



RULES & REGULATIONS CHANGE GUIDE

- ❖ **Section 2.2 Listing Status Defined.** ****Motion to approve adding the language, as proposed below, to (d) Pending, to clarify the requirement to have the listing updated to pending status within three (3) business days.**

(d) Pending. A property shall be considered Pending when a sales contract is signed by both buyer and seller. Does not apply to Lease listings (10/23/08.) Any change to a listing shall be made only when authorized in writing by the seller and shall be filed with the MLS service within three (3) business days after the authorized change is received by the listing Participant. (7/17/2025)

- ❖ **Section 2.2 Listing Status Defined.** ****Motion to approve removing the “Requirements for entering a property for Statistical Purposes” section out of Section 2.2. (e) and creating a new stand-alone rule, Section 2.2 (f).**

(e) Closed [Sold] Listing. A listing shall be considered Closed [Sold] when the transaction has closed and the title to the property passes from seller to buyer. Listing Participant shall within five (5) business days of a listing being sold (closed) file such information, including, but not limited to, actual sales price and loan information, with the MLS. Does not apply to Lease listings (10/23/08, 7/17/2025)

~~● Requirements for entering a property for "Statistical Purposes":~~

- ~~1. Participant must have a signed listing agreement or sales fee agreement with the seller.~~
- ~~2. Listing must include the sale of the land.~~
- ~~3. Property must be entered within (5) five business days of the Closed Date. Participant will enter the List Date, Pending Date and Closed Date all as the Closed Date.~~
- ~~4. Public Remarks must read: "Entered for Statistical Purposes Only". (1/26/2017)~~

(f) Requirements for entering a property for "Statistical Purposes":

1. Participant must have a signed listing agreement or sales fee agreement with the seller.
2. Listing must include the sale of the land.
3. Property must be entered within (5) five business days of the Closed Date. Participant will enter the List Date, Pending Date and Closed Date all as the Closed Date.
4. Public Remarks must read: "Entered for Statistical Purposes Only". (1/26/2017)

- (g) **Withdrawn.** A listing where all terms of the listing remain in full force and effect and the listing is simply “Withdrawn” from MLS active listings and not being marketed. A signed copy of the Withdrawal must be kept in the listing file. No marketing allowed during the withdrawn period, following the same guidelines as Coming Soon. “Public Facing Media” includes, but is not limited to, flyers displayed in windows, yard signs, digit marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to general public. (Amended 1/26/2017, 2/20/20).
- (h) **Released.** A listing in which the Participant has terminated the listing agreement and the listing agreement is no longer in effect. A signed copy of the Release must be kept in the listing file. (Amended 1/26/2017).
- (i) **Expired.** A listing in the MLS system in which the listing term has expired and the listing is no longer active in the MLS system.
- (j) **Leased.** A listing shall be considered Leased when the Lease agreement has been signed by all parties. (10/23/08)

❖ **Section 2.10 Square Footage.** ****Motion to approve adding the language “Only the Primary Residence/Commercial square footage of rooms can be quoted on a listing.”**

****Motion to approve adding “Commercial” to Section 2.10.**

(a) **Primary Residence/Commercial.** Participants may quote square footage from the following sources in the Square Footage fields, or in Public Remarks:

- County Assessor (Court House) square footage
- Building Permit square footage - Participant must have a copy of the building permit in the Participant’s listing file.
- Appraisal square footage - a copy of a full appraisal(s) or a copy of square footage measurement(s) by a licensed or certified appraiser, provided by the current seller must be in the Participant’s listing file.
- **Not Reporting SqFt is only permitted on listings that are using the Under Construction-New Construction field and value. Not Reporting SqFt cannot be used if the listing is not New Construction.**

Approved square footage can **only** be quoted in the Square Footage fields, House Size (Range) field, or in Public Remarks. Approved square footage listed in Public Remarks must indicate the source. Participants and Users shall not report square footage in any other field (including square footage of a room addition, etc.) *(12/15/05, updated 6/21/07, amended 6/24/10, 7/17/2025).*

(b) **Secondary Residence /Commercial.** In the event the property contains a Secondary Residence; the square footage of the Secondary Residence must **NOT** be included in the Primary Residence fields of the listing. The square footage of the Secondary Residence can be included in the Public Remarks fields under the following condition: *(7/17/2025)*

- The square footage is from an approved source (as outlined above) and the source is also identified in the remarks. *(11/18/04)*

[The room count of the Secondary Residence must **NOT** be included in the Primary Residence fields of the listing. \(7/17/2025\)](#)

❖ **Section 2.22 Remarks/~~Media Self-promotion~~. ****Motion to approve removing “Media Self-promotion out of Section 2.22 and creating a new stand-alone section.****

