



# 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 Exclude Listing from the Multiple Listing form (SELM) is submitted to the Association within those 24 hours and the listing will not be marketed in any way outside the Listing Brokerage.  
\*\*If any public marketing is occurring the property must be in the MLS, as Coming Soon or Active (An SELM is required and must sent to the Association within 24 business hours if entered as a Coming Soon).

### 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 48 Hours
- Our system does not automatically roll Pending over to Sold

### 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 Data share Area Map if you are unsure. (Located on VCRDS Dashboard and New Listing Entry screen)

### 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

### 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](#).