

## Summary of Changes to MLS Rules and Regulations

**Section 20.2** - For failure to comply with each of the following provisions in addition to the provisions of Sections 9 and 9.1 the Participant shall receive a courtesy notice and allowed 1 business day to correct the violation, if it is a first offense. A repeat or second offense will incur an administrative fine, as stipulated in these rules:

- First offense: \$50.00
- Second offense: \$250.00

Additional offenses will require a \$500.00 minimum fine and a hearing before the MLS Governing Body.

- a. Failure to input a listing into the MLS within five business days after all necessary signatures have been obtained.
- b. For failure to correct required fields, incorrect or misleading information on a listing within one business day.
- c. For failure to input a Pending, Contingency (except Contingency w/kick out clause) or Closed Sale within one business day after all necessary signatures have been obtained.
- d. For failure to disclose Limited-Service Listings or Variable Rate Commission.
- e. For failure to have all the Seller(s) written authorization(s) on price changes, extensions, or changes to the terms of the listing.
- f. For failure to list exclusions in the agent information section of the listing.
- g. For the placement of visible contact information to the public anywhere in the listing including but not limited to the narrative section, photo, audio, videos, or virtual tours, etc.
- h. For failure to allow co-operating brokers to show an active listing. Listings that cannot be shown must be withdrawn.
- ~~i. For using the photos of another MLS participant to market your listing without their written permission.~~
- j. For disclosing combination lockbox codes or any access codes anywhere except office only remarks section.
- k. For failure to include the following statement, or substantially similar notice, on any print or non-print forms of advertising or other forms of public representation: "Based on information from the Space Coast MLS for the period (date) through (date)".

### Section 20.6 - For photo violations:

- a. A fine of \$50.00 will be assessed for failure to upload a minimum of one photo at the time of inputting of the listing into the MLS. If violation continues for 48 hours, the MLS Governing Board may elect to take a photo and charge the participant \$100.00.
- b. An immediate administrative fine of \$50 per photo will be assessed for using photos of another MLS participant to market you listing without their written permission. Participant has one (1) business day to remove the photo(s). If photo(s) are not removed in one(1) business day, Space Coast MLS will remove the photo(s).

### Section 20.10 - Lockbox System and Showing Instructions Violations:

An MLS Participant or any licensee affiliated with the MLS Participant, licensed, certified or registered appraisers or other authorized user of the Electronic Lockbox Program may be assessed the following fines for violation of the Lockbox Rules & Regulations listed below:

- Failure to remove lockbox from the property within 48 hours after the listing either expires, rents or a finalized closed sale or whenever officially notified by the MLS or Association to remove such lockboxes.
- Failure to notify listing office immediately (within 2 hours) that key is missing from lockbox, or property unlocked or damaged.
  - First offense a notice of warning and a \$50.00 fine.
  - Second offense within a one-year period a letter of reprimand and a fine of \$ 100.00.
  - Third offense within 2 years of 1<sup>st</sup> occurrence a fine of \$ 1,000.00 and a 90-day suspension of all Lockbox privileges.

Additional offenses within a three-year period of first occurrence will require a \$1,000.00 fine, a 90-day suspension of all Lockbox privileges and a hearing before the MLS Governing Body which could result in more severe penalties including permanent revocation of lock box privileges.

- Entering a property with a lockbox key and/or without authorization, per the listing agent's instructions in the-showing instructions in the MLS is subject to:
  - For a first violation there will be an administrative fine of \$1000 and required to attend the MLS sponsored 2-hour class of instruction on the MLS rules and Regulations within 90 days of notification by the MLS for the first violation. Failure to complete the required education within the 90-day period will result in an additional administrative fine of \$1,000 to be billed to the member's membership account.
  - Second offense within a one-year period a letter of reprimand and a fine of \$ 3,000.00.
  - Third offense within 2 years of 1<sup>st</sup> occurrence a fine of \$ 5,000.00 and a 90-day suspension of all Lockbox privileges.

#### Section 20.11 - Loan of Key:

Loan of the lockbox access key to any other person shall result in an administrative fine of \$ 1,000.00 and required to attend the MLS sponsored 2-hour class of instructions on the MLS Rules and Regulations within 90 days of notification by the MLS for the first violation. Failure to complete the required education within the 90-day period will result in an additional administrative fine of \$1,000 to be billed to the member's membership account. and permanent revocation of lockbox privileges for the second violation. The same penalties apply to unauthorized recipient of the lock box access key.