

3 Business Days Warning Period Required

Late Submission of Listing	\$100	All listings must be entered in the MLS within <u>5 days</u> after all necessary signatures of seller(s) have been obtained.
Late Reporting of Listing Changes	\$100	All changes are required to be entered in the MLS within <u>24-hours</u> (Status, Price, Offers of Compensation).
Disparaging/ Discriminatory Remarks in Listing	\$100	Remarks made in a belittling manner or reduce in rank or esteem not allowed.
Incorrect/Incomplete Information	\$100	Listing content must comply with instructions in the information box for each field. Data must be accurate and complete.
Entering New Construction	\$100	New construction is categorized as To Be Built. For new construction, the exterior elevation, or the floor plan.
Improper Use of Sold Data	\$100	Use of "Sold" information other than to (a) support an estimate of value on a particular property for a particular client or (b) advertise Participant's services is prohibited. Sold price may only be used for advertising if the member was part of the transaction with written permission of both parties involved in the transaction.
Entering Incorrect Selling Agent	\$100	Selling agent is the BUYER'S AGENT. If a non-member participates in the sale of the property enter ctxmlsnonmember .
Reporting Sales to the MLS	\$100	Sold status and sales price must be reported to MLS within <u>2 business days</u> after closing.
Improper use of the terms MLS and Multiple Listing Service	\$100	May not use the terms MLS or Multiple Listing Service in the name of their firm, email addresses, URLs, website addresses in any way.
Title Company Info in Remarks	\$100	No title company info, name, phone number or email allowed in <u>any</u> remark sections.
Failure to Supply Listing Agreement	\$100	If listing agreement is requested by CTXMLS, subscriber <u>must provide it within 3 business days</u> .
Clear Cooperation Policy	N/A	Properties being publicly advertised must be in the MLS within 1 business day. Coming Soon status <u>NO SHOWINGS</u> .

Immediate Fines NO Warning Period Required

Duplicate Listing	\$100	Properties only allowed to be listed in MLS once within the same property types at a time.
Entering NON-Member Info in Listing	\$100	Non-members may not have contact information anywhere in the listing. (Co-Agents, Sellers, etc..)
IDX Policy/ Public Remarks	\$100	NO name, phone number, branded photos, any Web site, or Web address, etc. is prohibited in the public remarks. No branding on virtual tours.
Failure to Comply with Showing Instructions	\$100	Must follow the showing instructions outlined in the showing service or the MLS (appointment information, showing instructions, etc.)
Display of Confidential Info/ Security Info	\$100	Any access codes must <u>ONLY</u> be shared through supplements (PDF) or through showing service. Not allowed in any remarks sections.
Photo Policy	\$100	No branding or watermarks of any kind. Must have at least <u>1 curbside view photo</u> in the MLS. Must have written permission to use previously submitted images.
Unauthorized Listing Content	\$100	Advertising any listing content that is <u>not</u> your listing without permission is prohibited.
Incorrect Directions	\$100	Directions must be descriptive in nature and contain <u>turn by turn</u> instructions. Marketing information of any kind is prohibited in the Directions field.
Incorrect Use of Property Listing Content	\$100	May not use listing content from a prior listing. (Remarks, photos, etc..)
Commission Policy	\$100	Per NAR if listing in the MLS the Listing Broker <u>MUST</u> offer some compensation as cooperating with other Brokers. MLS will not suggest or recommend compensation amount. Amount can be percentage, flat rate or combination of both.
Sharing of Password	\$1000	Do <u>NOT</u> give anyone else your log in info or allow anyone else to log in as you.
Misuse of Confidential MLS Info	\$1000	MLS Information is confidential and exclusively for the use of CTXMLS Participants and Subscribers.