



**RANWW**

Northwestern Wisconsin  
Multiple Listing Service, Inc

3460 Mall Drive Suite 5A  
Eau Claire, WI 54701  
715-835-0923 or 888-221-0112  
715-835-4621 (fax)  
staff@ranww.org

## SELLER CERTIFICATION FOR OFFICE EXCLUSIVE LISTING

Form must be submitted to the NWWMLS staff within (3) business days of the start date of the terms of the listing contract.

Email completed form to: [staff@ranww.org](mailto:staff@ranww.org)

The Seller(s), listed in the signature lines below, of property located at

\_\_\_\_\_  
(Property Address)

have listed said property for sale with \_\_\_\_\_

(Name of Listing Office)

under a listing contract dated \_\_\_\_\_, 20\_\_\_\_ (Agreement Date).

1. **Seller instruction:** Seller directs Listing Broker and Listing Agent, identified in the signature lines below to:
  - (a) not publicly market the property and (b) to not disseminate the property via Northwestern Wisconsin Multiple Listing Service (NWWMLS) (i.e., withhold the property from NWWMLS).
2. **Seller acknowledgements:** Seller acknowledges that:
  - a) The MLS is designed to help sellers obtain the highest price and best terms in the shortest period, and having their property withheld from the NWWMLS limits the exposure of their property through MLS.
  - b) They are entitled to have their property placed in the NWWMLS, and the property can be withheld from the NWWMLS only at their written request.
  - c) If the property is publicly marketed, then the property must be submitted to NWWMLS by Participant (Listing Broker) within (1) one business day of any public marketing. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

Date \_\_\_\_\_ Seller(s) \_\_\_\_\_

Date \_\_\_\_\_ Seller(s) \_\_\_\_\_

3. **Listing Broker and Agent acknowledgements:** The Participant (*Listing Broker*) acknowledges that the above Sellers have listed their property with the Listing Office identified above; and that said Sellers have been advised of the benefits of the NWWMLS and that the Participant (*Listing Broker*) and Listing Agent or his/her agent have acted in any manner so as to induce Seller to withhold property from the NWWMLS.

Date \_\_\_\_\_ Participant (*Listing Broker*) \_\_\_\_\_

Date \_\_\_\_\_ Listing Agent \_\_\_\_\_

**NOTE:** An Office Exclusive listing could be subject to fines if not reported to the NWWMLS staff consistent with Section 1, Listings of Real Property, page 3 of the NWWMLS policy manual and Section 1.0 Clear Cooperation. Policy manual can be found at [www.ranww.org](http://www.ranww.org).