



## ARMLS® Rules **Data Integrity** Quick Guide

ARMLS data integrity documents include Rules and Regulations, Short Sale Policy, Inappropriate Language Policy, and Penalty Policy. As a Subscriber, you are responsible to conform to all of the rules in all of the documents. This Quick Guide assists new Agent Subscribers by highlighting the most frequently violated rules, describing them in “plain speak” and referencing each in the specific ARMLS data integrity document for additional study.

Top Ten	Plain Speak	Specific Rule	Location
No Photo	All <i>Residential For Sale</i> listings must have at least one exterior photo of the residence attached to the listing within 4 days of submission to MLS. This photo is defined as the street view of the front elevation of the dwelling which incorporates a substantial portion of the entire dwelling.	8.24 Photo Requirements	Rules and Regulations
Accurate Listing Information	All data entered into a listing must be accurate.	8.5 Details on Listings Filed with ARMLS	Rules and Regulations
Data Field Use	Information entered into a field must match the intended use of that field.	11.7 Use of Information Fields	Rules and Regulations
Contact Information in Public Remarks	No Web addresses or phone numbers or other information about a real estate Agent or Broker or other individual or entity are allowed in Public Remarks.	1.a, 1.b Prohibited Language  11.6 Information in Public Remarks	Inappropriate Language Policy  Rules and Regulations
Media in Listings	Media attached to a listing cannot contain any contact information for or reference to the Agent, Broker or the brokerage company or any other individual or entity.	8.23 Photographs, Renderings, Floor Plans, Files, Video Media	Rules and Regulations
Conditional Commissions	All commission offered in MLS is unconditional to the Broker who made the sale. The amount or percentage offered in MLS at the time the offer is written is the unconditional commission.	12.1 Cooperative Compensation Specified on Each Listing	Rules and Regulations

False Sales	If your pending sale (or AWC) falls through or closes, you must change the status to the current status within 3 days. Close dates reported to MLS must not occur before the listing actually closes. If you set your close date in the future far enough, this shouldn't happen.	10.12 Reporting Cancellation of Pending Sales  8.5 Details on Listing Filed with ARMLS	Rules and Regulations
Special Listing Conditions	If one or more Special Conditions apply to a listing, you must select the appropriate items from the drop down, e.g., age restricted, short sale approval, owner Agent, etc.	Property Features Field Requirement, Page 6, #3	Short Sale Policy
Days on Market	CDOM (cumulative days on market) and ADOM (Agent days on market) must not be manipulated. (See Days on Market Calculations.)	8.5 Details on Listings Filed with ARMLS	Rules and Regulations
Short Sale Statuses	Short Sale offers signed by both Buyer and Seller and waiting for lender approval must go into AWC-I or Pending status. Short Sale offers with an AAR Multiple Counter Offer <i>and</i> AAR Short Sale Addendum to Purchase Contract signed by Buyer and Seller may remain active.	Page 2, #1 Status	Short Sale Policy
Sales Price Data	The sales price on a closed listing must reflect the true final price the property sold for.	8.5 Details on Listing Filed with ARMLS	Rules and Regulations