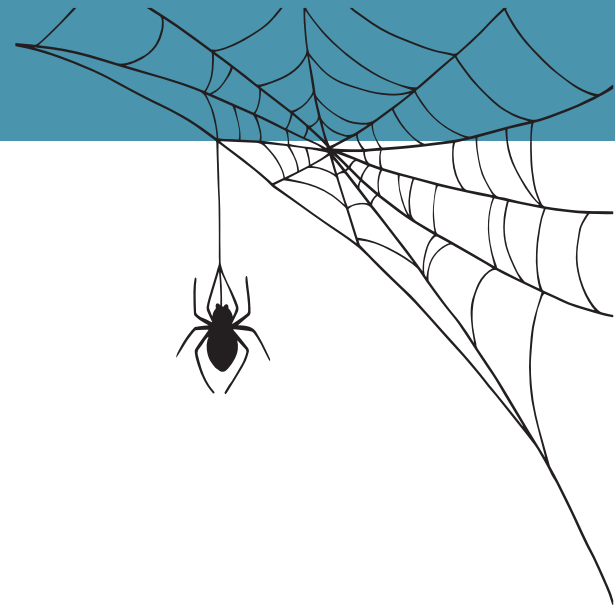




MLS Rules & Revelations

The Top 10 Violations of 2026

*Uncover the Mistakes Before They
Come Back to Haunt You*



Meet Your GPRMLS Team

Who to call when something goes bump in the MLS...

Monday – Friday 8:00 AM – 4:45 PM



Renee Westphaln

MLS Data & Customer
Support Administrator

Call me for:

- General assistance
- Data integrity
- Data feeds/vendor access



Call • Text • Email
402-252-5663
Renee@GPRMLS.com



Beth Powers

MLS Compliance
Administrator

Call me for:

- Rules compliance
- Data integrity
- System issues
- MLS Users Group



Call • Text • Email
402-252-5660
Beth@GPRMLS.com



Jaycee Miller

MLS Customer Training &
Support Administrator

Call me for:

- Training
- Classes
- Customer support



Call • Text • Email
402-252-5669
Jaycee@GPRMLS.com



Denise Mecseji

Chief Operating Officer

Call me for:

- MLS operations
(overall questions, support, etc.)



Call • Text • Email
402-619-5554
Denise@GPRMLS.com



Put on Your MLS Compliance Hat!

For this class, YOU are the
Compliance Administrator.

- ✓ Follow Sabrina Graves and Casper Green through their listings.
- ✓ Keep a running list of the MLS compliance violations you find.
- ✓ Don't worry about commission, contract, or other industry issues. We're focusing only on MLS violations.
- ✓ We'll reveal the Top 10 and see how many you caught!



Meet Sabrina Graves

Seasoned REALTOR. Mentor. Very Busy.

Sabrina has been in real estate for several years. She has an active business, works with buyers and sellers, and is mentoring a brand-new agent - Casper Green.

And lately?

Business is GOOD.

Maybe a little too good.....



Meet Casper Green

Brand-new REALTOR®. Eager. Excited. Learning fast.

Casper is a brand-new agent at Sabrina's brokerage, and Sabrina has taken him under her wing.

He's still learning the MLS, still learning the business, and his GPRMLS New User Rules Training is scheduled in two weeks.

But meanwhile?

Business is GOOD.

Maybe a little too good.....



Sabrina's Weekend on Steroids

FRIDAY

Sabrina's listing closes. Everything goes smoothly. Signed. Wire went through. Keys delivered. ✓

But there's no time to celebrate...



Buyers A

- Friday evening showings
- 8 PM — "We want to write an offer!"
- Negotiations begin...

SATURDAY



Buyers A

- No deal — seller accepts another offer
- Back out for afternoon showings
- Find another house → **write a NEW offer**

Buyers B

- Morning showings → considering an offer
- Call later: "**We want to write!**"
- Sabrina writes their offer after submitting Buyers A's

*Same day.
Two offers.
Breathe. ♥*

SUNDAY

Buyers C

- Showings
- Still looking
- "Can we come back Tuesday?"



*The search
continues...*

And tomorrow is Monday...



Sabrina's Week...

Still Going Strong!

New week.
More moving parts.
Same dedication.



