

GREATER CENTRAL LOUISIANA REALTORS® ASSOCIATION ROAM MLS CHEAT SHEET

- **REQUIRED LISTINGS:** Residential (single family, vacant land/lots, & up to 4-family residential) 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.
- **PHOTOS:** Listings must have minimum 5 photos. Must include front elevation, kitchen and bathrooms. Land/New Construction/Commercial/Lease properties minimum of 1 front elevation photo.
- **PROPERTY DISCLOSURES:** Properties required by law shall have Property Disclosure uploaded within 3 business days on listing entry.
- **BRANDING:** No branding in Public Fields, Photos, or Virtual Tours.
- **ROOM DIMENSIONS:** Room Dimensions required for Living Room, Dining Room & all Bedrooms.
- **STATUS CHANGES:** Any Listing Status Change (Open Predication Contingency, Pending Continue to Show Pending, or Closed) shall be changed within 1 business day.
- **REQUIRED FIELDS:** Required Fields are noted in Matrix and require best available data.
- **SHOWING PROCEDURES:** Showings must be confirmed through listing broker. Participant making showing request is the only agent authorized to access property.
- Common Data Input Issues:
 - SqFt Total being less than SqFt Living
 - Branding in Public Remarks
 - No Property Disclosures
 - Photo containing for sale sign or photographer watermarks (considered branding)
 - Virtual tour containing branding

