



STATEN ISLAND MULTIPLE LISTING SERVICE  
OFFICE EXCLUSIVE CERTIFICATION



**THIS IS NOT A LISTING AGREEMENT. IT MUST ACCOMPANY AN EXCLUSIVE LISTING AGREEMENT  
APPROVED BY THE SIMLS**

TO: THE STATEN ISLAND MULTIPLE LISTING SERVICE

As the owner of the property at \_\_\_\_\_  
(Address)

I hereby voluntarily choose to restrict the “right to sell” of said property to \_\_\_\_\_  
(Name of Broker)

By doing so I realize that I have chosen to not avail myself of the marketing potential of the Staten Island Multiple Listing Service, it’s approximately 200 other Brokers and 1800 Sales Agents and the web sites/services it is affiliated with. I also understand that as a participant in the Staten Island Multiple Listing Service the broker may only market the listing among the agents in the firm and may not publicly advertise my listing in any way. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, any broker websites including this broker, email marketing and any applications available to the general public. If the listing receives any public marketing my broker will be required to submit it to the MLS within 24 hours.

My listing with said broker expires: \_\_\_\_\_  
(Date)

I hereby acknowledge that:

1. I have been advised by the above named broker of the method of operation and the advantages of the *Staten Island Multiple Listing Service*.
2. I choose to limit the exposure which my property will receive to that which can be provided by the Broker that I have selected as described above, realizing the limitations of such an arrangement.
3. The Broker named herein has not recommended exemption of my listing from the *Staten Island Multiple Listing Service*.

\_\_\_\_\_  
(Seller’s Signature)

\_\_\_\_\_  
(Date)

**BROKER’S STATEMENT**

As the Broker for the above named firm, I hereby acknowledge that the exemption of the above named property from the Multiple Listing Service is the voluntary wish of the owner and I have advised him of the benefits of the Multiple Listing Service as well as the laws of discrimination.

\_\_\_\_\_  
(Listing Broker Signature)

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Date)

If the seller refuses to permit the property to be filed with the Multiple Listing Service or publicly marketed, the Broker may then take an “OFFICE EXCLUSIVE”. The Office Exclusive listing shall be filed with, but not published by, the Multiple Listing Service. Any such listing must be accompanied by this certification signed by the seller that he/she does not desire the listing to be placed in the Service. The Multiple Listing Rules and Regulations require that the “OFFICE EXCLUSIVE” decision must be the owner’s voluntary wish and may not be suggested to him by the Broker. The latter action would indicate a violation of the rules of the Staten Island Multiple Listing Service.

**THIS FORM MUST BE FILED WITH THE STATEN ISLAND MULTIPLE LISTING SERVICE WITH A  
COPY OF THE LISTING AGREEMENT APPROVED BY THE SIMLS**

The Human Rights Law of the State of New York prohibits a Broker from discriminating in the rental or sale of real property based upon Race, Creed, Color, National Origin, Gender, Gender Identity, Disability, Sexual Orientation, Familial Status (the presence of children), Marital or Partnership Status, Alienage or Citizenship Status, Age, Military Status, Lawful Occupation, Lawful Source of Income or Victims of Domestic Violence.