



Reciprocal Checklist for QCARA

When submitting a new reciprocal listing to the Quad City Area REALTOR® Association, the following items MUST be attached:

- An executed copy of the Reciprocal MLS Participation Agreement.
- The listing must first be listed in YOUR Association's MLS, and a copy of the MLS printout attached.
- A copy of YOUR Listing Agreement Addendum giving permission to add the listing to the Quad City Area REALTOR® Association MLS.
- A completed data information sheet (profile sheet). The sheet must be legible and all required fields (indicated with an "**") must be completed. If required fields are not completed QCARA will not look at other documents to find the information.
- Compensation must be specified by indicating (A) a percentage of the gross selling price or (B) a flat dollar amount.
- A check in the amount of \$50.00 made payable to the Quad City Area REALTOR® Association or QCARA, or a credit card on the Credit Card Payment form.
- Up to 24 photographs of the subject property may be emailed to klittlejohn@qcara.com.

Listings (with all required fields completed) will be entered by QCARA no later than 5 business days from receipt.

Changes to Reciprocal Listings:

- Changes to reciprocal listings must be submitted on appropriate form.
- Sold listings should be reported in the same manner as changes.

Additional Information:

The above information should be submitted to YOUR Association of REALTORS® where it will be reviewed for completeness and immediately forwarded to QCARA.

If you paperwork is incomplete for any reason, it will not be entered and will be returned to YOUR Association to be corrected.



Reciprocal MLS Participation Agreement

I am a Participant in the Capital Area REALTORS® Multiple Listing Service (“Primary MLS”) seeking to publish the below listed property in the Quad City Area REALTOR® Association/Multiple Listing Service (Reciprocal MLS).

I hereby authorize the property referenced below to be listed in the Reciprocal MLS which may include, at the sole discretion of the Reciprocal MLS, the submission to various public websites. Participant may withhold his or her permission if so noted on the property profile form. Participant agrees as a condition of utilizing this Reciprocal MLS to pay any cooperating fee advertised in the Reciprocal MLS relative to the subject property listed in the Reciprocal MLS. Entitlement to compensation is determined by the cooperating broker’s performance as procuring cause of the sale (or lease). Participant hereby agrees that those relevant MLS Rules and obligations of Participation of the Reciprocal MLS shall apply to any reciprocal listings placed in the Reciprocal MLS by Participant’s company. Participant further agrees to be bound by the Code of Ethics on the same terms and conditions as those Participants of the Reciprocal MLS including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the National Association of REALTORS®.

Property Listing Address

Brokerage Firm

Broker

Primary MLS#

Seller’s Designated Agent

Date

Phone



Reciprocal MLS Listing Authorization

(Addendum to Exclusive Right to Sell or Exclusive Agency Contract)

Property Address _____

City _____ Zip Code _____

Seller agrees that for the purpose of marketing Seller's property Brokerage Firm may place Seller's property in the Quad City area REALTORS® Multiple Listing Service.

Seller also authorizes Brokerage Firm to provide timely notice of status changes to the MLS and to provide sales information including selling price to the MLS upon the sale of the property.

Brokerage Firm

Seller Date

Broker

Seller Date

Seller's Designated Agent Date



Credit Card Authorization Form

Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Choose credit card type

- Visa
- Mastercard
- American Express
- Discover

Card #: _____

Exp. Date: _____

I authorize QCARA to charge my credit card for each reciprocal listing at \$50 per listing.

Signature: _____