



## **RECIPROCAL LISTING INSTRUCTIONS AND REQUIREMENTS:**

CPAR charges \$150.00 per reciprocal MLS listing for a maximum of 12 months. We will issue you a temporary user ID & password to access our system so you may complete your Provisional listing. Please email us at [MLSSupport@cpaor.org](mailto:MLSSupport@cpaor.org) or [MLS@cpaor.org](mailto:MLS@cpaor.org) when you have completed entering your data (including photo upload) so we may activate your listing. A member of the MLS department will need your credit card information prior to activation. Attached is the MLS Participant Agreement- complete the form and return it to our office, we will need a "letter of good standing" from your primary association, and a copy of the listing agreement for each listing (1<sup>st</sup> and signature page sufficient). Upon receipt of the documents, a MLS team member will setup your temporary user ID and Password and email them to you. More info below:

### **Reciprocal Listing Input for CPAR MLS:**

Agents wishing to enter a listing in Central Panhandle Association of REALTORS® MLS database may do so if they are a member of any Association with which we have a signed Reciprocal Participant Agreement. Currently those associations are Pensacola, Emerald Coast and Franklin/South Gulf County.

- 1 - The cost for entering a listing in our MLS is \$150 – for 12 months.
- 2 - You must be a member in good standing with your association. Fax or email a Letter of Good Standing from your primary association. Along with a copy of your listing agreement.
- 3 - Call us so that you may provide us with personal information that we will enter into our MLS user database as a reciprocal agent. We will give you a user ID and password at that time. This will give you limited access to the MLS. That will allow you to enter a Provisional Listing.
- 4 - After logging into our MLS you will go to Maintenance, add the listing and then select Add Provisional Listing. A provisional listing is only visible to the agent who input it and the MLS Department. We repeat, "No one can see your listing at this time." The database will erase any Provisional listing after 30 days. You must notify us via email to [MLSSupport@cpaor.org](mailto:MLSSupport@cpaor.org) or [MLS@cpaor.org](mailto:MLS@cpaor.org) that you are done entering your listing so that we may review it and make it active before the 30 days pass. We will reply to that email once the listing has been made Active. If you do not get a reply then we have not changed the status. Do not wait until after 30 days to check on the status of your listing or you may have to enter it again! The count starts the day you SUBMIT your listing and are given a valid MLS number.
- 5 - After your listing is made "Active" all changes to the listing must be emailed to our department. We will copy/paste the changes into the listing for you. The only thing you may change yourself in Maintenance is "Adjust Map Location" and "Photo/Media/Fax".



3009 Hwy 77 Suite L  
Panama City, FL 32405  
Tel: 850-763-8078  
Fax: 850-769-5462

## MLS RECIPROCAL PARTICIPATION AGREEMENT FORM

DATE: \_\_\_\_\_

The Broker signing this form is a member in Good Standing of the following  
Association: \_\_\_\_\_

BrokerName: \_\_\_\_\_

OfficeName: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

### ACKNOWLEDGEMENT:

My signature and that of my Broker verifies that I have a valid listing agreement for each listing entered. We understand that we are required to provide a copy of the listing agreement before the listing is placed into the Central Panhandle Association Multiple Listing Service. We agree to cooperate per the rules of the Central Panhandle Association Multiple Listing Service. Compensate as indicated on the profile sheet and arbitrate, if necessary, in the jurisdiction of the association where the property is located. We further agree as a condition of participation in the Central Panhandle Association Multiple Listing Service to abide by all relevant Bylaws, Rules, Regulations, Policies and other obligations of participation including payment of fees, to be bound by the Code of Ethics on the same terms and conditions as the Central Panhandle Association Multiple Listing Service members including the duty to arbitrate contractual disputes with other Brokers, Sales Associates and REALTORS® in accordance with the established procedures of the Central Panhandle Association Multiple Listing Service. We understand that a violation of the Code of Ethics may result in termination of Central Panhandle Association Multiple Listing Service privileges. Participatory rights granted under this agreement do not confer voting privileges or eligibility for a position as a Central Panhandle Association Multiple Listing Service Committee member. The Broker is required to immediately notify Central Panhandle Association Multiple Listing Service of any change in the status or address of agent, Broker, or company. (All fees are subject to change with notice).



**RECIPROCAL LISTING FEES**

**COST: \$150.00**

**RENEWAL COST (AFTER CONTRACT DATE)**

**COST: \$150.00**

**ALL FEES ARE NON-REFUNDABLE**

**SUBSCRIBER AGENT NAME (PRINT) \_\_\_\_\_**

**(Signature)\_\_\_\_\_**

**PARTICIPANT BROKER NAME (PRINT) \_\_\_\_\_**

**(Signature)\_\_\_\_\_**