listing (1/3)

1 Click here to create new Property Listing

2 Filter: Will be activated by clicking any part of the whole row.

3 Status of listing

4 View and edit listing info. E.g. mark as sold

Note: You will earn MIEA MLS credits when other agents view your listings info

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#3 – Create New Property Listing (3/3)

Step 1: Enter Property Address

Property Address	Property Details	Sale / Rent Info	Images & Highlights

Listing Type	☐ Rent ☑ Sale
Title	
Property Type	- Select - ▲▼
Unit Number	
Address	Example: Jalan Kiara
Postcode	
Suburb / City / Town	- Select- ▼
State	- Select - ▲▼

MYR 929,500

🏷 Condominium

[SAMPLE] The Rainz - Ready Tenant

✖ 2000 Sqft   🛏 4 Beds   🛁 3 Bath   🚗 2 Car

Under Bank Value   Urgent Sales   Ready Tenant

For Sale

- Create an interesting title for your listings to attract other agent attention: such as " Exclusive FF MK10 Condo with 2 years tenants"

#3 – Create New Property Listing (3/3)

Step 2: Enter Property Details

Property Address	Property Details	Sale / Rent Info	Images & Highlights

Condition	○ New Launch ● Sub Sale
Tenure	● Leasehold ○ Freehold
Built Up	[_____] sq. ft.
Furnishing	○ Unfurnished ● Partly ○ Fully
Occupancy	● Vacant ○ Occupied
Number of Room	1 ⬍
Number of Bathroom	1 ⬍
Number of Carpark	0 ⬍

• Genuine info is required

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#3 – Create New Property Listing (3/3)

Step 3: Enter Sale/Rent Info

For Sales

Property Address	Property Details	Sale / Rent Info	Images & Highlights

Selling Price	RM	
Professional Fee	3.00	%
	Percentage of Selling Price	
Co-agency Percentage	50	50

🔴 Declaration: This is an exclusive listing and I will be providing necessary supporting documents upon request.

• Enter professional fee % & co-agency % (You: Other Co-Agents)

For Rent

Property Address	Property Details	Sale / Rent Info	Images & Highlights

Renting Price	RM	
Duration of Tenancy (Initial Term)	1 year	0 month
Duration of Tenancy (Extension Term)	1 year	0 month
Professional Fee	1.00	month(s) gross rental
	Min = 1 month, Max = 1.25 month	
Co-agency Percentage	50	50

🔴 Declaration: This is an exclusive listing and I will be providing necessary supporting documents upon request.

• Enter duration of tenancy (initial & extension term)
• Professional fee depends on duration of tenancy

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#3 – Create New Property Listing (3/3)

Step 4: Upload images & enter key highlights

Property Address	Property Details	Sale / Rent Info	Images & Highlights

Property Images
File Type: image files
File Size < 2MB

Drop files here to upload

Property Videos
Youtube Only
Learn how to find your Youtube ID

①

https://www.youtube.com/watch?v=   Enter Youtube ID   e.g. s86l-gccJFE

https://www.youtube.com/watch?v=   Enter Youtube ID   e.g. s86l-gccJFE

https://www.youtube.com/watch?v=   Enter Youtube ID   e.g. s86l-gccJFE

Facilities
- ☐ Aerobic or Yoga Studio
- ☐ Badminton Court
- ☐ Barbecue Area
- ☐ Cafeteria
- ☐ Club House
- ☑ Covered Parking
- ☑ Gym

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🏷 Condominium
[SAMPLE] The Rainz - Ready Tenant
✖ 2000 Sqft   🛏 4 Beds   🛁 3 Bath   🚗 2 Car

