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## WECAR Interboard Policy

To process a listing on our MLS® System, we require a complete Interboard Package containing the following:

- **A TYPED OR CLEARLY PRINTED COPY OF THE CURRENT WECAR DATA INPUT FORM (FORMS AVAILABLE ON WEBForms™).**  
**ALL Shaded Fields are mandatory, therefore MUST be filled in.**  
Listings will not be processed unless all shaded fields are filled in.
- **A CLEAR COPY OF THE LISTING AS IT APPEARS ON THE HOME BOARD'S MLS® SYSTEM**  
NOTE: All documentation must be e-mailed from the **Home Board** to [mls@windsorrealstate.com](mailto:mls@windsorrealstate.com) as a PDF attachment or Faxed to 519-966-0663. The documentation can be sent directly from the Salesperson IF their HOME BOARD agrees.
- **A PHOTOGRAPH OR SKETCH OF THE PROPERTY IS MANDATORY.**  
Listing will not be activated without the main photo.  
NOTE: Pictures may be e-mailed to [mls@windsorrealstate.com](mailto:mls@windsorrealstate.com) as JPG attachments. Our picture limit is 30 (1 main photo, 49 secondary photos).
- **A FIRM CHEQUE, MONEY ORDER OR PRE-AUTHORIZED CREDIT CARD PAYMENT **PAYABLE TO: WECAR IN THE AMOUNT OF \$80.00 PLUS APPLICABLE TAXES (\$80+ HST = \$90.40)**.** Where applicable, proof of payment must be received with the Listing Documentation (ie. photocopy of cheque or money order).
- **ALL DOCUMENTATION & CONTACT CAN BE DONE THROUGH THE HOME BOARD OR THE LISTING SALESPERSON (L/S) MAY COME DIRECT TO WECAR IF AGREEABLE WITH THE HOME BOARD. L/S SHOULD CHECK WITH THEIR HOME BOARD BEFORE SENDING A LISTING TO WECAR.**

To **cancel & relist** a property there is a charge of \$25.00 plus applicable taxes (\$25+ HST = **\$28.25**). **This fee is applicable regardless of the jurisdiction of the property.**