

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

The undersigned Participant agrees that as long as any listing submitted 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 MLS Property Information Network (MLSPIN). Should that status change the Participant agrees to promptly notify BerkshireMLS in writing.
2. Abide by the BerkshireMLS Rules and Regulations and will notify the Berkshire MLS (within 48 hours) of listing status changes. <http://berkshirerealtors.net/association-highlights/governance>
3. That the Participant and Agent are appropriately licensed to engage in the brokerage of real property in the state in which the listing is situated.

**Documentation Needed before Reciprocal Listing Can Be Entered into the Berkshire MLS:**

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

- This Reciprocal Listing Submission Form, signed by an authorized MLS administer at MLSPin.
- A copy of the executed Exclusive Right to Sell Agreement
- The signature page of the Lead Paint Property Disclosure Form (for homes built before 1978)
- A \$30 check payable to Berkshire County MLS.
- OR -
- A \$30 credit card payment was called into 413-442-8049 x 12 on \_\_\_\_\_ confirmation # \_\_\_\_\_.

*After submission of the above items, we will send you (via email) the login information to our MLS system so that you can enter the required property details, including your syndication wishes, property photos, additional documents, and/or virtual tours or videos. Submission can be made via first class mail to the address listed above, or in the case of credit card payments, via email to [Listings@BerkshireRealtors.org](mailto:Listings@BerkshireRealtors.org). Please notes that you can preview the required input fields at <http://berkshirerealtors.net/mls-technology/reciprocal-mls-info>*

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

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

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

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

\_\_\_\_\_  
Office Name

\_\_\_\_\_  
Office Phone

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
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.**

\_\_\_\_\_  
Signature of Authorized MLS Representative (MLSPIN)

\_\_\_\_\_  
Date