



**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.**
- 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 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:

*\* Only Exclusive Right to Sell Listings are advertised on the Internet. Please see Realcomp's Rules and Regulations for other restrictions that may apply.*

*\*\*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](http://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 6 per property (one exterior view – required): E-mail to ListingSubmission@realcomp.com
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:

\_\_\_\_\_ Address and Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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.