Under Bank Value   Urgent Sales   Ready Tenant

For Sale

Highlights   **②**   Maximum 6 tags

Separate with commas or the Enter key. e.g. below bank value. Limited to 30 characters per tag, maximum 6 tags
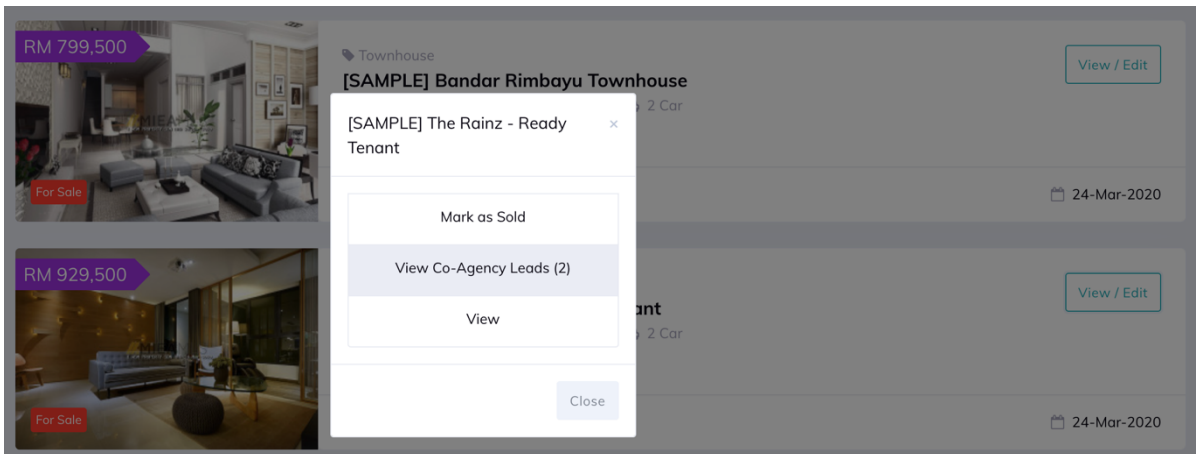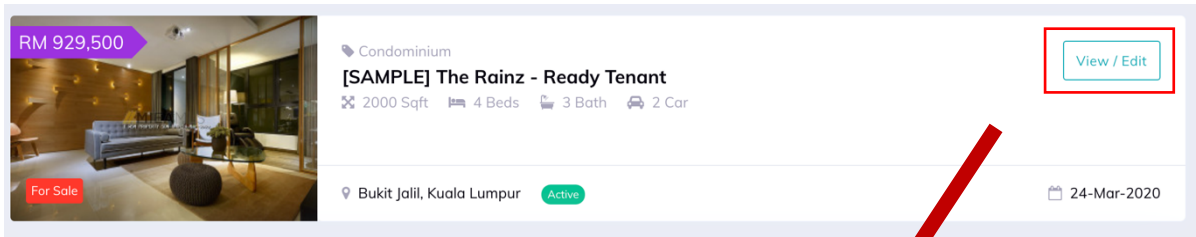
Description

Bold   *Italic*   Underline   ≣ ≣ ≣ ≣

① Enter YouTube ID for listing showcase

② Input key highlights for this property such as "Fully Furnished, Gated & Guarded, 30% below bank valuation! "

#4 – View Co-Agency Leads

When other agents spent their credit to check out your listing

- You will be notified view email
- Able to trace the list by clicking "View Co-Agency Leads" in My Listing Page
- Receive credit from the agents

Note: MIEA MLS credit system is on P2P basis, create new listing and earn credit when other agents are interested in your listings

