



Minimum Requirements for Reciprocal Listing

Please be sure you have everything listed below BEFORE sending in your listing. Please read the below in its entirety, it should answer any questions you may have.

Listing Input Checklist:

- Signed Listing Agreement
- Stellar MLS Listing Data Entry Form
- At least One (1) Property Photo
- Letter of Good Standing from your Primary Board

Optional Listing Additions:

- Attachments
 - Disclosures, Surveys, Floor Plans, etc
- Open House
 - Office Only, MLS Wide, Public or Virtual Open House

Miscellaneous Information:

- The **red/starred (*)** fields are REQUIRED to input the listing. Your listing cannot be input into Stellar MLS unless ALL required fields are filled in.
- If you want your listing sent to 3rd party sites, you must input your listing in your primary MLS for the listing to be sent to those sites.
- The list agent will show as: West Pasco Reciprocal Listing, your information will be listed in the Realtor remarks.
- The fee to list is \$100, which includes One (1) photo, each additional photo is \$3, up to 100 photos. The photos must be sent in jpg format.
- Please state if you will be using a combo or electronic lockbox, members may need to contact your Board for access, if using an electronic lockbox.
- Any changes needing to be made, must be filled out and signed by all required parties (seller(s) and Broker).
- All changes must be reported within 4 days.

Please contact Lindsay Monson-Miller at Lindsay@wpbor.com or 727-848-8507 for any additional questions.

Areas Stellar MLS covers:

Shareholder Organizations

1. Bartow Board of REALTORS®, Inc.
2. East Polk County Association of REALTORS®
3. Lakeland REALTORS®
4. REALTORS® Association of Lake & Sumter Counties
5. Orlando Regional REALTOR® Association
6. Osceola County Association of REALTORS®
7. West Volusia Association of REALTORS®
8. Greater Tampa REALTORS®
9. Englewood Area Board of REALTORS®
10. REALTORS® of Punta Gorda–Port Charlotte–North Port–DeSoto, Inc.*
11. REALTOR® Association of Sarasota & Manatee
12. Venice Area Board of REALTORS®
13. West Pasco Board of REALTORS®
14. Pinellas REALTOR® Organization & Central Pasco REALTOR® Organization
15. Ocala Marion County Association of REALTORS®
16. Gainesville–Alachua County Association of Realtors®
17. Flagler County Association of Realtors®
18. Okeechobee County Board of Realtors®

Customer Organizations

19. Lake Wales Association of REALTORS®
20. Puerto Rico Association of REALTORS®

