

MLS NEW LISTING VALIDATION FORM (NLVF)

E-mail: MLSDocs@CincyMLS.com
Information with an * asterisk is required.

Conditions & terms agreed to in the signed listing agreement.

* Property Address: _____

* Contract Date _____

Date of last signature (Commencement Date, if applicable)

MLS Listing # _____

* Expiration Date _____

☐ CincyMLS is not my Primary MLS.

* List/Lease Price _____

MLS Entry Authority Clause

REALTOR®/Broker is authorized to file said listing and place information about the property in the Multiple Listing Service of Greater Cincinnati or in any other multiple listing service to which the REALTOR®/Broker is a member in accordance with MLS Regulations. The REALTOR®/Broker and MLS may disclose information pertaining to said real estate to MLS Participants authorized to receive MLS information. REALTOR®/Broker is further authorized to place information about the listing in informational services and other media to advertise and promote the sale of the listing.

**Select section(s) below to indicate MLS authority status.*

ALL New Listing Documentation must be submitted to MLS within three (3) business days.

Advertising outside of listing brokerage is NOT permitted if not entered in CincyMLS as Active or Coming Soon.

- 1) ☐ **AUTHORITY GRANTED:** Submit this form to MLS within 3 business days of Contract Date. Check when Authority is granted below:
- ☐ **IMMEDIATE ACTIVATION:** Property must be entered as Active in MLS within three (3) business days.
- ☐ **DELAYED ENTRY:** Listing is to be activated in MLS at a later date. Upon entry into MLS, resubmit this form with the MLS#. For Delayed Entry ONLY, the entry date will be used as the Contract Date. Delayed Entry Seller Authorization MUST accompany this form.
- ☐ **COMING SOON:** Showing Start Date is a maximum 10 calendar days from Contract Date. Coming Soon Seller Authorization MUST accompany this form. Public Advertising must include "Coming Soon. No Showings until mm/dd/yyyy (the Showing Start Date)."
- ☐ **UNDER CONSTRUCTION:** Must move to Active no later than the issuance of Certificate of Occupancy.
- 2) ☐ **AUTHORITY NOT GRANTED:** Check only if the property listed will not be entered in the MLS System for the duration of the listing agreement. Submit this form to MLS within 3 business days of Contract Date.

This form is not a listing agreement and may only be used if you have a signed Listing/Lease Agreement

Listing Brokerage declares a completed and signed Listing Agreement is on file that contains the exact terms above, and can deliver said Listing Agreement immediately upon request from Multiple Listing Service of Greater Cincinnati, Inc. Failure to comply will result in the subject listing being immediately removed from the MLS system and possible punitive action. Discrepancies with data entered in MLS will require a copy of the Listing Agreement for verification.

* Print Listing Agent Name

* Listing Company Name

* Listing Agent Signature Date

* Print Seller/Lessor Name(s)

* Seller/Lessor Signature Date

* Seller/Lessor Signature Date