

Violation List and Fee Schedule

Late Listing Paperwork Submission (New Listing Docs):

(Rules and Regulations 12.1.c & 12.1.e)

Description: Within 3 business days of listing submission in MLS the New Listing Validation form should be sent to MLSDocs@CincyMLS.com. If the listing is submitted as Coming Soon submit the Coming Soon Seller Authorization form as well.

Associated notices and fines:

- Two automated Courtesy Notices are sent as a reminder that documentation needs to be submitted.
- If documentation is not received within 3 business days of listing submission a \$100 fine will automatically be issued.
- If documentation has not been received within 2 business days of the fine being issued MLS Staff will email the listing agent and listing office directly requesting the documentation be sent to avoid listing deletion.
- If documentation is not received within 1 business day of notification from MLS Staff the listing will be deleted from the system.

Late Listing Paperwork Submission (Price Change/Expiration Date Change/Cancellation):

(Rules and Regulations 16.1.a, 16.1.d, 33.1)

Description: Within 3 business days of a price change, expiration date or status change to "Cancel" in MLS the required documentation should be sent to MLSDocs@CincyMLS.com. For price and expiration date changes the Amendment to the Listing Agreement form is required. For status changes to "Cancel" the Cancellation form is required.

Associated notices and fines:

- Two automated Courtesy Notices are sent as a reminder that documentation needs to be submitted.
- If documentation is not received within 3 business days of change to the listing a \$100 fine will automatically be issued.
- If documentation is not received within 2 business days of the fine being issued MLS Staff will email the listing agent and listing office directly requesting the documentation be sent to avoid a second \$100.
- If documentation is not received within 1 business day of notification from MLS Staff a second \$100 fine will be issued.
- An additional \$100 fine may be issued every 3 business days until the required documentation is received.

Late Paperwork Corrections:

(Rules and Regulations 15.2.b, 33.1)

Description: Documentation submitted to MLS should be complete and true in every detail. The listing office will be notified if documentation received is incomplete or inaccurate. Corrected documentation must be sent to MLSDocs@CincyMLS.com within 3 business days of the request for correction.

Associated notices and fines:

- MLS Staff will send a notice via LDC containing the corrections need.
- If corrected documentation is not received within 3 business days a \$100 fine will be issued.
- If corrected documentation is not received within 3 business days of the fine being issued MLS Staff will email the listing agent and listing office directly requesting the corrected documentation be sent to avoid a second \$100 fine.
- Fines may continue to accumulate every 3 business days until the corrected documentation is received.
 - New Listings may be marked as “Unapproved” until the corrected new listing documentation is received.
 - Unapproved listings are only visible to MLS Staff and certain members of the listing office.

Late Status Change to Pending:

(Rules and Regulations 16.1.e, 16.1.f, 16.1.h, 16.1.k)

Description: Listings must be marked Pending within 3 business days of offer acceptance. No documentation is required to be sent to MLS.

Associated notices and fines:

- 1st offense: Warning notice – no fine will be issued.
- Any future offense: \$50 fine per occurrence.

Late Status Change to Sold:

Description: Listings must be marked Sold within 7 business days of the Closing/Settlement Date. No documentation is required to be sent to MLS.

Associated notices and fines:

- 1st offense: Warning notice – no fine will be issued.
- Any future offense: \$50 fine per occurrence.

Late Status Change to Leased:

(Rules and Regulations 16.1.e)

Description: Listing must be marked Leased within 7 business days of the date that the lessor and lessee complete the Lease Agreement.

Associated notices and fines:

- 1st offense: Warning notice – no fine will be issued.
- Any future offense: \$50 fine per occurrence.

Estimated Selling Date/Delinquent Pending:

Description: Listings cannot have an Estimated Selling Date that is more than 30 days past due. The listing information must be updated before that 30 days past due mark.

