**IGLBOR MLS Document Submission Policy**

**DOCUMENT SUBMISSION**

All MLS Participants are required to submit the following documents to the board office, accompanied by the Seller’s written authorization:

* -**NEW LISTINGS** by 5:00pm the following business day
* -**EXCLUSIVE LISTINGS** by 5:00pm the following business day
* -**EXTENSIONS** by 5:00pm the following business day
* -**WITHDRAWALS** by 5:00pm the following business day
* -**CANCELLATIONS** by 5:00pm the following business day
* -**DELAY OF SHOWINGS** by 5:00pm the following business day

All MLS documents should be submitted via email (no paper copies) to mls@iglbor.com with the subject line of the email identifying the document being sent. *(The document itself does not need to be labeled)*.

The subject line of the email must contain the MLS# and a description of the document attached.

Examples include:

**17-239 Listing**

**17-04 Extension**

**18-229 Withdrawal**

**18-844 Cancellation**

Please note: **do not**include the seller’s name, the listing agent’s name, the listing office name, Flex short id’s, exclusive right to sell, property address, or any other unnecessary information in the subject line. Please refer to acceptable examples above. Emails with unnamed subject lines will not be accepted.

**MULTIPLE PROPERTIES**

In instances when a seller simultaneously authorizes changes on multiple properties, a notice/document should be submitted once per MLS #. Please **do not** submit one email notification for multiple properties.

Unacceptable Example: Acceptable Example:

**18-500-18-503 Listing** **18-500 Listing**

 **18-501 Listing**

 **18-502 Listing**

 **18-503 Listing**

**EXCLUSIVE LISTINGS**

Listing documents which reflect Seller’s authorization to OPT OUT of MLS are not exempt from document submission requirements. Those documents must be submitted to the board office by 5:00pm the following business day and identified as: “Exclusive”, followed by the “listing agent’s name” in the subject line of the email.

Examples include:

 **Exclusive- Agent Mary Johnson**

 **Exclusive- Agent Dan Smith**

If a Seller opts out of the MLS (Office Exclusive), the listing broker may, with the written permission of the Seller, enter the transactional data into Flex after the sale is closed. Please refer to Listing Procedures, Section 1, note 4 of IGLBOR’s MLS Rules & Regulations. The corresponding written authorization from the Seller to enter transactional data into Flex must be identified as “OPT OUT Sale” followed by the listing agent’s name in the subject line of the email.

Examples include:

**OPT OUT Sale- Agent Bob Jones**

**OPT OUT Sale- Agent Sue Turner**

**DELAY OF SHOWING**

If a Seller authorizes a delay of showing, that form or other written authorization from the Seller must be submitted to the board office by 5:00pm the following business day.

Please refer to Listing Procedures, Section 1.2.1 of IGLBOR’s MLS Rules & Regulations.

**IGLBOR MLS listing requirements to be entered into Flex:**

* **NEW LISTINGS**- by 5:00pm the following business day
* **STATUS CHANGES**- by 5:00pm the following business day
* **PRICE/TERM CHANGES**- by 5:00pm the following business day
* **CLOSINGS-** by 5:00pm the following business day

(Revised 7/2018)