



NEW LISTING COMPLIANCE

Listing Documentation Requirements

All required documentation must be fully completed and uploaded to the listing so CincyMLS staff can review and validate the information. Providing complete and correct documents at the time of entry helps prevent delays, reduces follow-up requests, and ensures listings are reliable for both subscribers and consumers.

CincyMLS Requirements

- ✔ **Information Must Be Complete**
 - The price must be included, not TBD.
 - The expiration date must include a date, not a period of time, and must include the year.
 - The full address must be accurate.
- ✔ **Documentation Must be Signed by BOTH the Client and Listing Agent/Broker**
- ✔ **Documentation Must Be Uploaded to the Listing**
 - The listing will not be viewable by other subscribers and will not be syndicated to third-party websites unless the new listing documentation has been uploaded to the listing.