ITSO Data Input Form

REALTORS® are not required to use the ITSO data input form. REALTORS® must have a representation agreement signed with a Seller before entering a listing into the MLS® System. REALTORS® also must ensure the agreements they enter into with Sellers comply with TRESA (Trust in Real Estate Services Act).

TRESA requirements

TRESA sets out requirements for:

- The contents of written service agreements
- Written disclosure obligations
- Written agreements for the conveyance of an interest in real estate

You are not required to use a particular ITSO MLS® data form. You must ensure that your agreements and disclosures meet the requirements set out by TRESA.

More detailed information about these obligations can be found in the bulletins on RECO's (Real Estate Council of Ontario) website.

What ITSO requires

ITSO does not mandate use of its data input sheet. ITSO does not require client signatures on the data input sheet if you fill it out.

What ITSO does require is that all listing Brokerages/REALTORS® take responsibility for the accuracy of the information in their listings. Listing Brokerages must also warrant that they have a valid Listing Agreement in effect between the Seller and the Listing Brokerage. You can use the OREA standard forms or ITSO alternative forms to fulfill this obligation.

Optional ways to verify listing information

Many REALTORS® fill out the data input sheet and have it signed by their clients. This is a way to make sure their clients have verified the accuracy of the information that will go into the listing.

Other REALTORS® choose not to use the data input form. They input the listing details directly into the MLS® System.

You can print an incomplete listing and have your clients sign it. This is another way to have clients verify that the information is accurate.

Client signatures are not required by ITSO

ITSO does not require client signatures on a data input form or on a print out of an incomplete listing. These are practices that brokerages/REALTORS® have put in place to ensure they comply with the MLS® Rules.

Talk to your broker of record or managing broker to find out what process is followed in your brokerage.

Tips

- ITSO does not require you to use a particular ITSO MLS® data form or its data input sheet.

- Your agreements and disclosures must still meet the requirements set out by TRESA (Trust in Real Estate Services Act).

- You must have a representation agreement signed with a Seller before you enter a listing into the MLS® System.

- You are responsible for the accuracy of the information in your listings. The Listing Brokerage must warrant that a valid Listing Agreement is in effect with the Seller. You can use the OREA standard forms or ITSO alternative forms to fulfill this obligation.

- ITSO does not require client signatures on a data input form or on a print out of an incomplete listing. Some brokerages and REALTORS® use those practices to help verify accuracy. Ask your broker of record or managing broker what process your brokerage follows.

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