



# Important Things to Know When Inputting a Listing

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To avoid fines please refer to our OneKey<sup>®</sup> MLS Compliance Guidelines.

1. All MLS exclusive listings located within the MLS Service Area must be entered into the MLS database by midnight of the day after the listing date (Rule 302).
2. MLS Listing Agreements, which have been entered into the MLS database, must be submitted (uploaded) by midnight of the day after they were entered (Rule 303). Example – If the listing is entered on Tuesday at 10 am it must be submitted by midnight on Wednesday.
3. MLS Office Exclusives, along with the “Office Exclusive Seller Disclosure”, must be submitted to MLS by midnight of the day after the listing date (Rule 303.2).
4. The true name of owner must be entered in the MLS database unless you have been instructed in writing by the owner that their name should be withheld. If which case, “Name Withheld” shall be entered as the owner’s name and the written instructions shall be submitted with the listing agreement (Rule 306.8).
5. The following types of listings shall be marked as such when entered:
  - a. “Contract Vendee” in which the Contract Vendee is in contract to purchase the property (Rule 314).
  - b. “Short Sale” (Rule 312).
  - c. “Auction” (see the detailed requirements in Rule 313).
  - d. “Auction Terms of Sale” (see the definition and detailed requirements in Rule 315).
6. MLS Office Exclusives may be entered into the MLS system only if they are available to be shown. They may not be entered once they have been closed (Rule 316.3).

To learn more about OneKey<sup>®</sup> MLS visit [onekeymlsny.com/helpcenter](https://onekeymlsny.com/helpcenter)