



INSTRUCTIONS FOR FILLING OUT QUICKMLS LISTING PACKAGE

OBTAINING SERVICE

To start your MLS listing service, we must receive four documents:

1. The Brokerage Disclosure
2. The Listing Agreement
3. The Listing Information Form
4. The Seller's Real Property Disclosure Statement

You may fill obtain these forms in three ways:

1. From our website at www.QuickMLS.com, click on "Forms" on the left-hand menu
2. From our Automated Fax System, call 877-761-4636 and enter the extension you want, then press "6" and follow the instructions to get a fax sent to you automatically.:
 - a. **Full Documentation Package – North Carolina– 21 pages** – Extension 196
(Listing Agreement, Listing Information Form, Brokerage Relationship Disclosure, Seller's Real Property Disclosure Form, Lead Based Paint Disclosure)
 - b. **Full Documentation Package – South Carolina – 21 Pages** - Extension 197
(Listing Agreement, Listing Information Form, Brokerage Relationship Disclosure, Seller's Real Property Disclosure Form, Lead Based Paint Disclosure)
 - c. **Full Documentation Package – Florida – 18 Pages** – Extension 198
(Limited Service Listing Agreement, Listing Information Form, Brokerage Relationship Disclosure, Seller's Real Property Disclosure Form, Lead Based Paint Disclosure)
3. If you are in the Carolinas, you may visit our office. You may set and appointment to come in to our office to fill out all documentation and bring a payment.

2025 Ebenezer Rd Ste K-4
Rock Hill, SC 29732

PAYING FOR THE SERVICE

You may pay for the service online via PayPal or check, or send a payment to us via mail by check or money order. Orders placed through PayPal will be listed immediately. Payments via Money Order will be listed immediately; payments via check (personal or company) will require a 10-day waiting period until the checks clear.