



# No Cooperation | Office Exclusive | Withheld Form

This form is required when a listing is Office Exclusive/Withheld from the MLS. The Undersigned Seller(s) owns the property at:

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Address City State Zip

**The Seller(s) authorizes** the Listing Broker to submit the property identified above (The Listing) to Doorify MLS as an Office Exclusive listing. By signing this form, Seller(s) acknowledges that:

- **Limited Cooperation:** The Listing Broker or any other Broker from the listing firm cannot cooperate with brokers outside his/her firm to sell The Listing.
- **No Public Marketing:** The Listing cannot be publicly marketed by anyone, including the Seller. See below for NAR's definition of Public Marketing.
- **MLS Entry for Public Marketing:** If the Listing is being publicly marketed, the Listing Broker **MUST** make The Listing available for cooperation by entering The Listing into the MLS system with a status of Active, Coming Soon, or Hold within one (1) business day. Note: Showings are not allowed on Coming Soon and Hold statuses.

**Public Marketing** includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, "word of mouth", brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

This form **MUST** be submitted to Doorify MLS via email to [DI@DoorifyMLS.com](mailto:DI@DoorifyMLS.com) within one (1) business day of the effective date of the listing agreement.

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**Seller Signature Print Date**

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**Seller Signature Print Date**

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**Listing Agent Signature Print Date**

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**BIC Signature Print Date**



## Frequently Asked Questions

### **What is this form for?**

Submitting a listing as an Office Exclusive comes with limitations on how the Listing Broker can market the property. To avoid confusion and set expectations, Doorify MLS requires this form (or a similar one) to be signed and submitted to the service.

### **Can I use this form with a cooperating broker?**

No. This form is only for Office/Firm Exclusive listings, where there's no public marketing and no sharing with brokers outside the listing firm/office (\*see definition of Public Marketing). If a Firm/Office Exclusive listing is shared publicly, it must be entered into the MLS within one business day of that marketing date. \*Public marketing includes, but is not limited to, flyers, brochures, internet websites (including social media), yard signs, and open houses.

### **When do I need this form?**

This form is needed when your Seller(s) requests NO PUBLIC MARKETING (\*see definition). This typically occurs when the Seller(s) needs discretion due to fame, valuables in the home, court orders, etc. *\*Public marketing includes, but is not limited to, flyers, brochures, internet websites (including social media), yard signs, and open houses.*

### **How do I submit this form?**

When fully executed, submit this form to Doorify MLS via email to [DI@DoorifyMLS.com](mailto:DI@DoorifyMLS.com) within one business day of the effective date of the listing agreement.