

How to Exclude a Listing from BAREIS MLS®

Step One – Within three business days of the listing agreement effective date have Seller(s) complete and sign either the [BAREIS MLS® SEL Form](#) or the CALIFORNIA ASSOCIATION OF REALTORS® SEL Form.

Step Two – Within three business days of the listing agreement effective date use the online [Exclusion Confirmation](#) process to inform BAREIS MLS® that you have completed step one.

[Exclusion Confirmation Video Tutorial](#)

That's it! You have properly excluded your listing from BAREIS MLS®.

Want to know more about the exclusion process? Read on!

Q. Am I required to have the seller complete an exclusion form on every listing that will not be immediately Active in the MLS?

A. Exclusions are required for every Residential (incl. floating/mobile & multi-unit 2-4) and Lots & Land listings within Sonoma, Marin, Napa, Solano and Mendocino Counties if the listing will not be Active in BAREIS MLS® within three business days of the of the effective date of the listing agreement. Lease listings do not require an exclusion form.

Q. The property is not ready for the MLS and the exclusion is about to expire. What should I do?

A. The new online Exclusion Confirmation process does not specify an end date to the exclusion so there are no extensions that need to be submitted to BAREIS MLS®.

Q. What if the sellers do not want the property listed on the MLS at all?

A. Follow step 1 and 2 above and you're done!

Q. My seller accepted an offer on the property before it was Active in the MLS, but would like to invite back-up offers. Can I enter the listing as Contingent Continue to Show?

A. If the seller enters into a purchase agreement before the property is Active in the MLS, the property should not be entered into the MLS except as a comparable listing, and after the close of escrow (see exception below).

Q. I understand I have 3 business days to enter a new listing. What if my seller accepts an offer in the 3-day period?

A. If the seller accepts an offer within 3 business days of the listing agreement becoming effective, the listing should still be submitted to the MLS within the 3 day period and reported with the appropriate status. An exclusion form is not required if it sells in the 3 day period and submitted in that time frame.

Q. What if I submit the listing on BAREIS MLS® within three business days of the effective date with a future on market date?

A. The exclusion does not need to be entered into the Exclusion Confirmation system or sent to BAREIS MLS®, unless requested by the MLS staff, but should be retained by the listing broker.