



**SELLER ADVISORY AND AUTHORIZATION TO EXCLUDE LISTING FROM  
MULTIPLE LISTING SERVICE Inc.**

**Property Address** (Please print clearly): \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

\*\*\* The intended purpose of a seller excluding a property from MLS is to allow privacy and provide additional confidentiality. Excluding a listing from MLS is NOT to participate in the listing agent's marketing strategy. Excluding a property from MLS does not alleviate an Agent's responsibility to cooperate with fellow REALTORS®. Listing agents found abusing intended use of MLS Exclusion practices could be assessed liquidated damages by Metro MLS. \*\*\*

1. **Multiple Listing Service Inc. (Metro MLS)** maintains a multiple listing service (MLS) for the benefit of its participants and subscribers who agree to abide by its MLS Rules and 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 Metro MLS participants and subscribers and their potential buyers through its subscription website, Broker IDX Display websites, as well as to the general public through its public website and (if permitted by Seller) third party real estate websites that receive MLS data from Metro MLS. Such listing information may also be submitted as a reciprocal listing with WIREX or accessed by real estate practitioners who belong to other MLS's that have reciprocal agreements with Metro MLS.

2. **Authorization Required to Exclude Property from Metro MLS.** MLS Rules require all real estate agents and brokers who are participants in the MLS to submit to Metro MLS all their exclusive right to sell and exclusive agency listings located in Metro MLS' territorial jurisdiction, within 48 hours from the start term of the listing agreement. However, a seller may refuse to permit the listing to be disseminated by Metro MLS, in which case the listing broker must submit to Metro MLS within 48 hours this certification, signed by the seller and the broker.

3. **NOTICE AND ACKNOWLEDGMENT. BY EXCLUDING SELLER'S PROPERTY FROM THE MLS, SELLER ACKNOWLEDGES THE FOLLOWING (SELLER MUST INITIAL EACH):**

(A) **NAR CLEAR COOPERATION POLICY:** *“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.”* THIS POLICY NOT ONLY APPLIES TO ACTIONS TAKEN BY MLS PARTICIPANTS/SUBSCRIBERS, BUT ALSO TO ANY ADVERTISING ACTIONS TAKEN BY THE SELLER(S); \_\_\_\_\_

(B) **SELLER'S PROPERTY WILL NOT BE INCLUDED IN THE MLS DATABASE AVAILABLE TO REAL ESTATE AGENTS AND BROKERS WHO SUBSCRIBE TO METRO MLS' SERVICE AND THEIR BUYER CLIENTS, NOR TO THE GENERAL PUBLIC THROUGH METRO MLS' PUBLIC WEBSITE;** \_\_\_\_\_

(C) **METRO MLS WILL NOT MAKE AVAILABLE INFORMATION ON SELLER'S PROPERTY TO OTHER REAL ESTATE WEBSITES USED BY THE GENERAL PUBLIC TO SEARCH FOR PROPERTIES FOR SALE;** \_\_\_\_\_

(D) **REAL ESTATE AGENTS, BROKERS AND MEMBERS OF THE PUBLIC CONSEQUENTLY MAY BE UNAWARE OF THE AVAILABILITY OF SELLER'S PROPERTY OR THE TERMS AND CONDITIONS UNDER WHICH SELLER IS MARKETING THE PROPERTY; AND** \_\_\_\_\_

**(E) THE REDUCTION IN EXPOSURE OF SELLER'S PROPERTY TO OTHER REAL ESTATE OFFICES AND PROSPECTIVE BUYERS MAY REDUCE THE NUMBER OF OFFERS AND ADVERSELY IMPACT THE PRICE OR TERMS SELLER RECEIVES. \_\_\_\_\_**

**(F) IF THE DECISION IS MADE TO PUBLICLY MARKET THE PROPERTY, LISTING AGENT MUST INPUT THE PROPERTY INTO THE MLS COMPILLATION WITH 1 (ONE) BUSINESS DAY FOR DISSEMINATION TO THE MARKET. \_\_\_\_\_**

**Seller understands the above, and instructs Real Estate Agent *not* to submit the Property to Metro MLS for inclusion in the MLS for the following reason(s): \_\_\_\_\_**

\_\_\_\_\_  
Seller certifies that Seller understands the consequences of excluding his/her property from Metro MLS. By signing below, Seller acknowledges that Seller has read, understands, accepts and has received a copy of this authorization.

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

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

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

Office Code: \_\_\_\_\_ Office Name: \_\_\_\_\_

Listing Agent Name (Please print clearly): \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

**AUTHORIZATIONS WITHOUT THE SIGNATURE OF THE LISTING AGENT WILL NOT BE ACCEPTED**

**This form must be submitted with a copy of the Listing Contract within forty -eight (48) hours of the start term of listing date. Additionally, an exclusion fee will apply, see Section 6 of the MLS Rules.**

**\*\*If there is a change to the excluded status of this listing you must notify Metro MLS at [admin@MetroMLS.com](mailto:admin@MetroMLS.com)**

**MLS Use Only:** Approved By: \_\_\_\_\_ Billed Date: \_\_\_\_\_ MLS #: \_\_\_\_\_

Return form to Metro MLS Administration Department: Fax 414-778-6143 or email [admin@MetroMLS.com](mailto:admin@MetroMLS.com)