

**SELLER INSTRUCTION  
TO WITHHOLD ALL MARKETING  
TEMPORARILY (UP TO 60 DAYS)**

This is an addendum ("Addendum") to the Listing Agreement ("Agreement") dated \_\_\_\_\_  
on property known as \_\_\_\_\_ ("Property"), in  
which \_\_\_\_\_ is referred to as  
Seller and Keller Williams Realty is referred to as Broker.

**1. MULTIPLE LISTING SERVICE:** Broker is a participant/subscriber to the MetroList Multiple Listing Service (MLS). The MLS is a database of properties for sale that is available and disseminated to and accessible by all other real estate agents who are participants or subscribers to the MLS or a reciprocal MLS. Property information submitted to the MLS describes the price, terms and conditions under which the Seller's Property is offered for sale.

**2. MANDATORY SUBMISSION TO MLS:** Seller may desire to instruct Broker to withhold marketing of the property for not more than 60 days to allow Seller time to complete repairs, preparation or other necessary activities prior to marketing. Broker will not do any marketing of any kind until property is active on MetroList. This action will not adversely affect "DOM - Days On Market" in MetroList, and will reflect "Zero days on market" when the listing activates.

MetroList requires Brokers participating in the service to submit all exclusive right to sell and exclusive agency listings for residential real property or vacant lots to the MLS within 3 days of obtaining all necessary signatures of the Seller(s) on the listing agreement. If using this form, the listing must still be completely entered into MetroList within 3 days with a future "On Market Date" that is not more than 60 days from listing date.

**3. EXPOSURE TO BUYERS THROUGH MLS:** Listing property with an MLS exposes a Seller's property to all real estate agents and Brokers who are participants or subscribers to the MLS, or a reciprocal MLS, and potential buyer clients of those agents and Brokers. The MLS may further transmit the MLS database to Internet sites that post property listings online.

**4. IMPACT OF EXCLUSION OF PROPERTY FROM MLS:** If Property is excluded from the MLS, Seller understands and acknowledges that: (a) real estate agents and Brokers from other real estate offices who have access to that MLS, and their buyer clients, may not be aware that Seller's Property is offered for sale; (b) information about Seller's Property will not be transmitted to various real estate Internet sites used by the public to search for property listings; and (c) real estate agents, Brokers and members of the public may be unaware of the terms and conditions under which Seller is marketing the Property. Although the property will not be viewable to other company's agents, it will be viewable to Keller Williams Realty agents.

**5. IMPACT/REDUCTION OF EXPOSURE:** Any reduction in exposure of the Property may lower the number of offers made and negatively impact the sales price.

**6. SELLER OPT-OUT:** Seller certifies that Seller understands the implications of not immediately marketing Property on the MLS and instructs Broker as follows (Check one):

A.  Do not submit Property to the MLS for a period of \_\_\_\_\_ calendar days from the commencement of the listing (cannot be more than 60 days from date of listing).

B.  Do not submit Property to the MLS until \_\_\_\_\_ (date) (cannot be more than 60 days from date of listing).

**By signing below, Seller acknowledges that Seller has read, understands, accepts and has received a copy of this Addendum.**

Seller \_\_\_\_\_ Date \_\_\_\_\_

Seller \_\_\_\_\_ Date \_\_\_\_\_

(Broker or Auth. Signor) \_\_\_\_\_ Date \_\_\_\_\_