MLSSAZ requires a Lead Based Paint Disclosure document to be added to listings that were built before 1978. A listing with a year built of before 1978 will remain in the Unapproved status until a Lead Based Paint Disclosure document is added. When a listing is Unapproved, it will not be searchable by other MLS Subscribers and will not be available to consumers to search via the various online portals.

To access your Unapproved listing, select **Change Listing** from the **Menu**. Select your listing from the list of available listings or enter the MLS Number of your listing and click **Next**.

flexmls	Q Enter an Address, City, ZIP, MLS #, or Contact	Guided Help		Change Listing				
🗙 Menu	Office/Member Quick Search Fields - Main Listings	Related Scroll User Permissions	Template mgmt Ch	Find By MLS Number 21020151 NEXT				
QI				My Listings				
				MLS # ^	Address	List Price	Begin	Expiration
Dashboard	5	Search		20715730	6258 S Wheaton Drive	\$1,025		^
MLS Home	Add Listing	🔶 Quick Search Full Search		20717343	2310 N Tucson Boulevard	\$475		
Tracking	Listings in Moderation	Map Search		20718387	352 N Joesler Court	\$1,500		
Market Stats	My incomplete	CMA		20718409	8601 E Calle Bogota	\$925		

All Unapproved listings will display a notice indicating that the listing is Unapproved and will instruct you to upload a Lead Based Paint document.

Change Resident	on the MLS, you must upload a		
FULL LISTING REPORT PHOTO TOUR	Lead Based Paint Disclosure document to this listing.	STORY ACTIVITY MORE ~	

Media					
Photos (14)	>				
Documents (1)	>				
Videos (1)	>				

MLSSAZ

To upload a document, click on the **Documents** icon under the Media header of the change listing screen.

Click the **Add Document** button to start the process of adding a document to your listing.

Click Browse to locate the Lead Based Paint Add Document Other PDF New Document Document on your computer. When adding a Lead Based Paint Disclosure, you must select the Lead Based Paint Discl option from the Description Select the Lead Paint Discl from the Ŷ drop down box. Manually typing the Description will result in your listing remaining in the Unapproved status. Name To Reorder Description Drop Down List. You must use the Drop Down List or your Browse ... Document File listing will not be approved. Drag I Description: Documents Document Is: Click Add to upload your document. ÷ Lead Paint Discl Othe