Listing Input Guide

NWMLS Listing Guidelines

- **A minimum turnaround time of one business day must be given for listing input. All fields marked with a bullet on the LIP are required for activation.**
- **Please review the incomplete listing and email us any corrections**
- **If you list your property in two areas or under two property types, a form 124 must be completed. The NWMLS fee to double list is $50.**
- **Any changes to an active listing that require a form 19 must be turned into the front desk.**
- **If you input your own listing, please be sure to turn in all documents within 24 hours of activation.**

All red boxes to the right correspond to information that must be sent to graphics@windermere.com

1 week prior to the listing being activated send your flyer request to Rene at graphics@windermere.com

Send Forms to receptionist@windermere.com

- Form 1 Listing Input
- Form 1A Listing Agreement
- Legal Description
- Form 17
- Additional Supplements

Send verbiage to graphics a minimum of 2 business days before going active

Send photos to graphics one business day before listing goes active

Check incomplete listing prior to activating