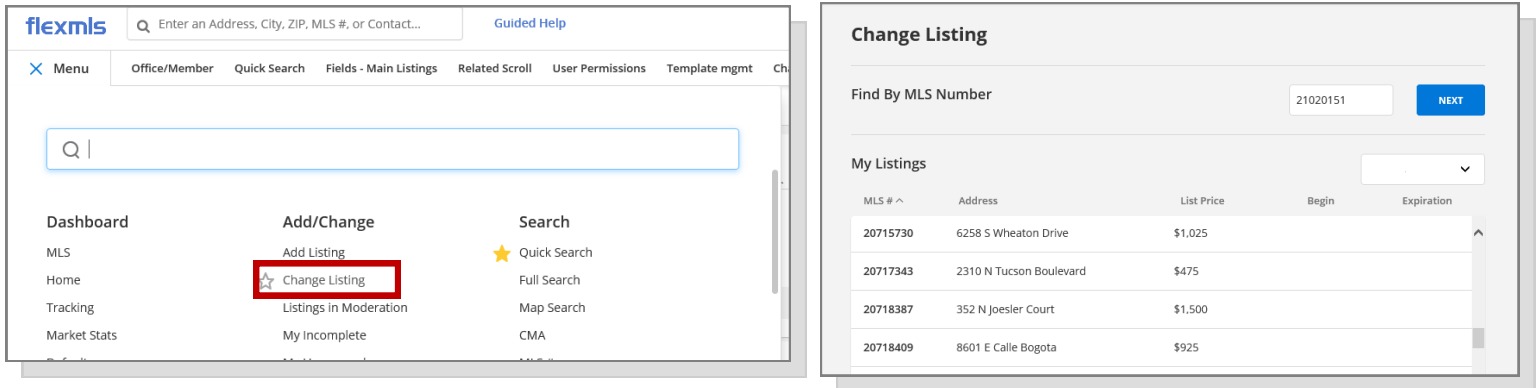




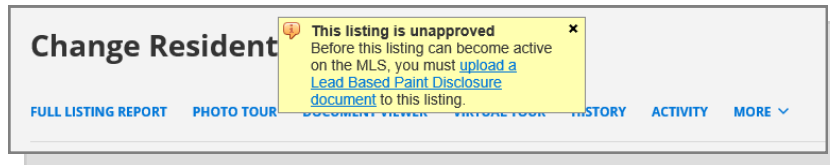
Uploading Lead Based Paint Disclosure

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**.



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



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 Document on your computer.

Select the **Lead Paint Discl** from the **Description** Drop Down List.

You must use the Drop Down List or your listing will not be approved.

Click **Add** to upload your document.

