

Violation List and Fee Schedule

Late Listing Paperwork Submission (New Listing Docs):

(Rules and Regulations Article 9)

Description: Within **two (2) business days** of listing submission in MLS the Listing Agreement or the New Listing Validation form should be uploaded into the listing. If the listing is submitted as Coming Soon submit the Coming Soon Seller Authorization form as well.

Associated notices and fines:

- An automated notice is sent as a reminder that documentation needs to be submitted.
- If documentation is not received within one (1) business day a \$100 fine will automatically be issued. As well as a request for the listing agent to submit the documentation to avoid further penalties, including listing deletion.
- If documentation is still not uploaded within the given timeframe of the notification, a \$200 fine will be assessed, and the listing will be removed from the system.
- Once deleted, a final notice will be sent informing the listing agent of the listing deletion.

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

(Rules and Regulations Article 13)

Description: Within **two (2) business days** of a price change, expiration date or status change to "Cancel" in MLS the required documentation should be uploaded into the listing. 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:

- An automated notice is sent as a reminder that documentation needs to be submitted.
- If documentation is not received within two (2) business days of change to the listing a \$100 fine will automatically be issued.
- If documentation is not received within one (1) business day of the fine being issued an additional notification will be sent to the listing agent requesting the documentation be uploaded to avoid a \$200 fine.

Late Paperwork Corrections:

(Rules and Regulations Article 12)

Description: Documentation submitted to MLS should be complete and true in every detail. The listing agent will be notified if documentation received is incomplete or inaccurate. Corrected documentation must be uploaded to the listing within **one (1) business day** of the request for correction.

Associated notices and fines:

- MLS Staff will send a notice containing the corrections needed.
- If corrected documentation is not received within one (1) business day a \$100 fine will be issued.
- If corrected documentation is not received within the given timeframe of the fine being issued and additional notification will be sent to the listing agent and listing office requesting the corrected documentation be sent to avoid additional fines and listing deletion.
- Fines may continue to accumulate 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 Article 13)

Description: Listings must be marked Pending within **two (2) 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: \$100 fine per occurrence.

Late Status Change to Sold:

(Rules and Regulations Article 13)

Description: Listings must be marked Sold within **seven (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:

Description: Listing must be marked Leased within **seven (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 Article 10)

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 notification will be sent to the agent/office letting them know it was removed and why.
- No fines will be issued unless the rule violated is repeated 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.

Late Image Entry:

(Rules and Regulations Article 11)

Description: An image must be uploaded into the MLS within **five (5) business days** of the listing entry date.

Associated notices and fines:

- 1st offense: Warning notice – no fine will be issued.
- If not uploaded within seven (7) days from the entry date or warning date a \$100 fine will be issued.

Entry of Photos Containing Signage:

(Rules and Regulations Article 11)

Description: Images may not contain any form of self-promotion. No email addresses, phone numbers, agent/broker branding, builder branding, and agent/broker/builder 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 Article 11)

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 require written 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 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 Article 11)

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

- Must state the phrase "VIRTUALLY STAGED" in a clear and reasonably sized font on the image
- 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 Article 11)

Description: No company emblem, logo, or company/agent/seller self-promotion (which includes "For Sale/Lease/etc." or Company/Agent/Seller signage) or contact information 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.

