

Realcomp II Ltd. Policy Handbook

Revised: April, 2017

**REALCOMP II LTD.
REGIONAL MULTIPLE LISTING SERVICES
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Realcomp II Ltd. is wholly owned by and serving the members of:

Dearborn Area Board of REALTORS®

Detroit Association of REALTORS®

Eastern Thumb Association of REALTORS®

Greater Metropolitan Association of REALTORS®

Grosse Pointe Board of REALTORS®

Lapeer and Upper Thumb Association of REALTORS®

Livingston County Association of REALTORS®

North Oakland County Board of REALTORS®

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1. Policies and Procedures

Policies and procedures described herein shall apply to all corporations, business associations and REALTORS® participating in the MLS, including their sales and salaried staff.

2. Duty to Know Rules

A. It is the duty and responsibility of the Broker management to thoroughly familiarize their entire organization with these rules, policies and procedures. It is the duty and responsibility of all Participants and licensees to report any and all suspected violations of these rules, policies and/or procedures. Licensees shall report to their Participant who in turn shall report such suspected violations to the Services.

B. Any violation of these rules, policies and procedures experienced by or known to the Realcomp II Ltd. Staff shall be reported to the Board of Governors of Realcomp II Ltd. or a committee empowered by the Board and may result in sanctions as determined by said Board or committee.

3. Definition of "Exclusive Lister"

A. Only a Broker in Realcomp II Ltd. or a licensee affiliated with that Broker, who is in possession of an un-expired, fully executed listing contract or similar listing co-listed with another Participant of the type described in Section 1.0 of the Realcomp II Ltd. MLS Rules and Regulations as acceptable for submission and publication by the Service (hereinafter referred to as "Listing Agreement"), shall represent himself as the Exclusive Lister (or Co-Lister in the circumstances of a co-listing).

B. A change in corporate or company structure so as to necessitate a new Broker's license and license number shall constitute a change in business entity, requiring the submission to the Service of profile forms (fully executed with each naming the new firm or Broker as Agent).

4. Participation/Billing

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|---|---|
| Usage Fees | A. Usage fees will be billed quarterly in advance to all licensees (all licenses assigned through the Michigan Department of Consumer & Industry Services) within the MLS participating office. Invoices for all fees and charges will be sent to all Subscribers "agents" and to all Individual Participants "Designated REALTOR®" or "DR". Usage fees including fines are assessed to each Agent. Designated REALTOR®s are assessed for the office fee, their user fee, their fines, IDX, and anything other than each agent's user fee and fines. New or transferring agents will be assessed a usage fee beginning the date that individual's license was issued to the MLS participating office. All agents licensed to an MLS participating office as of the first day of the month prior to the current billing quarter will be assessed user fees. |
| Payment from Agents and Designated REALTOR®s (DR) | B. Payment in full is due within thirty (30) days from the date of the invoice. Agents and DRs will be given a ten (10) day grace period before services will be suspended for unpaid fees. Immediately following the suspension, the DR will be notified of the agents that have not paid the usage fees letting them know that they have until the twenty-fifth (25 th) day of the first month of the current billing cycle to send the agents' licenses back to the state or to a holding company. Although an agent has the responsibility for payment of all applicable fees and charges invoiced, the DR with which an agent is affiliated has the ultimate liability and responsibility for timely payment of all fees and charges of each of the agents licensed to them. Therefore, if payment is not made by or on behalf of any one or more agents affiliated with a DR by the last day of the first month of the current billing cycle services may be suspended to the DR and all of the agents licensed to the DR. If Subscriber or Participant choose to terminate Multiple Listing Services after they have paid their fees no refunds will be given. |
| Participation | C. Each new office requesting MLS participation in Realcomp II Ltd. will be given a Realcomp Application for Participation from the Board/Association. Once the new office has been approved by the Shareholder Board/Association the Board/Association will submit the application to Realcomp and services will begin within twenty-four (24) hours. |
| Failure to Pay | D. For failure by Agent to pay any service charge or fee within one (1) month of the statement date, |

all multi list services shall be suspended until said fees or charges are paid in full in accordance with the MLS Rules & Regulations, Section 7.0. This may include the removal of all active listings from the computer system. (Revised 2014)

Designated REALTOR® has until the 25th day of the first month of the current billing cycle to terminate (send agent license to a holding company or back to the state) any agents that had not paid their MLS fees. If an agent is terminated by that date, the Participant (DR) is not responsible for the fees assessed to that agent for the current billing cycle.

