



## Instruction to Exclude Listing from the Multiple Listing Service (MLS) ("Office Exclusive")

All listings must be submitted to the Multiple Listing Service (MLS) for cooperation and compensation within 2-business days of signature *except* when exclusion is specifically requested by the seller. MLSCO, KCAR, and SOMLS provide this form to assist participating brokers in educating sellers as to the potential consequences of excluding their property from the MLS. An Office Exclusive may not be advertised to the general public or to brokers outside of the listing broker's firm. Any public marketing of the listing as defined the Shared Database Collaboration Rules and Regulations, Section 2-2, part A, negates the office exclusivity and requires the listing be submitted to the MLS within one (1) business day.

**Reason:** \_\_\_\_\_

*Please list the specific reason you, the seller, have instructed your Broker not to submit your listing to the MLS.*

Contract Listing Date: \_\_\_\_\_ Contract Expiration Date: \_\_\_\_\_

**By my initials on the following and my signature below, I certify that my listing broker and I have discussed and I understand the following points:**

\_\_\_\_\_  
Seller(s) Initials      During the period noted above, REALTORS® who have access to the MLS, and their buyer clients, may not be aware this property is for sale.

\_\_\_\_\_  
Seller(s) Initials      During the period noted above, my property will not be included in the *MLS syndication* to internet real estate sites used by the public searching to purchase homes.

\_\_\_\_\_  
Seller(s) Initials      Listing property in an MLS gives the broadest exposure of a property to all real estate brokers and their potential buyer clients.

\_\_\_\_\_  
Seller(s) Initials      Reducing the exposure to prospective buyers (by excluding from MLS) may adversely impact the overall terms and final sales price.

**If the property sells during the period it is excluded from the MLS:**

\_\_\_\_\_  
Seller(s) Initials      By my initials here, I authorize my listing broker to enter the property information in the MLS as a completed sale. Please be advised, the listing broker must enter all fields and meet timeframes required by current MLS policy in order to enter the listing in after the sale is completed.

**Address of Listed Property:** \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

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

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

Company Name: \_\_\_\_\_

Broker Name: \_\_\_\_\_ Principal Broker Name: \_\_\_\_\_

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

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

***Keep this form with your listing documentation. It does not need to be submitted to your MLS unless specifically requested by the MLS.***