

# EXCLUDED LISTINGS

How to properly exclude a listing from MLS

## What It's For:

Privacy & added confidentiality.

## What It's Not For:

A selling broker or agent's marketing strategy.  
Pocket listings.

## REPORTING AN EXCLUDED PROPERTY TO THE MLS

Within 48 hours of the Listing Term of Contract, the Listing Contract, along with the Request to be Excluded from Metro MLS, must be sent to [admin@metromls.com](mailto:admin@metromls.com).

Failure to report the excluded listing within the 48 hour window will result in a sanction of \$100 for the first day, then \$25 for each subsequent day.

A \$50 filing fee will be charged for ALL excluded listings. The filing fee will be added to the monthly office bill.

## REPORTING A STATUS CHANGE ON AN EXCLUDED LISTING

WHEN- the listing sells while excluded



1) Notify the MLS that the property will be entered in as sold for comp purposes so that it can be removed from the Excluded listing report.



2) Once the listing has been entered and closed, the office will receive a \$20 credit on their next invoice.



*Excluding a property from MLS does not alleviate an Agent's responsibility to cooperate with fellow REALTORS®. Listing agents found abusing intended use of MLS Exclusion practices could be assessed liquidated damages by Metro MLS.*

WHEN- the listing needs to change to Active or Delayed in the MLS



1) An Excluded Listing must be entered into MLS Within 1 business day of publicly marketing it.



2) PRIOR to uploading the new listing into the MLS, notify MLS via email [admin@metromls.com](mailto:admin@metromls.com) to remove the Excluded property from the Exclusion Report. Failure to do so will result in a sanction of \$100 for the first day, then \$50 for each additional day.

### Locate the Excluded Listing Form on MetroMLS.com

Select the Resources Tab  
Select Forms  
Select the PDF



Request To Be Excluded From Metro MLS (191.51 kB)  
**you must notify Metro MLS at [admin@metroMLS.com](mailto:admin@metroMLS.com)**  
Changes Form - Information Required For Any and All