



4952 W Hwy 98 Panama City, FL 32401

Tel: 850-763-8078 Email: mlssupport@cpaor.org

RECIPROCAL LISTING INSTRUCTIONS AND REQUIREMENTS

CPAR Charges \$350.00 per **each individual** reciprocal MLS Listing for the life of the listing. This option is only available to members of Associations with which we have a signed Reciprocal Participant Agreement. Currently those associations are Pensacola Association of REALTORS®, Emerald Coast Association of REALTORS®, Navarre Area Board of REALTORS®, and REALTORS® Association of Franklin & Gulf Counties.

To enter a Reciprocal listing, please send the following to mlssupport@cpaor.org

- Completed Agreement Form (below)
- First Page of the Listing Agreement
- Letter of Good Standing from your Current Association

Once CPAR has received these items, we will create a temporary user ID and password to allow access to our system so you may enter the listing. You will have to enter the data from scratch, as there is not an option to copy from other MLS's. You will complete all information, including photo upload, and hit "Add Listing" when you are done and Flex will give you the MLS#. Once you have this MLS#, please call CPAR at 850-763-8078 to provide credit card information for payment for the \$350.00 fee.

Until the listing is paid for and approved, the listing is ONLY visible to the agent who entered the listing and the MLS Department. If it is not paid for and approved within 30 days then the listing will automatically be deleted.

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".



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MLS RECIPROCAL PARTICIPATION AGREEMENT FORM

Current Association: _____

Broker Name: _____

Office Name: _____

Office Address: _____

Agent Name: _____

Agent ID: _____ *(This is the ID that you sign into your MLS with)*

Agent Telephone: _____ Agent Fax: _____

Agent 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, as well as a Letter of Good Standing from my current Association. 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).

Agent Initial _____ Date: _____

RECIPROCAL LISTING FEES

Cost per year: \$350.00

I accept the above acknowledgement, the reciprocal listing fees, and understand that the \$350.00 charge covers one year of listing in the Central Panhandle MLS. I further understand that **ALL FEES ARE NON-REFUNDABLE** once the listing has been approved in the MLS.

SUBSCRIBER AGENT NAME (PRINT) _____

(Signature) _____

PARTICIPANT BROKER NAME (PRINT) _____

(Signature) _____