In order to reactivate services following a suspension, a suspended Participant must pay all outstanding fees, including any late fees and reinstatement fees, prior to reactivation. (Revised 2015)

Realcomp will apply a fee of \$25 plus ½ % in interest per month, to any subscriber that fails to pay their MLS invoice within the 10-day grace period that is allowed. Payment of any late fees is required along with the invoice amount before the account can be activated. Additionally, a reinstatement fee of \$50 will be applied to any subscriber that is inactivated and then reactivated at the same office within 60 days. (Added 2015)

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| Services
Suspended
By Shareholder
Board/Association | E. | Agents or Designated REALTOR®s suspended by their Board/Association will be suspended by Realcomp upon notice from the Board/Association and will continue to be invoiced for services by Realcomp until such matters have been cleared up with the Board/Association. During this time of suspension, no access to the MLS system will be provided. |
| Returned
Checks | F. | There is a charge for any check for payment of Realcomp II Ltd. MLS fees, that is returned for non-sufficient funds (NSF). A NSF check renders the intended account unpaid. Also, if Realcomp II Ltd. is in receipt of 2 or more checks from the same agent or office that are returned for non-sufficient funds, that agent or office will be required to pay all current and future invoices by cash, money order, or certified check. |
| Errors in
Billing | G. | Any errors in MLS billing will be credited for the following billing period. However, Realcomp II Ltd. will not credit any account for a discrepancy that occurred more than 90 days prior to the current date. |
| Assistant Logins | H. | Realcomp II Ltd. will allow unlicensed personal assistants free training on MLS products. All unlicensed personal assistants are required to have their own login credentials for the MLS system for the overall purposes of upholding system security at an additional fee of \$10 per month billed quarterly to the subscriber requesting this access. Additionally, Realcomp will require a copy of the assistant's valid driver's license or state ID for the purposes of accurately verifying their identity. An unlicensed personal assistant may log in as the agent they assist, however, they must be registered with Realcomp in order to do so. |

Office Assistants can also be assigned their own login name and password.

- Offices with 1-9 subscribers may have 1 free office assistant account;
- Offices with 10-49 subscribers may have up to 2 free office assistant accounts;
- Offices with 50-99 subscribers may have up to 3 free office assistant accounts;
- Offices with 100+ subscribers may have up to 4 free office assistant accounts.

Additional office assistant logins can be purchased for \$45 per month billed quarterly. (Revised 2016)

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|-----------|----|--|
| Passwords | I. | Passwords are valuable and are to be kept private. Sharing your password/account is a violation of Realcomp policy and subject to a fine of \$5,000 for the first occurrence and \$10,000 for the second occurrence. Subsequent occurrences will be fined and reviewed by the Realcomp Rules & Policy Committee and may result in additional sanctions, up to and including removal from the MLS. (Added 2013) |
|-----------|----|--|

5. Listing Policies & Procedures

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|----|---|
| A. | Realcomp II Ltd. will publish only one Active or Pending listing per property at one time. (See |
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"Replacement Listings" for additional information). Any listing submitted for publication must include real estate with the exception of a Business Opportunity. A property may be entered as both a residential and a multi-family listing if the property fits this profile. Also, a property may be entered as both a residential and a commercial listing if the property fits this profile and zoning. (Revised 2017).

If a property is listed for sale and for lease, and the lease listing includes the option to purchase, Realcomp II Ltd. will not publish a separate sale listing since it then becomes a duplicate.