LISTINGS

SHOWINGS

CONTRACTS

CLIENTS

CLOSINGS



MONDAY

Buyers A



Under Contract

- ✓ Contract sent to lender & title
- ✓ Inspection scheduled

Buyers B



Under Contract

- ✓ Contract sent to lender & title
- ✓ Inspection scheduled

*Two
under contract.
Let's GO!*



TUESDAY

Buyers C



- Back out showing
- They found **THE ONE!**
- Sabrina writes another offer

*Because
apparently
Sabrina
sleeps never.*



WEDNESDAY

Buyers C



✓ **OFFER ACCEPTED!**

Buyers A



Inspection

*Another
milestone
checked
off!*



THURSDAY



Buyers B – Inspection



Buyers C – Inspection scheduled



Buyer paperwork submitted
to the office



New listing appointment booked



CMA to prepare

*Busy
day.
Productive
day.*



Listing # 1

Casper's First Listing

With Sabrina's help, Casper entered his first listing in the MLS.

Everything went smoothly, and it went under contract almost immediately!

It's scheduled to close on Tuesday.

What a great start!



Friday

Listing Appointment #2

Casper met with the sellers Friday afternoon and the appointment went GREAT!

- ✓ Listing agreement signed
- ✓ Coming Soon – No Showings
- ✓ Sign in the yard
- ✓ Available to Show date selected
- ✓ Green Fields certification(s) completed

The sellers told Casper it's a 4-bedroom home (3 bedrooms upstairs and a finished lower-level room they've always used as a bedroom).

The Seller's Property Disclosure (SPD) will be provided to him on Tuesday after his closing, once they have a chance to gather a few additional details.

Casper has only entered one listing before, and Sabrina helped him with that one.

So, his plan is to get this listing entered into the MLS **on Monday when Sabrina can help him.**



*I'll get it entered
Monday when
Sabrina can help me!*



Monday

Networking & Follow Up

Casper starts the week strong, keeping the momentum going from a busy and successful weekend.



Attends a local association networking event



Makes new connections and strengthens existing relationships



Follows up with leads from his two open houses this weekend



Responds to emails, texts, and questions from prospective buyers



Sets up showings and continues client follow up

Later, he reaches out to Sabrina to let her know he's ready to get Listing #2 entered into the MLS.

Sabrina is swamped with client activity and asks if they can look at it tomorrow.

No problem — Casper thinks she already showed him how to enter a listing, and he can probably take care of it himself if needed.

A productive day!



Sabrina is tied up today, so I'll get Listing #2 into the MLS tomorrow!



Tuesday Closing Day!

Casper has his **FIRST** closing Tuesday morning!

- ✓ Papers signed
- ✓ Keys delivered
- ✓ First closing completed!

On his way back to the office, Sabrina calls.



"Casper, I'm buried. Can you meet my clients, Charles and Delia Deetz, at **1427 Overlook Drive** and show it for me?"



Casper agrees and heads straight to **1427 Overlook Drive** to meet the Deetzes.



Tuesday Afternoon...



Casper finishes showing **1427 Overlook Drive** and finally makes it back to the office.



Then he remembers...
1426 Witch Hazel Road!
He signed the listing agreement with his sellers on **Friday, October 16**, and still needs to get it into Paragon.



Casper tries Sabrina, but she's still tied up.

"No problem. Sabrina already showed me how to enter a listing, and I can handle this one myself."



"The listing date was Friday, October 16, and I have two days to get it into the MLS. **Monday... Tuesday.** I'm good!"
Casper opens Paragon and gets to work.





CASE FILE #1

1426 Witch Hazel Road



THE FACTS



Listing agreement signed and begins Friday, October 16.



Casper toured the property with the sellers.



Sellers described it as a four-bedroom home.



Casper entered the listing into Paragon on Tuesday, October 20.



Residential – Listing Detail

General

Rooms

Features

Remarks

Documents

Media

Map

General Information

MLS #	26123456
Address	1426 Witch Hazel Road
Property Type	Single Family Residence
List Price	\$425,000
Status	Coming Soon – No Showings
Listing Date	10/16/2026
Input Date	10/20/2026

Rooms / Structure

Bedrooms	4
Bathrooms (Total)	2
Bathrooms (Full)	1
Bathrooms (3/4)	1
Bathrooms (1/2)	0



Casper breathes a sigh of relief.
His listing is finally in the MLS!

- ✓ Photos uploaded?
- ✓ Property details entered?
- ✓ Green Certification selected?

