

Cincinnati MLS of Choice Processes and Procedures

Procedures

1. Waivers will be valid through the end of a dues period (through June 30). New Waiver Application must be updated and received annually.
 - a. Thirty days before invoicing, notifications will be sent to managing broker/appraiser of record requesting a new Waiver Application
 - b. One week before billing, verify Waiver Applicants with their stated MLS of Choice.
 - c. Any non-renewal will be billed dues, but not have access until the dues are paid.
 - d. Since the Waiver is valid through the end of the dues period, waivers will be accepted without penalty through June 30.

Waiver Eligibility Requirements

1. The Waiver Applicant must be a dues paying member of an MLS of which their managing broker/appraiser of record AND firm is a member.
 - a. Note: A licensee can only qualify for a waiver of CincyMLS subscription dues if he/she already subscribes to a different MLS under the same broker and firm. Licensees affiliated with multiple companies could be required to subscribe to an MLS for each company.
2. The Waiver Applicant and Broker must attend a webinar about MLS of Choice and CincyMLS Rules.

Waiver Form

1. A Single Waiver form for each office will be submitted to the MLS.
2. The office must update the Waiver Application for any new waiver applicants.

Rules

1. The Waiver Applicant must be a member of an MLS of which the managing broker/appraiser of record and office are a member.
2. The Waiver Applicant may not use or access CincyMLS data or CincyMLS services.
3. All listings of a Waiver Applicant within the MLS service area must be entered in the MLS under the broker's name. Listings in MLS under the broker's name may not be advertised under, or include in remarks, a different contact name in the MLS or using MLS distribution services.
4. Listings in the MLS at the time of a Waiver Application is approved:
 - a. Active, Pending, Withdrawn and Coming Soon listings already in MLS of a Waiver Applicant will be transferred to the broker's name. Listings in MLS under the broker's name may not be advertised under, or include in remarks, a different contact name in the MLS or using MLS distribution services.
5. Members of teams must be either all waived or all members.

Violations

1. Unauthorized use of CincyMLS, its data or its services.
2. Lapse in membership with alternate MLS of Choice.
3. Failure to notify the MLS of ineligibility of Waiver Applicant (lapse in membership with alternate MLS).
4. Sharing MLS credentials or data with a Waiver Applicant.
5. Violations will incur a \$500 fine plus MLS Dues for the current dues period.

Rule

- 7.3 Participants have the option of a no-cost waiver of MLS fees, dues and charges for any licensee or licensed or certified appraiser who can demonstrate subscription to a different MLS where the principal broker/office participates by submitting a Waiver Application for certification of nonuse of MLS services. The Waiver can include penalties and termination of the Waiver if violated.
- a. Waiver Applicant may not use MLS system or its data, including the co-listing of properties with CincyMLS subscribers.
 - b. If one member of a Team subscribes to MLS, then all Team members must subscribe.
 - c. Listings of Waiver Applicants in the MLS service area must be entered in the MLS under the broker's name.
 - d. Waivers must be renewed 45 days prior to the end of the dues period (May 16).
 - e. Principal broker must notify MLS within ten (10) calendar days of changes to the eligibility status of a Waiver Applicant.