

## Interboarding Instructions

DRAR data information forms can be found on WEBForms™. Go to Webforms.ca, click Sign In, click on Forms, and change Organization to Durham.

### Required Information:

1. COMPLETED DRAR MLS® Data information forms. These forms must be TYPED and not password protected & saved as a PDF.
2. All Mandatory fields are indicated on the forms and must be completed. Your Interboard will not be processed if mandatory fields are missing.
3. Please note that room sizes must be in METRIC.
4. Listing must be minimum 60 days.
5. A printout of the listing as it appears on your home board's system.
6. A copy of the signed Listing Agreement.
7. Photo(s). We accept up to 40 Photos. You may also include a virtual tour URL. This virtual tour must be completely unbranded, and will not be uploaded if there is branding.
8. Payment of \$90+ HST= \$101.70 All interboard fees must be paid by credit card. We accept Visa & MasterCard. An invoice will be emailed to you for payment-DO NOT EMAIL DRAR YOUR CREDIT CARD DETAILS.

Once the listing has been interboarded, please forward any changes (i.e. price change, extensions, suspensions, cancellations etc.). We require a printout of the listing with change(s) as it appears on your home board's MLS® system. We also require a copy of the signed Amendment to Listing Agreement.

Conditional Sales and Firm Sales must be reported within 2 business days. Please use the attached Sold Report Form. A printout of the sold listing from your home board's MLS® system is also required.

Please note- Any change made to non-Mandatory fields (ex. Adding and removing remarks, removing an open house, etc. Will require a payment of \$25 + HST (28.25).

Submit interboard : [Interboards@durhamrealestate.org](mailto:Interboards@durhamrealestate.org)

## Interboard Listing Terms

1. Listing must be a minimum of 60 days.
2. Listing must be immediately available for showings. “No Showings until...is not permitted.
3. Taxes are a mandatory field unless it’s a new build and then you would need to add “Taxes not yet assessed as per MPAC” in the brokerage remarks.
4. Legal description must be completed in the field and contact say “See Realtor remarks” or “see schedule B”
5. Virtual Tours must be unbranded and cannot contain contact or brokerage information within them.
6. Reporting changes must be reported **within two (2) DRAR Business days.**
7. The listing salesperson is ultimately responsible for the Data entered into the MLS® System.

By submitting a listing to DRAR you have agreed to abide by these terms.