


GREATER CENTRAL LOUISIANA REALTORS® ASSOCIATION

ROAM MLS CHEAT SHEET

- Listings must be entered within 3 business days of receipt including all REQUIRED fields or within 1 business day of any public marketing of the listing, whichever is earlier.
- When entered must have minimum 5 photos. Must include front elevation, kitchen and bathrooms. Commercial/Lease properties minimum of 1 photo
- Properties required by law shall have Property Disclosure uploaded within 3 business days on listing entry.
- NO BRANDING IN PUBLIC FIELDS.
- Any Listing Change shall be changed within 1 business day.
- Sales shall be reported within 1 business day.
- Reporting of Resolution of Contingencies, Contingent, Pending Sales, and Cancellation of Pending Sales **shall** be reported within 1 business day.
- Required Fields require best available data. Explanations can be found when clicking on the  when inputting data.
- Most Common Data Input Issues:
 - Appx SqFt Total being less than Appx SqFt Living Area
 - Branding in Public Remarks
 - Compensation is for cooperating broker ONLY.
 - No Disclosures
 - Photo containing for sale sign (considered branding)
 - Virtual tour containing branding
- Showing Procedures: Showings must be confirmed through listing broker
- Participant making showing request is the only agent authorized to access property.
- Room Dimensions required for Kitchen, Bedrooms and living rooms. Any other room type users enter will require dimensions to be entered into the MLS.