



When submitting a new reciprocal listing to MARIS, the following items **MUST** be attached:

- An executed copy of the Reciprocal MLS Participation Agreement.
- The listing must first be listed in YOUR Association's MLS and a copy of the MLS printout attached.
- A signed copy of the LISTING AGREEMENT ADDENDUM giving permission to add the listing to the MARIS.
- A completed data information sheet (profile sheet). The sheet must be legible and all required fields must be completed.
- A check in the amount of \$50.00 made payable to MARIS.
- A photograph of the subject property emailed to listingchanges@marisnet.com

Listings (with all required fields completed) will be entered by MARIS no later than 2 business days from receipt.

CHANGES TO RECIPROCAL LISTINGS:

- Changes to reciprocal listings must be filled out concurrently on each MLS's required form and emailed to listingchanges@marisnet.com.
- Sold listings should be reported in the same manner as the changes.

ADDITIONAL INFORMATION:

- If your paperwork is incomplete for any reason, it will not be entered and will be returned to you to be corrected.