

## **Listing Data Checker FAQ**

### **1. Q: What is Listing Data checker?**

**A:** Listing Data Checker is a component to Matrix. Listing Data Checker is a powerful web-based software solution that will automatically validate the quality and accuracy of your listing data and enforce the correction of violations by automatically sending warnings and/or fines to the listing agent.

### **2. Q: How Does the warning / Fine System Work?**

**A:** Listing Data Checker will search the MLS for any inaccuracies in listing and sold data.

- For most violations, it will automatically send a warning or fine to the listing agent with a copy to the broker/ office manager.
- For most violations, the listing agent will receive a warning for the first offense and will be given a 72 hour period to correct the error.
- If the error is not corrected within the 72 hour period, a fine of \$100 will be assessed to the listing agent.
- If the error is corrected, but occurs again within a 365 day period, a fine of \$100 will be assessed to the listing agent for a second offense by the same listing agent.
- A fine of \$250 will be assessed to the listing agent for a third offense by the same listing agent.
- A fine of \$500 will be assessed to the listing agent for more than three offenses by the same listing agent.

**\*Each offense is taken on a case by case basis. If you have evidence to prove that that the violation did not occur, you may present it to the MLS for review**

### **3. Q: What if an Office Admin or someone other than the listing agent entered the listing? Who will receive the warning or fine?**

**A:** Regardless of who enters the listing into the MLS, it is ultimately the responsibility of the listing agent to ensure the accuracy of the data entered into the MLS. **\* Please proofread your listings and check for data errors on your input sheets.**

### **4. Q: Will Data Checker find errors and send warnings/ fines on Sold Listings?**

**A: YES.** Just as MLS staff does now, Data Checker will send warnings and/or fines for data errors on listings that have sold within the last 12 months. **\*Please check your sold listings for compliance. If you discover any data errors, please contact [allison@nomar.org](mailto:allison@nomar.org) or [terrice@nomar.org](mailto:terrice@nomar.org) to have the errors corrected prior to the implementation of Data Checker. Otherwise, you WILL receive a warning or fine.**

**5. Q: What types of violations will Data Checker automatically send warnings/fines on?**

**A:** Inaccurate Lot Size, Incorrect Number of Photos, Inaccurate Sold information, Untimely Status Updates, Duplicate Sold Listings, Branded Virtual Tours, Failure to provide Room Sizes

**6. Q: What happens if Data checker sends a warning or fine that is unjustified?**

**A:** If you have proof that the violation did not occur, you may appeal your fine to the GSREIN Board of Directors. **\*\* The appeal will be limited to evidence that shows the rule in question was not, in fact, violated.**

***\*Hardship cases or evidence of other extenuating circumstances sought to be offered to mitigate, reduce or “waive” the imposition of the fine will not be allowed.***

**7. Q: How will I know if I have received a violation from Data checker?**

**A:** You will receive an e-mail notification from [MLSViolations@nomar.org](mailto:MLSViolations@nomar.org). There will also be a new “My Violations” widget in MATRIX to help you keep track of violations. **\*\*Please make sure that NOMAR/GSREIN has a valid email address to reach you as per MLS Rules and Regulations**

**\*\*For More Details on the Most Common MLS Listing Violations See Below:**

- 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).
- 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.

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.
4. **Failure to Provide Realistic Room Sizes- Section 1.2** All listings must have realistic room sizes and lot dimensions.
5. **Failure to Provide Realistic Lot Dimensions- Section 1.2** All listings must have realistic room sizes and lot dimensions.
6. **Failure to Provide Credible Property Age- Section 1.2** Only accurate information which is applicable to a particular field in the MLS may be entered into that field.
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.
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.
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.
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.

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