

# MLS CHECKLIST FOR LISTINGS

Enter a listing within 24 hours of listing date (\$30 fine)

Upload at least one (1) photo to the Listing. This is required for entry anyway.

- Photos must be representative of the property, in keeping with NAR policy
- Obtain written permission to use photos from other listings
- Copyrighted photos cannot be used without the license (Google, Bing, etc.)
- No signs may be visible in the photo (\$30 fine)
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No identifying information or branding (including website addresses) in public remarks or photos (\$30 fine)

Specify "Owner/Agent in public remarks where applicable (This is a TREC Rule)

Obtain signed, written permission before extending agreement (\$250 fine)

Change status to Active/Contingent or Pending within 48 hours of accepted contract (\$30 fine)

Change status to Closed within 72 hours of closing (\$30 fine) (Listing agents will need appraisers name to close the file in MLS)

Never share Login information or Sentricard, even with Assistants. (Potential \$15,000 fine)

Keybox (if on the Listing) shall be affixed to something that is not easily "walked off with".

"Virtual Staging" can be used with strict limitations. No altering of exterior, or interior rooms. This includes colors, covering up wall holes, exposed wiring, etc. No Branding is permitted.

Concise "Directions" are to be used when entering a listing.