

## MLIS FINE MATRIX

### LISTING PROCEDURES

Failure to enter listing in database within 5 calendar days of list date	\$50.00 fine
Failure to enter sold information within 5 calendar days of closing	\$50.00 fine
Failure to provide an authorized* withdrawal within 5 calendar days of the withdrawal date (*signed by seller)	\$50.00 fine
Second address line is to be used for property identification only. Failure to change info after notification will result in a fine.	\$50.00 fine
Failure to populate <b>any required field with accurate information (8/1/08)</b>	\$50.00 fine

### PHOTOS

A least one primary photo is required for all listings entered into the database except land. If a photo is submitted for land, it must be a truthful representation of the land and not signage or a view from the property. **No photos may be branded with anything other than copyright markings. If a branded photo is not removed within 5 calendar days, the photo will be removed by MLIS.**

Failure to enter photo in database within 5 calendar days of list date	\$50.00 fine
Branded photo entered in database	\$50.00 fine

### PUBLIC REMARKS

If a Participant or Assoc. Broker has any ownership in a listed property, that information must be disclosed in Public remarks.	
Public Remarks are for information on the property. Other information including but not limited to: branded tours, agent incentives, commission details, and contact information, personal promotion or agency or specific lender, details regarding offers, etc. are fineable offenses in the amount of <b>\$50.00</b> (fifty dollars) per occurrence <b>and the offending statement will be removed from the MLIS database by MLIS staff.</b> Realtor remarks are to be used for the above exceptions or agent to agent communications. (8/1/08)	