10 Tips for Avoiding Compliance Issues

Guest post by Vallerie Bush, *RMLS Rules Administrator*

 Compliance notification is not something our subscribers are excited to receive, and often they aren't sure how they have broken the rules. However, in most cases the solution to their compliance issue is a simple fix! Below you will find 10 tips for avoiding RMLS™ compliance issues. Follow these rules and you'll be on your way to a happy listing!

1. Picture Perfect — Add a Photo!
Without photos, potential buyers may pass up your client's listing. In order to prevent this, make sure to add a photo to your listing as soon as possible. The rule is that you must add a photo of the exterior building view within 72 hours of adding a listing to RMLS*web*. Subscribers also have the ability to upload photos to In-Progress listings. If the seller does not want a photo, you can have the seller sign a Photograph Omission Form, which is Document #1263 on RMLS*web*.

2. Update Your Status
It's important to update your listing's status. If your listing has sold, make sure to change the status to SLD in RMLS*web*. If your listing has an accepted offer, make sure to change the status appropriately. Remember, changes need to be made within 72 hours.

3. Double Trouble — Don't Duplicate Listings
A listing may only be entered into RMLS*web* twice if the property is able to be listed under two different categories. If you've got it listed twice as a Residential listing, we've got a problem.

4. Keep Your Password to Yourself
RMLS™ Rules and Regulations strictly prohibit sharing your

RMLS*web* password with anyone else. We do audit your login information to see if there are any duplicate logins that are suspicious, so please keep your password confidential.

5. Property Type Perfection
Not sure which property type to use? A definition of the property types can be obtained in Listing Load by clicking on the field. There is a separate Document #1270 for Residential listings.

6. Your Contact Information = Private Remarks Only!
The Public Remarks field is not meant to be an area for your phone number, contact information, showing information or broker/agent branding, so make sure to enter this information into the Private Remarks field instead (viewable only to other RMLS™ subscribers).

7. Play the Name Game
Owner Name is a required field that sometimes gets forgotten. If the owner does not want their name to appear on the listing, have them sign the Owner Name Omission Form, which is Document #1261 on RMLS*web*.

8. The More (Showings), the Merrier!
The listings in RMLS*web* must be available for showing when entered in RMLS*web*.

9. Select the School Name
"Other" as the school name is only meant to be used temporarily until you can enter the correct school name. By entering the correct school name, potential buyers interested in that area will be able to find your listing!

10. Correctly Enter Tax ID Number
Sometimes, tax numbers aren't entered exactly as they appear on the tax records. It's important to make sure it's entered exactly the same. You can be sure to get the correct number by using the Tax Autofill function when you start your listing. Also, remember not to use any extra wording in the address

field and lot number should be added to the Unit/Lot Field.

Questions? Contact the RMLS™ Rules department at rules@rmls.com