Seller
Property
Disclosure
(SPD)



Lead-Based
Paint
Disclosure
(LBP)



Green
Certification
Documentation





Casper was excited to be helpful, so he uploaded a few additional documents for buyers and showing agents.

What's wrong with these documents in Associated Documents?



Picture This... Another Violation?

Casper uploaded these photos
for 1426 Witch Hazel Road.

A



B



C



D



Which photo(s) violate the MLS rules?



A Few Words Can Haunt You...



 **Paragon**

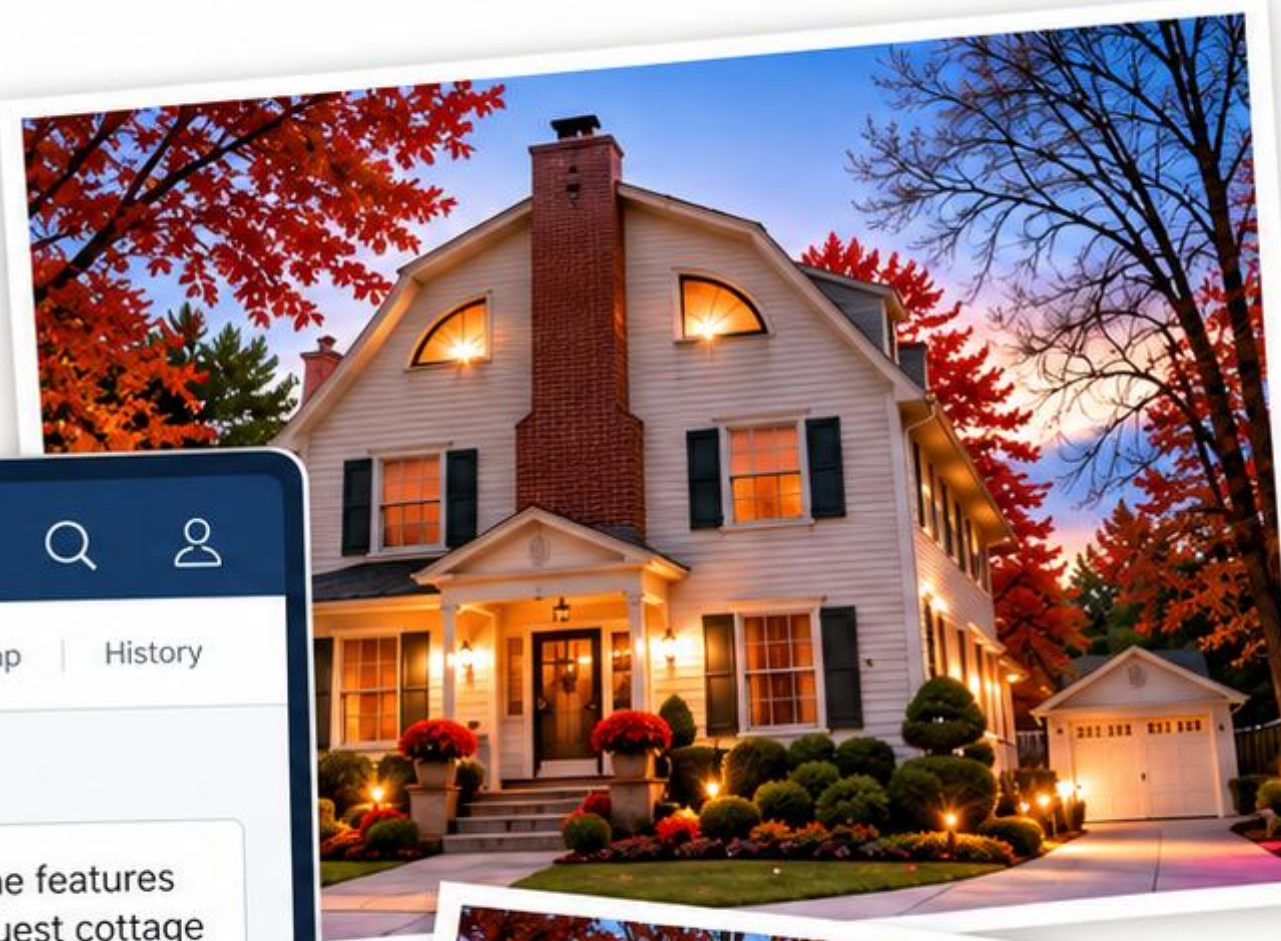
[Listing](#) | [Property](#) | [Remarks](#) | [Documents](#) | [Photos](#) | [Map](#) | [History](#)

Public Remarks 

Welcome to 1426 Witch Hazel Road! This charming home features 4 bedrooms, 2 baths, a cozy fireplace, and a detached guest cottage perfect for visitors. The distinctive upstairs windows give this home a personality all its own. Previous owners say the house has a way of making itself heard, especially after dark!

