

**REQUIRED FORM FOR SUBMITTING RECIPROCAL LISTINGS TO
Dixie Gilchrist Levy Board of Realtors
PO 2059, Chiefland, FL 32644 Phone: 352-493-9683 FAX 1-877-384-0088**

Date: _____

Address of listing: _____

Designated Realtor (LA): _____

Member of the _____ Board/Association

Firm Name: _____

Broker: _____

Firm address: _____

Email Address: _____

Firm Telephone: _____ LA Cell Telephone _____

Designated Realtor Preferred Contact Method: _____

Please visit our website www.dglmls.com and click RECIPROCAL LISTINGS on the top or left and then choose which type of property input forms are correct for your listing. Send a printout of the agent view of your existing listing and a word document of the legal description, directions, public remarks, and agent (private) remarks.

Email those forms to ae@dglmls.com along with the pictures you want uploaded in the order you would like them. We require a picture of the house or if there is a structure on vacant land (like a pole barn) to be the Primary, Main photo.

You can mail a check for \$100.00 to DGL MLS, PO Box 2059, Chiefland, FL 32644
OR once I have all your listing information you can call me with a credit/debit card for payment.

Feel free to call, email or text me if you have any questions.

Robin A. Schwartz, 352-493-9683 Office, 386-365-8776 Cell, AE@DGLMLS.com

I UNDERSTAND THAT BY PROVIDING MY EMAIL ADDRESS(ES) TELEPHONE NUMBER(S) ABOVE, I CONSENT TO RECEIVE COMMUNICATIONS SENT FROM THE DGLMLS (DGLBOR), THE STATE ASSOCIATION OF REALTORS® AND THE NATIONAL ASSOCIATION OF REALTORS®

NOTE: ALL REQUIRED FIELDS (DESIGNATED BY BLUE FONT OR BLUE HEADER ON INPUT FORMS) AND APPROPRIATE SIGNATURES ARE NOT COMPLETELY FILLED IN, YOU WILL BE NOTIFIED VIA EMAIL. 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 in Blue or with Blue Header must be filled in**
- 3. Agent display listing sheet from your MLS**
- 4. Pictures (up to 25) 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**
- 5. \$100.00 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 regard 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**
- 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 such as Seller's Disclosure, Lead Based Paint, Additional Features, deed restrictions, 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 filling in the Data Input Forms you may contact Robin A. Schwartz, AE, 352-493-9683 or AE@DGLMLS.com