



Listing Checker Q and A

- Q What is it?
 A It is a tool used by the MLS Providers to encourage agents to use the listing form fields as they were intended and to protect all parties from possible fair housing infractions.
- Q Whose idea was this?
 A This was a concern that the NTREIS area brokers brought to their associations.
- Q Who is getting the money collected from the fines?
 A The MLS Providers that are enforcing the rules.
- Q Are some providers using this, while others aren't?
 A All NTREIS area boards and associations are required to use this tool.
- Q What if I disagree with what Listing Checker has flagged?
 A Contact your local MLS Provider. They have the power to waive flagged fields.

- Q Who picked out the flagged words?
 A A committee of agents representing each MLS Provider and the Association Executives.
- Q Why were these words chosen?
 A These words are based on the list of taboo words provided by the *Fair Housing Advertising Manual*.
- Q Can I use the Driving Directions field for overflow from the Property Description field?
 A No. The same words will be flagged if found in Directions. Directions should be used to help agents quickly navigate to the property.
- Q What about Intra Office or Private Remarks?
 A Listing Checker is checking the Private Remarks, but not the Intra Office Remarks.
- Q How do I get a word removed from the flagged word list?
 A Contact your MLS Provider or User Committee Representative.
- Q Are any other MLS's using this product?
 A Yes, the Houston Association of REALTORS® and the Austin Association are using it successfully.



Listing Checker™

NTREIS processes listings from the MLS on a nightly basis to help the MLS Provider enforce its rules and regulations. The quality and location of each listing is affirmed by the following process:

- Standardizing and verifying the Address, City, County & Zip Code
- Verifying the Tax Account Number
- Validating each listing for:
 - MLS area
 - Map Page
 - School District
- Performing Searches for inappropriate words or phrases in the Private Remarks, Property Description and Driving Direction sections
- Re-verifying changed or modified listings
- Checking for deed date changes on withdrawn and expired listings
- Checking for expired listings that remain in a pending status

Fields that are incorrect are flagged for the MLS Quality Assurance Department for notification to brokers and agents and for fine assessments. Flagged listings are posted to an Internet based search tool for notification and search processes. This product can be manipulated and enhanced to fit the individual MLS Provider needs.

Listing Fields That Are Checked by Listing Checker

City	County
Deed Date Changed	Driving Directions
Land Use Check	Map Page
MLS Area	Parcel ID
Pending Status Check	Private Remarks
Property Description	School District
Street Name	Street Number
Zip	

Words That Are Flagged in Private Remarks

able bodied	african	alcoholic
asian	bachelor	catholic
caucasian	chicano	chinese
christian	colored	couple
couples	empty nester	fsbo
handicapped	healthy only	hispanic
impaired	independent living	integrated
irish	jewish	latino
married	mature couple	mature individual
mature person	mentally handicapped	mentally ill
mexican	mormon	mosque
newlywed	no black	no children
no cripple	no deaf	no drinkers
older person	one child	one person
oriental	physically fit	puerto rican
retarded	seasonal worker	shrine
single person	singles only	variable commission
white only		

Words That Are Flagged in Property Description

214	254	430
469	682	800
817	866	877
888	903	940
972	.com	.com.
.net	.org	@
able bodied	adden	adult community
adult living	adults only	african
agent	agile	alcoholic
appointment	approval requir	asian
bachelor	bonus	btsa
buyer's rep	call	catholic
caucasian	chicano	chinese
christian	colored	commission
contact	contract	couple
couples	dot	employed
empty nester	facsimile	fax
financ	fsbo	handicapped
healthy only	hispanic	http
impaired	incentive	independent living
integrated	irish	jewish
landlord	latino	married
mature couple	mature individual	mature person
mentally handicapped	mentally ill	mexican
mormon	mortgage	mosque
newlywed	no black	no children
no cripple	no deaf	no drinkers
older person	one child	one person
oriental	phone	physically fit
puerto rican	realtor	retarded
seasonal worker	shrine	single person
singles only	smoker	soc sec ins
unemployed	variable commission	website
white only	www	

Words That Are Flagged in Driving Directions

214	254	430
469	682	800
817	866	877
888	903	940
972	.com	.com.
.net	.org	@
able bodied	adden	adult community
adult living	adults only	african
agent	agile	alcoholic
appointment	approval requir	asian
bachelor	bonus	btsa
buyer's rep	call	catholic
caucasian	chicano	chinese
christian	colored	commission
contact	contract	couple
couples	dot	employed
empty nester	facsimile	fax
financ	fsbo	handicapped
healthy only	hispanic	http
impaired	incentive	independent living
integrated	irish	jewish
landlord	latino	married
mature couple	mature individual	mature person
mentally handicapped	mentally ill	mexican
mormon	mortgage	mosque
newlywed	no black	no children
no cripple	no deaf	no drinkers
older person	one child	one person
oriental	phone	physically fit
puerto rican	realtor	retarded
seasonal worker	shrine	single person
singles only	smoker	soc sec ins
tenant	unemployed	variable commission
website	white only	www