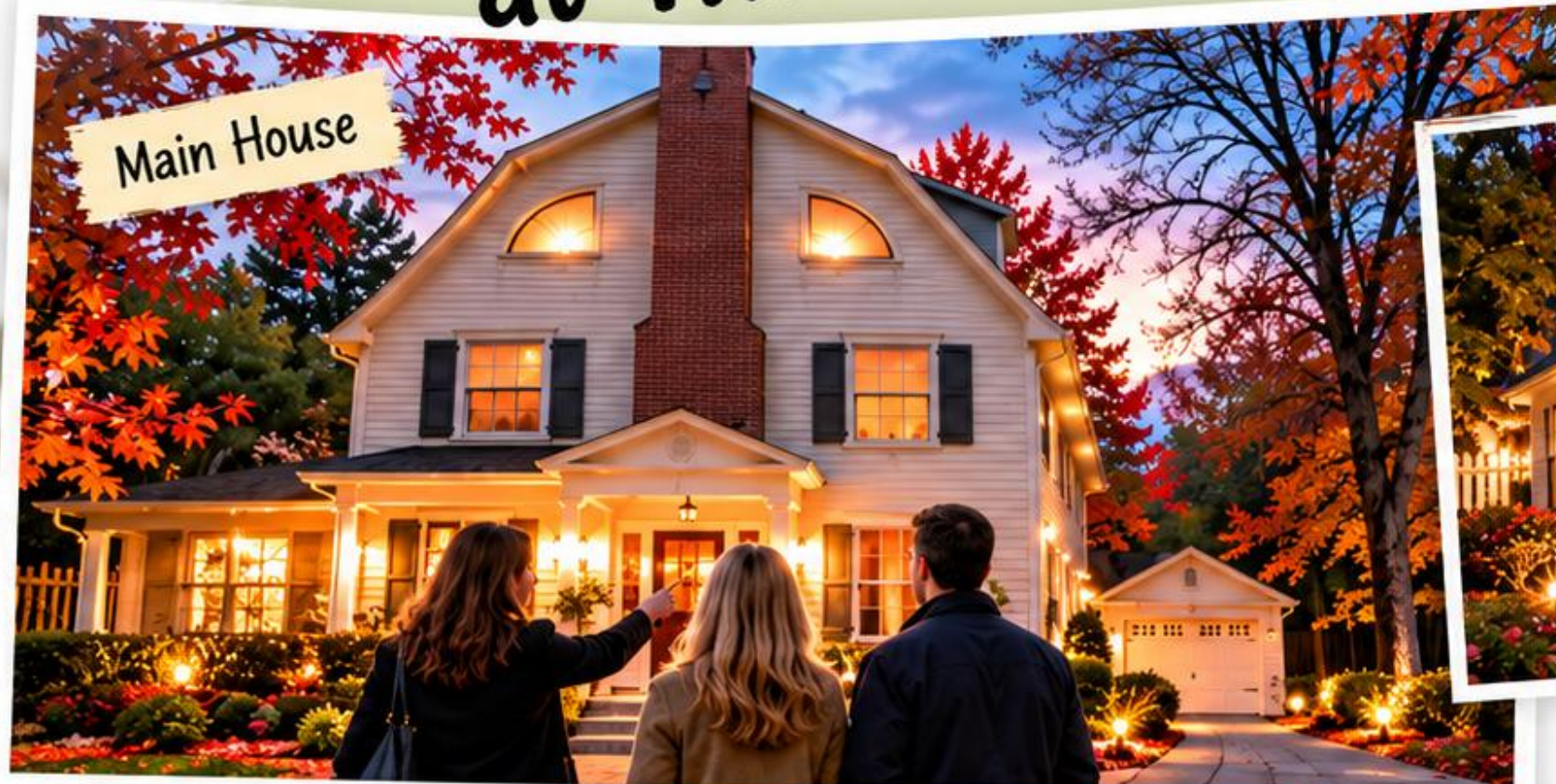
Don't let that scare you away from this one-of-a-kind opportunity! Buyer Broker friendly with generous compensation offered!

