

**** ALL INFRACTIONS MADE WILL GO TO THEIR LISTING AGENT AND BROKER ****

A listing agreement or property data form, when filed with the Multiple Listing Service by the listing broker, shall be accurate and complete in every detail which is ascertainable as specified on the property data form.

In accordance with Section 1.2, of the MLS Rules & Regulations, the data entry requirements are as follows:

- I. All fields in the first section of all property types from the **MLS# TO THE LEGAL DESCRIPTION** are required.
 - a. Parcel # is a required field. (If more than one (1) parcel, "SEE ATTACHED" is allowed.)
 - i. This can be found at the following: (Calcasieu Parish) www.calcasieu-assessor.org/337-721-3000; (Cameron Parish) www.cpaoc@camtel.net 337-775-5663; (Beauregard Parish) www.bpassessor.com 337-463-8945; (Jeff Davis Parish) www.jeffdavisassessor.org 337-821-2100.
 - b. The full legal description is to be entered in the field named "Legal Description". If the full legal description will not fit in this section, it may be entered as an attachment. The attachment must be named "Legal Description".
 - c. All properties must be mapped properly.
 - d. Both the Lot Size and Acreage is required. Acreage is the total square footage divided by 43,560.
- II. Fields in **GENERAL INFORMATION** for all property types are required.
 - a. Builder is required when age is entered as "0"
 - b. Lot # is not required, as it should be entered in the Legal Description.
- III. Fields in **OTHER FEATURES** are required.
 - a. All fields with a drop-down menu.
 - b. All room sizes.
 - c. First and last name of both buyer and seller required in sold data, **unless a signed request from buyer or seller is submitted to the board office** at the time of entry.
 - d. Listing office information, including listing broker, listing agent and commission to cooperating broker.
- IV. **DATES**
 - a. New listings must be entered within **three (3) calendar days** after all signatures have been obtained. Sec. 1 (This does NOT exclude weekends and federal holidays)
 - i. A photo taken from the exterior of the main structure is required within **twenty-four (24) hours** of the entry date
 - b. Changes must be submitted to the MLS within **one (1) business day** after all signatures are obtained; excluding weekends, federal holidays, Black Friday, and Mardi Gras. Sec. 1.4. **This includes Under Contract and Sold dates. Sec. 2.5**

- i. A copy of the HUD or Deed must be submitted to verify the sold date if the system entry date is over the one (1) business day time frame.
- ii. Listing must be entered into the MLS **prior** to the sign being placed in the yard of the listing.

V. **PROHIBITED**

- a. Agent contact information of any kind in any of the remarks sections, including Broker/Agent branding on photos & virtual tours.
- b. Showing phone number in remarks section.
- c. Lock box codes, or codes of any kind.

VI. **WEBSITES**

- a. The following websites are **PERMITTED** in MLS:
 - i. www.mmrem.com
 - ii. www.hudhomestore.com
 - iii. www.hudpemco.com
 - iv. www.Auction.com
 - v. www.CPPJ.NET
 - vi. www.hubzu.com
 - vii. www.Homesearch.com
 - viii. PropOffers.com
 - ix. PropertyPanorama
 - x. view.paradym.com
 - xi. maps.lsuagcenter.com
 - xii. www.spsreo.com
- b. The following websites are **PROHIBITED** in the MLS:
 - i. <http://www.morganfielddev.com>
 - ii. <http://www.manuelbuilders.com>
 - iii. www.graywoodllc.com
 - iv. www.bocagefarms.com
 - v. <http://www.riverranchdev.com>
 - vi. <http://shiversbrothers.com>
 - vii. <http://www.quiencade.com>
 - viii. <http://www.mlmurphydesign.com>

VII. **TRANSFERS**

- a. When an Agent/Broker leaves or transfers and the Broker releases the listing to the new company, after having received notice from the seller in writing, the Broker will then withdraw the listing and the new broker must re-enter the listing.

VIII. **WITHDRAWN/EXPIRED LISTINGS**

- a. When an Agent/Broker, from the same office, withdraws a listing, that listing may not be re-entered into the MLS within 7 calendar days. If a listing is re-entered within 7 calendar days, this will warrant an immediate fine of \$50, and will also be considered a Code of Ethics Violation. The Agent/Broker will be allowed to provide documentation to the Board Office if there are extenuating circumstances.

- b. When a listing has expired, if it is an extension of the original listing, it will be allowed to be re-activated, with the same listing number, in the MLS; within 7 calendar days. Once the 7 days have passed, any expired listing must be entered in as a new listing.

IX. INFRACTIONS – Section 9 MLS Rules and Regulations

- a. Agents submitting inaccurate data to the MLS will be fined as follows:
 - 1. Date infractions, including new listings and status changes will be issued an Immediate Fine of \$50
 - 2. All other infractions are as follows:
 - a. 1st Notification - 24 hours to correct.
 - b. 2nd Notification - \$50 Fine – 24 hours to correct.
 - c. 3rd Notification - \$100 Fine – 24 hours to correct.
 - 3. All infractions must be paid within 30 days, to avoid termination of MLS service.

X. CONTESTING an infraction.

- a. Upon the request of the Agent/Broker, an infraction may be contested and reviewed by the MLS Committee.
 - i. The Board Office and on the SWLAR website you can obtain a copy of the “MLS Contest Form”. **ALL** required documentation **BEFORE** the expiration of their infraction date (30 days) must be turned into the CEO for review and to be brought before the MLS Committee
 - ii. An e-mail will be sent to the Agent & Broker, after the infraction is reviewed and a recommendation is made by the MLS Committee to the Board of Directors for their final decision.
 - iii. If the Agent/Broker is found in violation of the MLS Rules & Regulations, an extended 30 day period of the infraction will be allowed on the day the decision is made. If the payment has not been made by the end of the 30 days, the Agent/Broker’s MLS service will be terminated until all dues are paid in full.

XI. TECH SUPPORT

- a. MLS Tech Support can be reached: 1-888-825-5472
- b. All other questions or instructions may be obtained by calling the Association Office at: 337-478-9717
- c. TechHelpline 800-573-5604 or email support@techhelpline.com