



CONNECTICUT MULTIPLE LISTING SERVICE, INC.  
127 WASHINGTON AVENUE, 2<sup>ND</sup> FLOOR  
NORTH HAVEN, CT 06473  
P. (203) 234-7001 F. (203) 234-7151  
[WWW.CTSTATEWIDEMLS.COM](http://WWW.CTSTATEWIDEMLS.COM)

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## **Rules & Regulations Highlights**

Please refer to the complete Connecticut Multiple Listing Service Inc. Rules & Regulation document, which can be found at: <http://www.ctstatewidemls.com> for a complete reference guide to MLS policy

**Name and Definition:** The name of the organization is Connecticut Multiple Listing Service, Inc. or CTMLS, Inc.

*The purpose of the Service is a means by which authorized Participants make blanket unilateral offers of compensation to other Participants acting as buyer agents; The MLS is also a means of enhanced cooperation and the accumulation and dissemination of information to enable authorized Participants to prepare appraisals, analyses, and other valuations of real property to bona fide clients and customers. Participants engaging in real estate appraisal contribute to common databases. The service is also a facility for the orderly correlation and dissemination of listing information among the Participants so that the REALTORS® may better serve their clients and the public.*

**Participation:** Participation in the service is available to any REALTOR® Principal who is an active member of the CT Association of REALTORS® or any other Association of REALTORS® without any further qualification except payment of required dues and fees and agreement to abide by the bylaws and the Rules and Regulations of the Service and completion of an orientation program of no more than three classroom hours devoted to the MLS Rules and Regs.

**Mandatory Property listings:** Property located within CT, on an Exclusive Right to Sell/Rent or Exclusive Agency to Sell/Rent listing contract shall be entered into the system within 48 hours after all necessary signatures of Seller(s) and Participant or authorized agents

**Required Property Types:** a) Single Family, Condos, Townhouses, Co-ops, Mobile Homes for sale, lease or exchange b) Vacant lots and acreage for sale, lease or exchange c) 2,3 and 4-family residential buildings for sale, lease or exchange.



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### **General Listing Information:**

**Photo Submission:** Each listing submitted to the Service must include a photo unless it is: a). Land, b). Business for Sale, c) Residential Rental d) Proposed New construction or under construction. Note: photos are required on new or under construction property once construction has been completed.

Photos must be input within 96 hours by a) entering a digital photo directly from a pc to the system b) a digital photo file(s) (.jpg file) may be emailed as an attachment(s) to a Service Center or 3) photos may be hand delivered or mailed directly to a Service Center.

Note: Photos entered directly from pc/camera will be immediately available for viewing/printing and email within the system.

**Advertising:** No one other than the Listing Broker may advertise listings without the prior written consent of the listing Broker.

**Limited Service Listings:** Will be identified by selecting the “Limited Service” code in the listing type field.

**Entry Only listings:** Will be identified by selecting the “Entry Only” code in the listing type field.

**Listing Remarks & Sensitive Data:** No broker, agent or agency, web URL, email, voicemail, telephone numbers or other personal information should be identified in the listing compilation. This type of information can be entered within their designated fields. For example: ‘Listing Office, ‘Listing Agent’ ‘Agent to Agent remarks’, etc.

- The listing broker needs to specify on each listing the compensation offered to the other Participant for their services. The listing broker retains the right to determine the amount of compensation offered to other Participants acting as Subagent, Buyer’s Agent or in other agency or non-agency capacities defined by law. The compensation specified in the listings filed with the service shall appear in one of two forms; a) by showing a percentage of the gross selling price or b) by showing a definite dollar amount.
- The full listing price of a property must be entered within the listing.
- A listing may be entered in more than one property type only if each listing cross references the other with the MLS# via the “Remarks”



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field. The sale of the property can only be entered in one category and the other should be withdrawn

