

# DOCUMENTATION IN RAPATTONI

All required listing documentation must be promptly uploaded to the listing in Rapattoni for validation.

Selecting the correct document type determines the security and visibility of the document. Please make sure the following document types are selected to ensure the documents are 'private' and only visible to the listing agent, broker/manager, or office administrator.

Navigate to the 'Revise Listing' page and select 'Upload/Manage Attached Documents' to add the completed/executed document.

**New Listings:** 'Listing Agreement' *Note: The New Listing Validation Form is no longer accepted. Delayed Entry is no longer required to be sent to MLS.*

**Coming Soon:** 'Coming Soon Seller Authorization'

**Price Changes and Extensions:** 'Amendment Other'

**Cancellation:** 'Cancellation Form' Upload the completed Cancellation Form before canceling the listing.

**Withdrawn:** No documentation is required in MLS; however, there is an option for 'Withdrawn/TOM' if you choose to upload.

**Sold Before Sent:** 'Settlement Sheet' Upload the Settlement Sheet before marking the listing sold.

NOTE: MLS documents, ex. Assignment Addendum, that require action by the MLS must be emailed to [Support@CincyMLS.com](mailto:Support@CincyMLS.com).