Sellers Authorization to Delay Showings or Exclude Listing from MLS (Office Exclusive)
RANW MLS Required Form – Revision – October 2020

The listing broker shall submit this fully executed Seller certified form signed; along with the signed Listing Contract or Amendment.
The Listing Contract or Amendment shall include the date when showings will begin or the dates of the Office Exclusive.

Property Address: _____

Include the complete street address and municipality

Listing Firm Name and Office ID # _____

To SELLERS: The Realtors Association of Northeast WI MLS, INC (RANW MLS) is, among other things, a means by which approximately 400 Realtor companies and over 2000 agents exchange information on properties they have listed for sale. Including a property in the MLS provides home sellers the widest possible exposure to prospective buyers and provides homebuyers with the greatest possible selection.

The member companies and their agents participating in the RANW MLS agree to submit their eligible listings for inclusion in the database within one (1) business day of marketing a property to the public, but in any event not later than midnight of the fifth (5th) business day after the later of the list date or the date of the first Seller signature (as indicated on the listing contract).

However, if Seller specifically directs their property to be excluded from the MLS, or requests that Showings of their property be delayed, the Seller must provide written direction below.

Seller(s) please "X", add date and initial the section that applies to your property listing below:

***SELLER,** by initialing and signing this form to Delay Showing Property OR to Exclude Property listing from MLS, you acknowledge the following:*

☐ **Active Listing w/ Delayed Showing – *"Coming Soon"*** **Initials:**_____ **Initials:**_____

I/We request my property to "Begin Showings" on the following date: _____

- Seller requests the listing be added to RANW MLS as an Active listing but with a **delayed start date** for showings.
- **This means that the property may not be shown by agents from the listing company or by any cooperating members in RANW MLS until the date specified on the form. This date may not be back dated. The date of "Begin Showing" will be shown in the MLS Public Remarks.** (This *includes virtual or in-person* open houses, agent previews & company tours).
- Any showing of a property before the "Begin Showing Date" as indicated in MLS Remarks, could be a violation of RANW MLS policy, NAR Code of Ethics and possible Fair Housing Laws.

☐ **Exclude Listing from MLS an "Office Exclusive"** **Initials:**_____ **Initials:**_____

I/We request my property to be withheld from MLS for the following:

☐ **Full Term – Dates of:**_____ **OR** ☐ **Until the Following Date:** _____

- The Seller's Property will not be advertised, marketed, or promoted in any way to the general public or to any agent outside the listing company. This includes advertising, marketing or promotion done by or on behalf of the Seller.
- The Seller's Property will not be included in the RANW MLS database available to RANW MLS brokers and agents.
- The Seller's Property will not be made available in RANW MLS System to agents' prospective buyers' portal.
- The Seller's Property will not be made available in RANW MLS System to other companies or agents IDX Websites or Realtor.com.
- The Property's reduction in exposure to the full market may result in fewer Offers to Purchase and/or impact the purchase price that the Seller may receive.
- If the listing is advertised, marketed or promoted outside the listing company, the listing will no longer be considered an Office Exclusive and must be submitted to MLS within one business day.

The undersigned Seller(s) certify they have read and agree to the conditions outlined above.

(x)_____
Seller's Signature Print Name Here Date

(x)_____
Seller's Signature Print Name Here Date

(x)_____
Listing Agent Signature Print Name Here Date