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# HOW TO AVOID AN MLS FINE – READ THE FOLLOWING:

For failure to abide by MLS Policies and Procedures, the Participant will be assessed in the following manner: Fines are cumulative on a per listing basis. Subsequent violations within a 2 year period are subject to the escalated fines listed herein.

\* Fines not paid within 30 days will be subject to additional fees and/or suspension of MLS services.

**NOTE:** Brokers are responsible for all agents/teams and office admins.

Listing agents are responsible for unlicensed assistants or authorized team members who add/edit listings on their behalf.

## UNAUTHORIZED ACCESS – MISUSE OF MLS INFORMATION \$5000 plus MLS Review Panel

- Providing MLS access to any unauthorized party (any non-MLS participant)
- Filing false Membership Application
- Reproducing and Distributing unauthorized portions of the MLS database
- Unauthorized computer download or transmission of MLS data
- Use of MLS data for other than the intended / permitted purposes
- Violating lockbox or electronic key regulations including: providing Active Key or eKey usage/access to any unlicensed individuals (including but not limited to, public, service providers, lenders, etc.). Supra service will be terminated and member will NOT be assigned any form of Supra service for duration of MIAMI membership.

## DATA INTEGRITY – MANIPULATION OF MLS CONTENT \$5000 plus MLS Review Panel

- Failure to properly specify or intentional manipulation of listing location information, included but not limited to:
  - Property type                      ■ City                                      ■ MLS Area / MLS GEO map                      ■ 5 digit zip code
  - County                                      ■ Address                                      ■ Folio number
- Manipulation of property history and/or Days-On-Market information.

*\*Members found in violation of the above are subject to loss of listing add/edit capability for 30 to 90 days.*

## LOADING LISTINGS AND REPORTING CHANGES BY DEADLINE

**1<sup>st</sup> Violation: \$500 or No Fine – If corrected within two days of notification,  
2<sup>nd</sup> Violation: \$750, 3<sup>rd</sup> Violation: \$1500 plus MLS Review Panel**

- Failure to maintain current, accurate, listing agent email address
- Failure to notify the MIAMI Membership Department of termination, transfer or addition of an associate under the Participant's license within **two business days**
- Listings not loaded within **two business days** of listing start date
- Listing status changes not reported within **two business days**
- Failure to enter accurate information in a required data field
- Failure to provide documentation within **two business days** after requested by MIAMI staff
- Failure to pay assessed MLS fines

*\*Members found in violation of the above may have loss of listing add/edit capability for 30 to 90 days.*

## DATA INTEGRITY

**1<sup>st</sup> Violation: \$500, 2<sup>nd</sup> Violation: \$750, 3<sup>rd</sup> Violation: \$1000 plus MLS Review Panel**

- Entering incorrect selling agent or sale price information when closing a listing
- Posting a listing on MLS without having a signed listing agreement
- Off Market/Pocket Listings - Withholding a valid Listing out of MLS without signed Seller Opt-out Form
- Placing URLs, showing instructions, Open House information, access codes, Lockbox combinations, commission/bonus information or contact information in Remarks, Directions or Internet Remarks. This includes but is not limited to names, phone numbers, email addresses, hashtags or website / social media addresses.
- No Photo. Minimum one photo (representative of the front of property) is required for RE1, RE2, RIN and RNT Property Types
- Conditional offer of compensation and/or zero commission amount
- Invalid value in compensation fields
- Violating IDX or VOW display rules
- Agent solicitation/recruitment in any MLS integrated service
- Entering any data in a knowingly and willful manner to subvert the MLS automated data checker

## DATA INTEGRITY

**1<sup>st</sup> Violation: \$500 or No Fine – If corrected within two days of notification,  
2<sup>nd</sup> Violation: \$750, 3<sup>rd</sup> Violation: \$1000 plus MLS Review Panel**

- Entering a duplicate listing under same property type
- Entry of inaccurate or non-text information (ie: watermarks, logos, graphics) anywhere in a listing
- Use of any data field for a purpose other than its intended use
- Use or reuse of any photograph or remarks without written authorization
- Inappropriate / inaccurate photos, virtual tours and videos including images with text or embedded links.
- Branded Slide shows, Virtual Tours or Videos (agent, office or company information). VT must contain the letters “MLS” or “unbranded” or “non-branded” in the URL
- Inaccurate or out dated fees (i.e.: association fee/HOA or COA fee/maintenance fee/Rec fee/total fees). Zero \$ not acceptable.
- Bonus or incentives entered in any field other than Broker Remarks
- Failure to disclose Variable/Dual Rate commission
- Failure to disclose valid/correct brokerage representation
- Advertising a listing filed with MLS without written permission (not IDX or syndication through MIAMI approved providers)
- Extending a listing without written authorization of the seller on MLS Change Form
- Failure to secure seller(s), broker or office manager signature on MLS Change Form
- Failure to update Expected Closing Date (ECD)
- Use of Showing services remarks for other than intended use for showing information
- Failure to correctly record “Buyers Country of Origin” or, if USA, record “Buyers State”

These items and fines are subject to change as directed by the Residential Board(s) of Governors.

\* Fines not paid within 30 days will be subject to additional fees and/or suspension of MLS services.

In accordance with the National Association of REALTORS® Standards of Conduct for MLS Participants, a penalty not to exceed \$15,000 may be imposed for violations of MLS rules or other MLS governance provisions (04/08).

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