

# SELLING

# Agent/Office



Listing Agents (sometimes called Seller's Agents) work with Sellers while Selling Agents (also called Buyer's Agents) work with buyers. The similarity in terminology can sometimes cause confusion.

## **DETERMINING THE SELLING AGENT/OFFICE**

The agent/office representing the buyer should be listed as the Selling Agent/Office when closing the listing in MLS. If the Listing Agent also represented the buyer, they should be listed as both the Listing and Selling Agent.

## **HOW TO CORRECT AN ERROR**

If an error was made in adding the Selling Agent/Office, please contact CincyMLS at [Support@CincyMLS.com](mailto:Support@CincyMLS.com). Include all necessary information and attach the Agency Disclosure for verification.

TUESDAY TIP  
05/07/2024