



SOUTHEASTERN MICHIGAN MULTIPLE LISTING SERVICE POLICY AND PROCEDURES

FINES AND FEES

Listing agents are required to follow all rules and regulations according to the Southeastern Michigan MLS Board of Directors. Brokers are responsible for all office listings within their company. **Any violation on a listing, will result in an email notification to the listing agent and broker. ALL violations will be required to be corrected within one business day or a fine will be assessed. Brokers are responsible for all unpaid fines.** Within seven (7) days from the delivery of the email notice, all fines must be paid in full or a written letter to the MLS BOD from the listing agent wishing to appeal must be submitted to the Southeastern Michigan MLS office or automatic shut off for the listing agent will result. After the MLS BOD has reviewed the explanation and a decision has been made the listing agent will be notified and given 24 hours to pay any fines still levied. Brokers are responsible for all unpaid fines. If after seven (7) days from the Broker being invoiced for unpaid fine(s) the fines are still not paid, the Brokers Office will be shut off from the Southeastern Michigan MLS, until the fine(s) have been paid in full. (Amended 06/23/2020)

If you are unable to provide proper information prior to a listing being submitted into the Southeastern Michigan MLS, contact the MLS support staff. You will be asked to submit written documentation on why you are unable to provide the proper information at the time of the listing being submitted into the Southeastern Michigan MLS.

LISTING

Submission of Listings: All listings (in accordance with the Rules & Regulations of the MLS Service), must be input into the MLS, within **(3) business days, excluding holidays**, including excluded listings to the MLS Service. Failure to submit any listing will result in an automatic fine of **\$100.00**. (Amended 09/2019)

If a fraudulent listing (a listing without a proper listing agreement) is placed into the MLS the first offense will result in an automatic fine of \$500.00 and the second offense will result in an automatic fine of \$1,000.

An example of fraudulent listing is HUD Home sale or one entered for "Stats Only". All MLS entries must have a valid listing agreement and said listing agreement must be submitted to the Association upon request. Failure to comply with in a 24 hours notice will result in an automatic fine.

Clear Cooperation: Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public. Failure to comply with the Clear Cooperation Policy will result in a \$100 fine.

Active Listings with NO Showings: A new listing may not be entered if showings are not allowed right away. If a listing is in the MLS and showings are not permitted for more than **7 days**, it must be withdrawn. **If a licensed or unlicensed person (including the property owner) shows the property during the blocked-out date(s) on ShowingTime, the brokers agent will be charged an automatic fine in the amount of \$1,000.** The only exception will be no showings per bank mandate, auction, foreclosure, redemption sale, and tenant occupied that prohibits access. The listing must be marked foreclosure "Yes" or the owner status must be marked "Owner w/ Tenant. The PUBLIC remarks must state in ALL CAPS "NO ACCESS. DO NOT DISTURB OCCUPANTS". Exterior viewing only. (Amended 08/2019)

Duplicate Listings: Multiple MLS numbers for a single active listing with the same address are prohibited. Each new listing may only be entered once per listing category. Listing category includes: ***Exception:*** Multiple MLS numbers are allowed if a home is for sale with additional land included. When the property has been sold, the other listing must be withdrawn. (Amended 06/23/2020)

1. **Single Family**
2. **Condo / Villa**
3. **Multi - Family**
4. **Commercial Industrial & Business**
5. **Lots, Land & Farm**
6. **Mobile Homes**
7. **Rental**
8. **Coming Soon**

Rental Properties: Listings such as Single Family, Condo/Villa, Multi-Family, Lots, Land & Farm, and Mobile Homes that are for **"Rental Only"** must be entered in the "Rental" category. Only exception: Commercial Properties (Amended 08/2016)

Disclosing Potential Short Sales: March 1, 2009 to comply with the NAR Policy "Section 5.0.1 - Disclosing Potential Short Sales, option #2": All revised and or new listings are required to disclose in the Agent Remarks section of the MLS, if the property listed is a Short Sale contract. Failure to comply with this policy within 24 hours of notice will result in a \$50.00 fine per incident.

Sellers Discloser/Lead Based Paint (LBP - built prior to 78'): Active and Active/Contingent, Single Family and Condo/Villa properties are required to have the Sellers Discloser and Lead Based Paint documents that are required by law attached to the listing within 5 business days. Failure to comply will result in a \$75.00 fine. ***Except where sellers expressly direct within 5 business days that such disclosure documents not be disseminated through MLS.*** (Amended 09/2015)

Missing or Inadequate Information:

Any listing submitted with missing or inadequate information required by The Southeastern Michigan MLS will result in an automatic fine of \$50.00 per incident. Including the following fields required by the Association but not indicated by the letter (**R**). Number of rooms, road frontage, acres, driving directions, bedroom(s), kitchen, living room, dining room, and/or family room measurements. Bedroom(s), bathroom(s), kitchen, living room, dining room, and/or family room floor level. With the exception of Seller Concessions, SA compensation and NA compensation. (Amended 06/2019)

Lease Purchase: "FOR THE PURPOSE OF LISTINGS IN THE MLS THAT ARE REPORTED AS SOLD, THE DEFINITION OF SOLD MUST INCLUDE TRANSFER OF OWNERSHIP"

