

STEPS TO INTERBOARD TO TORONTO REGIONAL REAL ESTATE BOARD

Documents Required

- Completed data form
- Copy of MLS listing from your home board
- Completed credit card authorization form
- Up to 40 photos max

Please email these documents to
incominginterboard@trreb.ca

To ensure timely processing, please ensure:

- Forms are typed. Handwritten forms will not be accepted.
- All mandatory fields are completed (Mandatory fields appear bold/shaded).
- Room sizes are in metric.
- For Interboards, a completed interboard payment form for \$90 + HST = \$101.70 is included.
- For Amendments, a completed Interboard form for \$25 + HST = \$28.25 is included.
- Please do not write credit card number on the form.
- All required documents should be emailed with photos to INCOMINGINTERBOARD@TRREB.CA . Kindly Write the property address in the subject line.

For photos and unbranded virtual tours:

- All photos and unbranded virtual tours can be email to INCOMINGINTERBOARD@TRREB.CA .
- No more than 40 photographs will be uploaded.

******INTERBOARD LISTINGS WILL NOT BE DISTRIBUTED TO REALTOR.CA ******

Once completed interboard package is sent to TRREB, expect a phone call from TRREB staff to process the payment. Interboard listings will only be published after payment is received. An e-receipt will confirm payment is received and listing is successfully processed. Copy of new listing and TRREB MLS number will be emailed.

Cancellation, Amendments & Suspensions must be emailed to INCOMINGINTERBOARD@TRREB.CA with signed Cancellation / Amendments / Suspensions updated printout of the listings as it appears on your board / association and completed Interboard payment form for \$28.25 (HST included).

There is no charge for Sold Firm, Sold Conditional, DFT, Extensions & Open House updates. The only document required for these changes is an updated home board listing printout showing requested updates.