

In order to reciprocate a listing with the **East Bay Regional Data system**:

- 1) Obtain a Letter of Good standing from your current Association of Realtors here in San Diego.
  - **East San Diego County Association of Realtors: 619-579-0333**
  - **North San Diego County Association of Realtors: 760-734-3971**
  - **Pacific South West Association of Realtors: 619-421-7811**
  - **San Diego Association of Realtors: 858-715-8040**
  
- 2) Input the listing into the Sandicor MLS. Some fields will need to be marked "out of area." Print out an agent full report once the listing is complete to include with your submission.
  
- 3) Print and complete the appropriate listing inputs forms from EBRD Forms (about halfway down page). <http://ebrdi.com/welcome/forms>

All fields marked with a black diamond are required.

For future use here is the EBRDI Change Form:

[http://ebrdi.com/documents/site/Recip\\_Chg\\_Form\\_091511.pdf](http://ebrdi.com/documents/site/Recip_Chg_Form_091511.pdf).

- 4) Print and complete the Credit Card Authorization form.  
<http://ebrdi.com/documents/site/Credit Card Auth Form 2011 - General Use.pdf>  
The Listing input fee is \$25. This fee includes one photo.

Fax the completed forms using the Reciprocal Transmittal Letter  
[http://www.sandicor.com/member-forms/EBRD\\_Transmittal\\_Letter.pdf](http://www.sandicor.com/member-forms/EBRD_Transmittal_Letter.pdf) to:

**East Bay Regional Data**  
1000 Burnett Ave. Suite 250  
Concord, CA 94520  
925-363-2353  
925-687-7099 (fax)

If you have any further questions, please contact the East Bay Regional Data directly