



LISTING DOCUMENTATION

All **required** documentation must be uploaded to the listing in Rapattoni for validation. Choosing the correct document type is important because it controls each file's security and visibility. If a document should remain private and viewable only to the agent, broker, or manager, and office administrator, make sure to select the corresponding private document type.

NEW LISTING

The Listing Agreement or NLVF must be uploaded under "Listing Agreement/NL" for validation and to ensure the listing is visible to other members and through syndication.

Use "Coming Soon Seller A" to upload the Coming Soon Seller Authorization Form. The listing will not be viewable by other members unless the Coming Soon Seller Authorization AND the listing agreement or NLVF are uploaded.

COMING SOON

AMENDMENT

Use "Price Change Other" or "Expiration Extension" to upload the corresponding amendment.

Upload the Cancellation Form under "Cancellation Form" when a listing is being canceled. This can be done before or after the listing has been canceled.

CANCELLATION

OFF MLS SALES (OMS)

The Settlement Statement must be uploaded under "Settlement Sheet" either before or after the listing is submitted.