



5414 Oberlin Dr. Suite 150  
San Diego, Ca 92121  
TEL: 858-622-6200 • FAX: 858-622-6222  
E-Mail: [RECIP@Sandicor.com](mailto:RECIP@Sandicor.com)  
[www.sandicor.com](http://www.sandicor.com)

**RECIPROCAL OFFICE HOURS:  
MONDAY - FRIDAY 9:00 A.M. – 4:30 P.M.**

ALL reciprocal services; Keycard, Lockbox, listing inputs, searches and technical computer questions, are rendered only to reciprocal agents who have established an account with SANDICOR, Inc. Those who do not have an account established must allow up to 48 hours to process their application before any services can be provided.

*Please Fax or E-mail the following forms to us & be sure the following items accompany your completed application:*

- **The Reciprocal Application**
- **Reciprocal Fee Form: with the services you want checked**
- **A Letter of Good Standing from the MLS that you are a member of**
- **A copy of your DRE license or Appraiser Certification**
- **Each listing submitted requires a minimum of one exterior front photo of the subject property. Up to 25 photos may be included. Please email photo(s) in .jpg format to: [recip@sandicor.com](mailto:recip@sandicor.com).**

**APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR MISSING  
REQUIRED DOCUMENTATION CANNOT BE PROCESSED.**



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For SANDICOR, INC. Office Use only

Office ID Number \_\_\_\_\_ Agent ID Number \_\_\_\_\_

### RECIPROCAL MLS APPLICATION

**Please attach a Letter of Good Standing from your Association/MLS.**

Agent Name \_\_\_\_\_

Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Mailing Address: \_\_\_ Home \_\_\_ Office                      Billing Preference: \_\_\_ Mail \_\_\_ Email

Preferred Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Additional Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Web Page: \_\_\_\_\_

DRE License # /AP Cert # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Office Name \_\_\_\_\_

Office Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Office Fax (\_\_\_\_) \_\_\_\_\_

Designated Broker/Manager Name: \_\_\_\_\_

Broker signature certifies that the above agent is in good standing and authorized to participate with Sandicor Regional MLS in the Statewide Reciprocal Agreement. I understand that I am ultimately responsible for his/her actions.

\*\*Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am aware of the rules contained within the California Master Reciprocal MLS Agreement, and agree to abide by them.

\*\* Agent Signature \_\_\_\_\_ Date: \_\_\_\_\_



## **SANDICOR, Inc. MLS Rules Reminders**

### ◆ Accuracy of Information:

By submitting a form into the MLS Data base, the listing broker certifies all of the information on the form is accurate to the best of the listing broker's knowledge. The listing broker shall immediately upon receipt of the first print full listing verify the correctness and advise the MLS of any errors, omissions or corrections.

### ◆ Detail on Listing Filed with the Service:

Electronically input data or a property data form, when filed with the service by the listing broker, shall be complete in every detail as specified on the property data form including full gross listing price, listing expiration date, compensation offered to other broker participants and any other item required to be included as determined by the Board of Directors of SANDICOR, Inc.. Incomplete listing are ineligible for publication in the MLS and subject to immediate removal.

### ◆ Change of Listing Status:

Listing brokers shall submit any change in listed price or other change in the original listing agreement to the MLS within twenty-four (24) hours after the authorized change is received by the listing broker. By submitting such changes to the MLS, the listing broker represents that the listing contract has been modified in writing to reflect such change or that the listing broker has obtained other legally sufficient written authorization to make such change.

### ◆ Reporting of Sales:

The listing broker shall report sales within twenty-four (24) hours to the MLS.

**All Changes to a listing need to be in writing by fax or email. No changes can be done via Voice Mail left on the Reciprocal Staff's Voice Mail.**

**Fax # 858-622-6222**  
**Email: [recip@sandicor.com](mailto:recip@sandicor.com)**

\*\*The complete set of SANDICOR, Inc Rules are available at [www.sandicor.com](http://www.sandicor.com)

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