



Instructions for Interboarding to Barrie & District Association of REALTORS® (BDAR) - MATRIX

Please Note: If ALL steps are not completed as required (including all mandatory fields), the Interboard package will be returned. BDAR staff are not able to complete any information over the phone. **YOU WILL BE EMAILED** if there are any issues, otherwise a copy of the listing, once input, will be forwarded via email. ***Address of Property must be in the subject line of email***

- A. Complete **BDAR's Data Form** (Seller's signature is not required).
Forms must be typed. Hand written forms will not be accepted.

THESE FORMS CAN BE FOUND ON WEBForms®

- Click on the WEBForms® link
- Click on "Change Board" and select Barrie & District Association of Realtors®
- Click on "printable forms" and select form required for your property type (**in Search list for: enter 'Ontario Regional'** - Residential/Multi-Residential/Farm/Vacant Land Property Information Form OR Ontario Regional – Commercial Property Information Form
- Click "edit" to type the information onto the form

Note:

- All mandatory fields must be completed.(all mandatory fields appear bold/shaded in headings)
- Property must be available for showings at all times
- Room sizes can be metric or imperial
- Photos (up to 50) in jpg format as attachments to your email or in a zip file
- Virtual tours must be unbranded

B. Authentication of property listed on your home Board is a **FULL REPORT** print out of the listing as it appears on your home Board MLS® System. (The listing copy must show room sizes and have your Board name at the bottom). This **MUST** accompany your listing package.

C. Interboard packages including Data Sheet, Board printout of the listing, credit card form and all photos (up to 50) may be emailed to: agnes@bdar.ca

D. When all information has been received complete, the listing will be processed. **A returned package will delay the process.**

All status changes including firm or fallen through conditions, cancellations and suspensions must be reported to BDAR within two (2) business days. An updated print out from your MLS® System showing the status change must be forwarded to agnes@bdar.ca You are responsible to ensure that all amendments and status changes are forwarded.

FAILING TO MEET THESE REQUIREMENTS WILL RESULT IN YOUR INTERBOARD LISTING BEING RETURNED UNPROCESSED