



October 16, 2020

DATA ACCURACY IMPORTANT

HERE ARE THE MOST COMMON ERRORS REPORTED ON LISTINGS IN THE MLS

Everyone benefits by having accurate, timely and objective property information in the MLS. Your listings are also going to public websites (i.e. company websites, realtor.com, etc.) and if incorrect data is input into the MLS, the incorrect information is going out to the public. **Numbers are through October 12, 2020.**

The following information should be double checked to assure correct information:

- Area/Grid. Many times the area is input for the grid number. The result can be a valley property showing up on the north side. Please be sure to double check your grid number. Grid 000 is an actual grid, so don't put that in if you are unsure of the grid number. (157 reported in 2020)
- Make sure all status changes are reported by the next business day. Contingencies must be reported even if the property is still being marketed. A contingent status is an active status. (122 reported in 2020)
- Public remarks are only to be used to describe the physical traits of the property. Contact information or websites of any kind belong in the Agent remarks only. (98 reported in 2020)
- All listings must have an Exhibit A uploaded by the next business day after input. (47 reported in 2020)
- Address incorrect. Town, county or zip code incorrect. (35 reported in 2020)
- Sub-Type of property. Condos and manufactured homes are sometimes mistakenly listed as a residential site built property. (25 reported in 2020)
- Primary photo on improved properties (excluding new construction) must be the exterior of the structure. This means that condominiums must have a primary photo of the building (not a sign out front, picture of the view or the living room). (25 reported in 2020)
- Active/No Show listings must have the date that showings will be available in the Agent Remarks. (20 reported in 2020)
- Marketing a property that is not listed in the MLS and does not have an MLS Exempt Listing form on file with the MLS office (18 reported in 2020)
- Style of construction. A manufactured home is not to be marked as a 1 story or a split level marked as a 2 story. (7 reported in 2020)
- Virtual Tour links must go directly to the virtual tour of the property. (1 reported in 2020)
- Branded virtual tours must not be put in the Virtual Tour – Non-Branded field.
- If a Form 22B has been completed, the status needs to be Contingent–Bump Clause (CTGB) instead of Pending–Inspection (PNDI). If a Form 22SS has been completed, the status needs to be Contingent–Short Sale (CTGS) instead of Pending–Inspection (PNDI).

