

**CHARLESTON REGIONAL MULTIPLE LISTING SERVICE, INC.  
OFFICE EXCLUSIVE ADDENDUM**

The Charleston Regional MLS offers exclusive tools and technology to market your listing, in addition to facilitating the cooperation and collaboration of over 7,000 real estate professionals. In choosing to pursue an Office Exclusive listing, you are opting-out of a wealth of marketing options available to you for your home sale.

- Visibility for your property to over 7,000 real estate agents in the Charleston metro area and beyond.
- Automatic syndication to major listing site outlets such as Realtor.com, Zillow, Trulia, Homes.com, etc.
- Internet Data Exchange (IDX) options, allowing your property to display on thousands of brokers' websites.
- Cutting edge ancillary real estate tools to enhance your broker's efficiency and data resources.
- Real-time prospecting emails, getting your property to interested parties immediately.
- 750,000 total prospecting emails to potential buyers each month.

**BACKGROUND**

Seller(s), and Broker, along with Listing Agent, identified on the signature line below, have entered into a Listing Agreement with an effective date of \_\_\_\_\_ (start date) and ending on \_\_\_\_\_ (end date) for the real property located at \_\_\_\_\_ (property address, city, state, and zip).

**SELLER ACKNOWLEDGEMENTS**

1. Seller acknowledges that Broker and Listing Agent participate in Charleston Regional MLS (CHS MLS) and are subject to CHS MLS's rules, regulations, and policies.
2. Seller has instructed Broker and Listing Agent to not disseminate Seller's property listing via CHS MLS to other brokers and agents that participate in CHS MLS, and that Seller's property listing should be an office exclusive (check one):
  - until \_\_\_\_\_ (end date), at which time Seller authorizes Broker and Listing Agent to submit Seller's property listing to CHS MLS for dissemination.
  - for the entirety of the Listing Agreement.
3. Seller acknowledges that by selecting to use an Office Exclusive, under CHS MLS policy, no public marketing of the property is permitted while the listing is an Office Exclusive. 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.
4. Seller(s) acknowledges that if the property listing is publicly marketed then it must be submitted to CHS MLS and disseminated to other CHS MLS brokers and agents within one business day of any public marketing.
  - a. If the property is publicly marketed, and is not entered into the CHS MLS database within one business day, the Listing Agent is subject to a fine in accordance with Rules & Regulations Section 9.3.
5. Seller(s) acknowledges that a copy of this addendum is filed with CHS MLS and that Broker and Listing Agent must provide sales information to CHS MLS (including selling price) upon sale of Seller's property.

**BROKER AND LISTING AGENT ACKNOWLEDGEMENTS**

6. Broker and Listing Agent acknowledge that they've advised Seller(s) of benefits of marketing via CHS MLS and Seller has instructed Broker and Listing Agent that Seller's property listing should be an Office Exclusive listing.
7. Broker and Listing Agent acknowledge that they will comply with CHS MLS rules, regulations, and policies, including submission of sales information.

The parties agree to the terms and conditions described in this Addendum.

Seller 1 signature	Date	Seller 2 signature	Date
Listing Agent signature	Date	Listing Broker signature	Date
Firm Name			

**AGENT/BROKER:** In accordance with CHS MLS Rules and Regulations Section 1.3, this fully executed addendum must be submitted to the MLS within 2 business days of the effective date of the Listing Agreement to [Support@CHSMLS.com](mailto:Support@CHSMLS.com).