



## WECAR™ Interboard Policy

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

- **A TYPED 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 to [mls@windsorrealstate.com](mailto:mls@windsorrealstate.com) as a PDF attachment. 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, in a zip file or downloadable storage (with permissions granted) . Our picture limit is 50 (1 main photo, 49 secondary photos).
- **PRE-AUTHORIZED CREDIT CARD PAYMENT IN THE AMOUNT OF \$90.00 PLUS APPLICABLE TAXES (\$90+ HST = \$101.70).** This fee is applicable regardless of the jurisdiction of the property. See attached form. (E-TRANSFER IS ALSO AVAILABLE, IF REQUIRED – email will be provided on request.)
- **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.**

**CANCEL & RELIST** a property, there is a charge of \$25.00 plus applicable taxes (\$28.25). This fee is applicable regardless of the jurisdiction of the property. A completed/signed cancellation of Listing Agreement is required, along with New Data Input & Print out from home board MLS® system.

**MAKE AN EDIT** \* to the property, there is a charge of \$25.00 plus applicable taxes (\$28.25) per change. (NO CHARGE FOR CANCELLATIONS, FIRM SALES, EXTENSIONS)

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