

EXHIBIT B: INFRACTION & FINES SCHEDULE

Listing Infraction	Applies to	Fine
1. Submitting a listing to MLS without a valid exclusive listing agreement OR signing, or allowing anyone else to sign, forms for the owner 2. Failure to submit a new listing within 48 hours 3. For an Exempt Listing, failure to submit a new listing and a “Sellers Waiver of Broker Cooperation via MLS and Public Marketing” form to MLS within 48 hours 4. Manipulating listing content to circumvent MLS rules, to provide a misleading representation of the listing, to manipulate cooperation with other Participants, or to change information <i>ex post facto</i>	Office Or Listing Agent	\$250 – 1st violation \$500 – 2nd violation \$1,000 – 3rd violation
5. Failure to report a listing “Under Contract-Not Showing” or “Under Contract-Showing” to the MLS within 48 hours of the execution of a Binding Sales Contract 6. Restricting showings for an Active listing 7. Failure to report a listing “Closed” to the MLS within 72 hours 8. Failure to report a listing as a Short Sale within 48 hours 9. Failure to report listing changes to the MLS within 48 hours (other than those specifically referenced in other fines) 10. Submitting a listing with contact information in any field other than the private remarks field 11. Removing Listing Content in Closed, Expired or Withdrawn listings	Listing Agent	\$100 – 1st violation \$250 – 2nd violation \$500 – 3rd violation
12. Failure to include a Primary Image 13. Failure to include a known starting point and accurate directions to the front of the property in the “Directions” field 14. Submitting a residential listing without a foundation and with a construction type other than “To Be Built”	Listing Agent	\$50 – 1st violation \$100 – 2nd violation \$200 – 3rd violation
15. Submitting a listing or listing changes with items incorrect or required items omitted (other than those specifically referenced in other fines)	Listing Agent	\$25 per incorrect item
16. Use of “Exempt Listings” to circumvent cooperation with other Participants	Office and/or Listing Agent	Warning – 1 st violation \$500 – 2 nd violation \$1,000 – 3 rd violation

Access and Reporting	Applies to	Fine
17. Failure to report changes of licensee, appraiser, paid assistant or paid office staff/secretary affiliated with the Participant within 10 days	Office	\$500 – 1st violation \$750 – 2nd violation \$1,000 – 3rd violation
18. Violations of Waiver Request	Office	
19. Sharing an individual's login and password, using another user's login or password, in any way jeopardizing the security of the system, or granting unauthorized access to the system	MLS User	

20. Granting prohibited public or third-party access to MLS compilations	MLS User Or Office	\$1,000 – 1st violation \$2,000 – 2nd violation
21. Allowing unauthorized use of printed listing reports or other compilations (distributing listing information to people who are not bona fide customers and clients)	MLS User	\$100 – 1st violation \$250 – 2nd violation \$500 – 3rd violation
22. Unauthorized use of photographs without permission of the listing broker		
23. Upon request from the MLS, Participants must produce proof of a valid exclusive listing agreement and/or substantiating documentation for a property listing submitted to the MLS as follows: i) A valid exclusive listing agreement within twenty-four (24) hours. ii) Substantiating documentation (e.g. ALTA Settlement Statement, offer to purchase agreement, etc.) within forty-eight (48) hours. Failure to submit documentation to MLS within the given time frame may also result in the removal of the listing from the MLS.	Office or Listing Agent	\$100 – 1st violation \$250 – 2nd violation \$500 – 3rd violation

Lockbox System Infraction	Applies to	Fine
24. Loaning, giving or sharing a SentriCard with any other person 25. Removing the key from the property 26. Giving or loaning the property key to anyone 27. Removing a SentriLock from a property without the lockbox owner's permission 28. Any other misuse of the electronic lockbox system as determined by the Directors	MLS User	\$100 – 1st violation \$250 – 2nd violation \$500 – 3rd violation

Electronic Mail Misuse	Applies to	Fine
29. Misuse of email or notification services	MLS User Or Office	\$50 – 1st violation \$100 – 2nd violation \$250 – 3rd violation

Rules Enforcement

- Violations in excess of three occurrences may result in suspension or cancelation of service.
- Staff issues a citation for a specified MLS Rules violation, per incident. The fine for the first violation may be waived if corrected within 48 hours from date of notice and/or at staff's discretion.
- The Participant/User has 30 days to pay the fine.
- If the fine is not paid within the 30-day period, the fine will be placed on the User or office invoice.
- If the Participant/User wishes to challenge a fine, the challenge must be filed in writing to the Board of Directors.
- Fines may not exceed the NAR limit for a single incident.
- Ethics violations will be referred to the appropriate local REALTOR® association.