An unconditionally withdrawn listing has been terminated and returned to the seller. A conditionally withdrawn listing is still under contract with specific conditions but not currently being marketed and will expire on the expiration date of the contract. (Revised 2015)

Sale of franchises may not be listed in the MLS. (Added 2010)

- | | |
|----------------------------|--|
| Listings | B. Signatures of all sellers or the indication of "Yes-Sellers Signatures on File" on the Profile Form are required in order to process a listing. Any document submitted to Realcomp II Ltd. having signatures on the improper form shall be returned to the listing office for re-submission with appropriate corrections. Realcomp II Ltd. will accept all listing information over the fax machine, email, US mail or hand-delivered. If the information is submitted via fax, a hard-copy follow-up is not required. Only the Profile Form needs to be submitted to the Service to process a listing. |
| Delay in Delivery | C. If the Profile Form is not delivered to the Service within the period described in Section 1.0 of the MLS Rules, the Participant shall accompany the listing form with a written explanation giving reason for the delay. The Board of Governors of Realcomp II Ltd. or a committee empowered by the Board shall determine if such reasons are acceptable. |
| Changes | D. Realcomp II Ltd. requires the signature of all sellers on any status change requests submitted to the MLS that would modify any of the following: PRICE, TERMS, EXPIRATION DATE, WITHDRAWN, or AGENCY RELATIONSHIPS. Realcomp also requires the signature of the broker for any listing withdrawal.

If Realcomp II Ltd. receives a complaint regarding submission of a listing change without an authorized signature, and it is determined that the change was submitted in conflict with the current MLS Rules and Regulations, a \$100 fine will be assessed. (See fine schedule) |
| Extensions | E. Signatures of all sellers are required in order to process an extension. An extension of a listing agreement must be received by the Service not less than two working days prior to the expiration date in order to maintain continuity in the computer system. If notice of renewal or extension is received after the listing has been removed from the compilation of current listings, a new or revised profile form is required and the extension or renewal will be published in the same manner as a new listing. |
| Replacement Listings | F. Realcomp II Ltd. requires the submission of a status change form authorizing the conditional or unconditional withdrawal of a listing, including the signatures of all sellers, the agent and the broker, prior to a "replacement listing" being processed. If the listing is being entered through Listing Load, then the prior listing must be withdrawn or must have already expired before the new listing can be entered. |
| Area Designation | G. All listings submitted to the MLS for publication, must be published in the area in which they are physically located. |
| Mobile/ Manufactured Homes | H. Only those listings for mobile and/or manufactured homes, that are conveyed by the transference of a deed will be published by the MLS. If a home is "manufactured" then this information must be disclosed on the listing by selecting the appropriate option in the Architecture field on the profile form. (Revised 2010) |
| Third-Party Buy-outs | H. When a listing is submitted to Realcomp II Ltd. for publication, wherein the Broker or one of the salespersons has signed as Agent for the Seller(s) (i.e. third-party buy-out companies), a copy of the agreement authorizing the representative must accompany the listing, or a letter |

