

INTERBOARDING YOUR LISTINGS TO NHAR

1. Go to www.realtorlink.ca and click on WEBForms® (or click the WEBForms® link through your MLS® system if provided).
2. In WEBForms®, you can add the data form to your existing kit by clicking on the kit name, clicking the + symbol at the top right of the Forms box, scrolling until you find the folder for Northumberland Hills Association of REALTORS®, and selecting the appropriate form.
3. Data forms must be typed. **Please ensure you have filled in all mandatory fields** and make sure the room measurements are in Metric. NOTE: Room sizes are not mandatory, but if you want the system to note all bathrooms on the property, you must supply the number of pieces for each bathroom and what level they are on. The bathrooms are entered on the 2nd page of the data form, in the Interior section, under Washrooms.

Please send the following to your Board/Association:

- A. A copy of the signed Listing Contract
- B. A copy of how the listing appears on your Board
- C. The completed NHAR data form.
- D. Any Amendments to the original Listing Agreement.

The fee to interboard is \$90+HST (\$101.70 after tax)

Payment is to be made directly to NHAR and must be in the form of a certified cheque, money order, bank draft or broker office cheque or e-transfer. The e-transfer address is districtrealestate@bellnet.ca and please use the security question, "What business are we in – answer real estate (all one word). ****Please put the address of the property in the subject****

Payment must be received prior to inputting the listing on our system.

Your Board will then:

Send the documents and payment to our Association along with their letter

We will accept up to 40 photos to be sent to us via email to cphreb@bellnet.ca. Photos must be in jpeg format.

Listings will not be processed if paperwork is illegible, mandatory fields are incomplete or on outdated forms.

Interboarded listings must comply with the MLS® Rules and Regulations for the Northumberland Hills Association of REALTORS®. It is the responsibility of the listing salesperson to notify NHAR within 48 hours (excluding holidays and weekends), of any price changes, listing extensions, firm and/or conditional sales, suspensions, or cancellations.