

**HELP US KEEP YOUR DATA ACCURATE AND SECURE**

# **TOP 5 COMMON LISTING VIOLATIONS**

## **REPORTING SALES TO MLS**

**STATUS CHANGES, INCLUDING FINAL CLOSING OF SALES AND SALES PRICE, SHALL BE REPORTED TO THE SERVICE WITHIN 2 BUSINESS DAYS AFTER CLOSING.**

## **PROHIBITED INFO IN AGENT REMARKS**

**MUST ONLY CONTAIN INFORMATION RELATED TO THE ACTUAL PROPERTY. NO CONTACT INFO FOR MEMBERS/NON-MEMBERS, EMAIL ADDRESSES, WEBSITES, TITLE COMPANY, OR ACCESS CODES.**

## **DRIVING DIRECTIONS**

**DIRECTIONS MUST BE DESCRIPTIVE IN NATURE AND CONTAIN TURN BY TURN INSTRUCTIONS. MARKETING INFORMATION OF ANY KIND IS PROHIBITED IN THE DIRECTIONS FIELD.**

## **IDX RULES PUBLIC REMARKS**

**ONLY A PHYSICAL DESCRIPTION OF THE PROPERTY SHALL BE ENTERED IN PUBLIC REMARKS. NO NAME, PHONE NUMBER, BRANDED PHOTOS, ANY WEBSITE OR WEB ADDRESS, CODES, ETC. DUE TO VIOLATION OF IDX POLICIES.**

## **PHOTO POLICY**

**MINIMUM OF ONE PHOTO REQUIRED, MUST INCLUDE A CURBSIDE VIEW. NEW CONSTRUCTION- EXTERIOR ELEVATION OR FLOOR PLAN IS ACCEPTABLE. UNIMPROVED NON-RESIDENTIAL PROPERTIES- PLAT OR SURVEY IS ACCEPTABLE. NO WATERMARKS OR BRANDING. HAVE PERMISSION TO USE PREVIOUSLY SUBMITTED PHOTOS.**



**KNOWING THE RULES AND REVIEWING YOUR LISTINGS CAN SAVE YOU MONEY\$**