- confirming the authorization, must be received by the MLS within 10 days of the date of submission.
- New or Revised Information I. A Participant inquiring about listed property, seeking an appointment or securing a key, shall be fully advised by the listing office of new or revised listing information, if such information has not yet been published by the MLS except if the change involves a contingency at which time Rules and Regulations 2.11 supersedes this rule (Revised 2010).
- If a listing is on the MLS and is also manually entered onto third party websites, the data on the third party websites must match that in the MLS. If the third party website has updates to the price, status or terms and that information is not updated in the MLS, the listing will be subject to fines. See fine schedule.(added 2013)
- Photos J. All listings, except vacant land, are required to include a photo. This includes those that go off-market while having no photo or those that have the photo removed after going off-market. The primary property photo displayed on the MLS must be an exterior elevation photo of the structure on the property to be listed. The primary (exterior) photo must be uploaded within 7 days of the listing's entry into the MLS. The Participant has the option of uploading up to 99 photos, sketches or electronic images into the MLS at no charge. (Revised 2014)
- Only the Realcomp watermark can appear on MLS exterior photos. No editing can be done to the photos such as adding words or phrases, frames, personal/company watermarks, other photos effects. (Added 2010)
- No photos, virtual tour or any electronic media may be reused from other agents' previous listings unless written permission has been granted from the prior listing agent. (Revised 2015)
- Effective immediately, drone photos are not permitted in Realcomp MLS unless the taker of the photos (be it the REALTOR, Seller, or a hired third party) has the FAA Section 333 Waiver holds a valid Remote Pilot in Command Certification and otherwise complies in full with all other provisions of 14 CFR 107 and such other state and local laws, rules and regulations as may be applicable. (Revised 2016)
- New construction listings may show a photo of a model or previous build as an example of what will be/could be built, but must indicate in the title of the photo that these are not actual photos of the current listing. (Added 2013)
- New Photo Requests K. If an office desires a "change of season" or new photo for a listing currently appearing on the MLS, the agent/office may upload a new photo, sketch or electronic image in place of a currently published photo at no charge.
- Do Not Show/Publish L. All listings in the MLS must be available to show. If a new listing has a delay in showings, then the listing is handled as a "Do Not Publish" listing. The profile form and the "Listing will not appear in the MLS" form from the seller stating when showings will begin must be submitted to the MLS.
- If showings are not allowed for a period of time during the period of the listing, then the listing must be conditionally withdrawn until showings begin again. A conditionally withdrawn listing is still under contract with specific conditions but not currently being marketed and will expire on the expiration date of the contract. (Revised 2015)
- Auction listings where the seller does not have access to the property and, therefore, does not allow access to the property, are exempt from the "no show policy". An affidavit or a copy of the listing agreement stating that the seller does not have access to the property, signed by the seller, must be submitted to the MLS at the time the property is entered. Both the agent and public remarks must state, "The seller does not have access to the property. The property is occupied and the occupants are not to be disturbed or contacted under any circumstances. Interior inspections are not available and property is being sold as is. Please do not trespass." (Added 2015)
- Publishing a M. In order to have a bonus published, it must be offered to the Selling Office or the Selling

Bonus	Broker. Also, it must specify whether the bonus will be paid for Accepted Price & Terms (AP&T) or Full Price & Terms (FP&T). Bonus information cannot state that it will be paid to the agent.
Buyer Fees	N. If a Listing Broker/Agent, seller or website is charging a mandatory fee to be imposed upon the purchaser of a property, notice of that mandatory fee must be included in the Public Remarks section of the listing. Any negotiable fees must be included as an addendum and uploaded as a document attachment on the listing in the MLS. Violation of the policy will subject the listing agent to a fine of \$500.00. (Revised 2013)
Errors in Information	O. All Users are requested to review their respective listings for erroneous transpositions at the earliest point practical to them, and report same to the MLS for correction.
Site condo/co-op	P. Any listing that is submitted to Realcomp II Ltd. for publication that is a site plan condo or co-op must be designated as such on the profile. (See fine schedule)
Vacant Land	Q. Any vacant land build jobs that are submitted to Realcomp II Ltd. for publication must be clearly identified as such on the profile. (See fine schedule)
Square Footage	R. All square footage below grade shall be listed in the Lower Level Finished Square Feet section of the profile form only, and not included in the approximate above grade square footage. (See fine schedule) Finished areas in lower levels of any house which are at least five feet above grade level on all exterior walls and are finished to the same quality level as all other areas of the house including heating, electrical and plumbing systems may be included in both the room count and approximate above grade square footage areas of the profile form. Bedrooms in the lower level may not be included in the Total Above-Grade Square Feet unless they meet the above requirement. Bedrooms in the lower level may not be included in the Total Bedrooms unless they meet the above criteria or meet the bedroom requirement set by the municipality within which the property is located. Baths and lavs located in the lower level may be included in the Baths and/or Lavs fields. The above grade square footage policy may include the additional living space in a room over the garage if it is attached to and accessible from the main dwelling. If it is detached and not accessible from the main dwelling, then it may not be included in the above grade square footage but can be noted in the Remarks sections of the listing. (Added 2010)
Publishing of Square Footage	S. All listings submitted to the MLS must include the square footage and the source for the purpose of publication. Listings without this data will be considered incomplete and will be treated as such.
Use of MLS Numbers	T. The MLS number assigned to listings processed through Realcomp II Ltd. may also be included in Broker advertising such as on the Internet, newspapers and homes magazines, etc.
Personal Info. on Listing	U. Personal information (phone/fax numbers, pager numbers, e-mail addresses, names, web urls, open house/model hours, etc.) is prohibited in the content of listings, photos or virtual tours published in the MLS with the exception of the Agent Remarks field. Links from any of the above to another Web page that includes personal information are also prohibited. Photos and virtual tours may show the brokerage sign in the yard, however, the sign cannot be the focus of the photo. See fine schedule. The builder name may be included in the Public Remarks field even if the builder is the listing office. (Revised 2013) No personal or company solicitations may be included in any field of a listing other than the Agent Remarks. If a lender/owner requires preapproval of a potential buyer, this information can be included in the Remarks fields of a listing, however, the company name cannot be included in the Public Remarks. A statement such as "Contact listing agent for required pre-qualification information" can be included in the Public Remarks and the Agent Remarks can give the details including company name and contact information. (Revised 2010)

