

# BAREIS MLS®

## Syndicated Reciprocal Listing Instructions

Please email to [dataentry@norcalmls.com](mailto:dataentry@norcalmls.com)

### Reciprocal Listing Information for Non-BAREIS Members

If you are a member of MetroList, MLSListings Inc., SFARMLS, BridgeMLS, Bay East, or CCAR, you may list properties located within the BAREIS service area directly through your primary MLS and do **not** need to complete a reciprocal listing application. Please contact your primary MLS for assistance with listing entry and syndication options.

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#### Syndicated Reciprocal Listing Submission (for all other reciprocating associations):

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.

To have your listing entered into the BAREIS MLS, please submit the following materials:

1.  A completed **BAREIS Listing Input Sheet**  
(Available at [www.bareis.com/listing-input](http://www.bareis.com/listing-input)). Be sure to complete all fields marked with an asterisk (\*).
2.  A completed **Standard Reciprocal Listing Application** (see next page).
3.  A **minimum of one exterior photo** of the subject property.
4.  A **\$150.00 payment** (Check or Credit Card Authorization) payable to BAREIS.
5.  A **copy of the listing detail** as it appears in your home MLS system.

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Once we receive all required documents, your listing will be entered into BAREIS MLS. A print-out confirmation will be provided for your review and approval. After you confirm the listing details, your listing will be activated in the BAREIS system.

Please submit any listing changes in writing and include a copy of the updated information as shown in your MLS system. Final sale status must be reported to BAREIS when the property closes.

**BAREIS MLS®**  
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Please write legibly and fill in 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: \_\_\_\_\_

DRE Lic #: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

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

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

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

Broker DRE Lic #: \_\_\_\_\_ Broker Phone: \_\_\_\_\_

***I certify that the above information is accurate. I authorize BAREIS MLS to enter my office information to allow 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](#).**

If you are a member of **METROLIST, MLS LISTINGS INC., SFARMLS, BridgeMLS, BAY EAST, CCAR, or Sutter/Yuba** 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). For additional information on entering listings directly into BAREIS, please contact your MLS staff.

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*Please email to [dataentry@norcalmls.com](mailto:dataentry@norcalmls.com)*

**All fields must be completed for the credit card to be processed.**

I \_\_\_\_\_, authorize **Bay Area Real Estate Information Services Inc.**

Please Print Name of Card Holder

**“BAREIS”** to charge my **Card** for the **\$150.00** fee associated with placing my listing into the BAREIS MLS system.

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

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

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

**Cardholder’s Signature:** \_\_\_\_\_

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

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