

LISTING MAINTENANCE AGREEMENT



Listings are submitted to WVMLS for initial entry and maintenance (“Listing Maintenance”). However, a Designated Member may be permitted direct Database access for the purposes of Listing Maintenance, or may delegate Listing Maintenance access to an affiliated licensee or an employee (“Listing Maintenance Delegate”), provided the undersigned agrees and acknowledges ALL of the following:

- **Successfully completes a required training course offered by WVMLS.**
- **Designated Member shall be responsible for and assumes all liability for changes to the Database made directly or by the Listing Maintenance Delegate.**
- **Designated Member shall promptly inform WVMLS should a Listing Maintenance Delegate be removed or leaves the Designated Member's supervision.**
- **Listing Maintenance shall be performed in accordance with WVMLS Bylaws and Rules. Non-compliance may result in loss of privileges or other sanctions.**
- **Written authorization from Owner (Seller) or Authorized Signer and Principal Broker is required on all listing-related documents prior to making changes to the Database.**
- **Sharing of Database login credentials for any reason is strictly prohibited.**
- **WVMLS does not approve or disapprove the content of any listing information. However, WVMLS reserves the right to edit listings when appropriate to comply with WVMLS Rules or when, in the judgment of WVMLS, content may compromise the safety or liability of its members.**
- **The removal of listing detail/images that diminishes the content quality or accuracy of the listing is strictly prohibited.**
- **Listing Maintenance privileges may be suspended or revoked by WVMLS at any time.**

Office Name _____ Office Code _____

Designated Member Name (Print) _____ Listing Maintenance Delegate Name (if any) _____

Designated Member Signature _____ Date _____

Listing Maintenance Delegate Signature (if applicable) _____ Date _____

WVMLS USE ONLY	
WVMLS Signature	Training Completion Date
User Login	Password



Hello,

Please follow the steps below to gain access to enter and edit your own listings within WVMLS:

Step 1) Take the online course found [here](#).

Step 2) Submit the online test (which appears at the end of the course).

After you submit your test, you will be able to review the answers to see how you did. WVMLS Staff will email you once your Listing Maintenance Access has been updated.

Note: Members are always welcome to submit listings and changes to listings@wvmls.com for processing at no extra charge.

Please let me know if you have any questions!

WVMLS Staff