- Listing Load Listings/Changes V. In the event that the Broker is making changes or posting a new listing or change via the Internet or Listing Load Program, the Broker shall accept full responsibility and a follow-up hard copy is not required.
- Auction Listings W. Auction listings must have a minimum acceptable list price and compensation offered clearly outlined in the first part of the remarks section of the listing in order to be accepted by the MLS and must be marked as MLS Entry Only (MEO) or Limited Service (LS). (Revised 2010)
- Compensation X. All listings submitted to the MLS for publication must include at least one offering of cooperation and compensation. If compensation is to be paid on base price of property, the base price must be specified.
- Listing Type/ Level of Service / Services Offered Y. The Listing Type/Level of Service/Services Offered fields must properly indicate the contracted services that are to be provided as part of the listing agreement. The Listing Type must indicate if the listing is an Exclusive Right to Sell or Exclusive Agency contract. The Level of Service must indicate if the listing is Full Service, Limited Service or MLS Entry Only. If the Level of Service is Limited Service, then the Services Offered must also be indicated. HUD and auction listings must be marked as either MLS Entry Only (MEO) or Limited Service (LS). (Revised 2010, see fine schedule)
- Lease Listings Z. Lease listings should include in the Agent Remarks the dollar amount needed to move into the property including the amount of the security deposit as well as any cleaning, pet or other deposits.
- Ownership AA. The Ownership of the property being listed must be accurately identified showing the property is "Private Owned", "Bank Owned", "Gov't Owned", "Corporate/Relo" or "Other". If "Other" is marked, then an explanation must be given in the Remarks. Banks and other lenders may not mark the listing as "Corporate/Relo" or "Other". Fannie Mae and Freddie Mac owned listings must be marked as "Fannie Mae/Freddie Mac". (See fine schedule. Revised 2011)
- Lockboxes AB. Lockbox codes cannot be given to any other persons other than those expressly approved by the seller or listing broker and distribution of this code will subject the Subscriber to a fine. This includes, but is not limited to, members of the public, unlicensed assistants and service people. (Revised 2015)
- Concessions AC. The amount of any concessions must be reported in the HUD-1 Concessions field at the time of reporting sold information to the MLS. (Added 2010)
- Garage Size AD. The size of a garage is to be determined by the size of the garage door/opening. A garage that has one single car garage door is to be considered a 1-car garage because only 1 car can be accessed at a time. A garage with one double door is considered a two car garage. Additional space in a garage can be noted in the Remarks fields. (Added 2010)
- Disclosures AE. All required disclosures and addendums must be uploaded to listings on the MLS at the time of submission unless the seller directs otherwise in writing.
- A fine of \$25 per listing will be applied for failure to upload documents within 10 days. If there are no documents or the seller refused to allow the documents to be uploaded, then a letter or disclosure stating the property is exempt must be uploaded instead. This fine would apply to residential, condo, and multi-family properties with 4 or fewer units. (Revised 2013)
- EMD AF. When at the time of listing there is a requirement that the listing office hold the earnest money deposit (EMD), then this must be stated in the Agent Remarks of the listing. (Added 2015)
- Manipulation of MLS Data AG. Listing data may not be manipulated as to cause the Days on Market to reset to zero when the property has been relisted within 30 days of the previous listing being removed from the MLS. These fields include, but are not limited to, street number, street name, area, and PIN. (Added 2016)
- 55+ Communities AH. 55+ Communities can be identified as such so long as the same meet the requirements of federal, state and local housing programs for senior citizens or housing programs for the purpose of providing housing accommodations for persons 55 years of age and older. (Added 2016)

