

BAREIS MLS®

Syndicated Reciprocal Listing Instructions

Please email to dataentry@norcalmls.com

*If you are a member of **METROLIST, MLS LISTINGS INC., SFARMLS, BridgeMLS, BAY EAST, or CCAR**, you can list properties located in the BAREIS service area in your primary MLS and do not need to complete this form. Please contact your primary MLS if you need assistance. *

A **Syndicated Reciprocal Listing Application** will allow your listing to be entered onto BAREIS Plus and to be visible in products and data share MLSs who agree to display BAREIS listing data. BAREIS **will** include your listing in data feeds to public portals and IDX websites. You will not have access to the BAREIS Plus database or other BAREIS products.

For all Reciprocating Associations:

The following information must be submitted by **the Listing Agent or the Listing Agent's Association**:

- A completed **BAREIS Listing Input Sheet** (You may obtain copies from your local MLS or at our website (<https://bareis.com/my-bareis/mls-forms.html#Lst>)). Please be sure to fill out all required fields (all fields noted with an asterisk).
- A completed **Syndicated Reciprocal Listing Application** (attached to these instructions).
- Payment in the amount of **\$150.00** payable to **BAREIS** (Credit Card Authorization form is attached).
- A copy of the **listing detail** as it appears on **your MLS System**.

Once we receive these four items, BAREIS staff will create a draft listing in our system. You will receive an email containing your draft listing for your review and approval. Once approved by you, BAREIS staff will activate your BAREIS listing.

Please remember to submit all changes to the listing in writing and include a printout of the requested change as it appears in your home MLS system (including final sale information). By submitting a listing to BAREIS you agree and are required to report the final status to BAREIS MLS® within 3 days of the close of escrow or the termination of the listing contract.

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Please write legibly and fill all fields. Applications that are incomplete or illegible cannot be processed.

A minimum of two business days is required to process your listing, provided the reciprocal listing information/documents have been completed and payment received.

Agent Name: _____

BRE Lic #: _____ BRE Lic Expiration Date: _____

Agent Phone: _____ Email: _____

Brokerage Name/ Office: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Designated Broker/Manager Name: _____

Broker BRE Lic #: _____ Broker Phone: _____

I certify that the above information is accurate. I authorize BAREIS MLS to enter my office information for the purpose of allowing my agent's listing to be syndicated to public portals by BAREIS MLS.

Broker Signature: _____

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You are required to follow the BAREIS listing rules which may be viewed at <http://bareis.com/rules>. The BAREIS MLS® lockbox rule can be found [here](#).

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I, _____, authorize **Bay Area Real Estate Information Services** to charge my **Visa or Master Card** for the **\$150.00** fee associated with placing my listing into the BAREIS MLS system.

Credit Card Number _____

Expiration Date _____ / _____
Month Year

Name as it appears on card: _____

Cardholder's Signature _____
Required!

Mandatory: Billing address of Card Holder is required.

Address: _____

City: _____ **Zip:** _____