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#5 – Search for Listing & Co-agency (1/3)
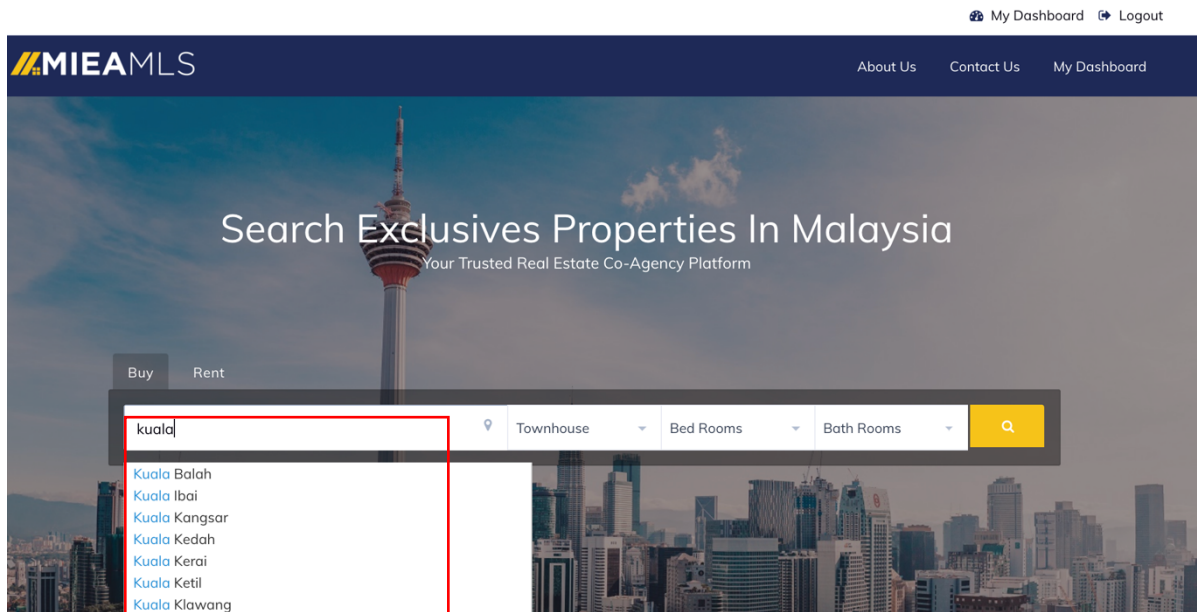
- Enter keyword on property location to search for exclusive property listing.
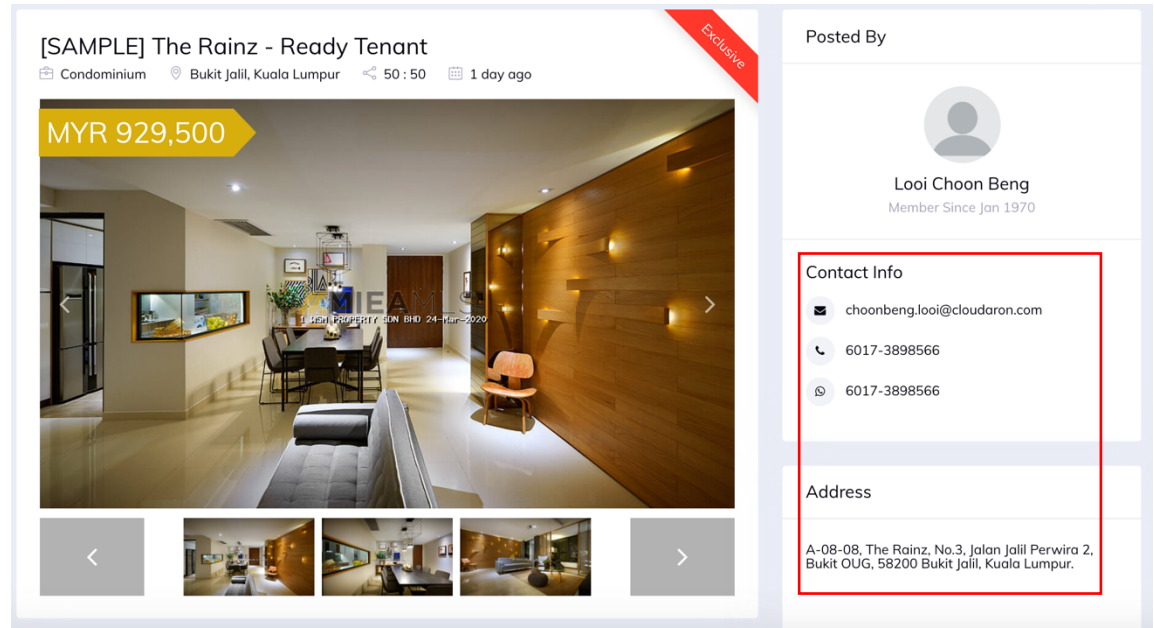- You may apply additional filter (e.g. property type)
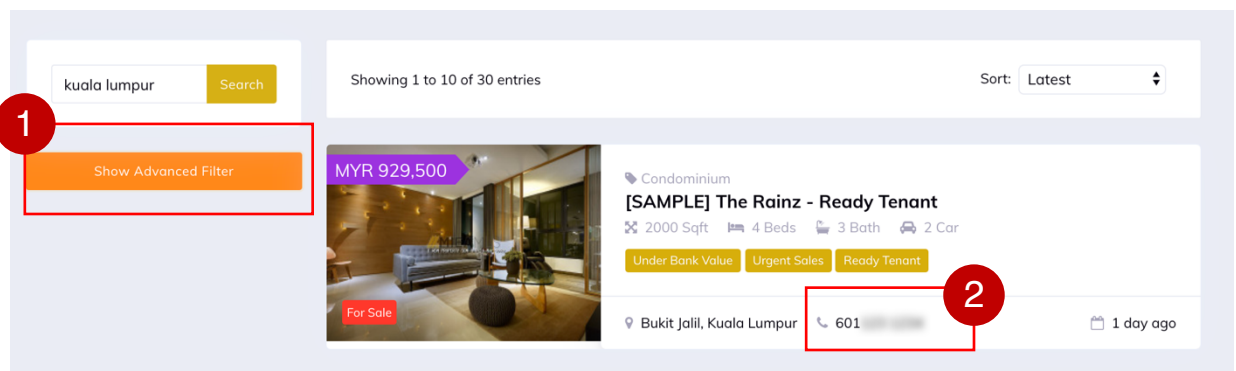
1 You may further filter the search result via advanced filter

