

## Violation List and Fee Schedule

### Late Listing Paperwork Submission (New Listing Docs):

(Rules and Regulations Article 9)

**Description:** Within 2 business days of listing submission in MLS the Listing Agreement or completed New Listing Validation form should be uploaded to the listing in MLS. If the listing is submitted as Coming Soon upload the Coming Soon Seller Authorization form as well. NOTE: The listing will be flagged as UNAPPROVED and not visible to other members until the required documentation has been uploaded.

#### Associated notices and fines:

- Two Courtesy Notices are sent as a reminder that documentation needs to be uploaded.
- If documentation is not uploaded to the listing within 2 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 send a final notice to the listing agent and listing office requesting the documentation be sent to avoid listing deletion.
- If documentation is not uploaded within 1 business day of final 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 13.1, 13.1.a-d, 13.1.c, 20.13)

**Description:** Within 2 business days of a price change, expiration date or status change to “Cancel” in MLS the required documentation should be uploaded to the listing in MLS. 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 Courtesy Notices are sent as a reminder that documentation needs to be uploaded.
- If documentation is not received within 2 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 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.



## **Late Paperwork Corrections:**

(Rules and Regulations 12.2.a)

**Description:** Documentation uploaded 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 uploaded to the listing in MLS within 1 business day of the request for correction.

### **Associated notices and fines:**

- MLS Staff will send a notice via email containing the corrections needed.
- If the corrected documentation is not uploaded to the listing in MLS within 1 business day of the request for correction a \$100 fine will be issued.
- If corrected documentation is not received within 2 business days of the fine being issued MLS Staff will email the listing agent and listing office requesting the corrected documentation be uploaded 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 13.1.j)

**Description:** Listings must be marked Pending within 2 business days of offer acceptance. No documentation is required to be uploaded to MLS.

### **Associated notices and fines:**

- \$50 fine per occurrence.



## **Late Status Change to Sold:**

(Rules and Regulations 13.2)

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

### **Associated notices and fines:**

- \$50 fine per occurrence.

## **Late Status Change to Sold:**

(Rules and Regulations 13.2)

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

### **Associated notices and fines:**

- \$50 fine per occurrence.

## **Late Status Change to Leased:**

(Rules and Regulations 20.11)

**Description:** Listing must be marked Leased within 7 business days of the date that the lessor and lessee complete the Lease Agreement. NOTE: Lease listing must first be marked Pending before the Leased status options will be visible.

### **Associated notices and fines:**

- \$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:**

- A courtesy notice will be sent via email as a reminder to update your listing.
- 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 10.13, 10.14, 10.15)

**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 notice sent to the agent/office letting them know it was removed and why.
- No fines will be issued unless the rule is repeatedly violated, or the listing agent/office adds the removed verbiage back into the listing in a public field.
  - o Repeated violations may result in a \$100 fine per occurrence.
  - o 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 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:

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

## 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 images(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 1<sup>st</sup> photo notice will be a request of removal.
- 2<sup>nd</sup> photo notice isn't an immediate fine but will result in a \$100 fine if not corrected the same day.



## 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.

## 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:

- 1<sup>st</sup> photo notice is a request for correction
- 2<sup>nd</sup> 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:

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

## Agent/Appraiser Images:

(Rules and Regulations 11.4)

**Description:** One (1) image of an agent or appraiser may be submitted to MLS or uploaded into the MLS by the Participant. The image shall be of the identified agent only and shall not include any other background media, publicity, persons, or things. Any reference to teams or resume items may be mentioned in the photo description of the agent or appraiser. The photo description area shall contain text content only and shall not display any form of special programming (E.g. HTML special effects).

### Associated notice and fines:

- 1<sup>st</sup> photo notice is a request for removal of the image or correction.
- 2<sup>nd</sup> photo notice isn’t an immediate fine but may result in a fine if not corrected or removed the same day. *(The fine and amount is currently under consideration)*

***\*\*These fines reflect common issues regarding image and content standards, helping ensure clarity and professionalism in listings. Always refer to the [CincyMLS Rules and Regulations](#) for additional up-to-date and detailed information on compliance.\*\****

