

**REQUIRED FORM FOR SUBMITTING RECIPROCAL LISTINGS TO
Dixie Gilchrist Levy Board of Realtors
PO 2059, Chiefland, FL 32644 Phone: 352-493-9683 FAX 1-877-469-5094**

Date: _____

Address of listing:

Designated Realtor (LA): _____

Member of the _____ Board/Association

Firm Name: _____

Broker: _____

Firm Address: _____

Email Address: _____

Firm Telephone: _____ Firm Fax _____

Designated Realtor Preferred Contact Method: _____

Please enclose a listing fee of \$25 per listing payable to the DGL MLS to initiate processing. Please return the appropriate completed Input Forms, AND a fully executed listing agreement for each listing to be entered. You can send photos and addendums (for upload into listing) via email to AE@DGLMLS.com.

Verified by: _____ Association Executive
GACAR/LAKE CITY
Verified by: _____ Staff-Other
GACAR/LAKE CITY

DESIGNATED REALTOR PLEASE SIGN:

I UNDERSTAND THAT BY PROVIDING MY EMAIL ADDRESS(ES) TELEPHONE NUMBER(S) AND FAX NUMBER(S) ABOVE, I CONSENT TO RECEIVE COMMUNICATIONS SENT FROM THE DGLMLS (DGLBOR), THE STATE ASSOCIATION OF REALTORS AND THE NATIONAL ASSOCIATIONS OF REALTORS VIA EMAIL, TELEPHONE OR FACSIMILIE AT THOSE NUMBER(S)-LOCATION(S).

SIGNATURE OF MEMBER **PRINTED NAME**

NOTE: IF ALL REQUIRED FIELDS (DESIGNATED BY AN R ON THE APPROPRIATE INPUT FORMS) AND APPROPRIATE SIGNATURES ARE NOT COMPLETELY FILLED IN, THE LISTING MATERIALS WILL BE RETURNED TO YOU. THE LISTING(S) WILL BE PROCESSED

UPON RECEIPT OF THIS SIGNED REQUEST, COMPLETED FORMS, AND PAYMENT IN FULL FOR EACH LISTING TO BE ENTERED.

DGLMLS REQUIREMENTS FOR LISTING

- 1. Signed reciprocal listing transmittal form**
- 2. Date Input Forms completed. All fields designated with R must be filled in**
- 3. Agent display listing sheet from your MLS**
- 4. Fully executed listing agreement signed by Sellers/Realtor®**
- 5. Pictures (up to 12) Numbered in the order you want them displayed in DGL MLS.
Remember first picture must be of the main structure. Send to AE@DGLMLS.com**
- 6. \$25 fee per reciprocal listing**

HELPFUL HINTS TO COMPLY WITH DGL MLS RULES AND TO INPUT INFORMATION ON DATA INPUT FORMS CORRECTLY:

- 1. Effective Date should equal the start date of your original listing so that the DOM match. Members may use your listing in doing CMAs and BPOs and we want to convey true and accurate information in regards to DOM.**
- 2. In Fields where there are multiple choices (check boxes) you may check as many choices as you want. For example, living room, dining room, Florida room, kitchen, etc. You are not limited in number of choices you have.**
- 3. Road Frontage field is a Dimension and should match the FRONT Dimension as input earlier on the form. FRONT, LEFT, BACK, RIGHT dimensions are required fields and all 4 must be input even if your lot is 100 x 100 x 100 x 100. Remember the AE has no way of knowing the sides are equal. EXCEPTION – if you have a 3 sided lot, you would put 0 in one of the fields but you MUST explain in the Agent Comments section that this is a 3 sided lot. Or if it is a multi-sided lot (more than 4) you may input FRONT and one SIDE dimension and then input zeros, but you MUST explain in the Agent Comments section that this is a multi-sided (odd shaped, etc.) lot and that is why you don't have four dimensions to input.**
- 4. If your property is WATER ACCESS do NOT put in the river's name. For example if it has frontage on the Suwannee River than you would check mark the box for Suwannee River, BUT if it is in a river access community, but does not have actual river frontage, then just check the box WATER ACCESS, with NO river name. You should mention the river's name in your Public Description, Agent Comments or other text boxes.**
- 5. You should send documents you want uploaded (just like they are in GACAR). We can load deed restrictions, seller's disclosures, bank required forms, etc. Each file can be as large as you need it to be and we can upload seven (7) individual files. They should be in .PDF format.**

If you have any questions while filing in the Data Input Forms you may contact Dr. Eugene R Gibbins, AE@DGLMLS.com.