Any transaction that is a lease option/purchase must be reported as such in the rental category or withdrawn. Failure to comply with this policy within 24 hours of notice will result in a **\$100.00** fine per incident. (Amended 08/2016)

Promotion of Company or Agents in Remarks Section, Photos and Virtual Tours: Any promotion of Company and/or Agent including but not limited to the name of the Company, the Agents name or the telephone number, website or email of one or both in the MLS remarks, is strictly prohibited. This includes branding on Virtual Tours, signage in Virtual Tours, signage in photos, water marks and still photos with agents name, phone numbers, company names, and websites. Failure to comply with this policy will result in a **\$100.00** fine per incident. The MLS will also remove this information from the Remarks Section and remove Virtual Tours and/or photos with signage, when violations occur. (Amended 08/2016)

Remarks Section: The Southeastern Michigan MLS prohibits in the "Remarks Section", naming of any Company Names, Real Estate Company, Agent, Builder / Building Company, any phone number and or websites. All of the above are allowed only in the "Agent Remarks Section", which does not appear on "Customer" print outs, and is intended for agent information only. Failure to comply with this policy will result in a **\$100.00** fine per incident.

Open House: The Southeastern Michigan MLS allows agents to add an Open House to the public remarks. The remarks must include the **month, date, year, and hours**. Prior to adding the open house information in the public remarks members are required to add the Open House in the Open House category located in the Southeastern Michigan MLS. The Open House data should be removed from the public remarks within 48 hours after the showing. (Amended 09/2015)

Documentation Submission: All supporting documentation, including but not limited to a listing agreement/change form authorizing the listing be extended with seller(s) signature, must be submitted to the MLS Service upon request. If the required paperwork is not submitted within 24 hours from the time it was requested a **\$100.00** fine will be issued and the listing will be withdrawn until payment and paperwork are received.

Non Submission of Listing Contracts: Agents failure to submit all listing contracts/documentation and signed extensions as requested (per active, active/contingent, and pending listings) by the MLS Board office within the time limit requested will be levied a fine for the amount of **\$100.00** per listing request not submitted with the allowable time given. A copy of this fine must be issued to the Broker. (Amended 09/2015)

Accepted Offers:

Active Contingent Keep Showing (KSCA) – If an offer has contingencies and the property owner is still accepting showings and back up offers. The listing must be input into the MLS as Active Contingent Keep Showing (KSCA) status within 24 hours. Failure to input this information will result in a **\$50.00** fine. (Amended 03/2020)

Accepting Backup Offers (ABO) - Seller is accepting backup offers, but currently has an accepted offer on the property. The listing must be input into the MLS as Accepting Backup Offers (ABO) status within 24 hours. (Amended 04/2020)

Pending - If the listing is no longer available for showings. The status pending must be input into the MLS within 24 hours. Failure to input this information will result in a **\$50.00** fine. (Amended 03/2020)

Submission of Solds: All Sold listing information must be input into the MLS within five (5) business days from the date of closing. Failure to submit sold information will result in an automatic fine of **\$50.00** per sold listing.

Auction Property: Properties subject to auction; All listings within five (5) business days, after the scheduled auction date. (As stated on the MLS Listing) One of the following must be reported in the MLS: (a) **report the listing as pending**, (b) **enter a list price other than \$0 and keep the listing active**, or (c) **withdraw the listing**. Failure to comply with this rule will result in the imposition of a fine for the amount of \$50.00 and the immediate withdrawal of the auction listing by the Multiple Listing Service.

Submission of Listing Agreement Revisions: Any changes to the original listing agreement, including but **not limited to** expiration date changes and any other changes which require signature by a seller(s) must be input into the MLS **within 24** hours excluding weekends, holidays and postal holidays. Failure to submit information will result in an automatic fine of **\$50.00** per listing.

7 Days: Listings that expire or have been withdrawn from the Multiple Listing Service and resubmitted back into the MLS as “active” by the same listing office must assume the same MLS number. Unless the property has been off the market for no less than 7 days. With the exception being “Phantom/To Be Built” listings, which can be withdrawn after 90 days and reentered as a new listing prior to 7 days. Failure to comply will result in a **\$50.00** fine. (Amended 04/2019)

Sellers Concessions: Seller concessions may be placed in the MLS in the “Agent Remarks” Section only if an agreement is signed by the seller and purchaser, allowing the agent to do so.

PICTURES

Non-Submission of Photographs: All listings must have a photo or line drawing submitted to the MLS within five (5) business days of the listing date. The primary photo for all categories other than vacant land must be the front elevation of the property. An automatic fine of **\$75.00** will be levied on each listing in violation. **The listing will be withdrawn until the fine has been paid and the required photograph or line drawing has been submitted.**

Except where sellers expressly direct in written notice within 5 business days that photographs of their property not appear in the MLS.

