

LISTING REMARKS **DOs** & **DON'Ts**

Property Information Remarks	Confidential Remarks
Do indicate if the listing is an 'Assignment of Contract' & include "which must close by ____ (insert date) at ____ (insert time).	Do include confidential disclosures related to short sales in Confidential Remarks, as well as other indicated fields.
Do include deadline date & time when requesting highest & best offers. Verbiage must be removed from Property Remarks after the Highest and Best time period has lapsed.	Do provide instructions for cooperating brokers; i.e., property vacant.
Do disclose fees the buyer must pay above the list price.	Do disclose Co-Agency relationships.
Don't identify the listing agent.	Don't disclose gate or access codes.
Don't identify the listing broker or office.	
Don't provide agent contact info.	
Don't add websites or URLs.	
Don't disclose agent/owner info.	
Don't disclose agent compensation.	
Don't provide virtual tour links or the name of the virtual tour provider.	
Don't use previous listing agent's composed remarks.	
Don't indicate property's occupancy status; i.e., vacant.	
Don't disclose gate or access codes.	

***IMPORTANT NOTE: The Driving Directions field is reserved for driving directions only. No other info is allowed in this field.**