

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

**MUST BE SIGNED BY THE LISTING BROKER OF RECORD – NO EXCEPTIONS**

Date: \_\_\_\_\_

Address of listing: \_\_\_\_\_

Listing Agent (LA): \_\_\_\_\_

LA Email Address: \_\_\_\_\_

Member of the \_\_\_\_\_ Board/Association

Broker of Record: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm address: \_\_\_\_\_

Firm Telephone: \_\_\_\_\_ LA Cell Telephone \_\_\_\_\_

Designated Realtor Preferred Contact Method: \_\_\_\_\_

Please visit our website [www.DGLAR.com](http://www.DGLAR.com) and click REALTORS > RECIPROCAL LISTINGS > Submit and then print the Reciprocal Info Form & Instructions 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, photos in .JPG format that I can DRAG AND DROP, and Documents for upload, like seller's disclosure and lead based paint. You can have up to 50 pictures and 7 .PDF documents (like seller's disclosure and lead based paint). **PLEASE NOTE:** Reciprocal listings do **NOT** get syndicated to the public, this is to offer the listing and compensation (if any) to the Participants and Subscribers of the Dixie Gilchrist Levy Multiple Listing Service only. Syndication to the public is through your primary MLS.

Email those forms to [Robin@DGLAR.com](mailto:Robin@DGLAR.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 **\$150.00** to DGL MLS, PO Box 2059, Chiefland, FL 32644, but your listing will not go "live" until payment is received.

OR once I have all your listing information you can call me with a credit/debit card for payment.

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

Robin A. Schwartz, 352-493-9683 Office, [Robin@DGLAR.com](mailto:Robin@DGLAR.com)

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

**NOTE: IF ALL REQUIRED FIELDS (DESIGNATED BY SHADED 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. Data Input Forms completed. All fields in Dark Shaded Headers must be filled in**
- 3. Agent display listing sheet from your MLS**
- 4. Directions, Legal Description, Public Comments and Agent Comments *MUST* be in a WORD document or format I can DRAG AND DROP, NOT RETYPE FROM HANDWRITING I CAN'T READ.**
- 5. Pictures (up to 25) Numbered in the order you want them displayed in DGL MLS. THEY MUST BE .JPG FORMAT AND I MUST BE ABLE TO DRAG AND DROP – GOOGLE DOCS DOES NOT WORK. Remember first picture must be of the main structure. Send to [Robin@DGLAR.com](mailto:Robin@DGLAR.com)**
- 6. \$150.00 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 [Robin@DGLAR.com](mailto:Robin@DGLAR.com)

**BROKER TO BROKER OFFER OF COMPENSATION IS UNDERSTOOD BY PLACING THIS RECIPROCAL LISTING INTO THE DIXIE GILCHRIST LEVY MULTIPLE LISTING SERVICE. Listing Agent and Listing Broker are also agreeing to be bound by the DGL MLS Rules and Regulations.**

Division of Commissions

Section 5: Compensation Specified on Each Listing

The listing broker shall specify, on each listing filed with the multiple listing service, the compensation offered to other multiple listing service participants for their services in the sale of such listing. Such offers are unconditional except that entitlement to compensation is determined by the cooperating broker's performance as the procuring cause of the sale (or lease) or as otherwise provided for in this rule. The listing broker's obligation to compensate any cooperating broker as the procuring cause of the sale (or lease) may be excused if it is determined through arbitration that, through no fault of the listing broker and in the exercise of good faith and reasonable care, it was impossible or financially unfeasible for the listing broker to collect a commission pursuant to the listing agreement. In such instances, entitlement to cooperative compensation offered through MLS would be a question to be determined by an arbitration hearing panel based on all relevant facts and circumstances including, but not limited to, why it was impossible or financially unfeasible for the listing broker to collect some or all of the commission established in the listing agreement; at what point in the transaction did the listing broker know (or should have known) that some or all of the commission established in the listing agreement might not be paid; and how promptly had the listing broker communicated to cooperating brokers that the commission established in the listing agreement might not be paid. (Amended 11/98) In filing a property with the multiple listing service of an association of REALTORS®, the participant of the service is making blanket unilateral offers of compensation to the other MLS participants, and shall therefore specify on each listing filed with the service, the compensation being offered to the other MLS participants. Specifying the compensation on each listing is necessary, because the cooperating broker has the right to know what his compensation shall be prior to his endeavor to sell.\* (Amended 11/96)

