

# Listing Exemption Policy

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The Listing Exemption Policy contains detailed information on when a listing may or may not be entered into the Service after a listing exemption form has previously been executed by the seller.

1. MRED brokers **are not permitted to enter a listing in the MLS when a listing exemption form has been filled out previously directing otherwise**, unless accompanied by a new listing agreement, an extension, or an amendment to the listing agreement specifying seller's instruction to enter in the database.
2. MRED brokers **may enter a listing in the MLS when a listing closes during the exemption period, provided the initial instruction on the exemption form is to withhold the listing until the closing date or a date in the future that turns out to be after the closing date**. The listing must be input within 48 hours of the closing or the specified date, whatever is applicable. It must be entered with the following criteria:
  - List date shall be the date of the original listing agreement;
  - Contract date shall be the actual contract date; and
  - Closing date shall be the actual closing date.

This may result in a listing violation notification, which will be immediately voided when the broker provides the listing agreement, their seller's exemption, the sales contract, and the RESPA/ HUD-1.

3. MRED brokers are permitted to enter a listing in the MLS when a listing goes under contract during the exemption period, provided the initial instruction on the exemption form is to withhold the listing until a date in the future, which turns out to be after the contract date.

Example: A broker takes a listing agreement on October 28th and the seller fills out a seller's exemption form stating they want to withhold the listing until November 5th before launching the listing. Between October 28th and November 5th, the listing broker begins doing other marketing for the listing, showing the property and the listing goes under contract on November 1st.

**The listing broker shall wait until November 5<sup>th</sup> before entering the listing (in accordance with seller's direction via the exemption form). The list date entered shall be the date of the original listing agreement (October 28). Then the listing shall be marked as CTG/PEND with a contract date of November 1<sup>st</sup>.**

**The listing broker shall include a statement in the Agent Remarks field "Listing entry completed after accepted contract".**

This may result in a listing violation notification, which will be immediately voided when the broker provides the listing agreement, their seller's exemption, and the sales contract.

4. MRED brokers are not permitted to enter a listing in the MLS when the contract date or closing date is prior to the listing date.  
Example: A broker represents a buyer in a transaction. At the closing table, they ask for and the seller signs a listing agreement so they can get credit for the transaction in the MLS.  
**Do not enter a listing in the MLS in this situation. If a sales contract has been obtained prior to the listing agreement, the listing should not be entered in the MLS. If it has already been entered in error, it will be removed from the listing database.**