Contact Casper Green at Black Cat Realty for details. Easy to show, combo code 1123.

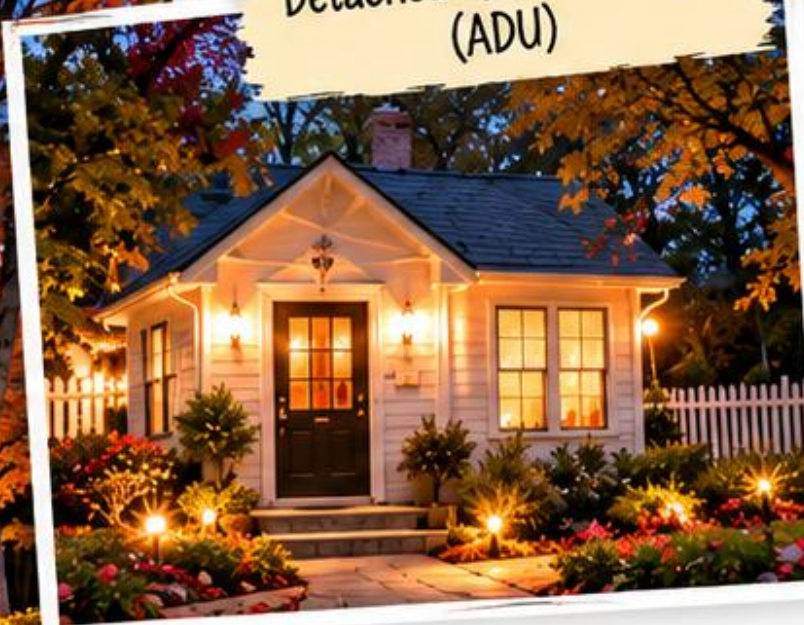


Saturday Showings at Witch Hazel Road

A buyer's agent shows the property and notices something that doesn't add up...



Detached Guest Cottage
(ADU)



SAT
OCT
24

A buyer's agent tours the property with their clients and notices the charming detached guest cottage.

When reviewing the listing details, the agent realizes the cottage appears to be included in the total square footage.

MON
OCT
26

The buyer's agent contacts GPRMLS to report the discrepancy.

Paragon

[Listing](#) | [Property](#) | [Remarks](#) | [Documents](#) | [Photos](#) | [Map](#) | [History](#)

Building Information

Total Square Feet	3,350	Basement	Yes
Above Grade Sq Ft	1,850	Finished Basement Sq Ft	650
Below Grade Sq Ft	1,500	Unfinished Basement Sq Ft	350

That seems high...
Is the guest cottage
being included in
the square footage?

 **GPRMLS**
Compliance Department



The Seller Is Afraid of More Than Ghosts!

Thursday, October 29 | 1426 Witch Hazel Road

Perfect!
I'll make sure
I include all the
details in the
remarks.



After several showings,
Casper has an offer!
But the seller is nervous
about it falling apart
again and wants to
continue accepting
backup offers.

The buyer
also has a
home to sell
before they
can close.

 Paragon

[Listing](#) [Property](#) [Panorama](#) [Documents](#) [Photos](#) [Map](#) [History](#)

Status Information

Listing Status	Active
Contract Pending	
Home Sale Contingency	

Public Remarks ⓘ

Under contract! Seller is accepting backup offers. Buyer has a home to sell before closing. This unique property continues to generate interest, so don't miss your chance!





Even Sabrina Has Skeletons in Her Closet!

Sabrina's listing closed on Friday, October 16.

She's been busy helping Casper with his first listing and now discovers her own listing is still in Pending status.

OCTOBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12	13	14	15	16 <i>Closed</i>	17
18	19	20	21	22	23	24
25	26	27	28	29 <i>Today</i>	30	31

 **Paragon**

[Listing](#) | [Property](#) | [Remarks](#) | [Documents](#) | [Photos](#) | [Map](#) | [History](#)

Status Information

Listing Status

Pending

Contract Date

10/01/2026

Sale Date

10/16/2026

Close Date

10/16/2026



Sabrina needs to update the status to Sold.

What is the deadline for making this change?



