

IMPORTANT

TO: All MLS Participants
FROM: Multiple Listing Service
DATE: July 1, 2005
SUBJECT: Listing Agreements and Changes

Effective Monday, July 11, 2005 the requirement to send in listing agreements, extensions, price changes, withdrawl/releases, etc. to the Multiple Listing Service has been suspended.

The new policy regarding paperwork calls for MLS staff to contact offices requesting copies of signed listing agreements, extensions, etc. to be faxed to MLS so the validity of these can be verified.

Failure to comply with any request for paperwork within 24 hours will result in an automatic fine of \$250. If paperwork is not provided, this offense will be referred to the MLS Procedures Committee to determine the nature and amount of the penalty.

Any fine that is assessed may also result in a requirement that the offending office submit paperwork on all their listings.

Requests for paperwork will be selected by one of the following methods:

- 1) Listings and Extensions will be randomly selected.
- 2) Any listing, extension or withdrawals/releases questioned by the public.
- 3) Any paperwork relevant to the listing that MLS senior staff would like to see for any reason.

Reminder: When taking an office exclusive a signed Office Exclusive Certification must still be mailed to the MLS office.