



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
 - Must be completed and signed by the owner(s) and Broker
- At least One (1) Property Photo
- Letter of Good Standing from your Primary Board
- Submit in a word document, your **typed Public Remarks, Realtor Remarks, and turn-by-turn driving directions** - from a common point in the area to the address (no reference to "GPS"). We will copy and paste your verbiage into the listing fields.

Optional Listing Additions:

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

Additional Data Entry Form Information:

- On pg.7, **Rooms** information and dimensions must be completed according to the rules provided (Kitchen, Great Room, Living Room, and Primary Bedroom are required). Closet type must be selected for each Bedroom listed.
- On pg. 10/11, If you indicate a mandatory HOA or Condo Fee, **all fields** in the **Community section** must be completed including the 4 contact fields.
- On pg. 12, **all fields** in the **Leasing Information section** must be completed if you answered "YES" to the question "Can property be leased."

Miscellaneous Information:

- The fee to list is \$100, which includes (1) photo, each additional photo and attachment is \$3, up to 100 photos. **The photos must be sent in jpg format.**
- 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 to be distributed to Zillow, Realtor.com, or other Internet or IDX sites, you must also enter your listing in your local MLS since reciprocal listings are NOT syndicated.**
- Please note that since you are not a Stellar MLS customer, neither your contact information nor your Brokerage's will appear in the Realtor Remarks information fields. The information will show as West Pasco Reciprocal Listing. **Please provide your preferred contact information (email and phone numbers), and we will add it to the Realtor Only Remarks.**
- The Showing Time tool is **not available** for reciprocal listings.

- **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 (price change, pending, sold etc), must be filled out and signed by all required parties (owner(s) and Broker).
- **All changes (price change, pending, sold etc) must be reported within 3 business days.**

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

Areas Stellar MLS covers:

