

**East Tennessee Realtors®  
Office Exclusive Addendum**

Office Exclusives are listings in which the Participant has been directed by the Seller/Owner not to cooperate with any other Participant through ETNR, herein referred to as "ETNR MLS" or to otherwise market the property to the public.

This office exclusive addendum is made on \_\_\_\_\_, 20\_\_ to the Listing Agreement dated \_\_\_\_\_, 20\_\_ (the "Listing Agreement"), by and between \_\_\_\_\_ ("Seller/owner") and \_\_\_\_\_ ("Broker") for the exclusive right to sell certain real property located at \_\_\_\_\_ ("the Property") and shall be attached to and made a part of the Listing Agreement.

**OFFICE EXCLUSIVE LIMITATION:** Seller/Owner directs the Broker to enter the Property listing in the East Tennessee Realtors® Multiple Listing Service ("MLS") within 2 business days as an Office Exclusive Listing and directs that the property is not to be available for public viewing to clients or agents outside of the Brokers firm. Seller/Owner understands that during the Office Exclusive period, the Property listing information cannot be made available to other MLS Participants and their clients or publicly advertised in any manner.

**MLS Rule Section 1.3 EXEMPTED LISTINGS:** If the seller/owner refuses to permit the listing to be disseminated by the Multiple Listing Service, the Participant may then take an "Office Exclusive Listing" and such listing shall be filed with the Multiple Listing Service but not disseminated to the Participants. Filing of the listing should be accompanied by certification signed by the seller/owner that they do not desire the listing to be disseminated by the Service.

Office Exclusive listings **may not** be entered into the MLS after the listing has an accepted contract or has closed.

**NOTE:** Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

**SELLER/OWNER DISCLOSURE AND INITIAL ACKNOWLEDGMENT  
(To be completed and initialed by the Seller/owner)**

**1. Professional Relationship Disclosure**

I acknowledge that I have been informed of the professional relationship between myself and the MLS Participant named below. I understand that this Participant is acting as my listing agent and is a member of the Multiple Listing Service (MLS) and is obligated to follow MLS Rules and Policies.

Seller/owner Initials: \_\_\_\_\_

**2. MLS Benefits Acknowledgment**

I understand that by choosing to withhold entry of my property listing into the MLS, I am waiving certain benefits offered through the MLS. These include, but are not limited to, broad exposure to a wide network of real estate professionals, immediate marketing to potential buyers, and participation in automated data distribution channels such as IDX (Internet Data Exchange) and syndication to third-party sites.

Seller/owner Initials: \_\_\_\_\_

**3. Public Marketing and Dissemination Confirmation**

I confirm that I have chosen not to publicly market this property or disseminate it through the MLS. It will be handled as an Office Exclusive in accordance with MLS rule Section 1.3. I understand that this choice restricts visibility of my property to other MLS Participants and Subscribers and limits its exposure to potential buyers.

Seller/owner Initials: \_\_\_\_\_

The party(ies) below have signed and acknowledge receipt of a copy:

\_\_\_\_\_  
Seller/Owner (Signature)

\_\_\_\_\_  
Seller/Owner (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller/Owner (Signature)

\_\_\_\_\_  
Seller/Owner (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee (Signature)

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
Date

Note: Although it not the intention of any party to this agreement to withhold Real Estate from any potential purchaser, public opinion may interpret exclusion from an MLS as an attempt to deny access to all potential purchasers. Know that Real Estate shall remain available to all prospective buyers regardless of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin, Creed, or Sexual Orientation and any potential purchaser's offer will be presented.

**This form must be emailed to [jared@etnrealtors.com](mailto:jared@etnrealtors.com) within 2 business days of signatures or uploaded to documents if entered into the MLS.**