

Preconstruction Listings

Follow these rules when you list a new-build property so the listing meets the ITSO MLS® Rules and avoids Listing Data Checker issues.

PIN and legal description

Every listing except mobile, modular, and business-only needs a real estate component. Do not create a listing for a house model that may be built on one of several lots. List a specific lot (or other real estate component) with a real PIN.

Do not use placeholder PINs such as 000000000, 123456789, or 111111111. Those are not accurate and are not acceptable.

- Lot pending severance - enter the PIN for the whole parcel so buyers can do due diligence.
- Condo unit with no unit PIN yet - enter the PIN for the building as a whole.

Legal Description is required and tied to the PIN. Do not write “see deed.” That is not accurate and is not acceptable.

Price and images

List price and images must match one specific model or layout. Example: an \$800,000 bungalow listing must not show images of a two-storey model that could also be built on the same lot, because that two-storey would not be available at the \$800,000 list price.

Images may be renderings or model-home photos. Make it clear in the listing that they are mock-ups or of a model home and may not match the finished property.

Upload only images you have rights to use. Do not copy images from other MLS® listings that show similar models or condo amenities without consent from the previous listing brokerage or the copyright holder.

Builder name and marketing

Do not put the builder name in Public Remarks. Do not put builder logos or names on listing images.

The MLS® System is for REALTOR®-to-REALTOR® cooperation. Public builder branding lets buyers contact the builder and skip a REALTOR®.

Enter the builder in the Builder Name field. That field appears in OneHome for clients who have a relationship with a REALTOR®.

Showings

An MLS® Listing must be available for showings. For preconstruction, that requirement is met if buyers can view a model home or a similar unit. If neither exists, do not upload the listing to the MLS® System.

Taxes

Taxes are mandatory for every MLS® Listing. For a property not yet built, enter \$0.00. Listing Data Checker does not flag \$0.00 when Year Built is the current year.

Reporting trades

Before you mark the listing Pending, update it so the details match the sale. Example: if the buyer added a locker and parking with a condo, add those items - they are in the price and matter for CMAs.

Tips

- Fix PIN, Legal Description, images, and builder branding before you submit.
- For lots pending severance, see Pending Severance.
- For the full rules, see the ITSO MLS® Rules.

Source: <https://support.itsosystems.ca/kb/401>