



## **MLS Listing Documents**

You will need to download, complete sign and submit each of the following documents. All must be fully executed per the instructions on said documents by **all of the owners** of the property to be listed:

### **1. Listing Agreement**

All of the terms and conditions of IPC Realty's entry-only listing service are provided in this document.

### **2. Disclosure Regarding Real Estate Agency Relationship**

California real estate agents are expected to provide this disclosure to consumers; it explains the different possible agency relationships in the state of California.

### **3. Property Information Form**

This seven-page form must be populated with the information for the primary fields for the MLS listing. Please download the MLS Listing Form that coincides with your property type.

Once we receive payment for the entry-only service and all of the fully-executed documents (either via fax to 951-784-9701 or via email to support@ipcflatfee.com), we will enter the new listing. If received during business hours, the listing will immediately be input into the MLS system. In all cases the listing shall be input within two business days of receipt.

If you prefer, documents can be mailed to our office:

IPC Realty  
5051 Canyon Crest Dr., Ste. 104  
Riverside, CA 92507