1. Public Remarks and Direction Fields.

- (a) Only information describing the listed property, its community and any exclusions for the sale/or legally required statements are allowed in the “Public Remarks” section of any listing in the MLS.
- (b) Information contained in the Public Remarks and Direction fields of the listing shall be at the discretion of the MLS Participant and/or User and the seller. This information, however, shall be factual and shall **not** include the Listing Participant, User, seller or tenant contact information, including, but not limited to, phone number, fax number, e-mail and Web page addresses, gate code, security code, lockbox code, any self-promotion comments, open house information and/or any of the restricted fields listed in Section 10.1c of these Rules and Regulations. In addition, the Directions field must contain directions to the property. Entering only the address, subdivision name, "use your GPS" or anything similar is not allowed. *(1/1/04 revised 10/18/07, revised 8/22/13)*
- (c) MLS Tech will not be responsible for the content of the Remarks section of the listing. The MLS Participant is solely responsible for the content of the Remarks section of the listing filed with the MLS by his/her Users.
- (d) The MLS Participant will defend MLS Tech including its officers, directors and employees against any action brought against MLS Tech due to violation(s) caused by the Participant's company and/or licensees.
- (e) **Room Dimensions.** Room dimensions shall be permitted in the Public/Media/Broker Remarks fields as long as the dimensions entered are a part of the square footage reported on the listing in the square footage field. **(6/22/06)**

2. Broker Remarks. Except for seller and/or tenant, contact information in the “Broker Remarks” shall **not** include a non-member or an unlicensed person.

~~**3.—Media.** Submission of media is required unless the field Under Construction-New Construction is selected, and the seller has the right to request media not be included in the MLS. If media is submitted the following rules apply. (Amended 2/24/11)~~

~~Self-promotion (i.e., Listing Participant or User contact information, including phone number, fax number, e-mail, and Web page addresses and/or self-promotion comments) shall not be permitted in any media submitted to the MLS including, but not limited to, photographs, virtual tours, 360 photo tours. This includes all features of media, including, but not limited to, all video and audio portions of the media.~~

~~In addition, YouTube links and/or self-promotion/contact information regarding virtual tour providers/companies shall not be permitted in any virtual tour. (2/23/12)~~

~~Photographs shall be limited to the real property and shall **not include** photographs of the User, Participant, legible real estate sign, legible builder's sign, electronic business card, people, etc. (1/19/06)~~

~~The Primary photograph must be an aerial view of the property OR the exterior front view of the primary structure. For Vacant Land or Condo listings, the Primary photograph must be a photo of the lot, a photo taken of the view from the lot, an aerial photo of the lot, or a photo of the entrance/subdivision sign (with no legible contact information. (7/20/06 amended 7/22/10)~~

~~Photos should not be altered in a way that could potentially mislead another broker and/or consumer. This is including, but not limited to; modifying the roof pitch, adding dormers/shutters, removing power lines, modifying visible structural issues, moving/adding walls inside the house, adding windows, etc. (5/25/2017)~~

~~1.—A primary photo is required for all “exclusive right-to-sell that is subject to auction/sealed bid” listings. The word “Auction” must be visible on the photo. Photo must be added to the listing within 3 business days. (2/15/07)~~

~~All photographs submitted to MLS Tech (regardless of who takes the photographs) shall become a part of the MLS Tech owned and copyrighted MLS compilation (database): (8/19/04)~~

~~Except for the purpose of creating a Comparative Market Analysis (CMA), use of another Participant's photographs and/or Virtual Tours is prohibited unless the Participant's written permission is given to the Participant or User desiring to use the photographs and/or Virtual Tour. A Participant and/or User found in violations of this rule shall be referred to the Bylaws, Rules and Regulations Committee (6/23/05)~~

❖ Section 2.22.1 Media Self-promotion.

****Motion to approve creating a new Section 2.22.1 Media Self-promotion.**

****Motion to approve adding #1 & #2, below, as modern protections for the public.**

****Motion to approve to add “showing the majority of the structure” language to the current rule pertaining to the primary photo.**

Media. Submission of media is required unless the field Under Construction-New Construction is selected, and the seller has the right to request media not be included in the MLS. If media is submitted the following rules apply. (Amended 2/24/11)

Self-promotion (i.e., Listing Participant or User contact information, including phone number, fax number, e-mail, and Web page addresses and/or self-promotion comments) shall not be permitted in any media submitted to the MLS including, but not limited to, photographs, virtual tours, 360 photo tours. This includes all features of media, including, but not limited to, all video and audio portions of the media.

