

LISTINGS AND WAIVERS (Rule 7.2)

◇ 27 Counties in Ohio

Ashtabula	Holmes	Noble
Belmont	Jefferson	Perry
Carroll	Lake	Portage
Columbiana	Lorain	Stark
Coshocton	Mahoning	Summit
Cuyahoga	Medina	Trumbull
Geauga	Monroe	Tuscarawas
Guernsey	Morgan	Washington
Harrison	Muskingum	Wayne

◇ 5 Counties in West Virginia

Jackson
Pleasants
Ritchie
Wirt
Wood

MLS Now Service Area



There are 32 counties
that make up MLS
Now Service Area



LISTINGS AND WAIVERS

Participant Brokers will only be required to sign a general Certification of MLS of Choice Dues Waiver, attesting to, and certifying that all licensees not listed on the Broker's **MLS Now** roster are eligible for the **MLS of Choice Dues Waiver** and have been informed of the conditions, requirements, responsibilities, and penalties associated with the waiver, as described in the MLS Rules and Regulations and on the Certification of MLS of Choice Dues Waiver form.

Certification of MLS of Choice Dues Waiver

A waiver of dues will be permitted if a real estate licensee is affiliated with a qualified MLS that is outside the service area of MLS Now (MLS of Choice).

The Broker Participant identified below certifies that all licensees affiliated with said Broker Participant and not listed on Broker Participant's MLS Now roster, are subscribers of a qualified MLS outside of the service area of MLS Now and are therefore eligible for an MLS of Choice Dues Waiver and are exempt from payment of MLS Now Dues/Fee(s).

Documentation of subscription to another qualifying MLS, such as invoices, receipts, or letters in good standing must be provided to MLS Now staff upon request.

Broker Participant further certifies that all currently waived licensees have been informed, and all future waived licensees will be informed by the Broker Participant that by Waiving Membership in MLS Now, the Broker Participant and the licensees acknowledge and agree that the licensees do not and will not at any time use any services or content of MLS Now including but not limited to; current listing data, comparable and statistical information or reports, MLS Now data feeds, or any other product(s) or services that may otherwise be available only to authorized MLS Now Users affiliated with the Broker Participant.

However, Broker Participant acknowledges and agrees that, in the event a waived licensee has or obtains a listing of a required list type, within the service area of MLS Now, that listing must be submitted to the Service and/or entered into the Service's computer system per the rules of MLS Now, without the listing agent's name or contact information appearing anywhere in the listing.

Any Participant and or Subscriber who fails to enter a listing of the required property type, as required by MLS rules, per rule 2.1, or to submit the required paperwork for an Office Exclusive listing of a required property type, per rule 2.7, will be assessed a fine of \$1,000. A second offense will result in \$2,500 fine and a third offense will result in a \$5,000 fine. Repeat offenders of this rule will be reviewed by the MLS leadership and may result in service suspensions or additional fines being assessed.

By signing below, the Broker Participant acknowledges the conditions, requirements, responsibilities, and penalties contained herein, and attests to and certifies that all licensees not listed on the Broker Participant's MLS Now roster are eligible for the referenced Dues Waiver and have been informed of the conditions, requirements, responsibilities, and penalties contained herein.

Certification:

Signer must be the MLS Broker Participant

Signature of MLS Participant

Date

Printed Name of MLS Participant

Printed Company Name

LISTINGS AND WAIVERS

Your Principal Broker is a Participant (member) of **MLS Now**:

- NAR “**MLS of Choice**” rule allows you to subscribe to a different **REALTOR®-owned** MLS
- Broker must complete a ***Certification of MLS of Choice Dues Waiver*** form
 - Each affiliated licensee must either subscribe to MLS Now or be covered by the blanket waiver on the ***Certification*** form
 - Broker must verify accuracy of MLS Now roster and update with new licensees, delete transferred licensees

LISTINGS AND WAIVERS

How to make changes to your brokerage roster:

- Use the new Roster Change form
 - Update to ADD a licensee selecting MLS Now services
 - Update to DELETE a departing licensee
 - Update to DELETE a licensee subscribing to a different MLS of Choice
- Submit the Roster Change form to Membership@MLSNow.com

North Office
5605 Valley Belt Road
Independence, OH 44131



South Office
7110 Whipple Ave. NW #D102
North Canton, OH 44720

PH: (216) 485-4100 / FX: (216) 485-4159
Email Form to Membership@MLSNOW.com

Roster Change Form

Company Name: _____ Office MLS ID: _____

User's Name: _____ License #/ID: _____

Was this User ever licensed under a previously assigned license number or MLS ID? No: _____ (Yes: _____, #/ID _____)

Change Authorized By: _____ Date: _____
(Signature)

ADD USER

New User* Transfer/Reinstate User* Secondary User* Unlicensed Office Support*
Primary MLS: _____

Email Address (Required): _____

Preferred Telephone Number: _____

Home Address: _____
(Street) (City) (State) (Zip)

*Primary Board (Required if licensed with a REALTOR broker): _____

Listing Input Authorization: No Yes (Prerequisite: Listing Input Class)
 Main Office Level Branch Office Level Agent Level Agent Level (Limited)
(Broker Level Access) (Office Manager Level Access) (Allows Input w/Status Mail/Notice) (Allow Input w/No Status Mail/Notice)

*NOTE: Brokerage firms are allowed one free unlicensed office support per every 15 agents. Please choose the appropriate option: _____ Non-Chargeable
_____ Chargeable (\$30.00/Semi-Annually)

***Required Letter of Good Standing**
Agents or appraisers being added to a REALTOR Participant's MLS Now account must have their Board of REALTORS send MLS Now a letter of good standing within 30 days of being added to the Service. If good standing is not received within the requested timeframe the agent or appraiser will be placed in a suspended status and given five (5) additional days to have their board provide a Letter of Good Standing. If good standing is not received the entire firm will be suspended for non-compliance of MLS Now's REALTOR Participation.

***MLS Now Introduction to MLS Training Required**
MLS Now will assign the agent or appraiser a temporary password to access Matrix; however, all new agents, and reinstated agents who have not previously been a user of the Service within the past year must complete the Introduction to MLS class within 30 days of being added.

DELETE USER

Returning Agent's License to the State – License Return Date: _____
 Waiving Agent's Dues: Subscribing MLS's Name: _____
 Unlicensed Support

MISCELLANEOUS CHANGES

Name Change: _____

Phone # Change: _____ Email Change: _____



LISTINGS AND WAIVERS

- ◆ Participant brokers should remind their licensees that when taking listings, **location, location, location matters**, *not* the listing agent's MLS of Choice.
- ◆ All listings taken in MLS Now Service Area:
 - ◆ MUST be entered in the MLS Now system
 - ◆ MUST be entered within 2 business days if not marketing
 - ◆ MUST adhere to Clear Cooperation Policy (24 hr/1 day) if publicly marketed



LISTINGS AND WAIVERS

Listings taken in MLS Now Service Area by non-subscribers:

- ◇ **Inform the Owner** - Listing will be shared in more than one MLS system

Broker's options for entry in MLS Now:

- ◇ **Participant broker may add licensee to MLS Now roster via Roster Change form** - Listing agent licensee becomes a subscriber and listing may be entered with his/her contact info;
- ◇ **Participant broker may designate a licensee currently subscribed to MLS Now** – Listing is entered by subscriber with ONLY his/her contact info; non-subscriber listing agent may not appear anywhere in the listing; *OR*
- ◇ **Participant broker may have the listing entered with his/her contact info** - non-subscriber listing agent may not appear anywhere in the listing

Remember: ALL listings belong to the Principal Broker(s)



IMPORTANT REMINDER!!

MLS NOW DOES NOT HAVE

“COMING SOON”

“TOMK” Status when you have a listing agreement but it’s not available for showings



MLS Now

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QUESTIONS??

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