

INSTRUCTIONS ON PLACING A LISTING IN THE QUAD CITY AREA MLS

1. Please fill out completely the proper input form for your listing. All fields marked with a "*" or that are BOLD are REQUIRED and must be complete.

The area numbers are as follows for your input sheets:

55: North of Middle Road

56: South of Middle Road

2. Please complete the transmittal form including all necessary signatures.
3. Please provide a copy of your current listing agreement.
4. Please provide a color photo of your property.
5. Please provide a COMPANY check payable to Quad City Area REALTOR® Association in the amount of \$25.00.
6. Enclosed please see a change form for your use after you place the listing in the MLS. Please fax any changes to the listing to Jane at 815-626-4026.
7. Please mail the packet complete to:

Sauk Valley Association of REALTORS®
c/o Jane Stegbauer
2605 Woodlawn Road Suite 4
Sterling, Illinois 61081

8. Questions? Call Jane at 815-626-8148

QUAD CITY/DEKALB AREA/SAUK VALLEY RECIPROCAL TRANSMITTAL FORM

Note: This form, signed by the seller(s), must accompany the submission of all properties to the Quad City Association of REALTORS® Multiple Listing Service.

Listing Office

Listing Agent

Listing Office Address

Listing Office Phone #

Property Address:

Listed From: _____

(Listing Date)

to _____

(Expiration Date)

Seller authorizes Broker to Submit this property with listing information furnished on the Quad City Associations MLS input sheet to the Quad City Association of REALTORS®.

Signature of Seller

Date

Signature of Seller

Date

Signature of Principal Broker (Required)

Date

Quad City Area REALTOR® Association
AMENDMENT TO UNIFORM LISTING CONTRACT
(FOR LISTING ONLY)

DATE: _____

MLS#: _____

This is to authorize you, as my Listing REALTOR®, to amend our Uniform Listing Contract giving you the exclusive right to sell the real estate known as (full address including city): _____

Dated From _____ To _____ For The Sum Of \$ _____

Change Expiration Date To _____

Adjust Price To \$ _____

Withdrawn – Hold for expiration _____

Remarks: _____

This amendment shall be affixed to and become a part of the original contract and reported to the Quad City Area REALTOR® Association within 24 hours and prior to the time of expiration. All other terms of the contract to remain as originally written.

Broker

Seller

Agent

Seller

KEYSAFE INFORMATION ONLY

(To be used if extending or transferring key safe)

Original Agent Name _____ **New Agent Name** _____

Transfer Original MLS #: _____ New MLS #: _____

Keybox #: _____ Shackle Code: _____

New Address: _____

Extend MLS#: _____

Original Expired Date: _____ New Expired Date: _____