

SRCAR® RECIPROCAL LISTING

Checklist

- ☐ Reciprocal Information Sheet
- ☐ Input sheet completely filled out
- ☐ Credit Card Payment Authorization Form filled and signed
- ☐ Letter of Good Standing from your Association
- ☐ Emailed at least one Photo to MLS@srcar.org (Required before listing will be submitted to the MLS)

SYNDICATION: reciprocal listings will be input into **CRMLS ONLY**. Reciprocal listings do not syndicate to the internet. If you need your listing to syndicate, please upload your listing directly into your primary association MLS system as well.

Additional Information

PLEASE NOTE: There is a two (2) business day turn-around time. Once your listing has been processed, we will send you a confirmation via email and/or fax. If you do not have access to CRMLS to view the listing yourself, an emailed copy of your listing will be provided as proof that your listing appears on CRMLS. Reciprocal listings will NOT syndicate to the internet. If you need your listing to syndicate, please upload your listing directly into your primary association MLS system as well.

If you are paying by check, mail the completed forms and check to:

Southwest Riverside County AOR
26529 Jefferson Avenue
Murrieta, CA 92562

SRCAR® RECIPROCAL INFORMATION

General Information

You can download our most current MLS Input Sheets from

<http://srcar.org/mls/mls-forms/>

Cost: \$50.00 per listing

This includes Status Changes and one (1) Photo.

Each additional photo is \$5.00.

**** San Diego MLS and CRMLS now share Residential MLS DATA with each other not as of May 23, 2017!** There are no more **Residential** Reciprocal listings needed to be input by the Association, all you do is input your Residential Listing yourself into your MLS system and it will sync over to CRMLS!

If you want to proceed and have the Association to input a Residential listing into CRMLS Please initial the following line signifying you understand that a Residential Data Share is in place. _____

- If you decide to have the Association to input any Residential listing into CRMLS, **all fees will apply, no refunds will be granted.**
- **To Disclose – (San Diego MLS syncs to CRMLS) - The following will not pull over to the CRMLS MLS from San Diego MLS system if you input the Residential listing yourself.**
- **1. San Diego MLS's system uses Neighborhoods and zip-codes, CRMLS Does not. CRMLS uses Area numbers, All Data Share listings from San Diego MLS show up in CRMLS as Out of Area 699 as a system default.**
- **2. Open House Dates and times will not syndicate over from San Diego MLS to CRMLS.**
- **The only reason you will need to reciprocate a listing is if your listing is a Lease, Mobile Home in a Park, Land, or Commercial.**

When the input form is completed, email to MLS@srcar.org or fax to 951-894-2572.

The input **must** be accompanied with a “Letter of Good Standing” from your current Association of REALTORS[®] and the Credit Card Authorization form. Once we receive **completed** paperwork we have a 2 business day turnaround.

All listing status changes must be submitted to our office with the MLS Change Forms and emailed to: MLS@srcar.org.

Listing Syndication Disclaimer: I understand that my listing will be input into CRMLS ONLY. Reciprocal listings do not syndicate to the internet. If you need your listing to syndicate, please upload your listing directly into your primary association MLS system as well.

If you have any further questions, please do not hesitate to call the MLS Department at 951-894-2571.

Thank you!

SRCAR[®] RECIPROCAL AGENT INFO

General Information

***** This form must be completed and submitted with all MLS Reciprocal Inputs *****

Listing Agent Name: _____

Cell Phone #: _____

Email: _____

Office Name: _____

Office Phone #: _____

Office Fax #: _____

DRE License #: _____

Listing Syndication Disclaimer: I understand that my listing will be input into CRMLS ONLY. Reciprocal listings do not syndicate to the internet. If you need your listing to syndicate, please upload your listing directly into your primary association MLS system as well.

Credit Card Authorization

Card Information

Name: _____

Office Name: _____

Billing Zip: _____

Phone #: _____

Type of Credit Card: ☐ Visa ☐ MasterCard ☐ Discover ☐ Amex ☐ Other: _____

Credit Card #: _____

Expiration Date: _____

Security Code (CID): _____

Name on card if different from Above: _____

Payment For: _____

Total Amount: \$ _____

Authorization

I authorize the Southwest Riverside County AOR to charge my Credit/Debit card as indicated above.

Signature: _____ Date: _____