



## **Out of Area Agent Listing Submission Form**

As the participating broker representing the seller/s on this listing:

I agree to follow the Florida Gulf Coast MLS Rules and Regulations (Go to [rpcra.org](http://rpcra.org) – About – Governing Documents) and request a listing to be placed in the FGCMLS MLS System and that I am a member of a participating MLS in the Statewide Reciprocal program.

I agree to indemnify Royal Palm Coast Association of REALTORS and Florida Gulf Coast MLS and hold harmless the same from any claims, losses, damages, including costs and expense of any kind (including costs for attorney's fees and expense). I will also indemnify RPCRA and FGCMLS from liability to any person arising from a broker's negligence.

### **I will also agree to provide the following documents:**

1. Letter of Good Standing from primary Association/Board for that agent
2. Completed FGCMLS data input form specific to that property type (not handwritten)
3. Front elevation photo in .jpg format if a Residential type

FGCMLS Reciprocal Payment can be made via credit card by calling our office or, submit a check for \$100 to add a Residential, Residential Income, Lot&Land, Commercial, or Boat Dock listing.

### **I will agree to the following policies for the entry of the listing in the FGCMLS:**

1. Listing will not be syndicated online (no IDX, no VOW, no broker syndication). They use their original MLS system for that purpose.
2. Listing will not be permitted to enable ShowingTime.
3. If a lockbox will be assigned to the property it must be a SUPRA lockbox and that agent should check with their Local Association to determine if that lockbox can be programmed for use in the FGCMLS Market areas.
4. Contact information for the listing agent will be noted in the Confidential Remarks (name, email, or phone). The listing agent/co listing agent fields will not identify the agent name or office



name

- 5. Responsible for ensuring that listing status is accurate by notifying FGCMLS within 48 hours of any status change (Withdrawn, Cancelled, Pending, Sold).
- 6. Responsible for correcting any outstanding compliance issues that conflict with FGCMLS rules and regulations, will be notified by FGCMLS staff if they change your listing data to comply with the rules.
- 7. Will be required to offer a Compensation amount on the listing and expected to pay this amount to a FGCMLS buyer’s agent (selling member) who represents the buyer on a successful sale transaction.
- 8. The input form provided to FGCMLS must be completed for all required fields and signed by the Seller and the Broker.

By signing this form all parties agree and give permission to Florida Gulf Coast MLS to transfer said listings.

MLS Participant/Broker Name		MLS Participant/Broker Signature	
Firm Name	Firm Phone Number	Name of Reciprocal MLS that Participant belongs to	
Firm Address	City	State	Zip
Participant/Broker License Number		Date	
Seller 1 Name		Seller 2 Signature	
Seller 2 Name		Seller 2 Signature	

**Please email the completed listing input form, require photo image, form of payment, and this form completed with ALL required signatures to [MLS@rpcra.org](mailto:MLS@rpcra.org). Listing will be entered within 2 business days of receipt of payment and approval of acceptable documents.**

Your Association must be a part of the FL Statewide Reciprocal Agreement program

**Participating Association/Boards include:**

- Amelia Island/Greater Nassau County MLS, Inc.
- Bonita Springs-Estero Association of Realtors
- Daytona Beach Area Association of Realtors
- Flagler County Association of Realtors
- Hernando County Association of Realtors
- NE FL Multiple Listing Service, Inc. (Jacksonville area, Putnam)
- Miami Association of Realtors
- Jupiter-Tequesta-Hobe Association
- Realtors Association of the Palm Beaches & Ft. Lauderdale
- Realtors Association of Citrus County, Inc
- Naples Area Board of REALTORS/M.L.S. of Naples, Inc.

**Input forms for FGCMLS listings can be found at:**

<https://rpcra.org/media/attachments/2021/03/17/residential-profile-sheet.pdf>

<https://rpcra.org/media/attachments/2021/03/17/residential-income-profile-sheet-11.7.18.pdf>

<https://rpcra.org/media/attachments/2021/03/17/lot-and-land-profile-sheet-11.7.18.pdf>