



Listing Broker Qualification Requirements

You must meet the minimum requirements below in addition to any client specific requirements to be considered for listing services:

- Maintain MLS Board(s) memberships to provide optimum exposure for assets
- Enter property listings into MLS within 24 hours from notification by company
- Provide property inspections, electronic photos and other information required for listing on BidSelect®
- Maintain equipment and technology to receive orders and provide information electronically using file transfer and e-mail
- Provide Broker Price Opinions (BPOs) as directed
- Meet MLS requirements for lockboxes if required
- Maintain open office hours Monday – Friday from 8am-5pm and Saturday 9am-1pm local time
- Maintain a toll-free telephone number for 24-hour access
- Complete “Critical Marketing Analyses” as required
- Utilize social media marketing and techniques to promote property sales
- Meet these insurance requirements:
 - General Liability of \$1 Million per Occurrence and \$2 Million Aggregate
 - Commercial Auto Liability of \$500,000, Combined Single Limit Coverage for Bodily Injury and Property Damage for Hired and Non-Owned Autos
 - Property Insurance to protect office contents with Business Interruption at a minimum of 6 months
 - Employers Liability of \$500,000 and Workers Compensation per state laws
 - Errors and Omissions and/or Personal Liability Insurance of \$1 million
 - All insurance carriers to be rated “A VII” or better