



Inter-Board Listing

Ottawa Real Estate Board | 1826 Woodward Drive, Ottawa ON, K2C 0P7 | 613-225-2240

Date: _____

Thank you for choosing to place your Interboard Listing on the Ottawa Real Estate Board's MLS® System.

Please ensure that all information below has been completed **PRIOR** to sending the information to your board for submission to OREB.

OREB will only process Interboard Listings that have been received from Board Administrative Staff.

Your checklist: ✓

- Completed **OTTAWA Data Input Form** - please ensure that it is legible and that all mandatory fields (yellow highlighted areas) have been completed.
Incomplete forms will not be processed.
 - Copy of OREA Listing Agreement including any amendments or supporting documentation.
 - A print-out of the listing from YOUR Board's MLS® System - your listing must be submitted to your local MLS® System in order to be authorized to submit on the OREB System.
 - Initial the acknowledgment on page two (2) agreeing that you have read, understood and agree to the terms for Inter-Boarding with OREB.
 - Completed Payment Authorization Form (each Interboard Listing is non-refundable \$50.00 + Applicable Taxes = **\$56.50 Total.***)
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* Payment will be processed immediately upon receipt of completed information package.



Inter-Board Listing - Terms

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- 1- Listing must be a minimum of 60 days.
- 2- A minimum of 1 photo is required. Primary photo must be front exterior photo free from embellishments, wording and advertising. Please send in .jpeg format. (Zipped folder with up to 30 photos are permitted).
- 3- Listing must be immediately available for showings. "No showings until..." is not permitted.
- 4- Offer presentations cannot be held for more than 14 days from the list date. "No offers until..." must appear in the Public Remarks. Listing conditions to be marked as "Yes".
- 5- Taxes are a mandatory field. If they are unknown you can use the Ottawa tax estimator. <http://ottawa.ca/cgi-bin/tax/tax.pl?lang=en>
- 6- Self-promotion or URLs in public remarks: The MLS® system is a cooperative system. Members cannot use terms like "Contact Listing Agent" or "Call Bob at 613-555-5555". This implies that the only way a consumer can get information is if they contact the Listing Agent. Consumers can make their own choices about the REALTOR® they call. URLs are also unacceptable in the Public Remarks as there are other fields for URLs.
- 7- POTL fees must be noted in the Public Remarks.
- 8- Legal Description: You can find the legal description in GeoWarehouse or MPAC. You may NOT say "see geo" or "see MPAC".
- 9- Reporting changes: Any change to the listing must be reported **within twenty-four (24) hours**.
- 10- THE LISTING SALESPERSON IS ULTIMATELY RESPONSIBLE FOR THE DATA ENTERED INTO THE MLS® SYSTEM. IF THERE ARE MULTIPLE SALESPERSONS, THEY ARE ALL EQUALLY RESPONSIBLE FOR THE DATA ENTERED INTO THE MLS® SYSTEM.**
- 11- IF THERE IS A BREACH OF MLS® RULES, A PENALTY WILL BE APPLIED TO EACH LISTING SALESPERSON. (eg if the penalty is \$250 and there are three listing salespeople, there will be \$750 in fines).**

I hereby acknowledge that I have read, understood and agree to the terms above.

Realtor's initials: _____