Sabrina's New Listing

1313
Mockingbird Lane
Townhome

Let's Get It Entered

Casper, I'd like for you to enter my new listing in Paragon for practice.

Great! I'm happy to help!

Here's my login information.

User ID: sabrina.graves
Password: ***** 

LISTINGS
SHOWINGS
CONTRACTS
CLIENTS





1313 Mockingbird Lane
Two-story townhome
with multiple levels.

Property Information *(Partial View)*

Property Type	Residential	▼
Property Subtype	Townhome	▼ ✓
Property Style	Ranch	▼ !
Bedrooms	3	▼
Total Baths	3	▼
Levels	Multi-Level	▼
Year Built	2005	▼

11 Property Style

The property style was not selected accurately for the home.

In this scenario:

1313 Mockingbird Lane is a two-story townhome, but Casper selected **Ranch** in the Property Style field.



1313 Mockingbird Lane
Two-story townhome
with multiple levels.

Property Information *(Partial View)*

Property Type	Residential	▼
Property Subtype	Single Family Dwelling	▼ !
Property Style	Two Story	▼ ✓
Bedrooms	3	▼
Total Baths	3	▼
Levels	Multi-Level	▼
Year Built	2005	▼

11 Property Subtype

The property subtype was not selected accurately for the home.

In this scenario:

1313 Mockingbird Lane is a two-story townhome, but Casper selected **Single Family Dwelling** for the Property Subtype and **Two Story** for the Property Style field.



MLS Rules & Revelations

THE TOP 10 VIOLATIONS OF 2026

1



Listing Submission – Late Input

Listing not entered in the MLS within the required timeframe.

2



Non-Conforming Bedroom

Non-conforming bedrooms (no egress) entered in the bedroom field.

3



Late Associated Documents

Required documents (e.g., SPD, LBP) not uploaded on time.

4



Photo Violations

Additional text, graphics, logos, or other non-property content appeared in listing photos.

5



Public Remarks

Agent contact information or combination codes to access the house appeared in public remarks.

6



Accurate Information

Finished square footage vs. total square footage not entered correctly. An ADU (Accessory Dwelling Unit) cannot be included in the square footage.

7



Contract Pending & Home Sale Contingency

Not using the designated fields and typing them in manually in remarks.

8



Status Changes

Status not changed within the required timeframe (e.g., Pending to Sold).

9



Wrong Property Subtype

Townhomes identified as Single Family Detached (SFD).

10



Property Style

Incorrect property style selected for the home.



General Violation Fine Schedule

Violation Number	Fine
1st Violation	Warning
2nd Violation	\$50
3rd Violation	\$100
4th Violation	\$200
5th Violation	Fine determined by GPRMLS Board of Directors

Amended February 2026.



Listing Submission Fine Schedule

Violation Number	Fine
1st Violation	\$100 + \$100/day once notified by MLS
2nd Violation	\$500 + \$100/day once notified by MLS
3rd Violation	\$1,000 + \$100/day once notified by MLS
4th Violation	Review by GPRMLS Board of Directors

Amended February 2026.



Understanding the Rules. Preventing the Violations.

- ✓ Know the rules.
- ✓ Check your listings.
- ✓ Correct mistakes promptly.



NAR Settlement Violation Fine Schedule

Violation Number	Fine
1st Violation	\$250
2nd Violation	\$500
3rd Violation	\$1,000
4th Violation	Fine to be determined by GPRMLS Board of Directors



Additional Information

Any violation of MLS Rules related to the NAR Settlement Agreement may result in the administrative removal of the non-compliant information from the MLS.

Violations of the Rules within one calendar year (January – December) will result in the above penalties.

Violations are assessed a fine schedule as follows and applies on a 12 month/calendar year period.

1.17(VII)(A), Section 4.5, Section 5, Section 5.0.0, and Section 5.0.2 10/25 (Amended 2/26)

Understanding the Rules. Preventing the Violations.



- ✓ Know the rules.
- ✓ Check your listings.
- ✓ Correct mistakes promptly.



MILS Rules & Revelations

— THE TOP 10 VIOLATIONS OF 2026 —

Thank You!

Know the rules.
Check your listings.
Correct mistakes promptly.

Resources

[MLS Measuring Guide and Definitions Guide](#)

[Full GPRMLS Rules](#)

[Personal Assistant Application](#)

[Office Admin Application](#)

[NAR Settlement FAQ](#)