6. Reporting Pendings/Solds

Please refer to Sections 2.6 and 2.7 of the Realcomp II Ltd. MLS Rules and Regulations.

- Reporting A. A listing must be marked as pending in the MLS when the office has an offer on the property and they are no longer accepting showing appointments.

Short Sales and Private Sales:

At the time of an "accepted offer" (defined as a fully executed contract signed by the seller and buyer – even with contingencies), when no further showings are being scheduled, the property must be reported Pending. (Revised 2014)

Bank-Owned:

At the time of an accepted offer or when an offer exists and no further showings will be scheduled, the property must be reported as Pending. (Revised 2014)

- Leases B. Any listed property that has been leased must be reported as "sold" and all pending and sold policies that apply to sale listings apply to lease listings also. When a listing was in the MLS as both sale and lease, and one gets pended, the other listing should be withdrawn (UWTH or CWTH at the listing agent's discretion). When the listing is changed to sold, then the other listing must be expired or unconditionally withdrawn. (Revised 2014)
- Reporting Sales Price C. Actual sale prices must be entered with the sold information. Realcomp does not allow sale prices to be withheld. If the buyer or seller of a sold property has filed the proper documents to withhold the sales price from the taxing authority, this information will also be withheld from the IDX and VOW feeds and from www.MoveInMichigan. (Revised 2015)
- Properties Sold By Non-MLS Participant D. Any property reported sold must include the selling office and agent license number or name. Upon receipt of the report, Realcomp Staff will determine whether the office/agent is a non-participant of Realcomp II Ltd. prior to entering the information. (See fine schedule) (Revised 2011)
- Long-Term Pendings E. If a property is still pending past 90 days, Realcomp II Ltd. must receive written notification to avoid any fines. In place of written notice, a pending may be extended through the long term pending notification email that is available to the listing agent or through RCO3[®]. (Revised 2014)
- New construction and short sale listings may be pending for 180 days before an extension of the pending is necessary due to the additional time these may take to close. (Added 2013)
- Incorrect Sales Information F. Falsely reporting the Listing Office/Agent as the Selling Office/Agent is prohibited. Also prohibited is reporting sale information on a listing when the sale never actually took place. (See fine schedule)
- Sold Information From PRD G. If a listing is reported Sold through PRD before being reported Sold in the MLS, a \$50 administrative fee will be charged for making the change to the listing.
- Listed/Sold Same Day H. Listings that are listed and sold in the same day must be entered into the MLS and are subject to the same rules and timelines as other listings in the MLS. (Added 2010)
- CCS Listings I. The only reason that a listing can be in the MLS as Contingent Continue to Show (CCS) is "Dependent on Sale of Buyer's Home". (Added 2014)

7. Deadlines

- Broker Tours A. Any property included on the "Broker tours" program that is canceled must be removed from the tour list by no later than one hour prior to the scheduled inspection. (See fine schedule)

8. Fines for Listings

Charges Schedule A. Fines for incomplete or incorrect information relating to listing submissions (specifically profile forms) may be found in the MLS Rules and Regulations under "Summary of MLS Fines". (also attached).

