

NorthstarMLS Listing Input Checklist

(Short Version)

When entering a new listing into NorthstarMLS, take the following steps to ensure compliance with RMLS Rules and Regulations.

1. **Make sure your listing contract is valid.** Do a Quick Search of the property address to ensure it is not “Active” with another listing agent.
 2. **Does your customer want to withhold the listing from the MLS?** Complete a Certification to Withhold form, have it signed by the owner, and fax it to RMLS at 651-251-5457 **within three days of the listing contract effective date** (*including weekends*, not including state and federal holidays). The day after the contract effective date counts as day one.
 3. **Complete the Listing Input Form and have it signed.** Complete all required fields on the form and as many optional fields as you can. Make sure that the **Public Remarks** section describes the physical traits of the property and its vicinity *only* and that the **Financial Remarks** section describes financing terms *only*.
 4. **Enter the Listing within three days.** Listings for Single Family Residential, Multi-Family Residential and Lots & Land are required and must be entered into NorthstarMLS **within three days of the listing contract effective date** (*including weekends*, not including state and federal holidays). The day after the contract effective date counts as day one.
 5. **Is the property available for showing?** If the owner does not want to show the property for 24 hours or longer, go ahead and enter it as “Active.” As soon as possible, (not longer than 24 hours), fax a Change Form to your Association indicating that the property is Temporarily Not Available for Show. Within 24 hours of being available for show, fax another Change Form to your Association to have the listing moved to Active.
 6. **Load at least one photo onto the listing within three days.** If the listing is Single Family Residential, Multi-Family Residential, or Commercial/Mixed Use, you must load at least one photo onto the listing **within three days of the listing input date** (*including weekends*, not including state and federal holidays).
 7. **Optionally, upload additional media.** Includes additional photos, supplements, disclosure forms and links to virtual tours. Ensure that your uploads do **not** contain contact information or marketing/promotional information for yourself, your company or any other third party.
- Check Your Listing.** After your listing has been entered, look it up on the system. Check to make sure all information is complete and accurate.