

# IMPORTANT

TO: All MLS Participants  
FROM: Multiple Listing Service  
SUBJECT: Listing Agreements and Changes

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Effective July 2005 the requirement to send in listing agreements, extensions, price changes, withdraw/releases, etc. to the Multiple Listing Service was suspended.

Rule 501.16\* regarding paperwork calls for MLS staff to contact offices requesting copies of signed listing agreements, extensions, etc. to be faxed to MLS so the validity of these can be verified.

Failure to comply with any request for paperwork within 24 hours will result in an automatic fine of \$250. If paperwork is not provided, this offense will be referred to the MLS Procedures Committee for an Administrative Review to determine the nature and amount of the penalty and the listing will be subject to removal from the MLS system.

Any fine that is assessed may also result in a requirement that the offending office submit paperwork on all their listings.

Requests for paperwork will be selected by one of the following methods:

- 1) Listings and Extensions will be randomly selected.
- 2) Any listing, extension or withdrawals/releases questioned by the public.
- 3) Any paperwork relevant to the listing that MLS senior staff would like to see for any reason.

Reminder: When taking an office exclusive a signed Office Exclusive Certification must still be mailed to the MLS office.

**\*Rule 501.16 Upon request by the MLS, Participant must produce the listing agreement or any document authorizing a price change, extension, withdrawal, or release, or any other document for which a seller's signature is required. Any requested document must be received by the MLS within twenty-four (24) hours of such request. Any listing agreement or extension not provided to MLS within specified time period will be subject to removal of said listing from the MLS system.**