**IDX (Internet Data Exchange) Policy:**

- IDX affords MLS Participants the option of authorizing display of their active listings on other Participant's Internet Web sites
- Consent for display of their active listing by other Participants pursuant to these Rules and Regulations is presumed unless a Participant affirmatively notifies the MLS in writing that the Participant refuses to permit display.
- An office must notify the MLS of their intention to establish an IDX web site and complete the appropriate paperwork before the IDX site is accessible to the public.
- Listings or property addresses of sellers who have requested, in writing, to withhold their listing or address from display on the internet shall not be displayed on an IDX site. Otherwise, the property address will be displayed.
- Data on an IDX Web site must be refreshed at least once every three days.
- When displaying listing content on an IDX site, the listing must clearly identify the name of the listing firm in the manner described in the MLS Rules & Regulations.
- Confidential fields intended only for other MLS participants and users such as compensation, showing instructions or type of listing agreement may not be displayed on an IDX site.
- All listing displays on an IDX site should show clearly identify CTMLS as the source of the information.
- Display of expired, withdrawn and pending listings is prohibited on an IDX web site.

**\*Fees & Charges:**

Initial Participation Fee – Each Participant will pay a fee of \$200 to become a member of the CTMLS.



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Subscriber Fee – Each Participant and Subscriber to the service will be billed in advance for \$26/month, plus tax, on a semi-annual basis.

*\*Please note other fees/fines/charge may also apply. For more information, please refer to the Connecticut Multiple Listing Service Inc. Rules & Regulations document, which can be found at: <http://www.ctstatewidemls.com> or at your local service center.*

### **Status Changes:**

Any change in the listing data fields must be entered within 48 hours.

#### **Cancelled:**

Cancellations of listings prior to their expiration date can only occur if the cancellation has been authorized in writing by the seller. Cancelled listings must be entered within 48 hours.

#### **Withdrawn:**

The listing broker may withdraw a listing before the expiration date of the listing agreement if the seller has authorized the withdrawal in writing. The withdrawal is required to be entered within 48 hours. A withdrawal does not terminate the listing agreement.

#### **Expired:**

Every listing entered in the system automatically expires at 12:00 a.m. midnight on the expiration date unless the expiration date under the listing agreement has been extended by the listing broker and seller and the extension has been duly entered into the MLS.

#### **Close:**

Sales or leases must be entered within 48 hours.

A listing that is reported sold/leased may not be modified or changed unless good cause is provided in writing to CTMLS.

#### **Deposit:**

Listings under deposit should be changed to reflect that status within 48 hours.

A pending sale or lease of a listed property that has been cancelled for any reason should be entered into the system within 48 hours. The listing should be changed to “Active” status unless the expiration date has occurred.

#### **Show/Hubrd:**

Any contract contingency must be entered into the system within 48 hours.



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### **System Status Definitions:**

<b><u>Status</u></b>	<b><u>Description</u></b>
ACT	Active
HUBRD	Under deposit w/Hubbard Clause
SHOW	Under deposit continue to show
CANCL	Cancelled
CRENT	Rented property
DEPOS	Under Deposit
CLOSE	Closed/Sold property
EXP	Expired
ARENT	Active Rental

### **Definitions of Listing Status:**

**Under Deposit Continue to Show (SHOW):** Shall mean: a) that there is an executed and delivered Purchase and Sale agreement or b) that there is an executed and delivered a written bilateral offer to purchase. In both cases, contingencies remain and the seller requests that the listing property remain on market for backup offers. This listing status will expire upon its expiration date.

**Under Deposit (DEPOS):** Shall mean the status of a listing property when the seller and the potential buyer of the listed property have either executed and delivered a purchase and sale agreement or have executed and delivered a written bilateral offer to purchase. In either case, the seller has not requested that the listed property remain marketed for backup offers. Each deposit status listing shall be considered to be off market.

**Cancelled (CANCL):** Shall mean the status of a listed property where the listing agreement has been terminated prior to its expiration date.

**Withdrawn (WITH):** Shall mean the status of a Listed Property that is temporarily taken off the market. Each (WITH) listing remains subject to the terms and conditions of its original listing agreement and as such expires at midnight on the expiration date of the listing agreement.

**Temporarily off market (TEMP):** Temporarily unavailable to be shown but expected to be active in the near future.