Non-Submission of Lot Line Drawing: All listings must have a line drawing (for vacant land) submitted in to the MLS within five (5) business days of the listing date. An automatic fine of **\$75.00** will be levied on each listing in violation. **The listing will be withdrawn until the fine has been paid and the required line drawing has been submitted.** (12/2017)

Photos Contain any Persons: No photos are allowed in the MLS that contain any persons. If you have any in the MLS currently they are to be removed effective immediately. The MLS will also remove the photo/photos from The Southeastern Michigan MLS, when violations occur.

COMING SOON

Definition: Coming Soon – Indicates that the broker and seller are preparing the property for sale and for marketing as Active Status. This status is not intended to give the listing broker an advantage in finding a buyer for the property to the detriment of cooperating brokers or to circumvent the selling of the property on the open market. The intended use of this status is to provide a vehicle for participants and subscribers to notify other participants and subscribers of properties that will be made fully available for showing and marketing after preparations have been completed. While the property is in ‘Coming Soon’ status, the seller and the listing broker may not promote or advertise the property in any manner other than as “coming soon”. **Properties in this status may NOT be shown by anyone.** This status is for short term use preparatory to Active Status, 7 days or less, and must have a listing agreement and seller(s) approval.

- Required to put in the public remarks that the listing cannot be shown until the specific Active date. Failure to do so will result in a \$100 fine.
- Agents are required to obtain seller consent to list a Coming Soon property using the Coming Soon Authorization form.
- Signed exclusive right to sell or exclusive agency listing agreement.
- The listing agent is not permitted to publish a Coming Soon listing (on 3rd party sites and any social media sites) prior to placing the listing on the MLS.
- Listings placed in the Coming Soon status shall not be shown by anyone including but not limited to the listing office and listing agent during the Coming Soon period.
- Listings in the Coming Soon status are permitted to have an open house scheduled to take place **AFTER** the activation date.

- Southeastern Michigan MLS will work with ShowingTime to block showings from being scheduled while the listing is in the Coming Soon status, but still permit showings to be requested beginning on the activation date or later.
- All required fields are necessary including an activation date to submit the listing to the MLS.
- Primary photo and documents must be within 5 days – same as all listings.
- Must have a ‘go live’ date within 7 days of entry (including weekends and holidays).
- Coming Soon listings can be included in auto emails and sent out through the client portal clearly showing the status as Coming Soon.
- While the listing is in the Coming Soon status, it will also be viewable by the general public via IDX, RETS, and APIS provided the Coming Soon status and activation date, or a label clearly indicating the “listing is not available for showings” is apparent.
- Coming Soon listings will be made available to be sent via an individual email from the MLS system.
- The activation date will be included in the data feed, public displays and public remarks.
- Coming Soon listings will automatically move to active status at 12:00 a.m. on the recorded activation date.
- Agents cannot change the status from Coming Soon to anything but Active.
- Days on Market will begin as of the date the listing is entered, not the date it is changed to Active.
- Once the listing changes from Coming Soon to Active, it must remain Active and be available for showings and cooperation for a minimum of 24 hours.
- Once the listing transitions from Coming Soon to Active, it cannot revert to the Coming Soon status.
- A property that had been entered as Coming Soon cannot be relisted again as Coming Soon by the same brokerage within 90 days.
- ALL MLS Rules and Policies apply were appropriate.
- Failure to comply with any section of this rule (*except where otherwise noted) will result in an immediate fine of \$1,000 for the first offense and \$2,000 for the second offense.
- If the Multiple Listing Service, for any reason, requests a copy of the listing documentation on a listing in the Coming Soon status, that documentation must be submitted to the MLS within 24 hours of such request. (Amended 05/28/2020)

CONFIDENTIALITY

Confidentiality of MLS Information

Any participant giving out their personal password to anyone shall be subject to a fine.

- First offense email & 5 days until second offense.
- Second offense email and one day until third offense.
- Third offense forced password change, automatic **\$1,000** fine and ten days until fourth offense. Said participant shall be considered inactive until the levied fine is paid in full.
- Fourth offense email alert regarding policy sharing passwords, up to **\$5,000** fine, suspension of services for a minimum of 30 days, and five days until fifth offense. Said participant shall be considered inactive until the levied fine is paid in full.
- Fifth offense automatic **\$2,500** fine, notifying the subscriber their account has been placed in a REVIEW status for fraudulent activity, a reoccurring alert will be sent each time the subscriber logs into the Southeastern Michigan MLS, warning if activity persist the account will be automatically disabled, and subscriber will receive a **\$5000** fine, and one day until sixth offense. Said participant shall be considered inactive until the levied fine is paid in full.
- Sixth offense automatic **\$5000** fine. Said participant shall be considered inactive until the levied fine is paid in full.
- Seventh offense Disable Account.

The agent will have 7 business days to pay any fines. If the fine is not paid after 7 days the broker will be billed. (Exception: Broker and or Appraiser are not responsible for any participant other than their own account for fines levied do to sharing passwords.) **If the fine remains outstanding after 30 days from the time the broker is billed the listing office's MLS access will be terminated until delinquent fines are paid.**

NOTE: The above is an extension of the MLS Rules and Regulations. Business days are considered Monday thru Friday with the exception of holidays unless otherwise stated above.

Amended: 06/23/2020