

San Diego Multiple Listing Service Rules

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 if SELLER REQUESTS the listing not be placed into the MLS within the allotted 48 hours. MUST BE SIGNED BY BROKER

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. *** 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.

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Withdrawn Status – there is still an active listing agreement in place and the property is temporarily off market. *** The sellers of a withdrawn listing should never be solicited for listing agent services.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

San Diego MLS Rules Department Policies

“Under Construction” listings that are placed in a property type other than Vacant Lot shall meet all of the following criteria: (1) The price to reflect the finished product; (2) All of the required fields are to be completed including approximate room sizes; (3) Estimated date of completion to be included in the public remarks (4) Slab must be poured; (5) Permits to build must be approved; (6) Status of construction must be included in the public remarks; (7) at least one rendering of the floor plan must be included in the photo section.

Listings with an accepted offer pending cancellation of escrow may be placed back on the market with the following remarks, “Contingent on Cancellation of Current Escrow.” *** See MLS Rule **7.10**

Contingencies.

Exceptions to 12.5 Misuse of Remarks - Variable Range Pricing, Auction Listing – “This is a live auction listing.” “Please do not contact sellers” on expired listings where the seller has requested no solicitation.

Showing exceptions: Listings in the active status must be available for showings. Shown with accepted offer is permitted. Other exceptions must be granted a variance.