

SELLER CERTIFICATION FOR EXEMPT LISTING (OFFICE EXCLUSIVE)

This form is used to document your decision, as the seller, to limit the marketing of your Property via an Office Exclusive. Your Property is identified in the signature block at the bottom of this form. Questions regarding your marketing options should be directed to your Broker.

1. **Scope:** You and your Broker, identified in the signature block below, have entered into a Listing Agreement for your Property with an effective date of _____ (start date) and ending on _____ (end date). Pursuant to the Listing Agreement, you have directed your Broker to market your Property for sale as an Office Exclusive for the full term of the listing or until the designated date.

2. IMPORTANT EXPLANATIONS:

- Active listings.** Most homes for sale are “active listings,” which maximizes a property’s exposure to potential buyers. If you complete this form, your Property will NOT be an “active listing” and you will be limiting exposure of your Property.
- Broad buyer and broker exposure.** Most brokers representing buyers learn about listings for sale through the MLS. Most home buyers search for available properties through major real estate websites and apps.
- Risks with limiting exposure.** Limiting marketing exposure of your Property means fewer potential buyers will see your Property, which could decrease the sales price and take longer to sell your Property. Electing your Property to be marketed as an Office Exclusive significantly limits exposure for your Property.

3. Office Exclusive Election:

☐ **OFFICE EXCLUSIVE** – I **DO NOT** want my Property on the MLS and I **DO NOT** want broad buyer and broker exposure.

My Property will:

- NOT be displayed on the internet on any websites or apps, including my Broker’s website and apps.
- NOT be marked with a For Sale sign in the yard.
- NOT be included in other public marketing materials.

By making this election, you certify that you have read this form, made your choice voluntarily, and understand that you are forfeiting the marketing advantages outlined above.

4. **Expiration:** I/we request the property be withheld from MLS for the following period:

☐ **FULL Term of the contract** ☐ **Until the following date:** _____

5. If you subsequently direct your Broker to publicly market your Property, your Broker must submit your Property to the MLS.

The information in this form is confirmed and made effective by the signatures provided below.

Seller’s Name(s): _____

Seller’s Signature(s): _____ Date: ____ / ____ / ____

Your Property Address: _____

Firm Name and Office ID# _____

Listing Agent Name: _____

Listing Agent Signature: _____ Date: ____ / ____ / ____