



**Special MLS Agreement for Realcomp's Listing Submission Service
for Data Sharing Participants**

Customer Information

Date: _____

Listing Agent Name: _____

Agent License # (last 6 digits): _____

E-mail Address: _____

Office Name: _____

Office License # : _____

Office Address: _____
Street No. & Name

City _____ State _____ Zip Code _____

Office Phone: () _____

Office Fax: () _____

Primary Board/Association: _____

Primary Board/Association Phone: _____

Name of MLS : _____

Realcomp II Ltd. MLS Requirements

- All fields on the profile forms must be filled out completely. A photo or drawing (if vacant land) must be provided when submitting a listing.**
- All disclosures, addendums, & other necessary documents must accompany the listing when submitted to Realcomp to be uploaded and available on the MLS system (unless your seller requests otherwise in writing).
- Realcomp II Ltd. does not guarantee accuracy of information.
- All changes to the listing must be received in writing.
- Payment must accompany the listing(s) in order for processing to take place.

- See enclosed specifications for submitting photos and documents electronically to Realcomp II Ltd.

Publication Services and Charges

- Charges for each listing (please check one):
 - Publication in MLS only (for life of the listing) \$15.00
 - Publication in MLS & IDX databases, on Internet, and in Open House** applications (if applicable) (for life of the listing) \$50.00
- Extension charges are the same as noted above. If extending a listing, please check here in addition to one of the boxes noted above:

***You must complete the Listing Submission Open House Entry Form to have your Open House appear on the Internet. You may request this form from Customer Care or you can find the Open House Entry Form on www.Realcomp.com under Listing Submission Services.*

Agreement

I hereby submit the attached listing for publication in Realcomp II Ltd. per the instructions noted above.

As a REALTOR® and a current subscriber of a Multiple Listing Service (MLS), I will abide by the Code of Ethics, including the duty to arbitrate any Contractual dispute, as adopted by the National Association of REALTORS® and the Michigan Association of REALTORS® as from time to time amended.

I agree to offer cooperation and compensation, and in all other ways to subscribe to Realcomp II Ltd. MLS Rules and Regulations.

I further agree to hold Realcomp II Ltd. and its Shareholders harmless against any liability arising from inaccuracy or inadequacy of the information I have provided.

Signed: _____

Date: _____

Broker Acknowledgement: _____
Signature

Procedures

1. Complete this **MLS Agreement Form** and all applicable **Realcomp II Ltd. Profile Form(s)** (i.e. Residential, Condominium, etc.) for your listing(s). Return these forms to Realcomp II Ltd., along with the following attachments:
 - Photo(s) of listing(s), maximum of 25 per property (one exterior view – required): E-mail to ListingSubmission@realcomp.com
 - All disclosures, addendums, & other necessary documents
2. Upon receipt of the above items, Realcomp will process the listing. Realcomp will fax or email a copy of the listing to the listing agent.

Listing Information – Up to Five (5) Properties

Address of Listing # 1 _____
Street No. & Name
Unit # _____ City _____ State _____ Zip Code _____

Address of Listing # 2 _____
Street No. & Name
Unit # _____ City _____ State _____ Zip Code _____

Address of Listing # 3 _____
Street No. & Name
Unit # _____ City _____ State _____ Zip Code _____

Address of Listing # 4 _____
Street No. & Name
Unit # _____ City _____ State _____ Zip Code _____

Address of Listing # 5 _____
Street No. & Name
Unit # _____ City _____ State _____ Zip Code _____

Customer Credit Card Information

Name as it appears on credit card: _____

Credit Card Type: Visa, Master Card, Discover

Credit Card Number: _____ - _____ - _____ - _____ Exp. Date _____ / _____

Credit Card Billing Address:

_____ City _____ State _____ Zip Code _____
Address and Street Name

V-Code (Customer Verification Value) _____ Authorized Signature: _____
The last three (3) digits on the signature line of your credit card



Remember to notify Realcomp in writing when your listing needs updating. This important step benefits you, your customer, and Realcomp REALTORS® by communicating the most up-to-date and accurate information about the property.