

TIP SHEET: MLS of Choice

MLS Now has a new [Certification of MLS of Choice Dues Waiver form](#).

- Each MLS Now broker participant is required to promptly **sign** and return to Membership@MLSNow.com.
- Please **verify** each of your agents is either showing on the MLS Now roster or is an active member of another qualified MLS of Choice. MLS Now will do random audits to verify waived agents are active with a qualified MLS.
- Please **update** MLS Now each time you add a licensee that is selecting MLS Now services. You will also notify us immediately if any licenses are returned to the State for those members showing Active with MLS Now.
 - To make any changes to membership, complete the [Roster Change Form](#) then email completed form to Membership@MLSNow.com.
- **Enter** every office listing into MLS Now on time (see options below) unless the property is exempt. Exempt listings are those located outside of the [MLS Now Service Area](#) of 32 counties or is a property type that is not required (Commercial or Rental)
 - A **\$1000 fine** will be assessed for failure to enter a required listing or notify MLS Now that it is listed as an Office Exclusive and the seller has opted out of the MLS. [MLS Now Rule 2.1](#)
 - If the List Agent is waived with MLS Now, the listing must be entered with either the broker or another active MLS Now member showing as the List Agent in Matrix without the waived listing agent's name or contact information appearing anywhere in the listing.

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.



TIP SHEET: MLS of Choice

[MLS Now Rule 7.2b](#) – *Dues Waiver* – A waiver of dues will be permitted if the real estate licensee or appraiser is affiliated with another, qualified, MLS that is outside the service area of the multiple listing service, of MLS Now. ***In the event a waived licensee has or obtains a listing of a required list type, with the service area of MLS Now, that listing must be submitted to the Service and/or entered into the Service's computer system per Section 2.1 of these rules, without the listing agent's name or contact information appearing anywhere in the listing. The Broker/Participant or another licensee affiliated with the Broker/Participant who is a member of MLS now, must be shown on the listing as the listing agent and or contact for information or showing appointments.***

Please reference the [MLS Now Rules and Regulations](#) for additional information.

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

Rules questions, contact QA@MLSNow.com or call Dianna at 216-485-4125.

