

LISTING DOCUMENTATION

CincyMLS requires certain documentation be submitted for quality control and data accuracy.

New Listing – AFTER a listing has been entered as Active, Coming Soon, or Under Construction, a copy of the Listing Agreement or the New Listing Validation Form must be sent to MLS. If utilizing **Delayed Entry**, documentation must be submitted twice; once when the listing is first obtained and again after the listing is entered.

Coming Soon – The Coming Soon Seller Authorization must accompany the copy of the Listing Agreement or New Listing Validation Form.

Price Changes and Extensions – Changes must be updated in MLS prior to sending the Amendment.

Cancellations – The Cancellation Form must be signed by the broker of record. The status must be changed to Cancel in the MLS before submitting the Cancellation Form.

No Documentation Required – CincyMLS does not require documentation be sent to the MLS for the following actions:

- Withdrawing the property
- Reactivating a Withdrawn Listing
- Changing the property to Pending
- Changing a listed property to Sold

Final Note – All documentation must be sent as an attachment to MLSDocs@CincyMLS.com. Please do not send a link to the document.



MLS OF GREATER CINCINNATI

TUESDAY TIP
7/12/2022

