



# Office Exclusive Listing Acknowledgement Form

All member companies are required to enter all listings into the MLS.  
The only exception is an Office Exclusive listing.

Property Address: \_\_\_\_\_

Seller Name(s): \_\_\_\_\_

Listing Brokerage: \_\_\_\_\_

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

By initialing below, Seller(s) acknowledges that by choosing the Office Exclusive option for this listing:

- \_\_\_\_\_ 1. The property will not receive maximum exposure to the market, which would otherwise be provided by entering the property in the MLS.
- \_\_\_\_\_ 2. The property will not be publicly marketed. If the property is publicly marketed, Listing Agent will be required to enter the property into the MLS within one business day. *Public marketing includes but is not limited to: flyers in windows, yard signs, email blasts, social media marketing, website marketing, calls to agents in other brokerages, multi-brokerage networking groups, or any marketing that is accessible by the general public.*
- \_\_\_\_\_ 3. Seller(s) acknowledges that using the Office Exclusive option does not circumvent Fair Housing laws. In showing, negotiating and selling the property, Seller(s) will abide by all laws prohibiting discrimination against any individual or group of individuals on the basis of membership in any class, including but not limited to race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by local, state and federal fair housing laws.

By signing below, Seller(s) hereby instructs Listing Agent to withhold entering the Property into MLS and refrain from public marketing as defined above. Seller(s) may withdraw this instruction at any time.

Seller	Date	Listing Agent	Date
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Seller	Date
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