

TIP SHEET: Waivers

MLS Now Rule 7.2b - A waiver of dues will be permitted if the real estate licensee or appraiser is affiliated with an MLS or Board/Association that is outside the MLS Service Area. However, **in the event a waived licensee obtains a listing within the Service's area, that listing must be submitted to the Service and/or entered into the Service's computer system per Section 2.1 of these rules and that licensee's waiver is null and void.** Furthermore, that licensee will receive a bill from the MLS for a prorated portion of the semi- annual dues period in which this situation occurs.

Once a listing has all necessary signatures, determine if it meets both criteria below and is a required entry in MLS Now.

1. The listed property is within the **32 County Service Area** – [view Map](#)
2. The listed property type is one of the following:
 - a. **Residential** – A single-family home or Condominium Unit for sale or exchange. Residential property type will include residential dwellings of one unit.
 - b. **Lot/Land** - Vacant lots and acreage with no inhabitable improvement, zoned residential for sale or exchange.
 - c. **Multifamily** - Two-family, three-family, and four-family residential building or buildings (Multi-Family units) for sale or exchange where all of the buildings or units are part of the transaction(s).
 - d. All **Farm/Agricultural** property where agricultural and similar activities take place for sale or exchange (Clarified 4/2022)

If it is a required entry, the listed property must be entered in MLS Now within **2 business days** or one business day if publicly advertised (except Saturdays, Sundays, and postal holidays) after all necessary signatures of the seller(s) or lessor(s) have been obtained. The list date shall be the starting date of the term of the agreement or the last seller's signature date on the agreement, whichever is last. This applies even if the List Agent had previously waived their MLS Now membership since they did not intend to list in our Service Area. Once they have this new required listing in our service area, you **MUST** follow these steps to comply with MLS Now Rules and Regulations:

1. Complete the [Roster Change Form](#) to add the previously waived agent
2. **Email** completed form to Membership@MLSNow.com with a note to please process ASAP since they have a listing to enter by the deadline.
3. **Enter** new listing into Matrix with the correct List Agent ID & Name and make listing Active within the *2 business days (or one business day if publicly advertised)*. [Input Tips](#)
4. **Pay MLS Now invoice within 30 days.**
5. After the listing is closed (either is marked Sold, Expired, or Withdrawn With Release) in Matrix, the List Agent can decide if they would again like to waive their MLS Now membership by completing the [Waiver Form](#) and emailing to Membership@MLSNow.com.

Waiver questions, contact Membership@MLSNow.com or call 216-485-4104.

Rules questions, contact QA@MLSNow.com or call 216-485-1485.

