



CAPITAL AREA REALTORS®
EGYPTIAN BOARD OF REALTORS®
PEORIA AREA ASSOCIATION OF REALTORS®
QUAD CITY AREA REALTOR® ASSOCIATION

Reciprocal Checklist

When submitting a new reciprocal listing to ANOTHER MLS, the following items **MUST** be included and/or sent separately to the PARTICIPANT ASSOCIATION FOR REVIEW AND APPROVAL:

- An executed copy of the RECIPROCAL MLS PARTICIPATION AGREEMENT.
- A copy of the MLS printout (listing sheet) from your primary MLS, if available.
- A copy of YOUR listing agreement with the seller.
- A signed copy of the SELLER AUTHORIZATION FOR RECIPROCAL MLS PARTICIPATION giving permission to add the listing to the Reciprocal MLS.
- A completed data information sheet (a.k.a. input sheet or profile sheet) from the Reciprocal MLS. The sheet must be legible, and ALL required fields must be completed.
- A check for \$50.00 made payable to the Participant Association and sent directly to them. See attached information.
- Photographs of the subject property emailed in a .jpg format. Contact the Reciprocal MLS regarding photo requirements.
- Copies of any required disclosures.

Listings with all required fields completed will be entered by the Reciprocal MLS no later than five (5) business days from receipt of complete information.

CHANGES TO RECIPROCAL LISTINGS:

1. Changes to reciprocal listings must be filled out concurrently on each MLS's required form.
2. All changes must have the signature of the seller and the broker on the form.
3. Sold listings should be reported in the same manner as the changes.

ADDITIONAL INFORMATION:

- The above information should be submitted to YOUR PRIMARY MLS for review and approval. It will then be forwarded to the Reciprocal MLS.
- If your paperwork is incomplete for any reason, it will be held until complete.