



INTERBOARD PROCEDURES

Please send the following documents to your Home Board and they will forward your documents to us. If your Home Board is in agreement, you may forward your documents directly to the Thunder Bay Real Estate Board at frontdesk@tbreb.com

1. Thunder Bay Real Estate Board Data Input Form completed in full – forms attached.
2. A copy of the signed Listing Agreement
3. A copy of the signed SPIS
4. Copy of the active listing as it appears in your MLS® system
5. Cheque in the amount of \$150.00 + HST = \$169.50
6. Or you may pay by Interac email transfer select Thunder Bay Real Estate Board 1135 Barton St., Branch Royal Bank 100-1159 Alloy Drive the email address for the transfer would be eo@tbreb.com please send security code to that email address.

7. A minimum of 1 and a maximum of 30 photos may be submitted with your listing. All photos must be in a .jpg format, 640 wide x 480 high, maximum size 1.5 MB

Please email your listing photo(s) to frontdesk@tbreb.com

Phone: (807) 623-8422

Important Information:

- Mandatory fields are outlined on the Data Input Sheet as indicated in bold black. The listing will not be processed unless all information and required fields are completed, including photos.
- In order to avoid duplicate listings on REALTOR®.ca, interboard listings processed by TBREB will not be uploaded to REALTOR®.ca. Your listing will display correctly based on the listing input from your Home Board.
- All listing changes - price changes, extensions, etc., must be forwarded to frontdesk@tbreb.com, along with a print-out of the amended listing from your Home Board.