


GREATER CENTRAL LOUISIANA REALTORS® ASSOCIATION

ROAM MLS CHEAT SHEET

- Listings must be entered within 3 business days of receipt including all REQUIRED fields or within 1 business day of any public marketing of the listing, whichever is earlier.
- When entered must have minimum 5 photos. Must include front elevation, kitchen and bathrooms. Commercial/Lease properties minimum of 1 photo. Photos cannot have additional information or imagery.
- Properties required by law shall have Property Disclosure uploaded within 3 business days on listing entry.
- NO BRANDING IN PUBLIC FIELDS, PHOTOS OR VIRTUAL TOURS.
- Any Listing Change shall be changed within 1 business day.
- Cancellation of Pending Sales shall be changed immediately.
- Sales shall be reported within 1 business day.
- Reporting of Resolution of Contingencies, Contingent, Pending Sales, and Cancellation of Pending Sales shall be reported within 1 business day.
- Required Fields require best available data. Explanations can be found when clicking on the  when inputting data.
- Most Common Data Input Issues:
 - Appx SqFt Total being less than Appx SqFt Living Area
 - Branding in Public Remarks
 - Compensation is for cooperating broker ONLY.
 - No Disclosures
 - Photo containing for sale sign (considered branding)
 - Virtual tour containing branding
- Showing Procedures: Showings must be confirmed through listing broker
- Participant making showing request is the only agent authorized to access property.
- Room Dimensions required for Kitchen, Bedrooms and living rooms. Any other room type users enter will require dimensions to be entered into the MLS.
- Users cannot purge, delete or remove elements of a listing that would degrade the listing content, based on changes in status of the listing or any other condition.
- Bonus Commissions must be offered by the Participant (not the Owner) only to the Selling Agency or Selling Broker not the Selling Agent.
- Participant or any licensee affiliated with a participant that has any ownership interest in a property, that person shall disclose that interest when the listing entered into MLS.

ROAM FINE SYSTEM

Must correct within 3 Business Days if correctable.

Automatic Fines are minor violations that cannot be corrected or Moderate/Sever Violations. These will receive a Notice of Violation Fine.

\$300 for MLS Hearing.

Severe Fines \$250

- Submit Listing Late
- Failure to Submit Property Disclosures (Correctable)
- Exempt Listings file with MLS (Correctable)
- Cancellation of listing without proper authorization.
- Failure to report contingency in a listing. (Correctable)
- Failure to Provide Listing documents withing 1 Business Day. (Correctable)
- Showing instructions not followed.
- Unauthorized use of listing content.
- Improper reporting of compensation. (Correctable)
- Failure to disclose Participant as Principal or have ownership interests in listed property. (Correctable)

Moderate \$100

- Branding in Public Fields (Correctable)
- Misuse of term “MLS” (Correctable)
- Failure to include disclaimer of offer of compensation on websites (Correctable)
- Failure to meet IDX or VOW requirements. (Correctable)

Minor \$50

- Listing not complete in every detail. (Correctable)
- Cannot list property more than once in same property type.
- Minimum 5 Photos on Residential & Multifamily & 1 Photo for Commercial or Land, (Correctable)
- Submit accurate listing data and correcting errors. (Correctable)
- Failure to report change in listing within 1 Business Day.
- Failure to report closed sale within 1 Business Day.
- Failure to report sales in process or contingencies within 1 Business Day.
- Degrading Listing Content. (Correctable)
- Failure to disclose dual/variable commission rates. (Correctable)
- Improper reporting of bonus compensation. (Correctable)
- Failure to pay any service charge or fee within 1 month of due date.

Progressive Sanctions

Increase for lack of remedy or for repeating the violation.

Sanction 2 Level – failure remedy within 3 business days or 2nd occurrence in 365 calendar days. 2x original fine & may require training.

Sanction 3 Level – failure remedy within 6 business days or 3rd occurrence in 365 calendar days. 4x original fine & may require training.

Additional Occurrences – failure remedy within 9 business days or more than 3 occurrences within 365 calendar days. 8x original fine amount, required 30 day suspension, and hearing with possible expulsion from MLS.