

# 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**

## 2008 GUEST LISTING SERVICE AGREEMENT

(Please print or type all information)

WEXFORD/MISSAUKEE MLS DATABASE

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

ROS CO MLS DATABASE

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

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

MLS#: \_\_\_\_\_

(for staff use only)

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.

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 MLS committee and 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)

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## **2008 GUEST LISTING SERVICE POLICIES AND PROCEDURES FOR MEMBERS OF ANOTHER REALTOR® ASSOCIATION**

### **GUEST LISTING SERVICE POLICIES AND PROCEDURES FOR BROKERS AND AGENTS OF ANOTHER REALTOR® ASSOCIATION AND MLS**

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

**GUEST LISTINGS ARE LIMITED TO EXCLUSIVE RIGHT TO SELL LISTINGS ONLY. WE DO NOT ACCEPT EXCLUSIVE AGENCY LISTINGS IN OUR GUEST LISTING SERVICE.**

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 base guest listing fee includes one primary and four additional photos. Photos 6 -13 will be allowed entered at a charge of \$2.50 per photo. **Any Residential or Commercial listing that has a structure associated with the property must have a Primary photo associated with it on the system.**

\$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 profile sheet on the correct data input forms must be submitted for the listing and each multiple unit, condo or lot on the appropriate form provided to you, a copy of your listing agreement and the primary exterior photo.

**We accept up to 12 additional photos plus the Primary photo.** You may send your photo(s) to us in jpg format at 640 x 480 pixels by email: [darlene@pbbr.com](mailto:darlene@pbbr.com) and cc'd to [sally@pbbr.com](mailto:sally@pbbr.com). **The base guest-listing fee includes one primary and four additional photos.** Photos 6-13 will be allowed at an additional charge of \$2.50 per photo.

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, LEGAL or VIRTUAL TOUR fields.

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 List Only Services, we will enter it into the database of your choice - either Wexford/Missaukee MLS or Ros Co MLS. If you would like it entered onto both databases, it will be treated as a separate listing and you must submit the listing on the appropriate forms and with the applicable additional fees as stated above.

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: Darlene Clapper (MLS Clerk) [darlene@pbbr.com](mailto:darlene@pbbr.com) or Sally Baker (Executive Officer) [sally@pbbr.com](mailto:sally@pbbr.com) or call us at headquarters in Cadillac (231) 775-2660