

How to

# Submit an Error Report

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## What to know before you get started:

- The MLS Listing ID Number or Address
- Photos that Follow [Rules & Regulations](#)

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### ***Multiple Listing Service of Southern Arizona***

2445 N Tucson Blvd., Tucson, AZ 85716

[www.mlssaz.com](http://www.mlssaz.com) | [info@mlssaz.com](mailto:info@mlssaz.com)

(520) 382-8800 opt. 3



# How to Submit an Error Report

## Step by Step Instructions:

1. In FlexMLS, input the listing ID number or address to locate the listing

The screenshot shows the FlexMLS search interface. A search bar is highlighted with a red box, containing the placeholder text "Enter an Address, City, ZIP, MLS #, or Contact...". The search bar is located in the top right corner of the page. To the left of the search bar is the FlexMLS logo, and to the right is a "Guided Help" link. Below the search bar is a navigation menu with items: "Menu", "Quick Search", "Office/Member", "Change Listing", "Reports - Users", "Change User", and "MLS Int". A "HOME" button is visible below the menu.

2. The reporting screen will appear. Listing information is pre-populated. Check the box of the type of violation to report. The "Note Text" box will be to elaborate on the violation/error. Once completed, select "Submit" and the report is submitted to MLSSAZ

The screenshot shows the reporting screen in FlexMLS. At the top left, there is a link to "Return to Search Results". Below this is a blue header bar. The main content area contains the following fields and options:

- Thank you for your concern for the accuracy of our data. Please provide a brief note as to why you are reporting this listing as a potential violation.
- Listing #: [Redacted]
- Property Address: [Redacted]
- Listing Agent: [Redacted]
- Listing Office: [Redacted]
- Violation Type: Agent Reported Violation
- Please check the appropriate box:
  - Status Update Needed
  - Prohibited Info in Pub Remarks
  - Sign in Photo
  - Fair Housing
  - Other ( Please Explain)
- Note Text: [Redacted] Characters Remaining: 4000 of 4000
- Submit



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## FAQs

**1. Will the agent know I reported their listing?**

a. No. All listing reports are anonymous. The agent will not be informed of who submitted the report

**2. Will I be notified once the violation is addressed or resolved?**

a. No. Once your report is submitted, the MLS data integrity team will review the information and verify it using internal resources and public data. Please note that there is no follow-up provided to the reporting party

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