



Firm Exclusive Agreement

Updated: 09/24/2025

The Listing Brokerage's Member Participant must **register** this Firm Exclusive Agreement with Canopy MLS within two (2) business days from the "Effective Date" of the listing agreement. **In Matrix, under Resources, select Canopy MLS Forms, select Firm Exclusive Registration.**

Do not submit this form to Canopy MLS unless requested by staff.

For additional guidance contact : compliance@canopyrealtors.com or call 704-940-3159 option 4.

Canopy MLS requires brokers to input all "for sale or exchange" listings subject to an Exclusive Right to Sell or Exclusive Agency Listing Agreement into the MLS system.

Benefits of listing the property in the MLS:

- Authorizing the listing brokerage to submit your listing to Canopy MLS means it will be accessible to thousands of brokers in North and South Carolina who are able to assist in the sale of your property. Canopy MLS property exposure may help to sell your property at the best terms.
- At the direction of the seller, Canopy MLS can distribute listings to more than 1,000 public websites that potential buyers use to search for properties. However, sellers with privacy or security concerns can choose to have their listings in the MLS without distributing the listings to public websites. Also, Canopy MLS does not require brokers to place a lockbox on the property.
- Canopy MLS provides the optional benefit of scheduling showings through ShowingTime, which notifies sellers of showing requests and gathers showing feedback that can be shared with sellers when provided.

If the seller withholds permission for the listing brokerage to input the listing into the MLS for cooperation with other brokers, the listing brokerage is not prohibited from taking the listing and may take it as a "Firm Exclusive" listing and submit it as such to Canopy MLS.

This form must be initialed where required and signed by the listing agent(s), listing broker and seller(s) affirming that they do not want the listing to be disseminated by Canopy MLS.

If the seller later determines that public marketing is desired, the listing brokerage must amend the listing agreement to obtain marketing authorization from the seller prior to submitting the listing to Canopy MLS.

The undersigned, _____, of the property at:

Seller(s)

Address

City

State

Zip Code

has listed the above property for sale with

Name of Listing Brokerage

By agreeing to list the property as a "Firm Exclusive" the seller has decided to limit the exposure of the listing. The broker taking this listing will be limited in his or her ability to market the property.

Prohibited:

Under a Firm Exclusive Agreement, the listing brokerage, seller or any other entity cannot publicly market the listing, which includes but is not limited to: flyers, yard signs, digital marketing on public-facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

Seller(s) Initials

Seller(s) Initials

Permitted:

Under a Firm Exclusive Agreement, the listing brokerage can:

1. Share this listing with all agents/brokers in their firm.
2. Allow agents/brokers in the listing brokerage's firm to share the listing directly with their clients and customers through one-to-one relationship communications.
3. Engage in one-to-one private communications with agents outside the listing brokerage; however, multi-brokerage communications about a listing will constitute public marketing.

Seller(s) Initials

Seller(s) Initials

Seller understands and acknowledges that Canopy MLS rules and regulations require the listing be submitted to the listing service and disseminated to its participants within one (1) business day if any public marketing of the property occurs.

Seller(s) Initials

Seller(s) Initials

Seller ☐ does ☐ does not ☐ authorize the listing brokerage to enter the listing into the MLS system as a comparable sale once the listing is closed.

Seller(s) Initials

Seller(s) Initials

I/we understand the benefits of listing the above-mentioned property in the MLS and hereby instruct the listing brokerage to withhold it from the Canopy MLS system under the terms and conditions described in this Firm Exclusive Agreement:

Signature of Seller

Date

Signature of Seller

Date

Listing Agent Name

Signature of Listing Agent

Date

Signature of Listing Brokerage's Member Participant

Date