In addition, YouTube links and/or self-promotion/contact information regarding virtual tour providers/companies shall not be permitted in any virtual tour. (2/23/12)

Photographs **Media** shall be limited to the real property and shall **not include** photographs of the User, Participant, legible real estate sign, legible builder's sign, electronic business card, people, etc. (1/19/06, 7/17/2025)

1. Inappropriate Verbiage in Media: No media shall include profanity, inappropriate verbiage or inappropriate contents.

The Primary photograph must be an aerial view of the property OR the exterior front view of the primary structure, [showing the majority of the structure](#). For Vacant Land or Condo listings, the Primary photograph must be a photo of the lot, a photo taken of the view from the lot, an aerial photo of the lot, or a photo of the entrance/subdivision sign (with no legible contact information. **(7/20/06 amended 7/22/10, 7/17/2025)**)

~~Photos~~ [Media](#) should not be altered in a way that could potentially mislead another broker and/or consumer. This is including, but not limited to; modifying the roof pitch, adding dormers/shutters, removing power lines, modifying visible structural issues, moving/adding walls inside the house, adding windows, etc. **(5/25/2017), 7/17/2025)**

1. A primary photo is required for all “exclusive right-to-sell that is subject to auction/sealed bid” listings. The word “Auction” must be visible on the photo. Photo must be added to the listing within 3 business days. (2/15/07)

All ~~photographs~~ [media](#) submitted to MLS Tech (regardless of who ~~takes the photographs~~ [creates the media](#)) shall become a part of the MLS Tech owned and copyrighted MLS compilation (database). **(8/19/04, 7/17/2025)**

Except for the purpose of creating a Comparative Market Analysis (CMA), use of another Participant’s photographs and/or Virtual Tours is prohibited unless the Participant’s written permission is given to the Participant or User desiring to use the photographs and/or Virtual Tour. A Participant and/or User found in violations of this rule shall be referred to the Bylaws, Rules and Regulations Committee **(6/23/05)**

❖ **Section 2.23.1 **Motion to approve updating the language to include “withdrawn status, or Coming Soon status.”**

List Price cannot be modified once the listing is no longer in an Active status, [withdrawn status, or Coming Soon status](#). **(7/17/2025)**

❖ **Section 3.0 Procedures.**Motion to approve adding a new section (d), shifting each section down, to reiterate the rule requirement of pending listings being filed with the MLS within three (3) business days.**

- (a) All changes shall be filed with the MLS within the time outlined in this section from receipt of such change information. In the event of "Central Load" a copy of such change shall be delivered to the MLS Tech office within the same time period as stipulated above. See Article I, Section 4.6 for additional rules regarding reporting sales to the MLS. **(1/1/04, Amended 2/24/11, 4/28/11)**
- (b) All Status Change Notices that are to be Central Load must be signed by the Participant, or an authorized member of the Participant’s Firm. Only three (3) members of the firm per office (a branch office is considered a separate office for this purpose) may be authorized to sign Status Change Notices on behalf of a Participant. Written authorization for the member to sign on behalf of the Participant must be on file with MLS Tech.
- (c) **Corporate Listings.** In the case of Corporate Listings, Listing Participant shall have the responsibility to (when paperwork has not been received) change the listings to a Pending

status, upon verbal acceptance of a contract. (The Corporate field on the listing must display Yes.) (7/20/06)

- (d) **Pendings That Go Beyond the Anticipated Closing Date.** If a Pending does not close on the anticipated closing date, the new anticipated closing date must be entered into the MLS system within thirty (30) days of such failure to close. Does not apply to Lease listings (10/23/08.)
- (e) **Reporting Requirements of Pending Notices.** Listing Participant shall within three (3) business days of a listing being pending file such information with the MLS. (7/17/2025)
- (f) **Reporting Requirements of Sold (Closed) Notices.** Listing Participant shall within five (5) business days of a listing being sold (closed) file such information, including, but not limited to, **actual** sales price and loan information, with the MLS. (1/1/04, Amended 4/28/11) Does not apply to Lease listings (10/23/08.)

On cooperating brokerage sales, the sales information and selling broker shall be included in the information filed with MLS. In the event the selling broker is not a Participant of the MLS, a code number of 99999 shall be inserted. If listing is pending and the listing broker is no longer an MLS Tech Participant, the selling broker shall be responsible for reporting the pending as closed once the sale has occurred.

If negotiations were carried on under Section 4.1 a-d hereof, the cooperating broker shall report accepted offers and prices to the listing participant within 2 business days after occurrence and the listing participant shall report them to the MLS within 3 business days after receiving notice from the cooperating broker.

- (g) **Reporting Requirement of Leased Notices.** Listing Participant shall within three (3) business days of a listing being leased file such information, including, but not limited to actual monthly rental price, and leasing associate. (10/23/08)