



MLS
MULTIPLE LISTING SERVICE

Berkshire
REALTORS®

Listing Checklist



Submit Your Listing!

\$50-\$150 per day late

Fair is fair. Everyone must submit ALL listing information within 2 business days of the seller's signature OR 1 day of marketing, whichever comes first. Enter Active / Coming Soon in the MLS database; Delays & Office Exc. are sent to staff

No Showings if Off-Market

\$1,000 first offense, suspension after

Never show an off-market property (Coming soon, Delayed Listing, Withdrawn) prior to it being active on the market and never show an office exclusive to another firm's client, without making it active for all.



Respond to Staff

\$100 and withdrawal of the listing from MLS

Please respond to MLS staff when they email for needed information! A response via email or call back from the agent, broker or admin is required within 24 hours of any inquiry, along with the information they are seeking.

Manipulating DOM or Listing History

Warning first offense, \$50 second offense

Don't change dates to try to reset 'Days on Market', or mask listing history via manipulation of dates, statuses or creating slight variation in addresses. Listings must be off-market for +31 days or relisted with another firm to reset DOM. History always follows, don't try.

Signed Buyer Agreement

\$500 first offense, MLS Hearing second offense



You must have a signed buyer agreement before showing listed property. Not only does this provide you and your brokerage with settlement protections, it's just good business! As part of the settlement, the MLS became the entity to enforce this obligation.



Make Status Changes Promptly

\$100 first 2 offenses, MLS hearing after

You have 2 business days of signed P&S (and delivery of earnest money, if required) to mark listings with Contingent UA flag (still showing) or Pending (no longer showing). Within 2 days of closing, listing status must be changed to Sold.

Advertise Correctly

\$1,000 first offense, suspension after

Do not publicly advertise Delayed, Office Exclusive or Withdrawn listings without entering it into the MLS within 1 business day. This violates the seller's signed ERTS addendum and MLS clear cooperation policies.



Get Signatures

Warning first offense, \$50 second offense

Never enter a listing or extension without a signed Exclusive Right to Sell Contract or Modification of Listing from extending the contract beyond the original term, by all required sellers. You must have proper authorization to sell to list it in the MLS!

Do Not Add Branding in Public Fields

Warning first offense, \$50 second offense

Do not add agent or office branding in any public fields of a listing in MLS. Each listing has attribution, but may not have signs, logos, watermarked photos, remarks or links to contact or branding information, other than the REALTOR-to-REALTOR, agent record or private fields.

Settlement Compliance

\$500 first offense, MLS Hearing second offense

Never insert compensation, bonuses and/or make any reference on obtaining commission into any field or document in the MLS database accessible to other members. Never use an MLS feed to create a database to create a sharing platform either.

www.BerkshireREALTORS.net

These are the most common issues with MLS submission. For a full list, please see our [MLS Policies!](#)