# Article 05.01: Submission of Listings

Last Updated: October 26, 2026

Participant's listings of real property of the types shown below which are located in the counties of the Stellar MLS service area must be entered into Stellar MLS within five business days, excluding weekends or federally recognized holidays, upon the latter of a) the dated signature of the owner(s) of record or b) the beginning date on the Listing Agreement or (c) within one business day of any public marketing, whichever is sooner.

Should any public marketing of a listing occur during the allowed five-day submission period, or at any time while the listing is on file as an Office Exclusive or Temporary Exclusion, the listing Participant must release the listing to the MLS for cooperation with other MLS participants within one business day. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

Failure to enter the listing into Stellar MLS within five business days, excluding weekends or federally recognized holidays, upon the latter of a) the dated signature of the owner(s) of record or b) the beginning date on the Listing Agreement in accordance with the Rules and Regulations or failure to enter the listing into the MLS within one business day of public marketing will result in a Level III - Severe automatic penalty of $500 for the first occurrence; as outlined in Article 11.4. (Updated 08/2025)

**Mandatory Listing Types**.

A. Listings entered as active, as Delayed Distribution, Office Exclusive with or without a Temporary Exclusion in any of the following categories must be entered within five (5) days of the owner's signature(s):

1. Single family homes for sale or exchange
2. Condominiums, co-ops and townhouses for sale or exchange
3. Vacant residential lots or parcels for sale or exchange
4. Manufactured or Mobile homes where land ownership or a corporate equity interest in the community (such as a condominium, co-op share, or proprietary lease) is included in the sale or exchange. Manufactured or mobile homes on land subject to a standard lot rental agreement with no ownership interest, or requiring a manufactured or mobile home dealer's license to list or sell, are not permitted under this section.
5. Duplexes, triplexes or quadruplexes for sale or exchange

**Optional Listing Types**

B. The following classifications of property may be placed with Stellar MLS® as Active, entered for comparable purposes, Delayed Distribution, Office Exclusive with or without a Temporary Exclusion at the option of the Participant, however listing, if entered, must be in compliance with the Rules and Regulations:

1. Pre-Construction and New Construction Properties
2. Commercial Sale and Commercial Lease

3. Business Opportunity Listings. If entered, Business Opportunity listings are not required to have a photo, driving directions or address.
4. Properties personally owned by Participants or Subscribers where the owner is the listing agent are optional. This does not apply to properties owned by a business entity.
5. Rental Properties (short or long term)
6. Fractional Listings. A Fractional listing, wherein the buyer(s) will receive a recorded deed may be submitted to the MLS by the Participant. Several types of legal restrictions can apply to fractional ownership: state real estate law, local real estate law, private deed restrictions and federal/state and securities law. Rules upon Entry into MLS: If a Participant chooses to enter a Fractional Listing into the MLS:
   a. Fractional" under the "Ownership" field must be selected
   b. Public Remarks" must include the words "Fractional Ownership and the number of shares included/total shares in the first line of remarks.
   c. Fractional listings must be entered on the residential (RES) profile sheet.

7. Joint Listings. When a Participant jointly lists a property with another Participant, the following rules apply:
   a. Only one Participant of the MLS may submit the listing to the MLS.
   b. The listing Participant is solely responsible for the terms and conditions of the listing.
   c. The listing must be of a type permitted by the MLS and conform to all rules, regulations, and policies of the MLS.
   d. The agent who is listing the property in the MLS must have written authorization from the other listing broker permitting the listing to be placed in our MLS.
   e. The agent who is listing the property in the MLS must have written authorization from the property owner(s) authorizing the joint listing of the property.

8. Sold Data for Entry Only Listings. These entries are optional; however, Participants must adhere to the following guidelines:
   a. The listing cannot be uploaded until the transaction has closed.
   b. Sales must be loaded within 30 days of the closing date.
   c. Must upload one front exterior photo.

All new listings will be automatically placed in "Incomplete" status and will not show as active until one front exterior photo or rendering, aerial photo or water view from property (unit) is added in the 1st slot of the MLS system. Once a photo is present the listing may then be moved into "Active" status. Listings in an "Incomplete" status will be purged out after 30 days from the entry date. (Updated 6/2016)

a. Written Consent. Obtain owner(s) of record informed written consent (in either the listing agreement or an addendum thereto) to disclose the potential short sale circumstance to cooperating brokers, buyer(s) and the public.

b. Disclosure Options. Clearly and promptly disclose the potential short sale circumstance to all cooperating brokers and, when and if appropriate, disclose that the sale of the listed property may be conditioned upon the approval of a court, a lender, or other third party. It is required that such disclosures occur at the time of MLS input, if known, or within one (1) day (excluding weekends and holidays) upon receipt of knowledge. Such disclosure must be included in the "Public Remarks" Sections of the listing. The penalty for non-compliance is outlined in the General Fine Schedule (See Article 11/Section 4.2). (Updated 9/2010)

c. Short Sale Listings. In instances where the listing broker becomes aware that the sale price may be insufficient to pay the total of all liens and costs of sale and the owner(s) of record may not be able to bring sufficient liquid assets to the closing to cure all deficiencies (the Potential Short Sale Circumstance), the listing broker shall:

If after the initiation of negotiations, the listing broker receives knowledge of the existence of a potential short sale circumstance, or that the sale of the listed property may be conditioned upon the approval of a court, a lender, or other third party, then such disclosures must be made in writing in the Public Remarks" Sections of the MLS listing. All confidential information related to short sales must be communicated through required dedicated field and Realtor Only Remarks, available only to Participants and subscribers. (Updated 9/2010)