2 Click on agent contact to obtain listing info

#5 – Search for Listing & Co-agency (2/3)
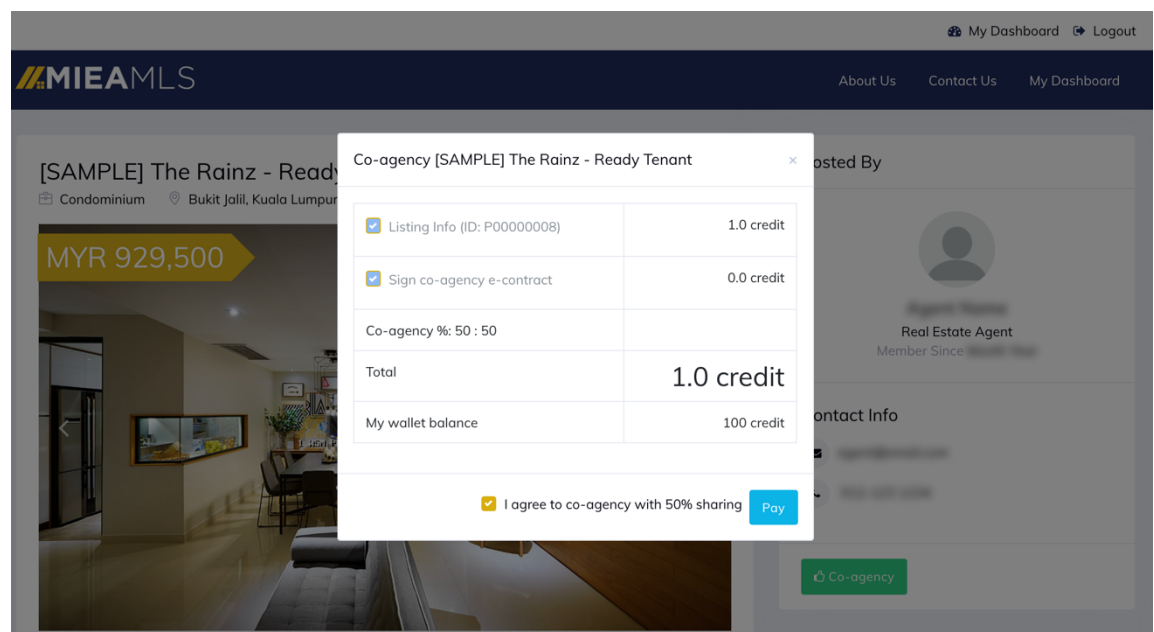
- Spend credit to connect with agent if you are interested in doing co-agency transaction with him/her

