



## Office Exclusive Authorization

*This form is to clearly inform the seller of what the seller is forgoing by entering into a broker exclusive listing agreement.  
This form (or a form similar in nature) should be submitted to the MLS within 48 hours of execution.*

**Property Address:** \_\_\_\_\_

**Listing Agent:** \_\_\_\_\_ **Listing Office:** \_\_\_\_\_

The purpose of the MLS is to facilitate cooperation between MLS Participants and their clients to bring sellers and buyers together. It is understood that there are circumstances under which the seller(s) of the property would like to exclude it from the MLS for privacy or anonymity purposes.

By signing this form, the seller(s) has chosen to exclude their property from the MLS and understand that they will not receive any of the following benefits of the MLS. Submission of this form and the exclusive agreement between the Participant and seller(s) is required within forty-eight (48) hours of execution.

As the seller(s) of the above-listed property address, I wish to keep my property out of the MLS and I understand that I will not receive any of the following benefits of the MLS as listed below.

### Forgo Public Marketing

I understand that the listing broker is required to submit all listings to the MLS unless I decide that I do not wish to list my property with the MLS, therefore making it an office exclusive listing. I also understand that office exclusive listings may not be publicly marketed without entry into the MLS within one (1) business day of doing so. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public-facing websites, brokerage website displays, digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

### Withheld From MLS

I understand that my property will not be included in the MLS database which is available to all those that subscribe to the MLS service, and therefore, shall not be available to their buyer clients, which, in consequence means I may not have the opportunity to get the best and highest market value for my property. And I understand the MLS has all the available privacy controls, including withholding my listing, address, photographs, and other details about the listing from the internet

### Seller Decision

I understand that the decision to not list this property in the MLS is solely the decision of the owner(s)/seller(s) as my listing brokerage is otherwise required to submit all exclusive listings to the MLS service they chose to participate in.

### Fair Housing

I understand that this listing is not being excluded from the MLS based on reasons founded on refusal or reluctance to show, list, negotiate, or sell the property to any individual or group of individuals on the basis of membership in any class, including but not limited to race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by the state and federal fair housing laws.

By signing below, the seller(s) agree that the property listed above will not be entered into the MLS database and that they have been informed of and understand the benefits of the MLS and the consequences of excluding their listing from the MLS. In addition, this listing exclusion may be withdrawn by the listing office at any time and entered into the MLS with the authorization of the seller(s).

**Seller Name:** \_\_\_\_\_

**Seller Name:** \_\_\_\_\_

**Seller Signature:** \_\_\_\_\_

**Seller Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

By signing below, the listing agent and office participant affirm that they are submitting an office exclusive listing and that at any time should the listing become publicly marketed that it must then be submitted to the MLS for cooperation within one (1) business day.

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

**Participant Signature (if different):** \_\_\_\_\_ **Date:** \_\_\_\_\_