

**TAHOE SIERRA MULTIPLE LISTING SERVICE**  
**QUICK REFERENCE GUIDE – RULES & REGULATIONS**  
**LISTING PROCEDURE**

(Not intended to replace review and understanding of actual Rules & Regulations)

The MLS service is the means by which orderly correlation and dissemination of information is accomplished for all MLS members. The main goal and objective is to have timely and correct market information available to serve your clients and the public. **Please refer to the Rules & Regulation for complete information on listing properties.**

1. The type of listing is the responsibility of the Listing broker.
2. All listings must be in writing and are subject to MLS review within 24 hours.
3. Submission of listings to the MLS Service is mandatory within 24 hours of the listing being signed. One front entry picture is required on all new, active single-family residential properties. All other listing types must be accompanied by a picture and/or rendering.
4. Pictures input into the MLS must belong to the listing agent. If using pictures from someone else, the listing agent must have express permission from the copyright owner.
5. Pictures cannot include for sale signs.
6. If the listing is to be waived from being presented in the MLS (seller request only), the member must file a completed SELM Form and submit it to the Board office within 24 hours.
7. All changes to the Listing must be submitted within 24 hours, or member is subject to applicable fines.
8. Any contingency must be reported within 24 hours.
9. The agent must make all MLS corrections to listing within 24 hours.
10. Withdrawals before the expiration date of the listing can only be done with written authorization from the seller.
11. Cancelled or Withdrawn listings must be inactive in the MLS for thirty (30) or more consecutive days before being entered as NEW listings.
12. Agents/Brokers must load listing information into the MLS system utilizing their own codes and must be authorized users in the system.
13. Both buyer and seller must approve dual agency.
14. Brokers must disclose any interest in the property.
15. Concession verbiage is allowed in the Public Remarks and Addendum fields, i.e. Seller may offer concessions, Seller is offering concessions, Seller will consider concessions, etc., but cannot be identified as any type of commission, compensation, percentage (%) or cash (\$). Same goes for Member News.
16. Contact information and links leading to contact information are not allowed in Public Remarks.