



Parry Sound & Area Association of REALTORS®

47 A James Street,
Parry Sound, Ontario.
P2A 1T6

Administrator- Jeanette Clements: adminpsaar@vianet.ca

Email: Executive Officer: megpsaar@vianet.ca

RE: PSAAR Interboard Instructions

Please provide the following information to expedite processing your MLS® listing through the Parry Sound & Area Association of REALTORS®:

1. Copy of "Authority for Sale or Lease" form (MLS® Listing Agreement)
2. Completed Data Entry Form (All mandatory fields MUST be completed)
3. Copy of the MLS® listing as it appears on your home board's MLS® system
4. Payment in full \$80 plus HST (\$90.40)
5. Photos must be in individual JPEG format (minimum size is 320x200 pixels)
6. Photos must be emailed to: adminpsaar@vianet.ca
7. Payment of \$80.00 plus HST (\$90.40) must be received prior to processing
 - Cheque in the amount of \$90.40 or E-Transfer
 - E-Transfer details: Email to: megpsaar@vianet.ca
 - Security Question: type in your own company name
 - **Security Answer: psaar ... (DO NOT USE ANY OTHER ANSWER)**

Once all the above criteria have been met, the complete listing information package must be received through your home board for processing. Please have your Board email the entire package to Jeanette at the Parry Sound & Area Association of REALTORS® at adminpsaar@vianet.ca

Upon successful processing, your listing will be emailed to you for your review. Kindly reports any errors, omissions or discrepancies to Jeanette immediately.

PARRY SOUND & AREA ASSOCIATION OF REALTORS®

Meg Cameron-Hammel, CAE, CRAE
Executive Officer