



Listing Submission Agreement

LISTING AGENT INFORMATION

ALL information is required!

Date: _____

Name: _____

License #: _____

E-mail: _____

Office Name: _____

Office License #: _____

Office Address: _____

Street Number	Name	Suite
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City	State	Zip Code
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Office Phone: _____

Office Fax: _____

Primary Board/Association: _____

Board/Association Phone: _____

MLS Name: _____

REALCOMP II LTD. MLS REQUIREMENTS

1. **All fields on the profile forms must be filled out completely.**
2. At least one (1) external photo, or drawing if listing is vacant land, must be provided upon submission of listing.
3. All disclosures, addendums and other necessary documents must accompany the listing when submitted, unless otherwise indicated in writing by your seller.
4. Realcomp II Ltd. does not guarantee accuracy of information.
5. All changes to the listing must be received in writing.
6. Payment must accompany the listing in order to be processed.
7. See enclosed specifications for submitting photos and documents electronically.

PUBLICATION SERVICES AND CHARGES

The fee indicated is for the life of the listing.

Please select one:

- Publication in the MLS, on MoveinMichigan.com, and in Open House* applications (if applicable).
..... **\$50.00 per listing**
- Extension of previous listing submission, includes same services as above.
..... **\$50.00 per listing**

* You must complete the Listing Submission Open House Entry Form to have your Open House appear on the internet. You may request this from Customer Care or you can find the Open House Entry Form on Realcomp.MoveInMichigan.com under Products & Services and Listing Submission Services.

AGREEMENT

I hereby submit the attached listing(s) for publication in Realcomp II Ltd. per the instructions indicated.

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 agree the information provided on this form is accurate and true.

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.

Signature: _____

Date: _____

Broker Acknowledgement Signature:

PROCEDURES

1. Complete this **MLS Agreement Form** and all applicable **Realcomp II Ltd. Profile Forms** (Residential/Condominium, Vacant Land, etc) for your listing(s). Return these forms to Realcomp with the following:
 - Photo(s) of each listing. One (1) external photo is required per listing. You may add a total of 99 photos per property.
 - All disclosures, addendums and other necessary documents. Per Realcomp policy disclosures are required unless a seller-signed letter of exemption is submitted.

✦ **Photos and other required forms can be E-mailed to listingsubmission@realcomp.com.**
2. Realcomp will process the listing only upon receipt of the above items. Realcomp will fax or E-mail a copy of the listing to you.

LISTING INFORMATION

Listing # 1 Address	Street Number	Street Name	Unit #
	City	State	Zip
Listing # 2 Address	Street Number	Street Name	Unit #
	City	State	Zip
Listing # 3 Address	Street Number	Street Name	Unit #
	City	State	Zip
Listing # 4 Address	Street Number	Street Name	Unit #
	City	State	Zip
Listing # 5 Address	Street Number	Street Name	Unit #
	City	State	Zip

PAYMENT INFORMATION

Online Payment Option: Upon receiving your registration paperwork, Realcomp will generate an email message to you that contains a link to our online payment system. You will be able to use this link to make payment to Realcomp via a debit or credit card and automatically print your receipt.



Don't forget to notify Realcomp in writing when your listing needs updating. This important step benefits you, your customers and Realcomp REALTORS® by communicating the most up-to-date and accurate information about the property.

Website: Realcomp.MoveInMichigan.com • Phone: 866.553.3003 • Fax: 248.553.4244