

Introducing, the “New Listing Validation Addendum to the Listing Agreement.”

In an effort to save you time, the MLS is offering a new, **optional**, 1-page form titled, **“New Listing Validation Addendum to the Listing Agreement.”**

This form collects the required information MLS validates from the listing agreements. This form **MUST** be signed by the listing agent & the seller(s) at the time the actual listing agreement is signed. All information on this form **MUST match EXACTLY** to the information on the listing agreement.

Once this form is completed, it can be faxed to MLS in place of the 3+ page listing agreements. MLS will then use this form to validate ¹ your listing. So, no more faxing 3-5 page contracts; you or your ADMIN will simply fax this 1-page form.

The following are important points and procedures regarding the use of this form:

- 1) **This form is NOT a contract. It cannot be filled out & signed by itself. This form MUST be completed at the time the actual listing agreement is signed.**
- 2) If you choose to use this OPTIONAL form, it must be filled out completely, properly signed by all parties, and faxed to MLS within 3-business days of the list date on the actual contract.
- 3) You are NOT required to use this form. If you choose not to use this form, you are still required to fax a copy of your complete listing agreement to MLS within the 3-business days.
- 4) The required MLS Authority clause is automatically included on this form. This form makes it easier for you when your current listing agreements do not include an MLS Authority Clause.
- 5) MLS does not accept listing agreements signed “per agent” or “per phone conversation.” These types of statements in place of the seller’s actual signature will not be accepted on this form. The Agent and the Seller(s) MUST sign this listing addendum for it to be an accepted, validation form.
- 6) The MLS, at its discretion, may request that a copy of the actual listing agreement be faxed immediately to MLS for data verification. Failure to immediately comply may result in the listing being removed from the MLS and possible punitive action. Use of this form signifies that you understand and will comply with the requirements of this form.
- 7) **Lender-owned listings:** MLS requires that a copy of the authorization page from the lender accompany this form when faxing it to MLS.
- 8) This form will not be accepted for any other actions such as price changes, status changes, cancellations, etc. The appropriately signed MLS forms must be used in these instances.
- 9) **Re-listed properties:** These types of listings will be under the greatest of scrutiny regarding the MLS verification of new listing agreements having been signed by all parties.
- 10) If you choose to use this form, rules regarding the receipt of this form by MLS will apply; thus you will still be subject to late contract fees, intentionally incomplete/ inaccurate information fees, or other punitive action resulting in not having a valid, signed listing agreement exactly matching the information on this form.

If you have any questions regarding this new form or its requirements, please contact the MLS staff at (513) 761-8833.

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¹ A “caveat message” is attached to each “new listing.” (Caveat: “This information has NOT been reviewed by the MLS”) Once the required paper work is received by MLS and the contractual information is reviewed and validated, MLS will remove the “caveat.” (**Required validation items:** Subject Property Address, Price, List and Expiration Dates and Signatures) The “Validation History” link on the “Property History” page will show you when changes that require paper work were made and when CincyMLS had received, reviewed and validated the new listing.