



# Listing Exclusion FAQs

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## What is a listing exclusion form?

Once a professional obtains a listing agreement signed by the seller, the seller can opt to exclude their property from the MLS for a specified time frame or for the entire listing agreement period. A listing exclusion form allows the property to be excluded from the MLS without being subject to a violation if signed by the seller and submitted to the MLS within 2 business days of the effective list date. The two most common forms are the C.A.R. Form SELM and the CRMLS Exclusion Form (both of which can be found in zipForms).

## Where do I submit an exclusion form?

All exclusion forms are to be submitted online at [www.crmls.org/excludelisting](http://www.crmls.org/excludelisting) (crmls.org > Exclude Listing).

## What is the difference between the C.A.R. SELM form and the CRMLS Exclusion Form?

Both of these exclusion forms may be used when excluding a listing from the MLS. However, if you are intending to modify the days on market (DOM) count, the CRMLS Exclusion Form is REQUIRED.

The CRMLS Exclusion Form provides two (2) options not offered on the SELM form, and both options refer to the marketing of the property and the modification of the On-Market Date. Per section 7.9.1 of the CRMLS Rules and Regulations, the only form that allows a listing to go into the MLS with a reduced DOM count is the CRMLS Exclusion Form, so long as absolutely no marketing was done on the property.

## Where do I find the CRMLS Exclusion Form?

The CRMLS Exclusion Form can be accessed by visiting [crmls.org](http://crmls.org) > Compliance > Exclude Listing > CRMLS Seller's Instruction to Exclude Listing. [Click here](#) to go directly to the CRMLS Seller's Instruction to Exclude Listing from the MLS form.

## I want my listing to go on the MLS without a DOM (days on market) count or with a reduced DOM count. How can I accomplish this?

The seller will need to select the appropriate option for exclusion and sign the CRMLS Exclusion Form, which must be submitted to the MLS online at [www.crmls.org/excludelisting](http://www.crmls.org/excludelisting) within two (2) business days of the effective list date.



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Updated May 7, 2019 2:10 PM



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Please note that absolutely NO marketing of the property can be done prior to the entry of the listing, or prior to the date noted on the form that allows for marketing of the property. During the listing input process, the listing agent will need to check the box confirming that a CRMLS Exclusion form has been properly filed and will need to place the day marketing began into the listing.

## **I forgot to submit my seller's exclusion form. What do I do?**

An exclusion form should be submitted to the MLS, even if it is outside of the allotted two (2) business day time frame so it is on file for our records. Failure to enter a listing into the MLS within two (2) business days of the effective list date and failure to provide an exclusion form to CRMLS within two (2) business days of the effective list date may result in the issuance of a citation for violating section 7.8 of the CRMLS Rules and Regulations.

## **How do I extend an exclusion form?**

Please submit an updated exclusion form online at [www.crmls.org/excludelisting](http://www.crmls.org/excludelisting) as you normally would prior to the expiration date of the initial exclusion period. For example, if the initial exclusion period is set to expire 12/10/2018, you must submit a new exclusion form on or before 12/10/2018. Any submissions after the expiration period may result in a citation for violating section 7.8 of the CRMLS Rules and Regulations.

## **Can I submit the property into the MLS prior to the exclusion date noted on the submitted exclusion form?**

Yes, the listing may be entered into the MLS prior to the exclusion date noted on the submitted exclusion form. CRMLS recommends obtaining written documentation from the seller(s) which provides the listing brokerage authorization to enter the property before the date noted on the submitted exclusion form.

## **What is considered "marketing"?**

Any communication with persons outside your brokerage firm about a listed property that is for sale, and/or any form of advertising outside the brokerage firm, such as a "For Sale" sign, a flyer, a Facebook post, an Instagram post, holding an Open House or "Coming Soon" post on Zillow, etc.