Associated notices and fines:

- At 20 days past the posted Estimated Selling Date a Courtesy Notice will be sent as a reminder that a listing update is needed.
- At 25 days past the posted Estimated Selling Date a second Courtesy Notice will be sent as a reminder that a listing update is needed.
- At 31 days past the posted Estimated Selling Date a \$50 fine will be issued.
- An additional \$50 fine may be issued every 3 business days until the listing information is brought into compliance.

Self-Promotion/Phone Numbers/Web Addresses/Email Addresses in Public Fields:

(Rules and Regulations 13.12, 13.13, 13.17.e, 15.2.d)

Description: No email addresses, phone number, web address, or any form of agent, broker or seller promotion is permitted in any public fields (e.g., Directions, Marketing Remarks, Special Financing, etc.).

Associated notices and fines:

- Any verbiage in violation of these rules will be removed from the listing by MLS Staff and a LDC notice sent to the agent/office letting them know it was removed and why.
- No fines will be issued unless the rule is repeated violated or the listing agent/office adds the removed verbiage back into the listing in a public field.
 - Repeated violations may result in a \$100 fine per occurrence.
 - If information removed by MLS Staff is added back to the listing in a public field a \$100 fine may be issued.

Listing Expiring Soon:

Description: As a courtesy LDC will send out automated reminder notices when a listing is nearing the expiration date. This is so the members can decide whether to extend the contract expiration date or allow the listing to expire out.

Note: If the listing office and seller do not wish to extend the listing contract then these notifications can be ignored, and the listing will automatically move to the “Expired” status on the expiration date.

Associated notices and fines:

- No fines are associated with this.
- 1st Courtesy Notice sent 7 days before expiration date.
- 2nd Courtesy Notice sent 3 days before expiration date.

Late Image Entry:

(Rules and Regulations 14.1.a)

Description: An image must be uploaded into the MLS within 5 business days of the listing entry date. As a courtesy LDC will send out automated notices when a listing is missing the primary front exterior photo.

Associated notices and fines:

- 1st offense: Warning notice – no fine will be issued.
- If not uploaded within 7 days a \$100 fine will be issued.

Entry of Photos Containing Signage:

(Rules and Regulations 14.1.b, 14.2.b)

Description: Images may not contain any form of self-promotion. No email addresses, phone numbers, agent branding and agent/broker signs.

Associated notices and fines:

- 1st photo notice is a request for removal within 7 days of notification.
- 2nd photo notice isn't an immediate fine but will result in a \$100 fine if not corrected the same day.

Image Copyright Violation:

(Rules and Regulations 14.5)

Description: When submitting images into the MLS, you are representing that you, and/or the licensees are the owner of the images. Images supplied by a 3rd party may be owned by the 3rd party and requires approval from that 3rd party.

Images submitted to the MLS that are not owned by the MLS participant or its licensees, are required to have written consent for their use.

Associated notices and fines:

- If the copyright image(s) has been taken from a third-party website, a courtesy LDC notification will be sent stating the image has been removed.
- If the copyright image(s) has been taken from a previous listing, that isn't of the same agent or broker, a 1st photo notice will be a request of removal.
- 2nd photo notice isn't an immediate fine but will result in a \$100 fine if not corrected the same day.

Virtual Staging:

(Rules and Regulations 14.2.e)

Description: Virtual Staging may be used for the interior of the structure ONLY

- Must state the phrase "VIRTUALLY STAGED"
- Virtual staging may not alter the real or surrounding property
- May not be used to hide physical defects or negative visual elements
- Virtual staging can include personal property items not conveyed with the real property

Associated notices and fines:

- 1st photo notice is a request for correction
- 2nd photo notice isn't an immediate fine but will result in a \$100 fine if not corrected the same day.

Virtual Tour Content:

(Rules and Regulations 13.11)

Description: No company emblem, logo, or company/agent/seller self-promotion (which includes “For Sale/Lease/etc.” or Company/Agent/Seller signage) may be shown on any virtual tours or videos.

Associated notice and fines:

- 1st photo notice is a request for removal of virtual tour or correction.
- 2nd photo notice isn’t an immediate fine but will result in a \$100 fine if not corrected or removed the same day.