

Instructions for Non-Member Listing Submissions

- Listing Fee: \$120.00 (includes 10 photos [5 photos are mandatory], mandatory Seller's Disclosure Statement and Lead-Based Paint Disclosure Statement [if applicable], and one unbranded Virtual Tour [not mandatory])
- Changes to listing/extensions: \$5
- Extra Photos: \$1.00 each after the first 10 photos, 1280x960 maximum pixels, 125K, or not to exceed 10MB

No charge to report when "Sold" or "Pending". All charges are to be submitted at the time of occurrence. Upon acceptance of an offer by a Purchaser, the listing must be placed in an Under Contract status.

NGLRMLS Rules

1. All Profile Sheets MUST be filled out completely and accompanied by a check or credit card, 5 photos (or sketches), a Seller's Disclosure and Lead Based Paint Disclosure if applicable for single-family listings, and a copy of the Listing Agreement; otherwise the listing will be returned to the sender as incomplete. All required fields are marked with an asterisk (*).
2. The NGLRMLS does not guarantee accuracy of information.
3. Extensions must be received and processed by this office prior to the expiration date; otherwise, an expired listing must be re-submitted as a new listing.
4. All changes to the listing must be received by the NGLRMLS office **in writing** BY FAX (231-947-1910), email: lora@nglrmls.com or postal delivery to 852 S Garfield Avenue, Traverse City, MI 49686. *Telephone requests for changes will not be processed.* Wherever appropriate, a check or credit card must accompany the listing or change form, or the information will not be processed.
5. **The NGLR MLS has the unilateral right to reject any non-member listing submission at the discretion of its Board of Representatives.**

Procedure

1. A listing package can be received by going to www.nglrmls.com: A listing package includes: Profile Sheets, Change Form, Closed Sale Form, a Credit Card Form, MLS Agreement Contract, and Rules.
2. Listing agent submits completed Profile Sheet, photos of the listing, MLS Agreement, copy of the Listing Agreement, and a check (or credit card information) for each listing to be entered into the NGLRMLS and send to lora@nglrmls.com.
3. Upon receipt, staff processes listing, and then will email a copy of the listing to the agent for review.