- You will have full contact & property info after payment

Note: MIEA MLS credit system is on P2P basis, create new listing and earn credit when other agents are interested in your listings

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#5 – Search for Listing & Co-agency (3/3)

- You will be able to view the full list of all your interested co-agency listings in MIEA MLS portal.
  - Access via side menu: My Co-Agency Listing

Appendix – Live Chat Support
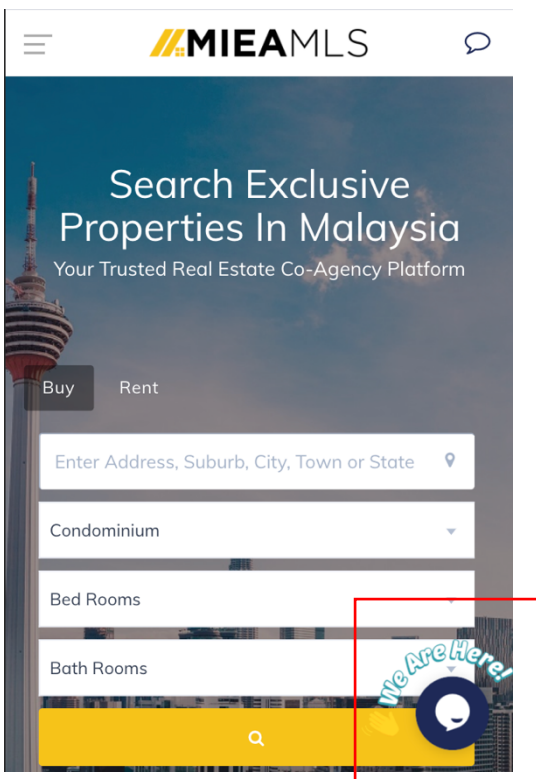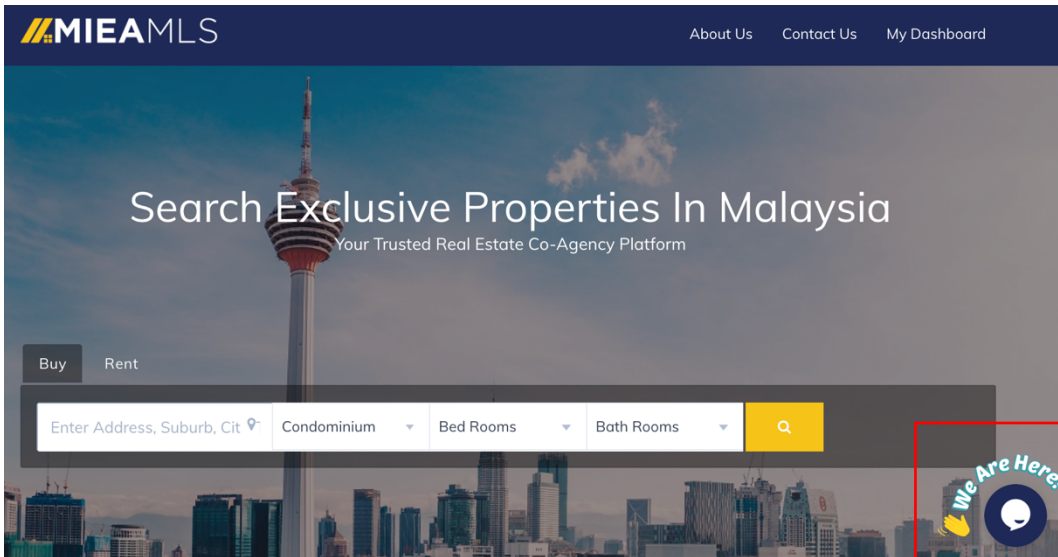
- Click on chat widget on bottom right corner of desktop or mobile screen to initiate live chat support

- Leave your contact if the customer care team is away. We will response when we are back online

- Email support: support@mieamls.com