



“Office Exclusive” Seller Authorization Addendum

Submit to Listing Agent’s Local Association



This **Office Exclusive Seller Authorization** is an addition to the listing agreement between the Seller(s) and the Listing Brokerage identified below. **This addendum must be executed and submitted to the Listing Brokerage local Association within one (1) business day of the Effective Date of the Exclusive Right to Sell Listing Agreement.**

The National Association of REALTORS® Clear Cooperation Policy 8.0:

Section 1.01 – Clear Cooperation

Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public. (Adopted 11/19)

Note: Exclusive listing information for required property types must be filed and distributed to other MLS Participants for cooperation under the Clear Cooperation Policy. This applies to listings filed under Section 1 and listings exempt from distribution under Section 1.3 of the NAR model MLS rules if it is being publicly marketed, and any other situation where the listing broker is publicly marketing an exclusive listing that is required to be filed with the service and is not currently available to other MLS Participants.

Section 1.3 Exempt Listings

If the seller refuses to permit the listing to be disseminated by the service, the participant may then take the listing (office exclusive) and such listing shall be filed with the service but not disseminated to the participants. Filing of the listing should be accompanied by certification signed by the seller that he does not desire the listing to be disseminated by the service.

MLS Participants must distribute exempt listings within (1) one business day once the listing is publicly marketed. See Section 1.01, Clear Cooperation.

"Office exclusive" listings are an important option for sellers concerned about privacy and wide exposure of their property being for sale. In an office exclusive listing, direct promotion of the listing between the brokers and licensees affiliated with the listing brokerage, and one-to-one promotion between these licensees and their clients, is not considered public advertising.

Common examples include divorce situations and celebrity clients. It allows the listing broker to market a property among the brokers and licensees affiliated with the listing brokerage. If office exclusive listings are displayed or advertised to the general public, however, those listings must also be submitted to the MLS for cooperation.

By signing this addendum, Seller(s) are acknowledging

1) A fully executed Listing Agreement was signed on	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 33%;"></td> <td style="border-bottom: 1px solid black; width: 33%;"></td> <td style="border-bottom: 1px solid black; width: 33%;"></td> </tr> <tr> <td style="text-align: center;">MM</td> <td style="text-align: center;">DD</td> <td style="text-align: center;">Year</td> </tr> </table>				MM	DD	Year
MM	DD	Year					
2) Seller(s) acknowledge Listing Firm cannot offer any Public Marketing on an Office Exclusive Listing. The only marketing efforts can be within the Listing Firm. Upon any Public Marketing, Listing Firm is required to submit the listing to Triad Multiple Listing Service offering cooperation.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; height: 40px;"></td> </tr> <tr> <td style="text-align: center;">Seller(s) initials</td> </tr> </table>		Seller(s) initials				
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Seller acknowledges and accepts the consequences of limiting the exposure to the market withholding the property from the MLS offering cooperation.

Property Address

Seller Signature Date

Seller Signature Date

Listing Agent Signature Date

Head Broker Signature, on behalf of.... Date

Listing Brokerage (print name)