

Cheat Sheet

Inputting Listings



Checklist:

- ☐ Must be added to the MLS within 1 business day of marketing or contract date
- ☐ Broker signature on all required forms
- ☐ Listing contract uploaded within 1 business day
- ☐ 100 character minimum for public remarks
- ☐ Minimum of 10 photos within one 1 business day including:
 - Front elevation
 - Kitchen
 - Baths
 - Living area
 - Basement or lower level finish
 - Primary bedroom
 - Outside
 - Exterior features
 - Back elevation
 - Other structures or significant features
- ☐ Sellers disclosure form completed and uploaded