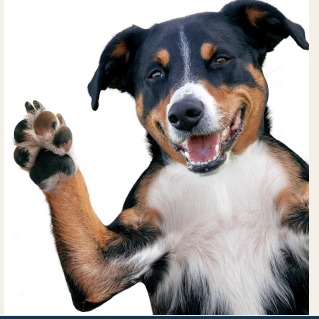


Hello, Busy Season!



With the market becoming even busier, let's recap a few of the CincyMLS listing documentation rules to help you avoid those pesky fines and notices.

New Active Listing

Submit New Listing Validation Form (NLVF) or copy of the listing agreement within three business days to MLSDocs@CincyMLS.com.

Be sure all data is accurate and forms are fully signed before submitting.

Delayed/No Entry

Submit New Listing Validation Form (NLVF) or copy of the listing agreement within three business days of final signature to MLSDocs@CincyMLS.com.

If Delayed Entry, update documentation with MLS# and resubmit within three business days of entry into MLS.

Coming Soon Listing

Submit New Listing Validation Form (NLVF) or copy of the listing agreement and Coming Soon Seller Authorization within three business days to MLSDocs@CincyMLS.com.

Triple check the Showing Start Date before saving. Once entered into MLS, it cannot be changed.

Amendments/Cancel

Make the change in CincyMLS.

Submit required documentation within three business days to MLSDocs@CincyMLS.com.

Cancellations must be signed by the broker or manager of record.