



Photos for all SF, MF, CC, CI, and MH listings must be in the system within five (5) business days (excluding weekends and holidays) from the date the listing was entered into the system. CI listings in which the type is "land" are exempt. The requirement for a photo applies to listings in the NEW, ACT, ACT , ACT , WDN, EXT, RAC, PCG, UAG, SLD, RNT, and BOM statuses. **The initial fine for not submitting a photo in this time frame is \$25.00 as established by the MLS PIN Board of Directors. An additional charge of \$25.00 will be sent to the agent every five business days thereafter until the photo has been submitted.**

If your listing is of a "To Be Built" or "Under Construction" property, the YBD (Year Built Description) field of the listing must be marked either (E) To Be Built or (F) Under Construction. A listing that is so marked does not require a photo until the property sells. Once such a property sells, a photo must be submitted within 5 business days to avoid fines.

If your seller does not want a photo submitted to MLS, you must have the seller write and sign a notice stating so. A copy of the notice must be submitted to Quality Assurance at MLS PIN, 904 Hartford Turnpike, Shrewsbury, MA 01545 or faxed to (508) 845-7820 within the five (5) day time frame. If the letter is not on file, you will be subject to fines, as indicated above.

It is important to remember that if you clone/copy a listing that has a photo already attached, you must submit another photo for the new listing. Photos are not transferred from one listing to another.

You can upload your own photos by logging into the H3MLS system (maximum 30 photos allowed). We accept most photo formats, including BMP, GIF, and JPG. To upload a photo in the H3MLS system:

- Log into <http://h3.mlspin.com>
- Click the Listings menu at the top of the page
- Click on the Photos button
- Select Browse, and find the picture on your computer
- Click Add, and wait for the photo to upload to the system

Photos can also be mailed to MLS PIN, Attn: Photos, 904 Hartford Turnpike, Shrewsbury, MA 01545. The back of the photo must be marked with the MLS number, property address, town, and listing agent's full name. If you would like your photos sent back to you, please submit them with a self-addressed, stamped envelope.

A photo may not contain the property address, nor may it contain any personal identifying or contact information for any broker, agent, agency, seller, or other individual or entity. A photo containing such information will be removed by MLS PIN staff, and the listing broker may be subject to fines for non-submission of a photo, or inclusion of personal information, or both.

**It is the Listing Broker's responsibility to make sure his/her photos make it into the system. Please remember to check your listings a few days after you submit a photo to make sure we received your photo and have entered it correctly into the system.**

MLS Property Information Network, Inc. does not assume any responsibility for photos lost in the mail or lost in the process of uploading to the system.

**Any questions regarding the Photo Policy should be directed to  
MLS PIN Quality Assurance at (800) 695-3000**