

Interboarding Instructions

CLAR data information forms can be found on WEBForms™. Go to Webforms.ca, click Sign In, click on Forms, and change Organization to Durham.

Required Information:

1. COMPLETED CLAR MLS® Data information forms. These forms must be TYPED and not password protected & saved as a PDF.
2. All Mandatory fields are indicated on the forms and must be completed. Your Interboard will not be processed if mandatory fields are missing.
3. Please note that room sizes must be in METRIC.
4. Listing must be minimum 60 days.
5. A printout of the listing as it appears on your home board's system.
6. A copy of the signed Listing Agreement.
7. Photo(s). We accept up to 40 Photos. You may also include a virtual tour URL. This virtual tour must be completely unbranded, and will not be uploaded if there is branding.
8. Please only send ONE email containing all the required forms noted above with the property address noted in the subject line.

Once the listing has been interboarded, please forward any changes (i.e. price change, extensions, suspensions, cancellations etc.). We require a printout of the listing with change(s) as it appears on your home board's MLS® system. We also require a copy of the signed Amendment to Listing Agreement.

Conditional Sales and Firm Sales must be reported within 2 business days. Please use the attached Sold Report Form. A printout of the sold listing from your home board's MLS® system is also required.

Please note- The first change made to non-mandatory fields will be free, any changes made to non-Mandatory fields after that will require a payment of \$25 + HST (28.25). (ex. Adding and removing remarks, removing an open house, etc.)

Submit Interboard : Interboards@durhamrealestate.org



CLAR

Central Lakes Association of REALTORS®

Interboard Listing Terms

1. Listing must be a minimum of 60 days.
2. Listing must be immediately available for showings. "No Showings until...is not permitted.
3. Taxes are a mandatory field unless it's a new build and then you would need to add "Taxes not yet assessed as per MPAC" in the brokerage remarks.
4. Legal description must be completed in the field and contact say "See Realtor remarks" or "see schedule B"
5. Virtual Tours must be unbranded and cannot contain contact or brokerage information within them.
6. Reporting changes must be reported within two (2) CLAR Business days.
7. The listing salesperson is ultimately responsible for the Data entered into the MLS® System.

By submitting a listing to CLAR you have agreed to abide by these terms.