

## GNMLS QUICK REFERENCE GUIDE

|                                      |  |  |
|--------------------------------------|--|--|
| <b>Office Exclusive Listings</b>     | Submit to the GNMLS Office within 48 hours the signed Office Exclusive form and copy of Listing Agreement within 48 hours. (If an Office Exclusive listing is advertised in any manner, including speaking about it to anyone outside of the listing agent's company, the Clear Cooperation policy is in effect. See more on Clear Cooperation below.)   | <b>Filing fee: \$15</b><br><b>Fine: \$10 per day late fee.</b>   |
| <b>Duplicate Listing</b>             | Call the GNMLS Office to request that a Duplicate Listing be created. See MLS Rules and Regulations, Section 1.1.1 for eligible properties that can be duplicated.   | <b>Fine: \$50 if a duplicate listing is created by anyone other than the GNMLS staff.</b>  |
| <b>New listings</b>                  | Mandatory listings are to be entered in the MLS within 48 hours of the latest date on the contract (accepted dates are signatures, effective date of contract, or date available for showings). If advertising has started, see Clear Cooperation rule.  | <b>No fee to enter a listing.</b><br><b>Fine: \$10 per day passed the 48-hour requirement.</b>   |
| <b>Clear Cooperation</b>             | 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.   | <b>Fine: \$10 per day passed the 1 business day requirement.</b>   |
| <b>Accurate Listing Information</b>  | Participants and subscribers are required to submit accurate listing data and required to correct any known errors.<br>The listing agent will have 24 hours after notification in which to correct information that has been reported as inaccurate. A warning will be issued to the agent when information is not corrected within the 24-hour period, and the agent will then have an additional 24-hours to correct the information.  | <b>Fine: \$100 - when information has not been corrected 24 hours after the warning.</b>   |
| <b>Extend a listing</b>              | If a listing has expired and is to be placed back on market with a new expiration date, it can be "Reopened" within 48 hours of the expiration date if a signed extension is secured. There is no fee for an agent to extend within 48 hours of expiration. GNMLS staff can Extend a listing after the 48-hour period if an extension was signed by the sellers before the expiration date.  | <b>Fee: \$10 per pay passed the expiration date.</b>   |
| <b>Off Market No Showing Remarks</b> | When a property is not available for showings, it must be placed in "Off Market" status. The Off Market Authorization form must be maintained by the Broker, and if requested, provided to the GNMLS office within 48 hours of such request. When an Active listing shows any reference that the property is not available to be shown, such as "not available for showings" or "do not show until..", the warning and fine will go into effect.<br><br>A listing that is placed Off Market/On Hold shall have NO activities including, but not limited to, showing and presentation of contracts.<br><br>The form must be received by the GNMLS office within 48 hours. | <b>First violation of incorrect status: Warning</b><br><b>Additional violations: \$100 fine</b><br><br><b>Fine: Both the Listing agent and Broker will be fined \$100 each.</b><br><br><b>Fine: \$10 per day passed the 48-hour requirement.</b> |
| <b>Agent Contact Information</b>     | Agent contact information can appear only in fields designed for that information...The only contact references allowed are "contact your Realtor" or "contact a Realtor". Services provided or offered with the property and vendors other than those pertaining to the real property may not be named in Public Remarks. A website established specifically for a property falls within the existing policy and cannot be referenced.  | <b>First violation: Warning</b><br><b>Second violation: \$100 fine</b><br><b>Additional violations: \$250 fine</b>   |
| <b>Property Photos</b>               | A listing photo may not include branding of any kind.  | <b>First violation: Warning</b>  |

