



**Marinette County Board of REALTORS® MLS, Inc.**  
**EXCLUDED LISTING FORM**  
**(Seller's Instruction and Authorization to Exclude Listing from the MLS)**

Property Address: _____	
Owner/Seller: _____	
Listing Office: _____	Listing Agent: _____
Date of Listing Contract: _____	Listing Contract Expiration: _____

An excluded listing will not be entered into the MLS and will not be syndicated to internet sites from the MLS. It will limit the ability for other Realtors to see or know the listing is on the market. Sellers please read the following sections and initial that you clearly understand and agree to have your listing excluded.

*Excluding a listing should be **the decision and discretion of the Seller** and not for purposes of the Agent/Office's marketing strategy. Excluding a property from the MLS does not necessarily alleviate an Agent/Office's responsibility to cooperate with fellow REALTORS®. Sellers cannot instruct an Agent/Office to violate MLS Bylaws and Rules of Procedure. Listing agents found abusing intended use of MLS Exclusion practices could be subject to MLS disciplinary action and/or assessed fines by MLS Board of Directors.*

**Definition of Multiple Listing Service Inc. (MLS)** The MLS is for the benefit of its members who agree to abide by its Bylaws and Rules of Procedure and participating terms of service. Listing information submitted to the MLS describes the property, price and other terms and conditions under which a seller's property is offered for sale, including but not limited to the listing broker's offer of compensation to other brokers. These listings are available to all members of the MLS and their potential buyers. Listings in the MLS (if permitted by Seller) are shared through websites, Broker/Office/Agent websites, and public websites such as third party real estate websites that receive the data from the MLS. Listing are also submitted to WIREX, (Wisconsin Real Estate Exchange, which is MLS to MLS data sharing)

**Authorization Required to Exclude Property from MLS.** MLS Rules require all real estate agents and brokers who are participants in the MLS to submit all their listings to the MLS that are in the primary and secondary service areas of the MLS within 4 days after obtaining a listing contract. However, a seller may refuse to permit the listing to be entered in and disseminated by the MLS, in which case the listing broker must submit to the MLS within 4 days this signed certification, signed by the seller and the broker.

**SELLER understands and acknowledges the following: (Seller must initial each):**

**EXCLUDING THE PROPERTY FROM MLS LIMITS EXPOSURE TO OTHER AGENTS AND BUYERS:**

\_\_\_\_\_ **EXCLUDE MY LISTING FROM MLS DATABASE & MLS PUBLIC WEBSITE.**  
SELLER UNDERSTANDS THEIR PROPERTY WILL *NOT* BE INCLUDED IN THE MLS DATABASE AVAILABLE TO REAL ESTATE AGENTS AND BROKERS WHO SUBSCRIBE TO MCBOR MLS' SERVICE AND THEIR BUYER CLIENTS, NOR TO THE GENERAL PUBLIC THROUGH MLS' PUBLIC WEBSITE;

\_\_\_\_\_ **EXCLUDE MY LISTING FROM ALL MLS DATA SHARING AND TRANSMISSION TO INTERNET SITES**  
SELLER UNDERSTANDS THE MCBOR MLS WILL *NOT* SHARE SELLERS PROPERTY INFORMATION TO OTHER REAL ESTATE WEBSITES USED BY THE GENERAL PUBLIC TO SEARCH FOR PROPERTIES FOR SALE. **Such as Zillow, Trulia, Realtor.com and many more websites, etc.**

**IMPACT OF EXCLUSION OF PROPERTY FROM MLS**

\_\_\_\_\_ **I (Seller) UNDERSTAND I AM LIMITING MARKETING AND AWARENESS OF MY PROPERTY FOR SALE**  
REAL ESTATE AGENTS, BROKERS AND MEMBERS OF THE PUBLIC CONSEQUENTLY MAY BE UNAWARE OF THE AVAILABILITY OF SELLER'S  
PROPERTY OR THE TERMS AND CONDITIONS UNDER WHICH SELLER IS MARKETING THE PROPERTY;

\_\_\_\_\_ **I (Sellers) UNDERSTAND THE POSSIBLE IMPACT ON OFFERS AND SALE PRICE**  
THE REDUCTION IN EXPOSURE OF SELLER'S PROPERTY TO OTHER REAL ESTATE OFFICES AND PROSPECTIVE BUYERS MAY REDUCE THE  
NUMBER OF OFFERS AND ADVERSELY IMPACT THE PRICE OR TERMS SELLER RECEIVES

**MLS DATA ENTRY AFTER SALE**

The MLS allows In House, Single Party, and Buyers Agency For Sale By Owner properties to be entered into the MLS after the sale for purposes of recording the sale to be used for comparable purposes by other members and appraisers. The listing data will not be made available to any websites or internet sites. It is strictly for the MCBOR MLS historical and comparable data to be used by members only.

**Seller Select / Intial Only ONE of the following:**

\_\_\_\_\_ **I (Seller) AGREE TO ALLOW MY LISTING TO BE ENTERED INTO THE MLS AFTER THE CLOSING.**

\_\_\_\_\_ **I (Seller) DO NOT AGREE TO ALLOW MY LISTING TO BE ENTERED INTO THE MLS AFTER THE CLOSING.**

**Please note:** Listings that are not initially submitted to the MLS but still sell are considered OFF MARKET comparable listings and limit the appraiser's ability to use them in appraisals for Fannie Mae and Freddie Mac loans. Off market listings are considered to not be a true representation of the sale value.

By signing below, Seller certifies and acknowledges they have read, understand, and accept the terms of this agreement and have received a copy of this form:

Seller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, Broker & Listing Agent confirms they have presented and clearly informed the Seller of the terms of this agreement and provided Seller(s) a copy.

Listing Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* BROKER: Completed form must be submitted with the listing contract to the MLS within the 4 day time frame for submitting a new listing per the MLS Rules of Procedure. Incomplete forms will NOT be accepted and considered an incomplete listing subject to fines per the rules of procedure of the MLS . RETURN FORM & LISTING CONTRACT TO MCBOR MLS [marinetteMLS@gmail.com](mailto:marinetteMLS@gmail.com)**

<b>THIS SECTION IS FOR MLS ADMIN USE ONLY</b>		
<b>Date Received:</b> _____	<b>Listing Received:</b> _____	<b>Form is Complete:</b> _____