

**Knoxville Area Association of Realtors®**  
**Office Exclusive Addendum**  
**To be used for Listings NOT to be entered in the MLS**

Office Exclusives are listings in which the Participant has been directed by the Seller not to cooperate with any other Participant through KAAR, herein referred to as "KAAR MLS" or to otherwise market the property to the public.\

THIS OFFICE EXCLUSIVE ADDENDUM is made on \_\_\_\_\_ 20\_\_ to the Listing Agreement dated \_\_\_\_\_, 20\_\_ (the "Listing Agreement"), by and between \_\_\_\_\_ ("Seller/Owner") and \_\_\_\_\_ ("Broker") for the exclusive right to sell certain real property located at \_\_\_\_\_, ("the Property") and shall be attached to and made a part of the Listing Agreement.

**OFFICE EXCLUSIVE LIMITATION:** Seller/Owner directs the Broker not to enter the Property listing in the Knoxville Area Association of Realtors® Multiple Listing Service ("MLS") and directs that their Property not be available for public viewing to clients/agents outside of the Brokers firm. Seller/Owner understands that during the Office Exclusive period, the Property listing information cannot be made available to other MLS Participants and their clients or publicly advertised in any manner.

**MLS POLICY:** If the seller refuses to permit the listing to be disseminated by the Multiple Listing Service, the Participant may then take an "Office Exclusive Listing" and the Office Exclusive Waiver shall be filed with the Multiple Listing Service but not disseminated to the Participants. An **Office Exclusive Waiver** must be signed by the seller that they do not desire the listing to be disseminated by the Multiple Listing Service and must accompany filing of the listing and submitted to the MLS office to hold on file. Office Exclusive listings **may not** be entered into the MLS after the listing has an accepted contract or has closed

**MLS RULE SECTION1.3:** Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (includingIDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

**OFFICE EXCLUSIVE INSTRUCTIONS:** Seller/Owner and Broker agree that the Property will not be advertised outside of the Listing Broker's Firm and will only be available to agents within the Listing Broker's Firm. Seller/Broker agree should the property be sold and closed, the sale of the property **will not be** recorded in the KAAR MLS.

**ADVERTISING:** Seller/Owner agrees that if the Property is advertised publicly by any individual or organization in any form, the listing will be entered into the KAAR MLS within 1 business day.

The party(ies) below have signed and acknowledge receipt of a copy:

_____ Seller/Owner (Signature)	_____ Seller/Owner (Print)	_____ Date
_____ Seller/Owner (Signature)	_____ Seller/Owner (Print)	_____ Date
_____ Licensee (Signature)	_____ FIRM	_____ Date
_____ Principal Broker (Signature)	_____ FIRM	_____ Date

Note: Although it not the intention of any party to this agreement to withhold Real Estate from any potential purchaser, public opinion may interpret exclusion from an MLS as an attempt to deny access to all potential purchasers. Know that Real Estate shall remain available to all prospective buyers regardless of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin, Creed, or Sexual Orientation and any potential purchaser's offer will be presented.

**This form must be emailed to [jared@kaarmls.com](mailto:jared@kaarmls.com) within 2 business days of signatures.**