## GNMLS QUICK REFERENCE GUIDE

|                                      |   |  |
|--------------------------------------|---|--|
|                                      | The main photo of lots, or “to be built” listings will show an elevation sketches or pictures reflecting the current construction of the home. Photos of similar properties may be used as long as it is disclosed in public remarks that the photo is of a similar property. A watermark must be added to each applicable photo. See Section 1.16 of Rules and Regulations for more information. | <b>Additional violations: \$100 fine</b>   |
| <b>Seller’s Name</b>                 | The Seller’s full name or a company name, if appropriate, is to be entered in the Seller(s) field in MLS. Any exceptions must be requested in writing by the broker and submitted to the GNMLS office.  | <b>First violation: GNMLS contact to listing agent to request the Seller’s full name or Company name be entered.</b><br><b>Additional violations: \$100 fine</b> |
| <b>Use of FlexMLS internal email</b> | Use of the internal email function in FlexMLS is limited to the activities authorized under a Participant’s licensure(s) and for use of the MLS system, which is for the purpose of buying, selling, or leasing property.   | <b>First violation: Warning</b><br><b>2<sup>nd</sup> violation: \$100 fine</b><br><b>Additional violations: \$250 fine</b>                                       |

### Section 7 - Compliance with Rules—Authority to Impose Discipline

By becoming and remaining a participant or subscriber in this MLS, each participant and subscriber agrees to be subject to the rules and regulations and any other MLS governance provision. The MLS may, through the administrative and hearing procedures established in these rules, impose discipline for violations of the rules and other MLS governance provisions. Discipline that may be imposed may only consist of one or more of the following:

- a. letter of warning
- b. letter of reprimand
- c. attendance at MLS orientation or other appropriate courses or seminars which the participant or subscriber can reasonably attend taking into consideration cost, location, and duration
- d. appropriate, reasonable fine not to exceed \$15,000
- e. suspension of MLS rights, privileges and services for not less than thirty (30) days nor more than one (1) year
- f. termination of MLS rights, privileges, and services with no right to reapply for a specified period not to exceed three (3) years. *(Revised 11/14) M*

**Note 1:** A participant (or user/subscriber, where appropriate) can be placed on probation. Probation is not a form of discipline. When a participant (or user/subscriber, where appropriate) is placed on probation the discipline is held in abeyance for a stipulated period of time not longer than one (1) year. Any subsequent finding of a violation of the MLS rules during the probationary period may, at the discretion of the Board of Directors, result in the imposition of the suspended discipline. Absent any subsequent findings of a violation during the probationary period, both the probationary status and the suspended discipline are considered fulfilled, and the individual’s record will reflect the fulfillment. The fact that one or more forms of discipline are held in abeyance during the probationary period does not bar imposition of other forms of discipline which will not be held in abeyance. *(Revised 05/14) M*

**Note 2:** MLS participants and subscribers can receive no more than three (3) administrative sanctions in a calendar year before they are required to attend a hearing for their actions and potential violations of MLS rules, except that the MLS may allow more administrative sanctions for violations of listing information provided by participants and subscribers before requiring a hearing. The MLS must send a copy of all administrative sanctions against a subscriber to the subscriber’s participant and the participant is required to attend the hearing of a subscriber who has received more than three (3) administrative sanctions within a calendar year. *(Adopted 11/20) M*

### Section 7.1 Compliance with Rules

The following action may be taken for noncompliance with the rules:

- a. for failure to pay any service charge or fee within one (1) month of the date due, and provided that at least ten (10) days’ notice has been given, the service shall be suspended until service charges or fees are paid in full
- b. for failure to comply with any other rule, the provisions of Sections 9 and 9.1 shall apply

**Note:** Generally, warning, censure, and the imposition of a moderate fine are sufficient to constitute a deterrent to violation of the rules and regulations of the multiple listing service. Suspension or termination is an extreme sanction to be used in cases of extreme or repeated violation of the rules and regulations of the service. If the MLS desires to establish a series of moderate fines, they should be clearly specified in the rules and regulations. *(Amended 11/88)*

### Section 7.2 Applicability of Rules to Users and/or Subscribers

Non-principal brokers, sales licensees, appraisers, and others authorized to have access to information published by the MLS are subject to these rules and regulations and may be disciplined for violations thereof provided that the user or subscriber has signed an agreement acknowledging that access to and use of MLS information is contingent on compliance with the rules and regulations. Further, failure of any user or subscriber to abide by the rules and/or any sanction imposed for violations thereof can subject the participant to the same or other discipline. This provision does not eliminate the participant’s ultimate responsibility and accountability for all users or subscribers affiliated with the participant. *(Adopted 4/92)*