

NorthstarMLS Listing Input Checklist

When entering a new listing into NorthstarMLS, take the following steps to ensure compliance with RMLS Rules and Regulations.

1. **Make sure your listing contract is valid.** Do a Quick Search of the property address to ensure it is not “Active” with another listing agent. If it is, contact RMLS Rules & Regulations at 651-251-3205. We will follow-up with the other listing agent to determine whether they still have a valid contract. If the contract is still valid, we will inform you. If the contract was canceled, we will ensure the listing is canceled so that you may enter yours. Do not enter your listing until the other is canceled. If you do, you may be subject to a \$1,000 fine for entering a listing without a valid contract.
2. **Does your customer want to withhold the listing from the MLS?** If your customer wants to withhold the listing from the MLS, you must complete a Certification to Withhold form, have it signed by the owner, and fax it to RMLS at 651-251-5457 **within three days of the listing contract effective date** (*including weekends*, not including state or federal holidays). The day after the contract effective date counts as day one. If you do not fax the completed form to RMLS within three days, you are subject to a \$100 fine for the first violation and escalating fines for repeat violations. Commercial/Mixed Use listings are optional, and therefore a Certification to Withhold form is **not** required if you are going to withhold it. While the listing is withheld, you are free to market and show the property. If you later add it to the MLS, the time it was withheld from the MLS will **not** count towards the market time.
3. **Complete the Listing Input Form and have it signed.** Complete all required fields on the form and as many optional fields as you can. If you are missing required data, find the correct data before the listing is input if possible. This will ensure you do not receive a Notice of Incomplete/Missing Data from RMLS. Your customer must sign the listing input form before it can be entered into NorthstarMLS. Make sure that the **Public Remarks** section describes the physical traits of the property and its vicinity *only* and that the **Financial Remarks** section describes financing terms *only*. Do **not** include contact information, Web addresses or marketing/promotional information for yourself, your company or any other third party. Violations are subject to a \$100 fine for the first violation and escalating fines for repeat violations.
4. **Enter the Listing within three days.** Listings for Single Family Residential, Multi-Family Residential and Lots & Land are required and must be entered into NorthstarMLS **within three days of the listing contract effective date** (*including weekends*, not including state and federal holidays). The day after the contract effective date counts as day one. (See #2 above if your customer wants to withhold the listing from the MLS.) If you do not enter the listing within three days, you are subject to a \$100 fine for the first violation and escalating fines for repeat violations. **Enter the listing only once.** Do not enter the listing multiple times to get exposure to multiple property types, MLS Areas, etc. Duplicate listings

will be removed and the office fined \$100. The RMLS Rules describe exceptions for farms and Multi-Family properties with a commercial component.

5. **Is the property available for showing?** If the owner does not want to show the property for 24 hours or longer, go ahead and enter it as “Active.” As soon as possible, (not longer than 24 hours), fax a Change Form to your Association indicating that the property is Temporarily Not Available for Show (check with your Association to see if they require the customer’s signature for this change). Your Association will make the status change. While the listing is in TNAS status, you may not market or show the property to anyone. Market time does **not** accrue for the listing while in the TNAS status. Within 24 hours of being available for show, fax another Change Form to your Association to have the listing moved to Active. Anytime the property is unavailable for show for 24 hours or longer, you must have it moved to the TNAS status. Simply putting a note in the Remarks section is **not** sufficient.
6. **Load at least one photo onto the listing within three days.** If the listing is Single Family Residential, Multi-Family Residential, or Commercial/Mixed Use, you must load at least one photo onto the listing **within three days of the listing input date** (*including weekends*, not including state and federal holidays). (Photos are *not* required for Lots & Land, or any listing where the Construction Status is “To-Be-Built” or “Under Construction.”) You may load your own photo, check with your Association to see if they have a scanning service, or order a photo from the RMLS vendor. For each violation, RMLS will automatically order the photo and assess a \$15 fee. No Broker/Agent sign is allowed in the picture. If they are, you will be subject to a \$100 fine.
7. **Optionally, upload additional media.** We encourage you to take advantage of the ability to upload additional media to your listings, such as additional photos, supplements, disclosure forms and links to virtual tours. Ensure that your uploads do **not** contain contact information or marketing/promotional information for yourself, your company or any other third party. The only web links allowed in the listing are virtual tours. Virtual tours should have the name of your company (to comply with Commerce Department rules) but no other contact information. Violations are subject to a \$100 fine for the first violation and escalating fines for repeat violations.
8. **Check Your Listing.** After your listing has been entered, look it up on the system. Check to make sure all information is complete and accurate, especially if someone else has entered the listing for you.