



INTER-BOARD INSTRUCTION SHEET

A complete Inter-Board listing package must be completed, along with payment, to process a listing on our MLS® system. Inter-Board listing packages can be delivered in two ways:

- email: helpdesk@mreb.ca
- or dropped off in person - **1-3450 Ridgeway Drive Mississauga, ON L5L 0A2**
- Faxed to 905-608-9988

To process an Inter-Board Listing, the following must be provided:

1. A copy of the MREB Listing Data Input Form (this can be found on WEBForms®)
 - To obtain a form from WEBForms®:
 - Log into WEBForms®
 - Select "Printable Forms"
 - In the drop-down menu, beside "Organizations", Select "Mississauga Real Estate Board"
 - Select the appropriate "Information Form" (Commercial / Residential) and click the "pen" icon on the right to edit the form
 - All Forms must be completed using WEBForms® and emailed to the board
 - Seller's signatures are required
2. A copy of your home board MLS Sheet
3. PAYMENT: The cost to Inter-Board a listing with MREB is \$90.00 + HST (\$11.70) = \$101.70
4. Main photo to be processed with the Inter-Board listing

The following payment methods are available:

- **CASH** – brought into the MREB Board Office
- **CERTIFIED CHEQUE / BANK DRAFT**– made payable to "Mississauga Real Estate Board"
(Cash/Cheque must be received by MREB prior to processing the listing)
- **CREDIT CARD** - Complete the Pre-Authorized Credit Card Payment Form for Inter-Board Listings

The following are **MANDATORY** criteria fields.
Omitting any of the fields will result in your listing being rejected.

Black bolded areas are all **Mandatory** sections of the Ontario Regional – Property Information Form
Please ensure you do not miss any of the following;

- Square Footage –cannot be a range (i.e. 1,000-1,500 sq.ft)
- Rental Equipment – if there are no items that are rented please select “None”
- Deposit – must be a dollar (\$) amount. Ample is not acceptable.
- Driveway Type
- Taxes and Tax Year

NOTES:

- Room sizes/measurements are submitted in imperial (feet and inches) measurements.
- Level rooms are on must be indicated (i.e. main floor, second floor, etc.)
- R.R. #s will not be accepted. A proper Street/Road name must be used

The Listing Salesperson **MUST** sign the information form and ensure all is correct.

PHOTOS:

- Mandatory, main photo must be provided with all Inter-Board Listings
- Photos must be in “JPEG” format and **MUST** be attachments to an email. Photos embedded in the body of the email will not be accepted
- Photo resolution must not be less than 1024x768
- Maximum of Fifty (50) auxiliary photos may be sent to the MLS department at no additional cost
- If you require photos to be in a specific order, they must be labelled accordingly. (i.e. 1,2,3 or a,b,c etc.)
- All photos to be sent to the MLS department: mls@mreb.ca.

Uploading of Inter-Board Listings:

In an effort to reduce the number of duplicate listings, MREB will not be uploading Inter-Boards to REALTOR.ca, since listings are sorted geographically, they will be mapped appropriately, once the Home Board uploads the listing to REALTOR.ca.

Inter-Board listing amendments:

- Amendments made on your listing must be submitted to MREB immediately from your Home Board.
- MREB charges \$15.00 for the first amendment and \$10.00 for each subsequent amendment.
- Amendments include but are not limited to: price changes, photo replacements, description changes, contract extensions.

Extensions:

All extensions must be received by MREB, from your Home Board, **BEFORE** 5:00 p.m. one business day, prior to expiry.



MISSISSAUGA REAL ESTATE BOARD

INTER-BOARD CREDIT CARD PAYMENT

To: Mississauga Real Estate Board

From: _____
(Name of Board/Association)

Brokerage Name: _____

Brokerage address: _____

Inter-Board listing address: _____

Fee: \$90.00 + HST (\$11.70) = \$101.70

Name on the Card: _____

VISA MasterCard

Card#: _____ Expiry: _____ (MM / YY)

Cardholder's billing postal code: _____

I hereby authorize and consent to charge the above account for the fee as stated above.

Signature of cardholder: _____ Date: _____

INTERNAL USE ONLY

Complete Inter-Board package received by: _____ Date: _____ Time: _____

MLS®#: _____ Submitted by: _____