

# LISTING DOCUMENTATION POLICY CHANGE (8/25/2023)

The current policy requires all listing documentation to be uploaded directly to the listing in Rapattoni by the listing office. Documents may not be faxed or emailed to CincyMLS.

Required documentation should be uploaded to the listing when the listing is entered or a change has been made. Select the correct type of document to ensure the correct privacy level. These attachment types will only be visible to the listing agent, broker/manager, office administrator, and MLS Staff.

ACTION	ATTACHMENT TYPE
New Listing	Listing Agreement (NLVF is no longer accepted)
Coming Soon	Coming Soon Seller A
Price Changes & Extensions	Amendment Other
Cancellation	Cancellation Form (upload <u>before</u> canceling the listing)
Withdrawn	Withdrawn/TOM (Not required but available)
Sold Before Sent	Settlement Sheet (upload <u>before</u> closing the listing)