

# WHAT DO YOU NEED AS PROOF?

## MLS

### SALES

Buyer's Agent: Full MLS Printout  
Seller's Agent: Full MLS Printout  
Dual Agent: Full MLS Printout  
*(must show listing and selling side)*

### RENTALS\*

Tenant's Agent: Full MLS Printout  
Landlord's Agent: Full MLS Printout  
Dual Agent: Full MLS Printout  
*(must show listing and selling side)*

## NOT IN MLS

### SALES

Buyer's Agent: Proof of Compensation  
Seller's Agent: Listing Agreement & Proof of Compensation  
Dual Agent: Listing Agreement & Proof of Compensation  
*(must show listing and selling side)*

### RENTALS\*

Tenant's Agent: Proof of Compensation  
Landlord's Agent: Listing Agreement & Proof of Compensation  
Dual Agent: Listing Agreement & Proof of Compensation  
*(must show listing and selling side)*

\*Leases should not be included as they contain confidential information.

**Proof of Compensation:** Check, stub, or company transaction report. Must have name of agent and property address included.

**Full MLS printout:** The full transaction report. Summary sheets are not acceptable.

Show letters are not listing agreements unless they comply with the New Jersey Real Estate Commission's regulations and respective MLS Rules for listing agreements.

### VERIFICATION REQUIREMENTS

- All transactions and industry units claimed require proof materials to be uploaded to the application, unless the unit is marked as verified.

Apply online at [coe.njrealtor.com](http://coe.njrealtor.com)

Applications, including uploaded verification materials, must be submitted online **and** approved by your broker/office manager prior to **January 9, 2023 at 5:00pm EST.**