

# Proper Use of Authorization to Exclude

As a member of BAREIS MLS®, all participants must submit to the MLS database listings located within the territorial jurisdiction of BAREIS MLS® (Sonoma, Marin, Napa, Solano and Mendocino counties) within three (3) business days. (Submission of Commercial/Industrial, 5+ Units Residential, Business Opportunity, and/or Rental categories is discretionary.)

## Excluded Listings (Rule 9.8)

If the seller does not permit the listing (or final reporting of sales data) to be included in the MLS database at the time the listing is taken, or at any time during the listing, the listing may not be entered into the MLS database. The listing broker must provide an "Authorization to Exclude Listing from MLS" to BAREIS MLS® within three business days of the effective date of the contract. BAREIS MLS® will no longer accept the CAR form SEL (*Seller Instruction to Exclude Listing from the Multiple Listing service*).



When a listing is excluded from the MLS, the listing can:

- Be entered as Active when the listing is ready to be shown.
- Be entered as an Incomplete listing. Incomplete listings are deleted automatically after 30 days unless submitted. All data can be revised.
- Be entered as an Unapproved listing with a future On Market Date. The listing will show a status of Active, but it will be suppressed as an Unapproved listing. Only the listing agent/broker and MLS Staff will be able to see the listing until the On Market Date. Unapproved listings may be put on a Broker Tour, but the tour date must be on or after the On Market Date.

**Please Note:** When the listing is entered into the MLS after an excluded period, you must enter the accurate Listing Contract Date.

## Comparable Listings (Rule 9.18)

If a listing is entered for comparable purposes only, the listing must be entered within 10 days of the close of escrow date, and a Permission to post form must be signed by BOTH the buyer and the seller and then faxed to BAREIS MLS®.

## Active "Do Not Show" Listings (Rule 10.2)

If a property is listed in the MLS database with an Active status containing remarks instructing cooperating Brokers not to show the property for more than three (3) business days, an Authorization to Exclude form signed by the seller, must be submitted to BAREIS MLS® within three (3) business days of the listing date. The confidential remarks must indicate if offers are being accepted during the "Do Not Show" period, and if not, when offers will be accepted.



## Off Market Listings

If a listing is temporarily taken off the market due to repairs, illness, vacation, etc., then the status needs to be changed to Temp Off Market and it is not necessary to submit an Authorization to Exclude form to BAREIS MLS®. **Please note:** A temporarily off market listing will expire on the filed expiration date.

BAREIS MLS® has an **Authorization to Exclude** form and a **Permission to Post** form available under **Links > Links & Documents > BAREIS Forms & Lists** and also on [www.BAREIS.com](http://www.BAREIS.com).



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