

5414 Oberlin Dr. Suite 150
San Diego, Ca 92121
TEL: 858-726-9657 • FAX: 858-622-6222
E-Mail: RECIP@sdmls.com

RECIPROCAL OFFICE HOURS
ARE
MONDAY - FRIDAY
9:00 A.M. – 4:30 P.M.

For Reciprocal services, please Fax or E-mail the following forms to San Diego MLS Reciprocal Department

- **The Reciprocal Application**
- **Reciprocal Fees Form: with the services you want selected and payment information completed**
- **A Letter of Good Standing from your Association of Realtors/MLS**

Each listing submitted requires a minimum of one exterior front photo of the subject property. Up to 25 photos may be included. Please email photo(s) in .jpg format to: recip@sdmls.com.

San Diego MLS will confirm receipt within 24 business hours when Fax or Email is received. If you have not received a confirmation, please resubmit. Please allow 24-48 hours for services to be provided.

SAN DIEGO MLS, Inc. MLS Rules Reminders

◆ Accuracy of Information:

By submitting a form into the MLS Data base, the listing broker certifies all of the information on the form is accurate to the best of the listing broker's knowledge. The listing broker shall immediately upon receipt of the first print full listing verify the correctness and advise the MLS of any errors, omissions or corrections.

◆ Detail on Listing Filed with the Service:

Electronically input data or a property data form, when filed with the service by the listing broker, shall be complete in every detail as specified on the property data form including full gross listing price, listing expiration date, compensation offered to other broker participants and any other item required to be included as determined by the Board of Directors of SAN DIEGO MLS, Inc.. Incomplete listing are ineligible for publication in the MLS and subject to immediate removal.

◆ Change of Listing Status:

Listing brokers shall submit any change in listed price or other change in the original listing agreement to the MLS within twenty-four (24) hours after the authorized change is received by the listing broker. By submitting such changes to the MLS, the listing broker represents that the listing contract has been modified in writing to reflect such change or that the listing broker has obtained other legally sufficient written authorization to make such change.

◆ Reporting of Sales:

The listing broker shall report sales within twenty-four (24) hours to the MLS.

All Changes to a listing need to be in writing by fax or email. No changes can be done via phone or voicemail.
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Email: recip@sdmls.com



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www.sdmls.com

For SAN DIEGO MLS, INC. Office Use only	
Office ID Number _____	Agent ID Number _____

RECIPROCAL MLS APPLICATION

Please attach a Letter of Good Standing from your Association/MLS.

Agent Name _____

Residence Address _____

City _____ State _____ Zip _____

Preferred Mailing Address: ___ Home ___ Office Billing Preference: ___ Mail ___ Email

Preferred Phone (____) _____ Fax (____) _____ Additional Phone: (____) _____

Email: _____ Web Page: _____

BRE License # /AP Cert # _____ Expiration Date _____

Office Name _____

Office Address _____ Suite _____

City _____ State _____ Zip _____

Office Phone (____) _____ Office Fax (____) _____

Designated Broker/Manager Name: _____

Broker signature certifies that the above agent is in good standing and authorized to participate with San Diego MLS Regional MLS in the Statewide Reciprocal Agreement. I understand that I am ultimately responsible for his/her actions.

**Broker Signature: _____ Date: _____

I am aware of the rules contained within the California Master Reciprocal MLS Agreement, and agree to abide by them.

** Agent Signature _____ Date: _____

APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR MISSING REQUIRED DOCUMENTATION CANNOT BE PROCESSED.

SAN DIEGO | MLS

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Reciprocal Fees Form

CHECK SERVICES NEEDED

- Reciprocal Listing Input.....\$50.00 per listing

- Sentricard Security Key.....\$12.00 (plus tax)
- Sentricard Reader.....\$25.00 (plus tax) *REQUIRED FOR SENTRICARD*
- Sentricard Access Fee (Billed Jan-June or July-Dec)\$50.00 **REQUIRED FOR SENTRICARD*
**Key fee prorated quarterly*

- Optional Mailing Fee.....\$15.00
PLEASE SELECT ADDRESS TO MAIL TO: ___HOME ___OFFICE

- Lockbox Deposit\$122.00 per Box**
RENTAL OF \$25.00 FOR FIRST MONTH, \$6.00 EACH ADDITIONAL MONTH UNTIL LOCKBOX IS RETURNED.
***SENTRICARD KEY SERVICE REQUIRED FOR LOCKBOX RENTAL*

- MLS ON-LINE Access (*CIRCLE ONE*).....\$150.00 (Quarterly Billing)***
\$ 50.00 (30 days-No Billing)
****PRORATED MONTHLY – BASED ON MONTH ACCESS BEGINS*

- Scout Security Software Licensing Fee- *REQUIRED FOR ONLINE ACCESS* \$ 20.00 (Initial Activation Only)

- Staff Performed Searches/CMA Reports\$20.00 (includes first 20 pages)
(NO DIRECT AGENT ACCESS) \$.50 ea. Additional page

I hereby authorize SAN DIEGO MLS, Inc. to charge to my account noted below for those services I may request.

Participant/Cardholder Name _____

Cardholder Signature _____ **Date** _____

Visa/MC /Discover# _____ **Exp** ____/____

American Express _____ **Exp** ____/____