

Thank you for your interest in interboarding a listing with the Guelph & District Association of REALTORS® (GDAR).

GDAR is a Member of the Information Technology Services Ontario (ITSO). By submitting your listing to us, you'll advertise the property to thousands of REALTORS® at 20 different Associations and, more importantly, their clients. The following Associations currently comprise what is known as the ITSO MLS® System (on CoreLogic's "Matrix" platform).

Barrie and District Association of REALTORS®  
 Brantford Regional Real Estate Association  
 Cambridge Association of REALTORS® Inc.  
 Guelph and District Association of REALTORS®  
 Huron Perth Association of REALTORS®  
 Kawartha Lakes Real Estate Association  
 Kingston Area Real Estate Association  
 Kitchener-Waterloo Association of REALTORS®  
 The Lakelands Association of REALTORS®  
 London and St. Thomas Association of REALTORS®  
 Niagara Association of REALTORS®  
 North Bay Real Estate Board  
 Mississauga Real Estate Board  
 The Oakville, Milton and District Real Estate Board  
 Peterborough and the Kawarthas Association of REALTORS®  
 REALTORS® Association of Grey Bruce Owen Sound  
 Simcoe and District Real Estate Board  
 Tillsonburg District Real Estate Board  
 Quinte and District Association of REALTORS®  
 Woodstock-Ingersoll Real Estate Board



## Contact Us

We welcome interboard listings from REALTOR® Members of all other Ontario Real Estate Boards/Associations, and accept interboard packages directly from listing Brokerages or their authorized representative(s).

**Email**  
info@gdar.ca

**By Mail**  
221 Woodlawn Road West Unit 6C., Guelph, ON, N1H 8P4

All communications will be directly with the listing REALTOR(S)® or Brokerage(s).  
 Please send all completed packages to the Association directly.  
 If you have any questions, please contact us prior to submitting your listing.

## Fees & Payment

**\$90.40 per Listing (\$80+HST)**

An invoice will be emailed to you once your listing has been submitted and can be paid online via Visa / Mastercard.

## Paperwork

The following documents must be submitted for every interboard listing, with all mandatory information provided:

- Property Information Form (Data Sheets)

Available on [WEBForms™](#)! Please go to Forms and locate the ITSO folder, or search for the appropriate MLS® Property Information Form

- Residential Sale and Lease
- Business Only Sale and Lease
- Commercial Sale and Lease
- Farm Sale and Lease
- Land Sale and Lease
- Multi-Residential Sale

- MLS® Listing (Printout / Feature Sheet)

Please provide a full copy of the listing as it currently appears on your Board/Association's MLS® System. Supplements & Attachments (if any)

- Including, but not limited to: Seller's Direction (Form 244), Schedules, Floor Plans, Survey, Upgrade List.

To ensure the fastest processing of your listing, please fill in & submit all of the required information. MLS® Listings are processed in the order of which they are received and cannot be processed until ALL required information is submitted.

## Photos & Virtual Tours

The Association will accept unbranded\* virtual tour links and photos via e-mail to [info@gdar.ca](mailto:info@gdar.ca). Please indicate the property address in the subject line if photos and/or links are being sent separately from the listing paperwork:

### Photos

Minimum of one (1)

Must be sent as .JPEG files, individually attached to the e-mail. Please number the files in the order you wish for them to appear if submitting more than one image (1 being the first).

### Unbranded\* Virtual Tour URL

Maximum of one (1) virtual tour URL per listing.

\*Unbranded: logos, REALTOR®/Brokerage info, signage, & contact forms cannot appear in the webpage or images.

## Processing & Ongoing Maintenance

### Additional Requirements:

All listings submitted to the Association are subject to the [ITSO MLS® Rules](#) and [Policies](#). Listings which do not meet these requirements will not be processed.

Every listing submitted to the Association's MLS® System forms part of a compiled database that is owned by the Association. The information will be retained and used by the Association, its Members, and other Authorized Users for such period of time and for such purposes as are required.

### Review Your Listing & Submit Corrections:

Please note: listings Interboarded to the Association are not uploaded to REALTOR.ca. Your home Board / Association manages your listing on REALTOR.ca.

Once an interboard has been processed and/or subsequent changes are made to a listing, an updated copy of the listing as it appears on the Association's MLS® System will be emailed to the listing REALTOR®.

Please review your copy carefully and notify the Association immediately if you see any errors or inconsistencies. While we do make every effort to avoid mistakes, the listing REALTOR® will be held solely responsible for the accuracy and currency of the information published on the Association's MLS® System.

### Reporting Changes to the Listing's Status:

Any change to the status of an interboarded listing must be reported to GDAR within one day of the change taking effect. Please update the listing on your home board first, then submit the applicable status change paperwork (below) to GDAR with a copy/printout of the updated listing from your home board.

- [Conditional Sale Report](#) and/or any change(s) to a conditional sale.
- [Pending Sale Report](#) and/or any change(s) to a pending sale.
- Amendment to Listing Agreement
- Suspension of Listing Agreement
- Cancellation of Listing Agreement
- Assignment of Listing Agreement

If you requested that a property be listed under more than one listing type, please include ALL MLS® numbers the change applies to, since an action is required to be taken on both listings. It is not the responsibility of the Association to determine whether another listing may also be affected by the change.

### The Guelph & District Association of REALTORS®

221 Woodlawn Road West Unit 6C., Guelph, ON, N1H 8P4 | (519) 824-7270 | [info@gdar.ca](mailto:info@gdar.ca)