



# Variance Request

### Member Services

4845 Ronson Court, San Diego, CA 92111  
Phone: (858) 715-8040 ▪ (800) 525-2102  
Fax: (858) 715-8090 ▪ www.sdar.com

### Office Use

Approved  Denied  VAP Policy Date \_\_\_\_\_  
Variance Code entered  Yes  No Staff \_\_\_\_\_

### PLEASE RETURN TO MEMBER SERVICES BY MAIL OR FAX

Date \_\_\_\_\_

Agent \_\_\_\_\_ Agent Phone \_\_\_\_\_

Office \_\_\_\_\_ Agent Fax \_\_\_\_\_

Listing # \_\_\_\_\_ Address \_\_\_\_\_

### Please indicate type of variance and describe reason for request:

Property Type \_\_\_\_\_

Mandatory Photo \_\_\_\_\_

Room Sizes \_\_\_\_\_

Other \_\_\_\_\_

### Procedures:

1. When an additional property type variance request is approved by SDAR, an agent would add an additional listing after approval. Line 1 of the remarks shall include the following statement: "Variance granted for (name of additional property type.)"
2. Upon approval for an additional property type, this form will be sent to you with staff's initials. You must notify staff of additional listing number by faxing this form back with the new listing number.
3. SDAR Member Services will then be able to enter the hidden "variance code" on the appropriate listing. **WITHOUT THIS LAST STEP, YOU WILL NOT HAVE AN AUTHORIZED VARIANCE AND MAY BE SUBJECT TO A \$250 FINE PER MLS RULE 7.2.1, MULTIPLE PROPERTY ENTRIES.**

DUPLICATE LISTING NUMBER FOR PROPERTY TYPE VARIANCE ONLY: (ENTER ONLY AFTER APPROVAL): \_\_\_\_\_  
(Fax to SDAR Member Services after entering listing)

Completion Instructions: Any and all changes shall be made to the accurate listing AND the duplicate listing with the variance. When the property sells, you will mark the accurate listing "SOLD" and the duplicate listing with the variance "CANCELLED."

Agent Signature \_\_\_\_\_ Broker Signature \_\_\_\_\_