



**Bay Area Real Estate Information Services, Inc.**

153 Stony Circle, Suite 200 • Santa Rosa, CA 95401

Post Office Box 3367 • Santa Rosa, CA 95402

800.776.5252 • 707.575.8000 • Fax 707.577.0140

[www.bareis.com](http://www.bareis.com)

## **Incoming Standard Reciprocal Listing Instructions**

*A standard reciprocal listing application will allow your listing to be entered onto BAREIS MLS and will be visible in BAREIS products and to data share MLSs. You will not have access to BAREIS MLS or BAREIS MLS information. BAREIS will not send your listing to public portals or IDX websites. Please check with your home MLS for syndication options.*

If you are a member of **METROLIST, MLS LISTINGS INC., SFARMLS, BridgeMLS, BAY EAST, CCAR, Sutter/Yuba, or Nevada County** you already have direct access to BAREIS to enter listings. No additional forms or fees are required. You may access the BAREIS MLS® system by clicking the BAREIS logo under the single sign-on link from your MLS (For Paragon users, click on Resources). 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](#). For additional information on entering listings directly into BAREIS, please contact your MLS staff.

### **For all other Reciprocating Associations:**

BAREIS will enter a listing for you once we receive the following information 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 (<http://bareis.com/listing-input>). Please be sure to fill out all fields with an asterisk.
- A **Standard Reciprocal Application**, found below.
- A Check or Credit Card Authorization in the amount of **\$75.00** payable to **BAREIS**.
- A copy of the **listing detail** as it appears on **your MLS System**.

Once we receive these four items, we can enter your listing into BAREIS. When your listing is input, you will receive a print-out confirmation for your review and approval. Once we receive your approval, your listing will be activated in BAREIS.

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 placing a listing into BAREIS you are required to report the final sold status to BAREIS MLS.

Bay Area Real Estate Information Services, Inc. (BAREIS MLS®)

## Standard Reciprocal Listing Application

Please Email to [dataentry@norcalmls.com](mailto:dataentry@norcalmls.com) or Fax to (707)577-0140

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 #: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Brokerage Name: \_\_\_\_\_

Designated Broker/Manager Name: \_\_\_\_\_

Broker BRE Lic #: \_\_\_\_\_ Broker Phone: \_\_\_\_\_

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### Credit Card Authorization

I, \_\_\_\_\_, authorize Bay Area Real Estate Information Services to charge my **Visa or Master Card** for the **\$75.00** fee associated with placing my listing into the BAREIS MLS system.

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ / \_\_\_\_\_  
Month Year

**Name as it appears on card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Required!*

**Mandatory: Billing address of Card Holder is required.**

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_