

NEW LISTING DOCUMENTATION REQUIREMENTS



When a listing is entered into CincyMLS, the supporting documentation is reviewed to ensure accuracy and compliance with MLS. New listing documentation (the listing agreement or NLVF) must be uploaded to the listing for validation under the Listing Agreement/NL attachment type for the listing to be visible to other MLS subscribers.

Address

The address must be complete and match what has been entered into MLS.

List Price

The list price must match the price entered into MLS. If a modification has been made to the listing agreement, it must be initialed. An Amendment can also be accepted and must be uploaded to the listing under the appropriate attachment type.

Expiration Date

MLS requires a specific, written expiration date; a general period of time is not permitted. Each agreement must include a clear, predetermined date and match the MLS.

Signatures

All parties must sign the listing documentation, including the listing broker/agent and all sellers.

If any required items are incomplete or inaccurate, MLS staff will notify the listing agent, and the listing must be corrected to meet compliance standards. If the listing is Coming Soon, the completed and fully signed Coming Soon Seller Authorization must also be uploaded.

This validation process supports data accuracy, reinforces compliance, and helps maintain the integrity of the MLS.

TUESDAY TIP
04/14/2026