



**REQUIRED FORM FOR SUBMITTING RECIPROCAL LISTINGS TO
 Royal Palm Coast REALTOR® Association
 2840 Winkler Ave, Fort Myers, FL 33916 Phone: 239-936-3537**

MUST BE SIGNED BY THE LISTING BROKER OF RECORD – NO EXCEPTIONS

Date: _____

Address of listing: _____

Listing Agent (LA): _____

LA Email Address: _____

Member of the _____ Board/Association

Broker of Record: _____

Firm Name: _____

Firm address: _____

Firm Telephone: _____ LA Cell Telephone _____

Designated Realtor Preferred Contact Method: _____

Please visit our website rpcra.org and click **MLS > Data Licensing**. Scroll to **Reciprocal Listings**. Select and complete the appropriate input form for the property type. Collect the completed input form, up to 35 listing photos in .JPG format (at least one photo must include a front elevation view), and documents you wish to attach to the listing such as seller's disclosure, etc. Email to mls@rpcra.org. Number the photos in the order you would like them to appear.

You may pay **\$200.00** by credit card (call 239-936-3537) or mail check to RPCRA, 2840 Winkler Ave., Fort Myers, FL 33916. Your listing will not be placed in Active status until payment is received and the correctly completed input form and at least one front elevation photo is received.

NOTE: IF ALL REQUIRED FIELDS AND APPROPRIATE SIGNATURES ARE NOT COMPLETELY FILLED IN, YOU WILL BE NOTIFIED VIA EMAIL. THE LISTING(S) WILL BE PROCESSED UPON RECEIPT OF THIS SIGNED REQUEST, COMPLETED FORMS, AND PAYMENT IN FULL FOR EACH LISTING TO BE ENTERED.

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 – 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

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

1. Listing will not be syndicated on-line (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 lock box will be assigned to the property it must be a SUPRA lock box and that agent should check with their Local Association to determine if that lock box 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, Canceled, 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 the buyer's agent (selling agent) 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.

BROKER TO BROKER OFFER OF COMPENSATION IS UNDERSTOOD BY PLACING THIS RECIPROCAL LISTING INTO THE Florida Gulf Coast MLS.

Listing Agent and Listing Broker are also agreeing to be bound by the FGCMLS Rules and Regulations.

Division of Commissions

Section 5 Compensation Specified on Each Listing

The listing broker shall specify, on each listing filed with the Multiple Listing Service, the compensation offered to other Multiple Listing Service Participants for their services in the sale of such listing. Such offers are unconditional except that entitlement to compensation is determined by the cooperating broker's performance as the procuring cause of the sale (or lease) or as otherwise provided for in this rule. The listing broker's obligation to compensate any cooperating broker as the procuring cause of the sale (or lease) may be excused if it is determined through arbitration that, through no fault of the listing broker and in the exercise of good faith and reasonable care, it was impossible or financially unfeasible for the listing broker to collect a commission according to the listing agreement. In such instances, entitlement to cooperative compensation offered through MLS would be a question to be determined by an arbitration hearing panel based on all relevant facts and circumstances including, but not limited to, why it was impossible or financially unfeasible for the listing broker to collect some or all of the commission established in the listing agreement; at what point in the transaction did the listing broker know (or should have known) that some or all of the commission established in the listing agreement might not be paid; and how promptly had the listing broker communicated to cooperating brokers that the commission established in the listing agreement might not be paid. (Amended 11/98)*The compensation specified on listings filed with the multiple listing service shall appear in one of two forms. The essential and appropriate requirement by an association multiple listing service is that the information to be published shall clearly inform the participants as to the compensation they will receive in cooperative transactions, unless advised otherwise by the listing broker, in writing, in advance of submitting an offer to purchase. The compensation specified on listings published by the MLS shall be shown in one of the following forms:

1. by showing a percentage of the gross selling price
2. by showing a definite dollar amount (Amended 5/10)

Note: MLSs may also, as a matter of local discretion, allow participants to offer cooperative compensation as a percentage of the net sales price, with the net sales price Page 17 of 53 defined as the gross sales price minus buyer upgrades (new construction) and seller concessions (as defined by the MLS unless otherwise defined by state law or regulation). (Adopted 5/08)

While MLSs are not required to authorize participants to offer cooperative compensation based on net sale prices, those that do permit such offers must define "seller concessions" for purposes other than new construction, unless that term is defined by applicable state law or regulation. The following definition of "seller concessions" is suggested but not required for adoption: Points paid by seller on behalf of buyer, seller-paid buyer closing costs, cash or cash allowances not escrowed, down payment assistance, additions or alterations not considered deferred maintenance, and personal property not usual and customary to such transactions conveyed from seller to buyer having an agreed-upon monetary value. (Adopted 05/12)

The listing broker retains the right to determine the amount of compensation offered to other participants (acting as sub-agents, buyer agents, or in other agency or non-agency capacities defined by law) which may be the same or different. (Amended 11/96)

This shall not preclude the listing broker from offering any MLS participant compensation other than the compensation indicated on any listing published by the MLS, provided the listing broker informs the other broker, in writing, in advance of submitting an offer to purchase, and provided that the modification in the specified compensation is not the result of any agreement among all or any other participants in the service. Any superseding offer of compensation must be expressed as either a percentage of the gross sales price or as a flat dollar amount. (Amended 5/10)

Note 1: The multiple listing service shall not have a rule requiring the listing broker to disclose the amount of total negotiated commission in his listing contract, and the association multiple listing service shall not publish the total negotiated commission on a listing which has been submitted to the MLS by a participant. The multiple listing service shall not disclose in any way the total commission negotiated between the seller and the listing broker.

Note 2: The listing broker may, from time to time, adjust the compensation offered to other multiple listing service participants for their services with respect to any listing by advance published notice to the service so that all participants will be advised. (Amended 4/92)

Note 3: The multiple listing service shall make no rule on the division of commissions between participants and nonparticipants. This should remain solely the responsibility of the listing broker.

Note 4: Multiple listing services, at their discretion, may adopt rules and procedures enabling listing brokers to communicate to potential cooperating brokers that gross commissions established in listing contracts are subject to court approval, and that compensation payable to cooperating brokers may be reduced if the gross commission established in the listing contract is reduced by a court. In such instances, the fact that the gross commission is subject to court approval and either the potential reduction in compensation payable to cooperating brokers or the method by which the potential reduction in compensation will be calculated must be clearly communicated to potential cooperating brokers prior to the time they submit an offer that ultimately results in a successful transaction. (Amended 5/10)

Note 5: Nothing in these MLS rules precludes a listing participant and a cooperating participant, as a matter of mutual agreement, from modifying the cooperative compensation to be paid in the event of a successful transaction. (Adopted 11/05)

Note 6: Multiple listing services must give participants the ability to disclose to other participants any potential for a short sale. As used in these rules, short sales are defined as a transaction where title transfers, where the sale price is insufficient to pay the total of all liens and costs of sale and where the seller does not bring sufficient liquid assets to the closing to cure all deficiencies. Multiple listing services may, as a matter of local discretion, require participants to disclose potential short sales when participants know a transaction is a potential short sale. In any instance where a participant discloses a potential short sale, they may, as a matter of local discretion, also be permitted to communicate to other participants how any reduction in the gross commission established in the listing contract required by the lender as a condition of approving the sale will be apportioned between listing and cooperating participants. All confidential disclosures and confidential information related to short sales, if allowed by local rules, must be communicated through dedicated fields or confidential remarks available only to participants and subscribers. (Amended 5/09)

Print Broker Name

Print Listing Agent Name

Broker Signature

Listing Agent Signature