BEFORE YOU LIST CHECKLIST

unlock MLS

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 Unlock MLS. Not only will this helpful sheet prevent common MLS violations, but it will help us maintain a reliable marketplace. Make sure to visit ABoR.com/ACTNow to access the full MLS Compliance Resources Kit.

LISTING INPUT

- [ ] Utilize the Property Profile Sheet in the ABoR Document Library.

- [ ] Enter listing with five (5) business days of signed agreement.

- [ ] Upload at least one (1) photo within seven (7) days of system list date.

- [ ] 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 within four (4) business days.

- [ ] Ensure the showing instructions are correct.

- [ ] Make sure that branded and unbranded tours are entered into their appropriate entry fields.

- [ ] 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

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 the closed status including the sold price within 1 (one) business day of a property's closing.