



## Certification by Property Owner to Withhold Listing from the PAR MLS

The undersigned Seller(s) owns the property at:

Address	City	State	Zip
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The Seller(s) of the property identified above understands that withholding their property listing from the Pensacola Association of REALTORS° MLS will:

- A. Reduce the marketing exposure your property will receive by not:
  - a. Notifying thousands in the PAR MLS your property is available for sale.
  - b. Notifying hundreds of potential buyers who are working with REALTORS® throughout the panhandle that your property is available for sale.
  - c. Advertising your property on thousands of REALTOR® websites.
  - d. Advertising your property on national websites through the MLS, I.E. Realtor.com, Homes.com, etc.
- B. Eliminate the benefit of scheduling showings 24/7 through the PAR MLS Showing Service.

I/we understand the above-mentioned marketing restrictions. Unless otherwise specified, this listing will be entered into the MLS upon the sale of the property for comp purposes. **Note – when entering the listing into the MLS at a future date, the Market Date should be the date you are placing the listing into the MLS.**

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Listing Agent Signature

\_\_\_\_\_  
Listing Agent Name (Print)

\_\_\_\_\_  
Listing Agent ID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Listing Company

\_\_\_\_\_  
Broker Name (Print)

\_\_\_\_\_  
Office ID

\_\_\_\_\_  
Date

Please submit this form along with a copy of the listing agreement to PAR MLS at [documents@pensacolarealtors.org](mailto:documents@pensacolarealtors.org) within 48 hours after all necessary signatures of seller(s) have been obtained.



# Frequently Asked Questions

## What is this form for?

This form, or a form with similar information, is required to be submitted when a seller does NOT wish to market their property through the Pensacola Association of REALTORS° MLS.

## When do I use this form?

When a seller directs you NOT to enter their property into the PAR MLS.

## When do I NOT use the form?

This form is NOT for facilitating the typical Coming Soon scenario or Clear Cooperation Policy.

## If my sellers do not wish to market the listing through the MLS, do I still have to enter it?

No. You must submit this form AND the listing agreement to the MLS Compliance department at PAR MLS via email at [documents@PensacolaRealtors.org](mailto:documents@PensacolaRealtors.org) within 48 hours of a signed listing agreement.

## What if my sellers change their minds and want to begin marketing the listing through the MLS?

A withheld listing can, with your seller's permission, be entered into the MLS system at any time.  
PLEASE NOTE: The Market Date should be the date you are placing the listing into the MLS.

## What if I want to enter the listing for comparable purposes?

We encourage you to enter the listing after it has closed for comp purposes, however, the listing must be entered within five (5) business days of the closing. Having the listing entered will make it easily available for comp purposes and benefit future buyers and sellers.