



Manage and Reduce Compliance Issues with LISTING COMPLIANCE CHECK

LISTING COMPLIANCE CHECK is a great feature that empowers you to review your listing for possible violations that would generate compliance notices. You can use this feature on existing listings or at the time of listing entry, once the listing has been submitted.

To use the Listing Compliancy Check:

- 1) From the MLXChange homepage click on “Modify or Add New Listing”.
- 2) Enter the MLS # in the box at the top right hand of the page and click the green arrow to the right of that box.
- 3) This is the Listing Summary Page which provides a quick summary of the listing. Now look to the bottom left and find the “LINKS” dropdown box. Click the down arrow and select “Listing Compliancy Check”, which is the last choice, and click the green arrow to the right of that box.
- 4) The next pop up box provides a view of the data checker screen which is the same screen the Compliance Department utilizes to check listings. You will notice that all information, including listing and expiration dates, is entered. This information can only be viewed by you the listing agent, the listing broker and anyone that has admin privileges in your office.
- 5) The items highlighted in **RED** on this page alert you to potential violations that should be reviewed and changed to prevent the listing from being out of compliance. If no items are in **RED**, the listing does not have any of the more common violations, but this does not guarantee the listing is compliant with ALL RMLS Rules.
- 6) Make note of the MLS Value and P/R Value comparison in the center of this view. MLS Value on the left is what was entered by you or your office for this listing. P/R Value on the right is what is showing in the Realist tax records. If the Autopop feature described above is used, these fields will match providing the Tax ID used to search for the information was accurate. When these two entries do NOT match, the field entry will show up in **RED**. If you do not see a P/R Value and the listing is not new construction, please double check your entry to ensure the right Tax ID was entered.
- 7) If you find items in **RED**, you can minimize this screen and then click the “EDIT” button next to the listing summary at the top right of the page. Make the changes necessary and save the listing. Close the data checker screen and run the compliancy check again to make sure your changes met the Rule requirements.

This feature will help you with the details and accuracy of your listings. Give it a try and if you need assistance navigating these features contact the RMLS Help Desk @ 561-514-6438.

**Remember, accurate data helps everyone work more efficiently to
market and sell real estate.**