

BEFORE YOU LIST CHECKLIST

Accurate data is essential to a reliable marketplace. We know that in most cases, MLS Rules violations are not intentional and are typically a data entry error. In order to help keep you in compliance, we've curated this checklist of items to double or triple-check when entering a new listing into IRMLS. Not only will this helpful sheet prevent common MLS violations, but it will help us maintain a reliable marketplace.

Visit raci.org/irmls-raci/ to access the full MLS Compliance, Information & Rules.

LISTING INPUT

- ☐ Utilize the (7) Category Input Forms in the MLS Documents on Paragon (or in IRMLS zipForm Library)
- ☐ Enter listing with three (3) business days of signed agreement or within one (1) business day of marketing a property to the public.
- ☐ All required fields and front photo must be submitted when the listing is input into the MLS system. The primary photograph must be the main exterior front view of the listed property.
- ☐ Input reasonable driving directions.
- ☐ Double check that the Parcel ID# is correct.
- ☐ Double check the area, school district and subdivision as well.
- ☐ Ensure property will be available to show immediately, or follow Listed Coming Soon status rules.
- ☐ Ensure the showing instructions are correct.
- ☐ Make sure that branded and unbranded tours are entered into their appropriate
- ☐ Verify that the public remarks only contain the property description and **do NOT include** any items such as phone #s, email addresses, security codes, websites, etc.
- ☐ **Do NOT** include any references to commission or compensation in the MLS during any stage of the transaction.

LISTING MAINTENANCE

- ☐ Input any changes to status or showing instructions to a property within **1 (one) business day**.
- ☐ Stay on top of pending listings to ensure they are up-to-date (update pending date when exceeding 90 days).
- ☐ Update the closed status including the sold price within **1 (one) business day** of a property's closing.