Billing of Charges B. All charges are included on an MLS monthly statement to applicable Subscriber and can be viewed by selecting My Realcomp Account in the External Links menu on RCO3. (Revised 2013)

Introductory Grace Period C. An introductory grace period of 90 days will be given for all new offices joining the MLS, in which MLS fines would be waived.

9. Record Retention

A. All hard-copies of listing information and/or photos submitted to the MLS for processing will be retained by the MLS for a period of 60 days.

B. Realcomp II Ltd. will maintain all history files on each property submitted to the MLS.

**REALCOMP II LTD. MLS
SUMMARY OF MLS CHARGES**

<u>SEC.</u>	<u>VIOLATION</u>	<u>CHARGES</u>
<u>Rules and Regulations:</u>		
1.0	Failure to submit listing profile form	\$75.00
1.0	Late Listing	
	First Occurrence	\$37.50
	Second Occurrence	\$75.00
	Third Occurrence	\$150.00
	Fourth Occurrence	\$500.00
	In addition, the fourth occurrence will result in a requirement that the agent appear before the MLS Rules and Policy Committee to offer an explanation for the continued violation of the rule and a suspension of services for a period to be determined by the MLS Rules and Policy Committee.	
1.3	Failure to submit office exclusive or "Do not publish" listing	\$25.00
1.3	New listing submitted to the MLS must include the "do not show until" clause in the remarks section of the profile sheet if applicable. In addition, Realcomp's Standardized No Show Letter must be completed, signed by the seller and submitted to Realcomp. (Revised 2014)	\$50.00
	(Deleted 2014)	
1.2	Incomplete/Incorrect listing (Each field of missing information is fineable by the following amount each month the listing remains incomplete)	\$10.00
1.7, 1.11 & 2.5	Failure to disclose contingency and/or changes	\$75.00
1.7 & 2.7	Late sold	\$37.50
2.7	Late pending	\$37.50
2.6	Pending not reported	
	First Occurrence	\$50.00
	Second Occurrence	\$100.00
	Third Occurrence	\$250.00
	In addition, the third occurrence will result in a requirement that the agent appear before the MLS Rules and Policy Committee to offer an explanation for the continued violation of the rule and a suspension of services for a period to be determined by the MLS Rules and Policy Committee.	
5.3	Dual or variable commission arrangements not identified	\$50.00
10.0	Failure to maintain confidentiality	
	First occurrence	\$5,000
	Second occurrence	\$10,000

Attachment-A

REALCOMP II LTD. MLS - SUMMARY OF MLS CHARGES

<u>SEC.</u>	<u>VIOLATION</u>	<u>CHARGE</u>
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Policy Handbook:

4I	Sharing passwords	First Occurrence \$5,000 Second Occurrence \$10,000 Subsequent occurrences will be fined and reviewed by the Realcomp Rules & Policy Committee and may result in additional sanctions, up to and including removal from the MLS.	
5D	Submission of a listing change without an authorized signature in conflict with MLS Rules and Regulations		\$100.00
5I	Updating a listing on third party websites and not updating the listing on the MLS	First Occurrence \$100.00 Second Occurrence \$150.00 Third Occurrence \$250.00 Fourth Occurrence requires an appearance before the MLS User Committee	
5J	Failure to upload a photo within 7 days The listing will continue to be fined at \$50.00 per week until a photo is uploaded, even if it goes off-market. (Added 2015)	Initial fine	\$25.00
5N	Failure to include a required buyer fee in the Public Remarks of a listing (Added 2011)		\$500.00
5P	Site condo and Co-op listings that are not designated as such on the listing profile		\$50.00
5Q	Vacant land build jobs not identified as such		\$25.00
5R	Violation of Square Footage rules	First Occurrence \$50.00 Second Occurrence \$100.00 Third Occurrence \$150.00 Fourth Occurrence \$250.00 and suspension of broker load privileges for a 12-month period.	
	Failure to adhere to the above is finable per occurrence. Occurrences are tallied by agent during each rolling 12-month period.		
5U	Inclusion of personal information in listing, photo or virtual tour	First Occurrence \$50.00 Second Occurrence \$100.00 Third Occurrence \$250.00 and suspension of broker load privileges for a 12-month period.	
	Occurrences are tallied by agent during each rolling 12-month period.		
5Y	Failure to indicate MLS Only, Limited Service or Exclusive Agency	First Occurrence \$250.00 (Listing will be updated with the proper flag) Second Occurrence \$1000.00 Third Occurrence \$2500.00 Fourth Occurrence will result in 45 day suspension from service for the entire office. Fifth Occurrence will result in dismissal from MLS service. Occurrences are tallied by office during each rolling 12-month period.	

