



# MISSISSAUGA REAL ESTATE BOARD

## 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](mailto:mls@mreb.ca) OR [helpdesk@mreb.ca](mailto: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 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 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](mailto: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: \_\_\_\_\_