BEFORE I ACTIVATE MY LISTING...

LONDON ST. THOMAS ASSOCIATION OF REALTORS®

Basic MLS® Rules are subject to administrative penalties. See PropTx Rules for full details

☐ **3.18-** Input listing by 11:59 pm the next Business Day following the written commencement date of the MLS® listing.

☐ **3.01-3.04 -** Accuracy of Information responsible & accountable for the quality of the data input onto MLS®:

- no statements of “buyers to verify”;
- contact us for more information;
- call me for....;
- accurate current taxes and condo fees; and
- mapping.

☐ **3.20 -** Where the lot size of a residential property is irregular, the Listing Brokerage shall report the frontage and the smaller dimension of the depth and identify irregular as the lot shape on the PropTx MLS® System.

☐ **3.14-** An MLS® Listing Agreement can't be less than 60 days from commencement date.

☐ **3.07- Unacceptable Listings**

a) it excludes any Members from showing the property;
b) it excludes any Members from acting as a co-operating brokerage;
c) all mandatory data input fields not completed;
d) it is not immediately available for showings and for offer registrations;
e) not immediately available for registration of offers, except where there is OREA Form 244 and it’s attached in the documents;
f) content includes disclaimers of responsibility;
g) includes instruction from seller relieving the listing brokerage of responsibility; and
h) the listing does not have at least one image.

☐ **3.04 -** Content to only appear in designated fields.

- Contact information;
- Virtual tours;
- Multi-Media URLs; and
- Remarks.

☐ **3.07** - A listing will not be accepted if tax information is input incorrectly.

- Current year taxes or prior year taxes;
- Current not available? Use the box for "taxes not yet assessed" cannot be "TBD"; and
- Zero tax is permitted for landlease, churches, schools, mobile homes, included in maintenance fee.

☐ **5.01 - Images –** Make sure your photos are compliant:

- No photos of amenities that cannot be seen from the property;
- No person or digital representation of people in the photos;
- No for sale signs unless blurred, ghosted or completely not legible;
- May be digitally altered, digitally staged BUT can't be modified or altered to cause an inaccurate representation of the property. Must be disclosed in public remarks; and
- No borders, arrows, outlines, words, swooshes on the photos
    - It is permitted for an aerial image to have a border outlining the property boundaries or a map marker (pin) indicating where the property is located.

☐ **3.05- Comments–** All remarks must appear in appropriate section of MLS® listing:

Remarks for Clients – CAN

- "See my website for further information";
- If any photos have been digitally staged;
- Offer instructions; and
- Any information regarding subject property.

Remarks for Clients – CAN'T

- Include URLs;
- Advertising of Private Trades;
- Direction to "call" the listing agent; any solicitation type remarks; and
- Descriptions about other listings the agent's website.

REALTOR® Only Remarks

- Display only info that could impact co-operating brokerage. (e.g., where the Seller has reserved the right to sell the property him/herself, pets in house etc.);
- Special Agreements (e.g., reduced commission if multiple representation); and
- Seller contact info may appear in this remarks section.

Offer Remarks

- Registration of offers;
- Pre-emptive offers (Form 244); and
- Special offer conditions.

Commission to Co-operating Brokerage

- All comments and special agreements to payment; and
- If the sale price of the property includes taxes the buyer agency compensation remarks must state if the coop compensation will be calculated from the net sale price after all taxes are deducted.

** This does not reflect the Rules in their entirety*
** Fines start at $500 for first breach*