

REALTOR® - Enter Property in MLS Checklist

Property Address:

TASKS		Confirm
78	Prepare MLS Profile Sheet — agent is responsible for “quality control” and accuracy of listing data.	
79	Enter property data from Profile Sheet into MLS listing database.	
80	Proofread MLS database listing for accuracy, including proper placement in mapping function.	
81	Add property to company’s Active Listings list.	
82	Provide seller with signed copies of Listing Agreement and MLS Profile Sheet Data Form within 48 hours.	
83	Take additional photos for upload into MLS and use in flyers. Discuss efficacy of panoramic photography.	