

PAUL BUNYAN BOARD OF REALTORS®



PAUL BUNYAN MLS, INC.  
9052 E. 13<sup>th</sup> Street, Suite D  
Cadillac, MI 49601  
(231) 775-2660 Voice  
(231) 775-0462 FAX

2011 INDIVIDUAL GUEST LISTING SERVICE AGREEMENT

*(Agreement for use of individual and separate submission for Guest Listing Requests)*

(Please print or type all information)

Rec'd: \_\_\_\_\_

MLS#: \_\_\_\_\_  
(for staff use only)

Check#: \_\_\_\_\_

Date: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Agent NRDS#: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_

Broker's Name: \_\_\_\_\_ Firm Phone: \_\_\_\_\_ Firm FAX: \_\_\_\_\_

Agent email: \_\_\_\_\_

Listing Address: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I am a Participant/Subscriber of the \_\_\_\_\_  
Board/Association of REALTORS® and its Multiple Listing Service, and that this listing complies with the  
appropriate rules and regulations of that Board and its MLS.

If listing is entered into your own MLS database, the MLS# for this listing is: \_\_\_\_\_

As a REALTOR®, I will abide by and understand I must adhere to the current REALTOR® *Code of Ethics*,  
as amended from time to time, as adopted by the National Association of REALTORS®, Michigan  
Association of REALTORS® and our local Board of REALTORS®, and will submit my listing in compliance  
with the Rules and Regulations of Paul Bunyan MLS and Guest Listing Service Policies (see the following  
page) and MLS Policies and Procedures of the Paul Bunyan MLS, for which an active hyperlink will be  
supplied to me upon my request to view them.

I understand that it is my responsibility to keep this listing current and its information accurate by  
reporting all status changes, information changes, and sales information, in a timely manner. And  
through my signature, I hereby agree to all requirements as set forth in this contract and its  
supplemental sheet and hold Paul Bunyan MLS, Inc., and its staff harmless against any liability arising  
from an inaccuracy or inadequacy of information I have provided for entry to the database.

I further grant Paul Bunyan MLS, Inc. the license to reproduce and use listing data information that may be construed as copyrightable original works of art and text including, but not limited to images, drawings, remarks, directions, et cetera.

\_\_\_\_\_ (Agent's Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Broker's Signature) \_\_\_\_\_ (Date)

## 2011 GUEST LISTING SERVICE POLICIES AND PROCEDURES FOR MEMBERS OF ANOTHER REALTOR® ASSOCIATION

**FOR SALE BY OWNER LISTINGS AND LISTINGS OF SALES AGENTS AND BROKERS WHO ARE NOT MEMBERS OF THE REALTOR® ASSOCIATION WILL NOT BE ACCEPTED BY THE PAUL BUNYAN MLS FOR ENTRY INTO THE DATABASE.**

**GUEST LISTINGS ARE LIMITED TO EXCLUSIVE RIGHT TO SELL LISTINGS ONLY.**

The Guest Listing Agent must be a Participant/Subscriber of another REALTOR® Board/Association in Michigan and REALTOR® operated MLS to be eligible for this service. Guest Listing Agreements for listings entered onto the databases must be Exclusive Right to Sell listings, clearly outlining compensation and the appropriate contact information for showing procedures, compensation stipulations, et cetera.

- \$60.00 Listing Fee. The guest listing fee includes one primary and up to 20 additional photos. **Any Residential or Commercial listing that has a structure associated with the property must have a Primary photo associated with it on the system. All photos associated with the listing must be appropriate property related photos.**
- \$25 Duplicate Listing Fee: You may also have your listing entered entered into another class
- \$10.00 Listing Fee for each additional unit of a Multiple Unit Dwelling, CONDO or Subdivision Lot

1) A check/money order made out to Paul Bunyan MLS, Inc. must accompany each new listing submission in the appropriate amount of the service requested.

2) A completed input sheet must be submitted for the listing on the appropriate form provided to you, a **copy of your listing agreement** and the primary exterior photo.

You may send your photo(s) to us in jpg format at 640 x 480 pixels by email to [sally@pbbr.com](mailto:sally@pbbr.com). The guest-listing fee includes one primary and 20 additional photos.

We do not accept any branding on photos or virtual tours where a sign is visible, or through text indicating firm name, agent name or firm logo in REMARKS, DIRECTIONS or LEGAL DESCRIPTION.

We will accept **branded** VIRTUAL TOUR links sent to us by email.

Any field with an asterisk \* next to it on the data profile sheet is a REQUIRED field and must have the appropriate information entered. The system does not allow input of a listing past that point if information is not entered. If you do not know what to put for the data for a field, please feel free to call us at (231) 775-2660.

We ask that Changes/Withdrawns/Extensions of list date/sold Information be submitted on the appropriate form (see forms list above) and in a timely manner. We urge you to report all changes, withdrawals, extensions and sales to us.

3) Upon receipt of all the required information and payment for entering your listing through our Guest Only Services, we will enter it into the Paul Bunyan MLS database. The listing will also appear on the board website [www.pbbr.com](http://www.pbbr.com)

4) A printout of the listing as it appears on the system confirming accuracy of input will be emailed to you confirming processing and receipt of payment.

CONTACTS: Sally Baker (Executive Officer) [sally@pbbr.com](mailto:sally@pbbr.com) or Amber Youngs ([amber@pbbr.com](mailto:amber@pbbr.com)) or call us at headquarters in Cadillac (231) 775-2660