



# CONEJO SIMI MOORPARK ASSOCIATION OF REALTORS®

*We Bring Your Dreams Home*

## Staying Out of Trouble with the MLS Avoiding the Top MLS Violations

### 1. Late Entry

- All listings must be entered within One Business Day (does not include weekends or holidays)  
Unless a Seller Excludes the Listing from the Multiple Listing Service with C.A.R. form SELM.  
Excluded listings must be Registered in the MLS within 1 business day.  
\*\*If any public marketing occurs, the listing must be submitted to the MLS as Coming Soon or Active within 1 business day.

### 2. Public Remarks

- Do not include phone numbers
- Do not include email addresses
- Do not include names
- Do not include showing information
- Do not include Open House information
- Avoid Fair Housing discriminatory language (ex., walking distance)

### 3. Photos

- All listings must have at least one photo within 5 calendar days
- At least one photo must be of the exterior structure
- No Agent Information/Signs are allowed in photos
- No people are allowed in photos

### 4. Status

- All status changes must be made within 2 business days

### 5. APN/Address Accuracy

- Make sure to double check the APN for accuracy with the Tax Records
- Make sure to double check the Address, including the Zip Code

### 6. Area

- Make sure you double check your listings are listed in the correct area
- Use the Area Map Overlays in FlexMLS if you are unsure

### BONUS: Mailers

- All mailers using MLS information must include the disclaimer detailed in MLS Rule 12.9
- Do not include Addresses on Active, Pending, or Backup listings in mailers

### FAQs

**Q:** Where can you find the Rules and Data Integrity Standards?

**A:** On the Dashboard of the MLS under MLS Links or on our MLS Training site [www.CSMARmlsTraining.com](http://www.CSMARmlsTraining.com)

Or click here: [MLS Rules & Regulations](#) and [MLS Data Integrity Standards](#).