

# BEFORE YOU LIST CHECKLIST

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 ACTRIS MLS. Not only will this helpful sheet prevent common MLS violations, but it will help us maintain a reliable marketplace.

## LISTING INPUT

- Utilize the Property Profile Sheet in the ABoR Document Library.
- Enter listing within 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 the showing instructions are correct AND that the property will be available to show within four (4) business days.
- 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.