



3020 DEZIEL DRIVE, WINDSOR, ONTARIO, N8W 5H8 PHONE 519.966.6432 FAX 519.966.4469 WWW.WINDSORREALESTATE.COM

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 as a PDF attachment or faxed to our MLS® Faxline (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 as JPG attachments. Our picture limit is 50 (1 main photo, 49 secondary photos).
- A FIRM CHEQUE, MONEY ORDER OR PRE-AUTHORIZED CREDIT CARD PAYMENT PAYABLE TO: WECAR IN THE AMOUNT OF \$90.00 PLUS APPLICABLE TAXES (\$90+ HST = \$101.70). FEE IS APPLICABLE REGARDLESS OF THE JURISDICTION OF THE PROPERTY.
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 the property there is a charge of \$25.00+HST (**\$28.25**).

To MAKE AN EDIT* to the property there is a charge of \$25.00+HST (**\$28.25**) per change.

**This fee is only applicable to edits that are not a result of an input error.*

WECAR Lockbox Acknowledgement

As per WECAR's MLS® Rules & Regulations, Article 16 – Lockbox regulations, please be aware of the following:

16.05 Compliance

- [a] When there is any lockbox placed on an MLS® Listing then at least one must be a Board issued Supra Lockbox.
- [b] Instances of non-compliance with WECAR Supra Advantage Express II, the Supra iBox, ActiveKEY/eKEY policies shall be reported to the Professional Standards Committee for action.
- [c] WECAR Lockboxes shall only be used on MLS® Listings.