



MISSISSAUGA REAL ESTATE BOARD

MREB 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 – mls@mreb.ca OR 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 not required
2. A copy of your home boards MLS Sheet
3. PAYMENT: The cost to Inter-Board a listing with MREB is \$80.00 + HST (\$10.40) = \$90.40
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, your listing will be rejected:

Black bolded areas are all **Mandatory** sections of the Ontario Regional – Property Information Form (Ensure not to 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 that 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 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

Date: _____, 20__

To: **Mississauga Real Estate Board**

From: _____
(Name of Board/Association)

Brokerage Name: _____

Brokerage address: _____

Inter-Board listing address: _____

Fee: \$80.00 + (\$10.40 HST 13%) = Total: \$90.40

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: _____