

TUESDAY TIP
06/17/2025

LISTING DOCUMENTATION UPLOAD IN RAPATTONI

Listing documentation must be uploaded in Rapattoni for the following actions:

- **New Listings** – Listing Agreement or New Listing Validation Form (NLVF)
 - *Note: The listing will not be searchable or distributed to 3rd party vendors until the Listing Agreement or NLVF is uploaded.*
- **Coming Soon Listings** – Coming Soon Seller Authorization
 - *Note: The listing will not be searchable until the Coming Soon Seller Authorization is uploaded.*
- **Price or Expiration Date Changes** – Supporting Amendment or Documentation
- **Cancellations** – Cancellation Form
- **Off MLS Sales (OMS)** – Settlement Statement

To ensure document privacy, be sure to upload compliance materials to the correct attachment type.

MLS staff reviews all new listings and listing changes to verify they align with the required documentation. If a document is missing or incorrect, an email will be sent to the listing agent(s) requesting that the listing brokerage upload the appropriate document to the listing in Rapattoni. Please do not email the documentation to CincyMLS.

