

Photographs Taken By Grid

Who took the photos?	I took my own listing photos.	SmartMLS Verified Photographer	Seller/Homeowner	Someone else ¹
What do I enter in the Photos Taken By field?	Self	SmartMLS Verified Photographer	Seller	Other
Do I need to have any agreement or other paperwork?	No. You possess the authority to license your own photos to SmartMLS.	No. SmartMLS already has an agreement on file with all verified photographers in our network.	Yes. You must have a license agreement with the source of your photos. ²	Yes. You must have a license agreement with the source of your photos. ²
Is there anything else I need to do?	No	Yes. You must enter the photographer's ID and choose whether you allow them to manage the photos/virtual tours on your listing. ³	You must upload a copy of the license agreement ⁴ you have with the source of your photos as a Private-Photo License supplement.	You must upload a copy of the license agreement ⁴ you have with the source of your photos as a Private-Photo License supplement.

¹ If your listing's photos were provided by anyone other than yourself or a member of the SmartMLS Verified Photographer Network. This includes, but is not limited to, the seller/homeowner, another agent, your friend or a photographer who is not a member of the Verified Photographer Network.

² Listing photos are creative works that are protected by copyright law. It is vital that you either own the copyright or have the proper license to use any photos that you upload to your listings within the MLS.

³ There is a **Find a MLS Verified Photographer** link right above the **Photographer MLS ID** field that allows you to quickly find the ID of the verified photographer you used.

⁴ The photo license agreement must provide the listing agent with the authority to grant SmartMLS a non-exclusive, worldwide, royalty-free license in perpetuity to reproduce, distribute, prepare derivative works of, modify and publicly perform the Content in connection with the real estate industry, including without limitation such uses of the Content in connection with advertising the Listed Properties, to modify any metadata as necessary and to authorize and sublicense such rights to third parties at the discretion of SmartMLS. Sample license agreements are available at www.smartmls.com/sample-agreements.

Additional suggestions:

- If the photos on your listing come from multiple sources, select all options that apply.
- In the near future, Matrix will not allow you to save your listing as Active if you have chosen **Other** but have not uploaded your photo license agreement. Please get into the habit of uploading the license agreement while the listing is still in the INC status.