IRMLS Compliance Guidelines
January 2014

This document is only intended to be a quick reference guide for the IRMLS Rules & Regulations; it does not reflect all of the policies. For detailed and further information please refer the NAR approved IRMLS Rules & Regulations.

All enforcement of the MLS policies begins with each local organization, including but not limited to confirmation that all MLS data remains in compliance. Local organizations are responsible for imposing and collecting fines to their members as they deem appropriate to maintain the IRMLS database.

Section 1 Listing Procedures

Listings of the following types must be delivered to the MLS within 3 days (except weekends, holidays, and postal holidays) of all necessary signatures being obtained:

a. Single family homes
b. Vacant lots and acreage for sale or exchange
c. Multi-family buildings for sale or exchange
d. Business/commercial/industrial buildings for sale or exchange
e. Farms/agricultural
f. Mobile homes with real estate

Section 1.4 Change of Listing Status

Any change in listing price or other change in the original listing agreement shall be made only when authorized in writing by the seller and shall be filed with the MLS within 1 day (except weekends, holidays and postal holidays) after the authorized change is received by the listing broker. A fine of $25 may be imposed for failure to update as noted above.

Section 1.7 Listing Price Specified

The full gross listing price stated in the listing contract will be included in the information published in the MLS compilation of current listings, unless the property is subject to auction.

Section 1.16 Listing Agent Must Be Subscriber

In order for a listing to be included in the MLS, the listing agent must be a subscriber affiliated with a participant of the MLS, who is a current member in good standing. Co-Exclusive listings with a non-participating office of the MLS are not accepted. A minimum fine of $350 (per listing) may be assessed to participant if the co-exclusive listing is entered into the MLS.

Section 1.17 Documentation Upon Request

All MLS Documentation must be provided immediately upon request. If the participant does not comply with an audit request, a fine of $100 per day thereafter may be assessed and/or access to the MLS data for that firm may be suspended until such compliance is obtained.
Section 1.18 Use of Marketing Remarks Field

Listing remarks section in the MLS must only be used for information that is descriptive and relevant to an accurate description of the listed property. The MLS does not permit the placement of any contact information including listing agent, broker name, phone number, website or any other information of this nature that does not serve to describe the listed property.

Section 1.19 Properties Subject to Auction

A listing broker may submit a listing of an eligible listing type that is subject to auction, only if it displays a definite listing price and the circumstance under which cooperating brokers will be compensated in the event of a successful closing.

Section 2.5 Reporting Sales to the MLS

Status Changes, including final closing of sales and sales prices, shall be reported to the MLS within 48 hours after they have occurred (expect weekends, holidays, and postal holidays)

Section 2.6 Reporting Resolution of Contingencies

The listing broker shall report to the MLS within 24 hours, that a contingency on file within the MLS has been fulfilled or renewed, or the agreement cancelled.

Section 5 Compensation Specified on Each Listing

The listing broker shall specify on each listing filed with the MLS, the COMPENSATION offered to the other MLS participants for their services in the sale of such listing. The COMPENSATION specified on listings shall be shown in the following ways:

a. By showing a percentage of the gross selling price
b. By showing a definite dollar amount

Section 5.0.1 Disclosing Potential Short Sales

Participants must disclose potential short sales when reasonably known to the listing participants.

Section 7 Compliance with Rules—Authority to Impose Discipline

Compliance will be enforced by the local Founder of the user as identified by their User ID in the MLS database.

Section 13 Limitations on the Use of the MLS information

Any print or non-print forms of advertising must clearly demonstrate the period of time over which such claims are based and must include the following, or substantially similar notice:

**Based on information from the IRMLS from the period date through date.**

Section 13.1 Use of terms “MLS” on internet sites

Nowhere on a broker or agent website that displays listings obtained through the MLS may there be any assertion, reference, indication or suggestion that the “MLS”, the “multiple listing service”, “multiple listing system”, “Indiana Regional MLS”, “IRMLS”, “Regional MLS” can or is being searched of viewed on their site.
**Missing Picture or picture is not in compliance with MLS Standard**

A picture is required for all listings entered into the MLS within 3 days (except weekends, holidays, and postal holidays) of entry (except 'Lots and Land' listings). Pictures may not be copied from another agent's listing. As a reminder, withdrawing the listing does NOT remove the requirement that a picture be attached. A minimum fine of $25 may be assessed if the photo is not entered after the 3 days (except weekends, holidays, and postal holidays).

**BAC Not Specified or Invalid**

The value in the "Broker Agent Commission" must be entered either as a percentage of gross sale price or as a flat dollar amount. While IRMLS makes no rule regarding commission levels or splits a zero value in the BAC field is not allowed.

**Marketing Remarks - Short Sale with Possible Short Sale = No**

The Marketing Remarks contain a statement indicating the property is subject to short sale, but the Possible Short Sale field is set to No.

**Directions Omitted or Incomplete**

The Directions to Property field is a required field; therefore it is mandatory that it contain complete and accurate information.

**Sold Auction List Price Missing**

Auction Listings, once closed, must have the Listing Price revised to be whatever price for which the property sold. This auction listing has been found to be in Sold status but with a List Price not equal to the Sale Price.

**Required Fields**

All required fields must be entered with complete and accurate data. Failure will result in a minimum fine of $25 per violation.

**Password Sharing:**

If patterns are detected that indicate multiple users of a Paragon User ID and Password the minimum fine will be $1,000. If a user is able to substantiate that there was in fact no sharing of their password the fine may be rescinded.