

Greater Fort Polk Area Realtors

MLS Common Finable Offenses

TO PROPERLY LIST RESIDENTIAL

Please use the following guidelines to Avoid Common Finable Offenses.

- **Residential:** (single family, vacant land/ lots, & up to 4-family residential). Listings must be entered within 1 business day of any public marketing of the listing.
- **Photos:** Listings must have a minimum 5 photos. First photo must be a picture of the front of the house. Must include 1 front elevation and 4 interiors (kitchen, bedrooms and bathrooms.) New construction (Just Slab), photo can not be rendition; you can add floor plan.
- **Property Disclosures:** Property Disclosures must be completed on all Residential properties and uploaded to MLS at the time the listing is added. This includes properties that are exempt and new construction. The seller marks on Page 7 that home has a private septic system, seller shall attach a private water/sewer disclosure. If the home was built prior to 1978, sellers must fill out a Lead Based Paint Disclosure.
- **Branding:** No Branding in Public Fields, Photos, or Virtual Tours.
- **Status Changes:** Any Listing Status Change shall be changed within 1 business day.
- **Required Fields:** Required Fields are noted in Flex and require best available data.
- **Showing Procedures:** ALL appointments must be made with the listing agent through Showing Time.

MLS Listings

- 1) All listings obtained in the Beauregard, Vernon, and Sabine parishes must be placed on MLS within 1 business day.
- 2) All residential, 1-4 family dwellings, must have a property disclosure uploaded at the time of listing the property.
- 3) Rules and Regulations of GFPAR MLS is available for access through the website.

www.greaterfortpolkarealtors.com