

BMBOR MLS Quick Reference Guide

Office Exclusive Listings	Within 48 hours, submit to the Board Office with signed Office Exclusive form and copy of Listing Agreement.	\$15 filing fee Violation: \$10 per day late fee.
Duplicate Listing	Call the Board Office to request that a Duplicate Listing be created. See MLS Rules and Regulations for eligible properties to be duplicated.	\$25 per MLS number \$50 if a duplicate listing is created by someone other than the Board staff.
New listings	Mandatory listings are to be entered in the MLS within 48 hours of the latest date on the contract (acceptance dates are signatures, effective date of contract, or date available for showings)	No fee to enter a listing. Violation: \$10 per day passed the 48-hour requirement.
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.	Violation: \$10 per day passed the 24-hour requirement.
Accurate Listing Information	Participants and subscribers are required to submit accurate listing data and required to correct any known errors.	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. A fine of \$100 will be assessed when information has not been corrected 24-hours after the warning. The violation and/or fine may be disputed by requesting an appeal with a Grievance Panel of the MLS Committee.
Extend a listing	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.	No fee for agent to Extend within 48 hours. Board staff can Extend a listing after the 48-hour period if an extension was signed by the sellers before the

BMBOR MLS Quick Reference Guide

		expiration date, the fee is \$10 per pay passed the expiration date.
Off Market No Showing Remarks	When a property is not available for showings, it must be placed in “Off Market” status. Submit a signed “Off Market” form to the Board Office within 48 hours.	If showing instructions indicate reference to “not available for showings” or “do not show until...”, first offense receives a warning. Additional violations are assessed a \$100 fine.
Agent Contact Information	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”.	First offense receives a warning. A second violation is assessed a \$100 fine. Third and future violations are assessed a \$250 fine.
MLS Bulletin Board	The MLS Committee has approved the use of the bulletin board for posting of “For Rent” or “Looking to Rent” notices (agents must be the contact person for these). These are posted each Friday.	No cost to add a post. Email heather@bmbor.org with information to be posted.
Property Photos	A brokerage sign, logo, or name may be in the photo; no agent contact information or third party contact information may be included (see agent contact info above). Elevation sketches of “to be built” properties may be used. 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.	
Seller’s Name	A minimum of the Seller’s last name or a company name, if appropriate, is to be entered in the Seller(s) field in MLS. Any exceptions to the Seller name requirements must be requested in writing by the broker.	For a first offense, the Board office will contact the listing agent to request the Seller’s last name or Company name be entered. Any future offenses, will be assessed a fine of \$100.
Use of FlexMLS internal email	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. For a first violation a warning will be given, a second violation will be fined \$100, and any violations beyond the second offense will be fined \$250.	For a first violation a warning will be given, a second violation will be fined \$100, and any violations beyond the second offense will be fined \$250.

Compliance with Rules—Authority to Impose Discipline: Section 7

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

BMBOR MLS Quick Reference Guide

- e. probation for a stated period of time not less than thirty (30) days nor more than one (1) year
- f. suspension of MLS rights, privileges, and services for not less than thirty (30) days nor more than one (1) year
- g. termination of MLS rights, privileges, and services with no right to reapply for a specified period not to exceed three (3) years.
(Adopted 11/07) 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. (Adopted 5/14)

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

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)