



Marinette County Board of REALTORS® MLS, Inc.
OFFICE EXCLUSIVE LISTING FORM
(Seller's Instruction and Authorization to Exclude Listing from MLS with no advertising outside of listing brokerage)

Property Address: _____

Owner/Seller: _____

Listing Office: _____

Listing Agent: _____

Date of Listing Contract: _____

Listing Contract Expiration: _____

"Office Exclusive" or "Excluded Listings" can be used as an option for Seller(s), at their discretion, whom are concerned about privacy and exposure of their property being for sale. Office Exclusive listings will NOT be marketed or advertised outside of the listing brokerage and will NOT be entered into the *Multiple Listing Service for dissemination or cooperation.

Office Exclusive listing are ONLY made available to agents within the listing brokerage to their clients. NO advertising or marketing is permitted outside of the listing office. If Office Exclusive listings are displayed or advertised to other brokerages or the general public then the listing MUST be submitted to the MLS for cooperation within 1 business day of display or advertisement. Pursuant to NAR Clear Cooperation Policy MLS Participants must comply

Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

***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)

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

_____ I (Seller) UNDERSTAND THAT MY LISTING WILL BE:
EXCLUDED FROM ALL MARKETING & ADVERTISING TO THE PUBLIC
EXCLUDED FROM MARKETING TO & COOPERATING WITH OTHER REALTORS / BROKERAGE FIRMS
ELIMINATED FROM MLS ENTRY AND WILL NOT BE SYNDICATED FROM THE MLS
MY AGENT WILL NOT PLACE SIGNAGE AT MY PROPERTY, PROMOTE MY LISTING ON THE INTERNET OR SOCIAL MEDIA
(Seller at any time you may amend your contract with your listing Broker by a signed amendment to change these terms)

_____ I (Seller) UNDERSTAND THE REDUCTION OF EXPOSURE MAY:
REDUCE THE NUMBER OF OFFERS I MAY RECEIVE
AFFECT THE TERMS OF OFFERS I MAY RECEIVE
MAY AFFECT THE SALE PRICE DUE TO EXPOSURE AND OFF MLS STATUS

_____ I (Seller) AGREE TO WITHHOLDING COOPERATION WITH OTHER BROKERAGES.

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

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