

VARIANCE REQUEST

Date: _____ Fax# _____
Agent: _____ Agent ID# _____ Phone# _____
Office: _____ Office ID# _____ Phone# _____
Listing #: _____ Property Address: _____ Zip: _____

Please specify the type of variance and reason requested:

- Property Type
- Mandatory Photos
- Room Sizes
- Other

Procedures:

1. When an additional property type variance request is approved by the Association of Realtors, an agent would add an additional listing. Line one of the remarks shall include the following statement: "Variance granted for "*name of additional property type*."
2. Upon approval for an additional property type this form will be sent to you with staff's initials. You must notify staff of additional listing number by faxing this form back with new listing number.
3. The Association of Realtors will then be able to enter the hidden "variance code" on the appropriate listing. *WITHOUT THIS LAST STEP, YOU WILL NOT HAVE AN AUTHORIZED VARIANCE AND MAY BE SUBJECT TO A \$250 FINE PER MLS RULE 7.4.1, MULTIPLE PROPERTY ENTRIES*

DUPLICATE LISTING NUMBER FOR PROPERTY TYPE VARIANCE ONLY: (ENTER ONLY AFTER APPROVAL)

_____ (FAX BACK TO THE ASSOCIATION OF REALTORS AFTER ENTRY)

Completion Instructions: Any and all changes shall be made to the accurate listing AND the duplicate listing with the variance. When the property sells, you will mark the accurate listing "SOLD" and the duplicate listing with the variance "CANCELLED".

AGENT SIGNATURE: _____ BROKER SIGNATURE _____

For AOR use only: APPROVED _____ DENIED _____
Variance code entered: Y N Date: _____ Staff: _____

Submit to: rules@sdmls.com

VARIANCE REQUEST SUPPLEMENT

Agent: _____ Agent ID# _____ Phone# _____

Office: _____ Office ID# _____

MLS Listing #: _____ Property Address: _____ Zip: _____

Please answer the following:

1. What is the zoning for the subject property? _____

2. Number of units: _____

3. Estimated square footage of each unit: _____

4. How was the additional unit(s) permitted? _____

5. Has original structure been modified or converted? Yes or No

If so, were permits obtained? _____

6. What is current condition of the unit(s)? _____

7. Are units occupied? _____

8. Are units habitable? _____

9. Are additional unit(s) considered guest house, granny flat, income unit? _____

10. Does each unit have a water meter, SDGE meter and/or a sewer lateral hookup? Yes or No

Explain: _____

11. What is the lot size of the parcel(s)? _____

12. What listing contract did seller sign (e.g. Commercial, Res Income and Vacant Land List Agreement, Residential Listing Agreement, Business Listing Agreement)

13. What is the current use of the parcel (e.g. ranch, grove, horse property, rental units, etc.)?

14. Additional Information: _____

I certify that the foregoing information is true and accurate to the best of my knowledge.

AGENT SIGNATURE: _____ BROKER SIGNATURE _____