

What is Listing Data Checker

Listing Data Checker from CoreLogic® integrates with Matrix MLS and public records data to check the accuracy of your data and enforce the correction of violations. LDC is the best way to assure the quality of your most valuable asset: **listing data**.

Notices and Fines

Whether a listing violation is detected automatically or manually through the Agent ReportIt tool, the notice will always be emailed to the listing agent. The office email on file will also be copied on every notice. Every violation notice will contain the following: **1) the rule that was violated, 2) how it was violated and 3) what is needed to fix it.**

All fines triggered by rule violations are sent to the listing broker. There are no rules that will send a fine without first sending a courtesy notice to the listing agent. **Repeat offender** rules will track the number of times a listing agent violates a particular rule. The first violation will trigger a courtesy. Subsequent violations of the same rule will trigger escalating fines.

LDC Rules

Below is a comprehensive list of rules, the majority of which are automated, that all Matrix MLS users will be expected to abide by. Every rule will have a name, description, and a schedule of notices and fines.

Rule Name	Description	Associated notices and fines
Incorrect Address	Must enter the correct Street Number, Street Name, Street Suffix, and Unit Number (if applicable) as it appears in the Tax Records .	1) Notice to correct listing sent to agent, 2) If not corrected within 3 days, \$25 fine will result, 3) If not corrected within additional 3 days, listing is taken off the market by staff
Late Listing Input Repeat Offender	Must submit a listing as Active within 2 days of the List Effective Date	1st Offense: courtesy notice, 2nd Offense: \$25 fine, 3rd Offense: \$75 fine, 4th Offense: \$250 fine and listing agent and broker must attend the next MLS Orientation
Office/Agent Info in Public Remarks Repeat Offender	Any agent-specific or office specific branding or contact info is prohibited in all public-facing fields including, but not limited to, public remarks, directions, unbranded virtual tours, etc.	1st Offense: courtesy notice, 2nd Offense: \$25 fine, 3rd Offense: \$75 fine, 4th Offense: \$250 fine and listing agent and broker must attend the next MLS Orientation
Listing Pending for Over 4 Months	If a listing has been in pending status for longer than 4 months, a courtesy notice will be sent.	No associated fines, but a courtesy notice will be sent to take action if appropriate.
Failure to Submit Primary Photo Repeat Offender	A primary photo must be added to a listing within 3 days of being added to Matrix.	1st Offense: courtesy notice, 2nd Offense: \$25 fine, 3rd Offense: \$75 fine, 4th Offense: \$250 fine and listing agent and broker must attend the next MLS Orientation
Untimely Status Change Repeat Offender	Listings must be marked to Contingent or Pending within two (2) business days of the Contract Date. Listings that have closed must be marked as Sold within five (5) business days of the Sold Date.	1st Offense: courtesy notice, 2nd Offense: \$25 fine, 3rd Offense: \$75 fine, 4th Offense: \$250 fine and listing agent and broker must attend the next MLS Orientation
Branded Photos Repeat Offender	Agent-specific or company-specific signage, branding, watermarking, etc. of any kind is prohibited in the photo section of a listing.	1st Offense: courtesy notice, 2nd Offense: \$25 fine, 3rd Offense: \$75 fine, 4th Offense: \$250 fine and listing agent and broker must attend the next MLS Orientation
Required Uploading of Documents	If Master or Community Association is marked "yes" in the listing data, a Community Association Disclosure Exhibit must be uploaded to "Comm Assoc Disc" Supplement type in Matrix. If the listing was constructed before 1978, the Lead Based Paint Exhibit must be uploaded to the Lead Based Paint Supplement type in Matrix.	1) Notice to correct listing sent to agent, 2) If not corrected within 3 days, \$25 fine will result, 3) If not corrected within additional 3 days, listing is taken off the market by staff

**All notices for non-compliance will be delivered via email to the listing agent and the office email on file.
All fines will be delivered electronically to the listing broker.**

