



MONMOUTH OCEAN
REGIONAL REALTORS®

A Quick Guide to Office Exclusives

- 1) The listing must be entered into the System within **(1)** business day of the commencement date of the Exclusive Right to Sell Listing Agreement.
- 2) The Exclusive Right to Sell Listing Agreement must be fully signed by your client, your broker or your broker's representative and yourself.
- 3) The Office Exclusive Rider must be completed and fully signed by your client, your broker and yourself.
- 4) The commencement date on your Office Exclusive Rider must match the commencement date on your Exclusive Right to Sell Listing Agreement.
- 5) The Exclusive Right to Sell Listing Agreement and The Office Exclusive Rider must both be submitted to the Association for filing purposes within **24 hours** of the listing being entered into the System. Please send the fully executed Agreement and Rider to **officeexclusive@monmouthoceanrealtors.com** .

Failure to file your paperwork within **24 hours** will result in a **\$100 fine** to the agent and broker or office manager.

Note:

MLS Participants must distribute exempt listings within one **(1)** business day once the listing is publicly marketed. Failure to take an Office Exclusive listing out of Office Exclusive status within one **(1)** business day of public marketing would be a violation of Clear Cooperation policy.

Publicly marketing (including but not limited to flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communication marketing (email blasts), multi-brokerage listing sharing networks and applications available to the general public) an Office Exclusive Listing, is expressly prohibited and serious violation of Monmouth Ocean Regional REALTORS® Rules and Regulations with **finest starting at \$100 escalating up to \$1000 for the agent and \$2500 for the broker.**

The MORMLS does not forward Office Exclusive Listings to any websites.