

**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**