More LDC Rules

Rule Name	Description	Associated notices and fines
Inappropriate Words in Public Remarks Repeat Offender	LDC employs a list of caution and unacceptable words and phrases to track Fair Housing violations. To view this list, visit the Governance page at our website, myGIAR.com.	Caution: Courtesy notice may be sent Unacceptable: 1st Offense: courtesy notice, 2nd Offense: \$25 fine, 3rd Offense: \$75 fine, 4th Offense: \$250 fine and listing agent and broker must attend the next MLS Orientation
Sold Data Check for Sold Listings Repeat Offender	Listings that are marked sold in MLS will be checked against the sales history in the public records. The sold date in MLS must match the recorded sale date in the public records.	1st Offense: courtesy notice, 2nd Offense: \$25 fine, 3rd Offense: \$75 fine, 4th Offense: \$250 fine and listing agent and broker must attend the next MLS Orientation
Sold Data Check for Pending Listings Repeat Offender	Pending listings that have a sale in the public records that was recorded after the listing date will be flagged.	1) Notice to correct, 2) \$100 fine will result after 3 days, 3) \$500 fine will result after 3 more days, 4) Referred to GIMLS board of directors after 3 more days
New Construction Listings	If a New Construction Residential listing is marked as Proposed, Under Construction, or Unfinished, a valid building permit number must be included in the listing. Enter the permit number in the Building Permit Number field under the Structure section of the Residential listing input form.	1) Notice to correct listing sent to agent, 2) If not corrected within 3 days, \$25 fine will result, 3) If not corrected within additional 3 days, listing is taken off the market by staff
Construction Not Started in 90 Days	Proposed New Construction Listings added to the Residential section of MLS must begin construction within 90 days of submission to MLS.	1st Offense: courtesy notice, 2nd Offense: \$250 fine, 3rd Offense: \$500 fine, 4th Offense: \$1000 fine and listing agent and broker must attend the next MLS Orientation
Unnecessary Use of Capitalization in the Public Remarks	If the public remarks fields contains excessive use of capital letters, especially when entire words and entire sentences are capitalized, a courtesy notice may be sent.	No associated fines, but a courtesy notice may be sent.
Similar Public and Realtor Remarks	Do not paste the public remarks description into the Realtor (Agent Only) remarks. All listing display types in Matrix will contain the public remarks, so it is not necessary to include the same verbiage in the public remarks and Realtor remarks fields.	No associated fines, but a courtesy notice may be sent.
Temp Off Market for Over 60 Days	If a listing has been Temporarily Off Market for longer than 60 days, a courtesy notice will be sent to the listing agent.	No associated fines, but a courtesy notice may be sent.
Listings Actively in Foreclosure	A listing that is marked "Actively in Foreclosure" in property records must also be marked as such in the Special Listing Conditions section in Matrix (Foreclosure, REO, Auction, etc).	1) Notice to correct listing sent to agent, 2) If not corrected within 3 days, \$25 fine will result, 3) If not corrected within additional 3 days, listing is taken off the market by staff
Lockbox Not Assigned to Listing	A SentiLock Bluetooth lockbox must be assigned to Active and Contingent listings using the "Assign a SentiLock Lockbox" tool in Matrix.	1) Notice to correct listing sent to agent, 2) If not corrected within 3 days, \$25 fine will result, 3) If not corrected within additional 3 days, listing is taken off the market by staff
Lockbox Addendum Not Uploaded to Listing	Listings that do not carry a SentiLock lockbox due to seller refusal or special condition (foreclosure, auction, REO, etc.) must upload the seller-signed Lockbox Authorization Addendum to the "Lockbox Authorization Addendum" Supplement Type in MLS.	1) Notice to correct listing sent to agent, 2) If not corrected within 3 days, \$25 fine will result, 3) If not corrected within additional 3 days, listing is taken off the market by staff
Branded Virtual Tours Repeat Offender	Any agent or office branding is prohibited in all public-facing fields including, but not limited to, public remarks, directions, unbranded virtual tours, etc.	1st Offense: courtesy notice, 2nd Offense: \$25 fine, 3rd Offense: \$75 fine, 4th Offense: \$250 fine and listing agent and broker must attend the next MLS Orientation

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