

MLS DATABASE ACCURACY REPORT FORM

**REVISED: July 29, 2009 PLEASE REVIEW**

Information on the MLS System is derived from REALTOR® Members and secretaries keying in their listings and changing listing information as necessary. In order to maintain the accuracy and integrity of the database SVAR is asking you, our members, to help us monitor the system.

If, during your daily business, you come across listings containing inaccurate or incomplete information, please use this sheet to fax the information to us. We will then contact the Listing Agent, requesting them to make the appropriate changes.

Listing #: \_\_\_\_\_ Listing Agent: \_\_\_\_\_

- Failure to upload a new listing to the MLS within 4 days this excludes weekends and holidays (\$25 FINE PER DAY)
- Failure to upload any changes to a listing within 24 hours this excludes weekends and holidays (\$25 FINE PER OFFENSE)
- Failure to upload current tax information prior to July 1 of each year (\$10 FINE PER OFFENSE)
- Failure to obtain a new listing agreement when a listing has expired including the seller's signature (a change form is not acceptable after listing has expired) (\$10 FINE PER OFFENSE)
- Failure to report a non-MLS listing (Office Exclusive) to SVAR within 7 days this excludes weekends and holidays (\$10 FINE PER DAY)
- Failure to send or upload a photo to the MLS within 4 days of listing, this excludes weekends and holidays. (\$20 FINE PER OFFENSE)
- Other \_\_\_\_\_

**Please note the NO NOTICE will be given to members prior to the FINE**

Documentation is required to pursue these alleged infractions...thank you - FAX THIS FORM TO 815-626-4026

**OTHER IMPORTANT MLS POLICIES OF SVAR**

1. If a property cannot be shown "until a certain date" and it is listed in the MLS, the listing must be taken to temporary off market status until it can be shown. If a property, at listing time, is not ready to be shown, it cannot be entered into the MLS. It will have to be a non-MLS listing until it can be shown.
2. To allow Secondary Members (MLS Participants) to be able to join (with their Broker) the MLS voluntarily with the use of the MLS Waiver for those who do not join.
3. That if there is no home on a property, the primary photo in the MLS must be an (under) or (proposed) construction slick or a (sketch) or (floorplan) or (plat or aerial map) of the new construction or a photo of what actually appears on the land. The secondary photo and thereafter may reflect a photo of a home to be built.
4. To exclude weekends and holidays in regards to reporting information to the MLS.
5. The Instruction, Description and Comments field on a listing data sheet should not reflect any form of Self promotion. This includes but is not limited to Office Name, Agents Name, Phone Numbers, tag lines promoting any offers, etc.. (The only phone number that will appear in these fields is for a Reciprocal Listing)
6. That members are required to submit an Owner of Record form signed by the seller(s) if they do not place the Owner's name in the MLS.