

Dear Subscriber,

You may be reading this as a brand new member, a returning member or just because you have a strong interest in the Rules of your MLS. The Rules and Regulations are a comprehensive 50 + page document, so in order for you to jump on the fast track of compliance this excerpt has been created for you to have handy to use as an easy reference guide.

New Listings – must be entered into the MLS within 48 hours of obtaining the necessary signatures.

Exclusion Forms – must be submitted to rules@sdmls.com within 48 hours.

Mandatory Photographs – a minimum of one front exterior of the dwelling must be included in the listing. Up to 25 photos may be included and the exterior photo does not have to be the primary photo as long as it is included.

Photograph Requirements – must be of the subject property, amenities included in the homeowner's association dues or views FROM the subject property. Photographs may **not** include for sale signs, people, text or advertising.

Misuse of Remarks – only the physical characteristics of the property and descriptive property and/or community information are allowed in the remarks and supplemental remarks. Information **prohibited** in the remarks and supplemental remarks are contact information, URLs, open house information, disclaimers, disclosures required outside of the MLS, reference to showing instructions including lock box information and occupancy of the property (e.g. VACANT).

Room Size Dimensions – are required at the time the listing is saved and assigned a listing number. There is no grace period except when it is a partial listing and hasn't been saved completely.

Active Status – a valid listing agreement exists and no offer (with or without contingencies) has been accepted. Property is **available** for showings.

Withdrawn Status – there is still an active listing agreement in place and the property is temporarily off market. *** The sellers of a withdrawn listing should never be solicited for listing agent services.

Cancelled Status – listing broker is confirming the listing agreement is cancelled with the seller.

Status Changes – must be done within 24 hours of obtaining the necessary signatures.

If you are unable to obtain a photograph within the 72 hour time frame or enter room size dimensions when you are saving your listing, you may request a Variance Request Form found either on your Association's MLS information tab or at www.sdmls.com under the Rules tab.

Please do not hesitate to contact the SDMLS Rules Department with any questions you may have. The Rules Department can be reached at 858-373-4011 or at rules@sdmls.com

If you are a Realtor member and require legal advice you may contact the CAR Legal Hotline at legal_hotline@car.org or 213-739-8282.

For questions about licensing and license disclosure requirements you may visit The California Bureau of Real Estate at www.dre.ca.gov or call them at 619-525-4192

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