

# EXCLUDED LISTINGS PROCEDURES

## STEPS TO FOLLOW FOR METRO MLS

**You must submit two documents via email or fax to Metro MLS within 48 hours from the Term of the Contract date, excluding federal holidays.**

The two documents are:

- **The listing contract.**
- **Request to be Excluded from Metro MLS form.** You can find this form by visiting MetroMLS.com (MLS>MLS Forms & Profile Sheets>Exclusion Form). Please cite the reason for exclusion.

*The only permissible intended purpose of a seller excluding a property from the MLS is to allow privacy and provide additional confidentiality. Offices will be billed at the current rate for any excluded listings violations.*

*Note: TrustFunds is not available with excluded listings.*

**MLS must be notified via email/phone of any changes to the status of an excluded property.**

Examples include transaction closed or property being listed as part of the MLS compilation.

### WHEN AN EXCLUDED LISTING SELLS DURING EXCLUSION

**Metro MLS must be notified via email or phone within 24 hours of closing.**

Metro MLS will reply with the following message: "We have removed this property from the Excluded Status. **You have the option of entering this property into MLS for comp purposes only.** Notify MLS of the MLS # of the comp listing and we will credit \$20 of the Excluded listing Fee."

For listings that sell as an excluded listing, agents have two options:

1. Notify Metro MLS that the excluded listing has closed and that you **do not** want it entered into the MLS. You **will not** receive the \$20 credit.
2. Notify Metro MLS by phone or email before entering it into the MLS. Use the current excluded listing contract and enter it into the MLS as "Sold" within 24 hours after closing. Upload the listing contract under Documents. **Note in the private remarks, "Sold as an excluded listing."** The contract date from the listing contract will be the same listing date in the MLS and Days on Market will accumulate.

### WHEN AN EXCLUDED LISTING GOES LIVE ON THE MLS

You have two options for when an excluded listing goes live in the MLS:

1. **Notify Metro MLS by phone or email before entering it in the MLS.** Use the current excluded listing contract and enter it into the MLS as "Active" or "Delayed" within 24 hours. *The contract date from the listing contract will be the same listing date in the MLS and Days on Market will accumulate.*
2. Expire the current excluded listing contract and execute a new listing contract. **Amendment to expire the excluded listing contract must be emailed to Metro MLS** at admin@metromls.com before entering it in the MLS. Enter it as "Active" or "Delayed" with the new listing contract. Days on Market will begin at this point.

