

London and St. Thomas Associations of REALTORS® welcomes interboard listings from member(s) outside of the 21 Boards that make up ITSO®.

**Depending on the real estate market and work demand for the MLS® team, this could take up to 3 Business days for processing.**

## **REQUIREMENTS:**

- A clear, **TYPED** copy of the ITSO® Data Input Form - handwritten forms will **NOT** be accepted. All forms are available on Webforms® under the ITSO® Forms Folder. The form does not need to be signed.
- All shaded areas **MUST** be filled in as they are **MANDATORY**; if these fields are not completed the listing will be rejected.
- Room measurements are required for all main rooms including level, type, length and width. *\*The number of bedrooms and kitchens are calculated using the rooms entered in the rooms section of the data input form\**
- Bathrooms require room level, type and # of pieces. *\*The number of bathrooms are calculated using the rooms entered in the rooms section of the data input form\**
- A clear agent version PDF of the **ACTIVE** listing as it appears on your home board.
- Minimum of one photo (for sale signs, Brokerage/Salespeople/team logos, business or any marketing cannot be legible or recognizable) must be provided (a total of 50 photos are allowed). The listing will not be activated without a least one photo. Send photos separately from documents. Zip photos in a folder and attach. *\*We don't accept Google Drive photos\**
- Listings will **NOT** be posted on any public websites including Realtor.ca®.
- Showing Systems will **NOT** be available for interboard listings. *\*Agents must contact the listing agent or brokerage directly to book a showing\**
- Complete the Image Upload Certification Form, Interboard Payment Form & Interboard Information Form
- Seller's written direction in the form of a Form 244 or equivalent **MUST** be included if applicable.

LSTAR's practice is to process all information on a "first in, first out" basis **once all the information is received and the requirements are met**. LSTAR will send an email once the listing is active and a feature sheet will be sent directly to you. LSTAR strives to work diligently to complete all interboards received in a timely manner whenever possible.

Please review everything carefully. Although LSTAR makes every effort to avoid errors, the listing salesperson will be **solely responsible** for the accuracy and currency of the information posted on our MLS® system.

**NOTE: All documentation can be emailed to LSTAR at [mls@lstar.ca](mailto:mls@lstar.ca). Please send the photos in a separate email.**

## INTERBOARD PAYMENT FORM

LISTING AGENT: \_\_\_\_\_

PRIMARY BOARD: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Inter-Board Fee per Listing: **\$80.00 + HST** *Payment in full must be received before listing will be processed.*

Name of Cardholder: \_\_\_\_\_

Billing Address on Card: Street: \_\_\_\_\_

*Billing Address assigned to Card is **MANDATORY** to process payment* City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Please provide your contact number in the space below and a member from the MLS® Department will contact you for the information when ready.

*\*Please wait for us to give you a call when we are ready to process your payment\**

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **IMAGE UPLOAD CERTIFICATION**

I hereby certify the following with respect to the images, photographs, visual recordings or created graphics, rendering, floor plans or other digital content (collectively "Images") to the multiple listing organization (including its parents, affiliates, subsidiaries, successors, and assigns) (collectively, "MLO") to which I am uploading the Images:

### **For Participants (and those acting under the authority of Participants)**

For those images created by me, I hereby grant to MLO, or, if applicable, certify and confirm a prior grant that I have made to MLO in the End user License Agreement (EULA), an irrevocable, perpetual, worldwide, non-exclusive, royalty-free, sub-licensable and transferable license to use, reproduce, modify, resize, adapt, prepare derivative works of, distribute, and display the Images for any lawful purpose, and to modify, add to, or strip out the metadata contained within the Images (collectively the "License"). For those images created by others, I further certify and confirm that I am the copyright holder of the images or have permission from the copyright holder of the images to grant to MLO the License.

### **For Photographers / Service Providers of Participants**

As a photographer or other service provider engaged by a Participant to create images, I hereby grant to MLO an irrevocable, perpetual, worldwide, non-exclusive, royalty-free, sub-licensable and transferable license to use, reproduce, modify, resize, adapt, prepare derivative works or distribute, and display the images for any lawful purpose, and to modify, add to, or strip out the metadata contained within the images.

**IF YOU CANNOT CERTIFY THE FOREGOING WITH RESPECT TO ANY IMAGES, DO NOT UPLOAD THAT IMAGE. MLO RESERVES THE RIGHT TO REJECT OR REMOVE IMAGES FOR ANY REASON.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## INFORMATION FOR INTERBOARD LISTINGS

All interboard listings on our MLS® System must comply with the ITSO® Regional MLS® Rules. It is important to point out that the ITSO® Regional MLS® Rules are not identical to the MLS® Rules established by real estate boards/associations in Ontario that are not participating in ITSO®. Some key differences and important rules that warrant pointing out are:

- Higher standard for accuracy of information (i.e., \$1 sale price is not acceptable).
- Different mandatory fields including the square footage of the property.
- Domain names of websites must form part of the multimedia links and cannot be included in the remarks sections
- **Disclaimers of responsibility for the accuracy or completeness of the information, or a requirement that the cooperating brokerage or buyers verify the information, are unacceptable**
- Special offer conditions or agreements must be stated in the private remarks Changes to Listings
- Listings must be updated by 11:59pm the business day following any change (e.g., price, change to condition of trade, extension of agreement, conditional sale that isn't completed, etc.)
- **Conditional or unconditional trades must be reported by no later than 11:59pm the business day following the receipt of deposit**

REALTORS® that want to interboard a listing on the ITSO® MLS® System should familiarize themselves with the ITSO® Regional MLS® Rules paying attention in particular to Articles 2, 3, 5, 6, 7 and 9.

Cooperation is a key element of any MLS® System. All REALTORS® that place interboard listings on our MLS® System are expected to cooperate with all users of our MLS® System - not just the members of the Association processing your listing.

Further, professionalism is expected when using the ITSO® MLS® System. All subscribers that interboard listings will be subject to the ITSO® Professional Standards Policy. Any unprofessional conduct from a REALTOR® that places an interboard listing on the ITSO® MLS® System will be addressed through the Association that processed the listing, through ITSO®, or by referring the matter back to the home association of that REALTOR®.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_