

**Berkshire Multiple Listing Service, Inc.  
Reciprocal Listing Submission Form**

The undersigned Participant represents and agrees that as long as any listing submitted by the undersigned Participant is actively listed in the Berkshire County Board of REALTORS Multiple Listing Service, Inc. (BerkshireMLS), the Participant will:

1. Remain a REALTOR® Participant in good standing of the **Greater Capital Region Multiple Listing Service**. Should that status change the Participant agrees to promptly notify BerkshireMLS in writing.
2. Abide by the BerkshireMLS Rules and Regulations and will promptly advise BerkshireMLS of any change in status of any listing(s) submitted.
3. That the Participant is appropriately licensed to engage in the brokerage of real property in the state in which the listing is situated.

The property to be listed with the Berkshire Multiple Listing Service, Inc. is:

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

*You must submit any listings (including appropriate documentation) you would like marketed in the Berkshire MLS to the Greater Capital Region Multiple Listing Service. In order for us to accept listings, the Greater Capital Region Multiple Listing Service will need to forward, on your behalf, the following completed documents:*

- This Reciprocal Listing Submission Form signed by an Authorized MLS Representative at the Greater Capital Region Multiple Listing Service. (Pg 2)
- A completed data form with **all required fields (noted with bold type)** filled in.  
<http://berkshirerealtors.net/mls-technology/reciprocal-mls-info/>

*The following items may be sent directly to the Berkshire Multiple Listing Service, Inc.:*

- A \$50 Check or Credit Card form payable to BerkshireMLS. Listing entry is completed only upon receipt of payment.
- A photo or sketch of the property has been emailed to [listings@berkshirerealtors.org](mailto:listings@berkshirerealtors.org) on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

*The following fields must be completed fully:*

\_\_\_\_\_  
Participant Name (Broker of Record)

\_\_\_\_\_  
Participant (Broker of Record) Signature

\_\_\_\_\_  
Contact Name (Agent Listing the Property)

\_\_\_\_\_  
Contact Email (Agent Listing the Property)



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Office Name

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Office Phone

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Office Address

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Contact Phone for Showings/More Information

**Please be advised that the foregoing individual is a REALTOR® member in good standing and is currently a Participant in our Multiple Listing Service.**

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Signature of Authorized MLS Representative  
*(The Greater Capital Region Multiple Listing Service)*

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Date

**REMEMBER: WE ONLY ACCEPT RECIPROCAL LISTINGS FROM YOUR HOME MLS, NOT DIRECTLY FROM AN AGENT OR OFFICE.**

#### **Reciprocal Listing Submission Tips and Requirements:**

- Please send along photos in the order you wish them to appear as attachments to [listings@berkshirerealtors.org](mailto:listings@berkshirerealtors.org). It is helpful if you send the images alphabetized (i.e. A-Front, B-Back, C- Kitchen, etc.) to ensure that they are entered in your desired order.
- Please be advised that there is a character limit in the fields within “Room Information”. All information entered within “Room Remarks” is limited to 40 characters including spaces. Please include your “Room Remarks” as you would like them to appear on the data input form.
- Please fill in all required fields (as indicated with bold type). Failure to do so will require follow-up from the Board Office staff and will delay the publication of your listing.
- An asterisk\* indicates a field that includes a “value list”. To see items that are a part of the “value list” that you can choose from, please view the “value list” pages of your data input form.
- You may copy your Public Remarks or other open field text to the body of an email and send them to [listings@berkshirerealtors.org](mailto:listings@berkshirerealtors.org). Otherwise, please enter all information within the appropriate fields on the data input form. Any information found on other documents such as listing sheets from your home MLS is not guaranteed entry.

