



PEORIA MLS RECIPROCAL CHECKLIST

When submitting a new reciprocal listing to the Peoria Area Association of REALTORS®, the following items MUST be attached:

- The listing must first be listed in YOUR Association's MLS, and a copy of MLS printout attached.
- A copy of YOUR Association's listing agreement.
- A signed copy of the LISTING AGREEMENT ADDENDUM giving permission to add the listing to the Peoria MLS.
- A completed data information sheet (profile sheet). The sheet must be legible and all required fields (indicated with an "**") must be completed.
- 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 \$100.00 made payable to the "Peoria Area Association of REALTORS® or simply "PAAR".
- A color photograph of the subject property emailed to "photos@paarealtors.com" .

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

CHANGES TO RECIPROCAL LISTINGS:

1. Changes to reciprocal listings must be filled out concurrently on each Association's required form.
2. All changes must have the signature of the seller and the broker on the form.
3. 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 Peoria.
- If your paperwork is incomplete for any reason, it will not be entered and will be returned to YOUR Association to be corrected.