

DGL MLS REQUIRED FORM FOR SUBMITTING RECIPROCAL LISTINGS

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: _____

Listing Address: _____

Listing Agent: _____

Listing Agent Email: _____

Member of Board/Association _____

Office Name: _____

Broker of Record: _____

Office Address: _____

Office#: _____ Agent#: _____

Designated Realtor Preferred Contact Method: _____

Please visit our website www.DGLAR.com and click REALTORS > RECIPROCAL LISTINGS > Submit and print the Reciprocal Info Form & Instructions. 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 (seller's disclosure, flood disclosure, etc.)

Email those forms to AE@DGLMLS.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.

OTHER REQUIRED DOCUMENTS:

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 AE@DGLAR.com

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 regarding 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.

*Mail a check for \$150.00 to DGL MLS, PO Box 2059, Chiefland, FL 32644. The listing will not go "live" until payment is received. OR once I have all listing information you can call with a credit/debit card for payment. Feel free to call or email if you have any questions. 352-493-9683 AE@DGLMLS.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.

Listing Agent

Date

Broker

Date