

INTERBOARD FAQ

JUNE 27, 2017

Q: My listing just sold Conditional; how do I change the status on OMDREB?

A: For ALL amendments (excluding: Price changes, photos, and booking open houses) you must email OMDREB's MLS department. Please follow the steps below:

- A) Email mls@omdreb.on.ca
- B) You **MUST** include a print out of the listing from the Home Board showing that the change has been made on the Home Board
- C) Make sure to include the below in the body of the email:
 - **Address of property & OMDREB MLS® Number**
 - **Conditions**
 - **Condition Expiry Date**
 - **Escape Clause**
 - **Closing Date**

NOTE: Please make sure to report this change to OMDREB by 11:59pm the business day following the change.

Q: The listing has now firmed up; how do I change the status to Sold on OMDREB?

A: For ALL amendments (excluding: Price changes, photos, and booking open houses) you must email OMDREB's MLS department. Please follow the steps below:

- A) Email mls@omdreb.on.ca
- B) You **MUST** include a print out of the listing from the Home Board showing that the change has been made on the Home Board
- C) Make sure to include the below in the body of the email:
 - **Address of property & OMDREB MLS® Number**
 - **Sale Date**
 - **Sale Price**
 - **Closing Date**

NOTE: Please make sure to report this change to OMDREB by 11:59pm the business day following the change.

Q: I just cancelled my listing on TREB, how do I change the status on OMDREB?

A: For ALL amendments (excluding: Price changes, photos, and booking open houses) you must email OMDREB's MLS department. Please follow the steps below

- A) Email mls@omdreb.on.ca
- B) Include address of property & OMDREB MLS® Number

- C) You **MUST** include print out of the listing from the Home Board showing that the change has been made on the Home Board
- D) Include a signed copy of the OREA [cancellation form](#)

NOTE: Please make sure to report this change to OMDREB by 11:59pm the business day following the change.

Q: I just suspended my listing on TREB, how do I change the status on OMDREB?

A: For ALL amendments (excluding: Price changes, photos, and booking open houses) you must email OMDREB's MLS department. Please follow the steps below:

- A) Email mls@omdreb.on.ca
- B) Include address of property & OMDREB MLS® Number
- C) You **MUST** include a print out of the listing from the Home Board showing that the change has been made on the Home Board
- D) Include a signed copy of the OREA [Suspension to Listing Agreement](#) form

NOTE: Please make sure to report this change to OMDREB by 11:59pm the business day following the change.

Q: I want to change the price on my OMDREB listing, where do I go?

A: You can enter your own price change in Matrix. Please follow the steps below:

- A) Log into Matrix and select "Price Change" to enter your new desired price.
- B) Email mls@omdreb.on.ca
- C) Include address of property & OMDREB MLS® Number
- D) Include a signed copy of the OREA [Amendment to Listing Agreement](#) form

Q: Can I upload my own photos?

A: Yes you can via the "Manage Photos" option when editing your listing.

Q: Once I have uploaded my photos can I remove or add new photos to my listing?

A: Yes. You can add, remove and re-order photos via the "Manage Photos" option when editing your listing. Note, you can upload a **maximum of 50 photos** in Matrix.

Q: Can I book my own open houses?

A: Yes, you can book REALTOR® or Public open houses on your listing. Once you have added your open house, you can return at any point to cancel or change details of your open house. If you are booking a REALTOR® open house, please [click here](#) for our REALTOR® open house schedule.

Q: I would like to make a change to my Remarks, how can I do that?

A: Simply follow these steps:

- A) Log into Matrix and open your listing for editing, and edit the comments under the Rooms / Details & Comments tab; or
- B) Log into Matrix and choose the "Comments/Additional URLs" option from the menu.
- C) Click "Submit Listing" when your edits are complete.