\*The compensation specified on listings filed with the multiple listing service shall appear in one of two forms. The essential and appropriate requirement by an association multiple listing service is that the information to be published shall clearly inform the participants as to the compensation they will receive in cooperative transactions, unless advised otherwise by the listing broker, in writing, in advance of submitting an offer to purchase. The compensation specified on listings published by the MLS shall be shown in one of the following forms:

1. by showing a percentage of the gross selling price
2. by showing a definite dollar amount (Amended 5/10)

Note: MLSs may also, as a matter of local discretion, allow participants to offer cooperative compensation as a percentage of the net sales price, with the net sales price Page 17 of 53 defined as the gross sales price minus buyer upgrades (new construction) and seller concessions (as defined by the MLS unless otherwise defined by state law or regulation). (Adopted 5/08)

While MLSs are not required to authorize participants to offer cooperative compensation based on net sale prices, those that do permit such offers must define "seller concessions" for purposes other than new construction, unless that term is defined by applicable state law or regulation. The following definition of "seller concessions" is suggested but not required for adoption: Points paid

by seller on behalf of buyer, seller-paid buyer closing costs, cash or cash allowances not escrowed, down payment assistance, additions or alterations not considered deferred maintenance, and personal property not usual and customary to such transactions conveyed from seller to buyer having an agreed-upon monetary value. (Adopted 05/12)

The listing broker retains the right to determine the amount of compensation offered to other participants (acting as subagents, buyer agents, or in other agency or non-agency capacities defined by law) which may be the same or different. (Amended 11/96)

This shall not preclude the listing broker from offering any MLS participant compensation other than the compensation indicated on any listing published by the MLS, provided the listing broker informs the other broker, in writing, in advance of submitting an offer to purchase, and provided that the modification in the specified compensation is not the result of any agreement among all or any other participants in the service. Any superseding offer of compensation must be expressed as either a percentage of the gross sales price or as a flat dollar amount. (Amended 5/10)

Note 1: The multiple listing service shall not have a rule requiring the listing broker to disclose the amount of total negotiated commission in his listing contract, and the association multiple listing service shall not publish the total negotiated commission on a listing which has been submitted to the MLS by a participant. The multiple listing service shall not disclose in any way the total commission negotiated between the seller and the listing broker.

Note 2: The listing broker may, from time to time, adjust the compensation offered to other multiple listing service participants for their services with respect to any listing by advance published notice to the service so that all participants will be advised. (Amended 4/92)

Note 3: The multiple listing service shall make no rule on the division of commissions between participants and nonparticipants. This should remain solely the responsibility of the listing broker.

Note 4: Multiple listing services, at their discretion, may adopt rules and procedures enabling listing brokers to communicate to potential cooperating brokers that gross commissions established in listing contracts are subject to court approval, and that compensation payable to cooperating brokers may be reduced if the gross commission established in the listing contract is reduced by a court. In such instances, the fact that the gross commission is subject to court approval and either the potential reduction in compensation payable to cooperating brokers or the method by which the potential reduction in compensation will be calculated must be clearly communicated to potential cooperating brokers prior to the time they submit an offer that ultimately results in a successful transaction. (Amended 5/10)

Note 5: Nothing in these MLS rules precludes a listing participant and a cooperating participant, as a matter of mutual agreement, from modifying the cooperative compensation to be paid in the event of a successful transaction. (Adopted 11/05)

Note 6: Multiple listing services must give participants the ability to disclose to other participants any potential for a short sale. As used in these rules, short sales are defined as a transaction where title transfers, where the sale price is insufficient to pay the total of all liens and costs of sale and where the seller does not bring sufficient liquid assets to the closing to cure all deficiencies. Multiple listing services may, as a matter of local discretion, require participants to disclose potential short sales when participants know a transaction is a potential short sale. In any instance where a participant discloses a potential short sale, they may, as a matter of local discretion, also be permitted to communicate to other participants how any reduction in the gross commission established in the listing contract required by the lender as a condition of approving the sale will be apportioned

between listing and cooperating participants. All confidential disclosures and confidential information related to short sales, if allowed by local rules, must be communicated through dedicated fields or confidential "remarks" available only to participants and subscribers. (Amended 5/09)

\_\_\_\_\_

Listing Agent

\_\_\_\_\_

Date

\_\_\_\_\_

Broker

\_\_\_\_\_

Date