

SANDICOR, Inc.

VARIANCE REQUEST

Date: _____

Agent: _____ Phone# _____

Office: _____ Phone# _____

Listing #: _____ Address: _____

Please specify the type of variance and reason requested:

- Property Type
- Shadow Zip Code
- Room Sizes
- Other

Procedures:

1. Enter listing in the CORRECT zip, property type, etc.
2. Submit variance request form to your Service Center.
3. Form will be faxed or mailed back with "Approved" or "Denied" box checked.
4. Shadow zip code variances that are approved are automatically shadowed into the requested zip code by staff. No additional listing will be added.
5. When an additional property type variance request is approved by the Service Center, an agent would add an additional listing. Line one of the remarks shall include the following statement: "Variance granted for *name of additional property type.*"
6. Upon approval for an additional property type this form will be sent to you with staff's initials. You must notify staff of additional listing number by faxing this form back with new listing number.
7. The Service Center will then be able to enter the hidden "variance code" on the appropriate listing. ***WITHOUT THIS LAST STEP, YOU WILL NOT HAVE AN AUTHORIZED VARIANCE AND MAY BE SUBJECT TO A \$250 FINE PER MLS RULE 7.4.1, MULTIPLE PROPERTY ENTRIES***

DUPLICATE LISTING NUMBER FOR PROPERTY TYPE VARIANCE ONLY: (ENTER ONLY AFTER APPROVAL) _____ FAX BACK TO SERVICE CENTER AFTER ENTRY

Marketing Instructions: Any and all changes shall be made to the accurate listing AND the duplicate listing with the variance. When the property sells, you will mark the accurate listing "SOLD" and the duplicate listing with the variance "CANCELLED".

AGENT SIGNATURE _____ BROKER SIGNATURE _____

For Service Center use only: APPROVED _____ DENIED _____

Variance code entered: Y N date _____ staff _____