

Tips to Avoid the Most Common MLS Violations

- 1. Current Listing Status-Section 1.4** Any change in the status of a listing must be broker loaded or delivered to the service within 72 hours (excluding weekends and holidays).

Tip to Avoid: Do not wait to enter your listings or submit exceptions. Be sure to enter your listings or update the status of your listings in the MLS within 72 hours of obtaining all necessary signatures on the listing Agreement or Addendum to the listing agreement.
- 2. Incorrect MLS Area-Section 1.2 and Section 7.1d** Only accurate information which is applicable to a particular field in the MLS may be entered into that field. MLS Area Numbers must be entered according to the guidelines as established by the latest version of the MLS Area Map.

Tip to Avoid: Double check your address and MLS map prior to entering a listing into the MLS.
- 3. Incomplete or Inaccurate Address- Section 1.2 (including Street Name, Street Type, Zip Code, and City) Only** accurate information which is applicable to a particular field in the MLS may be entered into that field, such as in the field street name only the street name may be entered.

Tip to Avoid: Double check the complete property address against tax records and map prior to entering a listing into the MLS.
- 4. Failure to Provide Accurate Room Sizes- Section 1.2** All listings must have realistic room sizes and lot dimensions.

Tip to Avoid: Be sure to enter room dimensions for each room. If you are listing a three-bedroom house, be sure to have dimensions for each of the three bedrooms plus any additional rooms such as kitchen, bathrooms, living room, etc.
- 5. Failure to Provide Accurate Lot Dimensions- Section 1.2** All listings must have realistic room sizes and lot dimensions.

Tip to Avoid: Enter accurate lot dimensions. Do Not enter "As per title", "999", or "N/A"
- 6. Failure to Provide Accurate Property Age- Section 1.2** Only accurate information which is applicable to a particular field in the MLS may be entered into that field.

Tip to Avoid: Enter the accurate property age. Do Not enter "999".
- 7. Failure to Provide Accurate Property Condition- Section 1.2** Only accurate information which is applicable to a particular field in the MLS may be entered into that field.

Tip to Avoid: Review your MLS Condition Descriptions which can be found under the Links tab in MATRIX. Links>MLS Documents>Condition Descriptions
- 8. Failure to Upload Residential Property Disclosure- Section 1.2.5** Effective January 1, 2010 the Residential Property Disclosure will be REQUIRED to be attached to all applicable listings in the MLS within 7 days of listing entry unless the property is exempt from the Residential Property Disclosure, or unless written documentation requesting that the disclosure form not be uploaded to the MLS is signed by the Seller and submitted to the MLS.

Tip to Avoid: Always upload a residential property disclosure within 7 days of entry unless the property is exempt or if the seller has specifically requests that the form not be submitted. If the seller has requested that form not be submitted, you must notify the MLS in writing during the initial 7-day period.

9. **Failure to Provide Correct Number of Photos Section 1.2.4** Single Family, Condominium, Multifamily properties (excluding properties under construction, to be built and vacant land) will require a minimum of five (5) photos on each listed property. Property listed in "EXCELLENT" CONDITION, at least one (1) of the five photos must be of the KITCHEN. The first photo will be required of the exterior front and be a true representation of the existing structure.

Commercial and Lease properties (excluding properties that are under construction, to be built and vacant land) will require a minimum of one (1) photo on each listed property. The first photo will be required of the exterior front and be a true representation of the existing structure.

Tip to Avoid: Add your photos right away!

10. **Broker/Agent Sign in Photos- Section 1.2.4** Listing photos appearing in the system shall not display broker/agent signs. The photo must be of the listed property only and shall not contain additional information or imagery. MLS Staff is authorized to remove any photo in violation of this policy and send notification to the listing agent and office broker.

Tip to Avoid: Double check ALL of your photos BEFORE uploading.

11. **Branded Virtual Tours-Section 1.2.3** Only un-branded tours may be entered in the Virtual Tour field in the MLS.

Tip to Avoid: Double Check your Virtual Tours to ensure that they do not contain branding or advertising of any kind.

12. **Public Remarks Violations- Section 1.2.2** For public access and should include only property descriptive information and must not include commission, bonus, security, agent contact or web site information. No broker or licensee sponsored by said broker shall use advertising which is misleading or inaccurate or in any way misrepresents any property, terms, value, policies, or services of the business conducted.

Tip to Avoid: Double check your public remarks section to ensure that they contain property descriptive information ONLY. Never include a phone number, or any other contact information.

13. **Duplicate Sold Listings, including Duplicate Sold Co-Listings Section 1.9 and Section 1.10** If entered under more than one property type, one of the entries must be withdrawn when the property is sold or leased. Co-Listings may be entered into the MLS once by each listing broker. When sold, only one is to be entered as sold in the MLS and the other is to be withdrawn. This will keep listing and sold statistics from being distorted.

Tip to Avoid: If you have entered a property more than once, for any reason, make sure to withdraw one of the listings prior to entering it as sold. **1 Property=1 Sale regardless of how many MLS numbers the property may have.

14. **Inaccurate Sold Information (Sold Price, Sold Date, Sold Terms, Selling Agent) Section 1.2** All listing and sold information as required by the service must be submitted to the service.

Tip to Avoid: Proofread your entire listing prior to changing the status to Sold. Correct any errors prior to changing the Status. Ensure accuracy of all Sold Information.