5AA Failure to accurately indicate Ownership

First Occurrence	\$50.00
Second Occurrence	\$100.00
Third Occurrence	\$250.00

In addition, the third occurrence will result in a requirement that the agent appear before the MLS Rules and Policy Committee to offer an explanation for the continued violation of the rule and a suspension of services for a period to be determined by the MLS Rules and Policy Committee.

Occurrences are tallied by office during each rolling 12-month period.

Short Sale field incomplete or incorrectly marked

First Occurrence	\$50.00
Second Occurrence	\$100.00
Third Occurrence	\$250.00

and an appearance before the MLS User Committee

Occurrences are tallied by agent during each rolling 12-month period.

5AB Lockbox violation (Revised 2016)

First Occurrence	\$1,000
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and the agent must submit a letter to Realcomp acknowledging the importance of this policy

Second Occurrence	\$2,500
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and an appearance before the Rules & Policies Committee

Third Occurrence	\$5,000
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and a 30 day suspension from the MLS

Fourth Occurrence	Expulsion from the MLS
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5AE Failure to upload disclosures and documents

\$25.00

5AG Manipulation of MLS Data (Added 2016)

First Occurrence	\$250
Second Occurrence	\$1,000
Third Occurrence	\$5,000

and an appearance before the Rules & Policies Committee. Failure to appear before the Committee may result in a 30 day suspension from the MLS.

6D Falsely reporting the Listing Office/Agent as the Selling Office/Agent

First Occurrence	Warning
Second Occurrence	\$50.00
Third Occurrence	\$250.00
Fourth Occurrence	\$500.00
Fifth Occurrence	\$1000.00

For each subsequent occurrence during a two year period, which begins with the first occurrence, the fine amount would double from the previous fine.

6F Falsely reported a listing as sold when the sale never took place

Appearance before the MLS User Committee and fine up to \$1500.00

7A Failure to remove "broker tour" from tour list within one hour prior to the scheduled inspection \$25.00

9B Incomplete listings that undergo a status change while still being designated as "incomplete" \$75.00

The fine schedule published above may be revised from time to time by the Realcomp II Ltd. Board of Governors.

Attachment-A

**REALCOMP II LTD. MLS
FEE SCHEDULE**

1. Office Fee	\$25.00 per month per Realcomp II Participating Office billed quarterly
2. Usage Fees	\$39.00 per month per licensee within a Realcomp II Participating Office billed to the Subscribers quarterly (Revised 2010)
3. Additional Office Assistants	\$45.00 per month billed quarterly (Added 2013) See section 4H
4. Agent Assistants w/ own login	\$10 per month billed quarterly (Revised 2016)
5. Photo Upload Fee	\$10.00 per photo
6. Transaction Management	\$6.00 per month per member billed quarterly
7. Charges/Fines	\$10.00 - \$10,000.00 (See Summary of MLS Charges)
8. Listings entered by Realcomp staff	\$10.00 per listing (Added 2014)
9. Listing changes sent to staff	\$5.00 per change (Added 2014)
10. Late Fee	\$25.00 plus ½% per month late fee
11. Reinstatement Fee	\$50.00