



VIOLATIONS

"DIRTY DOZEN" TOP 12 MLS VIOLATIONS IN 2018

Committing these violations in 2019 can incur costly fines and cause definite embarrassment.

1. **Status Violations** -- All status changes must be entered within 24 hours or a \$50 fine can be assessed. Property owners or banks **cannot** override this rule (or any other MLS rule, for that matter).
2. **Entering the Listing Agent instead of the Selling Agent when closing a listing.** Changing a Pending Listing to Closed (Sold), the Listing Agent is incorrectly entered as the "Selling Member." Sometimes, the Listing Agent is entered as the "Selling Member" and the Selling Agent is entered as the "Co-Selling Member." **Both of these are incorrect. The Listing Agent does not get entered on this page. Only the Selling Agent(s) (ie: the buyer's agent) get entered here.**
3. **Agent or Brokerage name and/or contact information (phone number, etc) in Marketing Remarks or in Directions** – If there are special instructions, this information should go in Agent Remarks only.
4. **Brokerage sign in MLS Photo** – Signs are not allowed in MLS Photos, even if you can't read them.
5. **Incorrect area or subdivisions** – know which area and subdivision the property resides. Consult the legal description or property detail from the county or from Monsoon. Also, consult the [Subdivisions list](#).
6. **Gate codes, bank lockbox codes, and/or other access/security codes** are not allowed anywhere in an MLS listing, not even in tour comments. **These should go in ShowingTime only.**
7. **Deleting MLS Listing Photos** -- deleting the MLS Photos is not permitted even when the property goes off market for any reason (closed, expired, canceled, etc.). After deleting them, you will still find all of the deleted photos on sites like Trulia, Zillow and realtor.com, etc. Contrary to rumors, deleting them from the MLS does not "protect" the photos. Doing so only makes the MLS less accurate and have less information than the Internet does.
8. **Copying any MLS Listing photos from another agent without signed written consent from that agent and broker.** You cannot copy the photos from a previous listing even if the seller claims they paid for the photos to be taken. Once they are in the MLS the seller doesn't own them anymore. No exceptions.
9. **Entering a "Coming Soon" listing without submitting an "Exclusion from MLS" form.** [Here are the instructions for entering "Coming Soon" listings in the MLS.](#)
10. **Equal Housing Opportunity Violations** – Remember to describe the property, not the potential buyer.
11. **Misleading, deceptive or untruthful information.** Examples: if the property is on a wash, don't check "Fronts Creek/Rvr/Lake," and if there are no Red Rock views from the property, photos of Sedona's Red Rocks are deceptive.
12. **Not following instructions for the several MLS changes that were made in 2018:**
 - [HOA Addendum Instructions](#)
 - [New Leased Land Field Added](#)
 - [No Longer a Violation - Sold Before Print](#)
 - [Closed FSBOs To Be Allowed](#)
 - [Coming Soon](#)

Please report violations on the MLS if you see these things violations. Your report and is only seen by SVVAR Staff and will remain confidential.

