

Henderson County Board of REALTORS®

MLS Standing Rules

1. The MLS meeting will be on the 1st Wednesday of each month at 9:00 AM with the MLS Chairperson presiding with the committee named by the President.
2. Agents will not leave calling card in any property not belonging to their client.
3. If a property is listed in more than one “Property Type”, only one “Property Type”, will be reported to the MLS as Sold. The other(s) should be reported to the Board Office to be deleted from the System.
4. If “Year Built” is not available, the placing of a “0” in the field is acceptable. Every effort should be made to determine the “Year Built.”
5. If “Lot Size” cannot be determined or is too complex to fit the “Lot Size” field: the words “not available”, “irregular”, or the number “0” can be shown. Every effort should be made to determine the “Lot Size.”
6. All Mandatory MLS input fields must be completed. If a listing is submitted with missing Mandatory Fields, the Executive Officer will contact the Broker to input the required field. If this condition is not rectified within 48 hours, the Executive Officer will delete the listing.
7. Agent cell phone numbers will not be included in the public “Remarks” field of the MLS listing. No Phone numbers of a non-member salesperson will be put into any remarks in the MLS.
8. No Sales Credit for annual Awards will be given to a Member Broker that inputs the Sold Field at anything other than the actual Sold Price (i.e., \$1).
9. All sales are to be reported to the Service. Failure to report sales is a violation of the Rules and could result in a hearing before the MLS Committee to establish any penalty, if appropriate; and could include up to suspension from the MLS.
10. A new agent that is not able to attend the second opportunity for “Henderson County Board of Realtors® New Member Orientation” will be required to get specific approval to miss the Orientation opportunity from the Education Chairperson or the Agent’s Membership in the HCBOR will be suspended until the agent successfully attends the next Orientation Session.

11. Any photograph that has been placed in HCBOR Navica MLS by “listing brokerage company” is not to be used by another “listing brokerage company” without specific authorization, in writing, by the origination “listing brokerage company”.

12. It is mandatory that Agent call the Listing Office to make appointments prior to showing a listed property. If the Agent is unable, for any reason, to receive confirmation of an appointment to show a listed property, the property is not to be shown, unless instructions on MLS Profile sheet shows otherwise.

13. If the property has an electronic lock box and the owner opens the property for the Agent; the Agent is to open and close the key door using appropriate system application. This procedure activates the showing information in the lock box system records.

14. Per instruction from the MLS meeting 07/07/2010, the following changes were made when filling in “Owner” on the MLS profile sheet, if owner declines showing the actual and full name of the actual owner, the following is to be written in “Owner”: “Seller declines to disclose name”. If this is done, the Agent is to get the instruction from the Owner in writing and send a copy signed by the owner to the HCBOR office. Never put in “Owner of Record” or “See Agent”.

15. The following standing rules passed at the last MLS Committee meeting on July 1, 2009. The Executive Officer, at the direction of the MLS Committee is the only party that can delete a listing. The only listings that are authorized to be deleted are errors or duplicates. Any other deletion requests will be reviewed by the MLS Committee for final action. * Waterfront Definitions - Property Profile Forms:

16. Platted WF/Ft = Length of the Platted Waterfront Survey of the Property. (Cedar Creek Lake is usually the 325’ Line - a few Subdivisions are the 322’ Line - Other lakes will have differing waterfront elevations as shown on the respective Plat). Wtrsd Bndry (Not Verfy) = Best Guess of the length of the retaining wall of the perceived waterfront.

17. Only the ACTUAL LISTING AGENT'S name is to be inserted into the field "Listing Agent." All agents underneath their broker’s license must have an individual account with Henderson County Board to access and utilize the MLS. If the listing agreement or contract is listed and signed under the associate realtors name that listing agent must be a member for it to be advertised in our system. The broker can not advertise a non-members listing in the MLS. Agents and office staff/personal assistants may not use brokers or any other agents Login. Violation of any of these will result in accordance with Standing Rule #23.

18. As of February 1, 2023 MLS Meeting and effective February 21, 2023, a main photo is required to be uploaded before a listing can be submitted to the MLS system.

19. The following standing rule was amended at the MLS meeting on January 4, 2021: MLS Dues Billing will be submitted to the Broker quarterly; the invoices will go out on the 20th of the month before each new quarter. Dues billings will be delinquent if not paid by the 10th of the 1st month of the quarter and result in a \$25.00 late fee. Service will be deactivated on the 20th of that month for members who have not paid MLS dues. The Broker is responsible for submission of payment of Agent's dues under his/her license.

Example: 1st quarter billing is for January, February, & March. The invoice will go out December 20th, the invoice is due January 1st, a late fee will be applied January 10th and company will be deactivated on January 20th.

An additional amendment to 19 was added at the MLS meeting on September 1, 2021 as follows: There will be a \$100.00 reactivation fee applied after the 20th when service is deactivated. The following additional amendment to 19 was added at the MLS meeting on December 6, 2023 as follows: There will be a \$100 reactivation fee applied after the 20th when service is deactivated up to 6 months. There will be a \$200 reactivation fee if inactive from 6 months to 1 year. After 1 year of inactivity a new application fee will be applied for reactivation.

20. The following was approved at the May 4, 2016 Board of Directors meeting: Clarification of qualification to hold office as President, Vice President, Treasurer, TAR Director and Director:

Each of these offices require that the person taking these offices have held other specific offices prior to holding these offices. The objective is to provide the person with prior experience to aid them in performing their duties in the new office. Persons currently holding the required experiential office can be elected and assume the new office if that person completes the current office satisfactorily.

21. The following standing rule was passed at the MLS meeting June 1, 2016: Any transfer of listing(s) must be approved in writing by the Broker of the listing office.

22. The following was approved at the April 5, 2017 Board of Directors meeting: The TAX GEO number on all properties shall be included in all HCBOR MLS listings as presented by the county appraisal district with all spaces, periods and fields. It is recommended that the TAX GEO number be highlighted and copied from the appraisal district site, and then pasted into the TAX GEO box on the listing form. If the property has more than one TAX GEO number, it is recommended that the additional TAX GEO number(s) be added in the section titled 'Agent Remarks.'

23. The following standing rule was amended at the MLS meeting of May 5, 2021. The HCBOR will be charging agents for not following the MLS Standing Rules. First a warning will be sent to the agent and their broker via email, stating you have 48 hours to correct the issue. If not corrected a second email stating, they have 24 hour to have it corrected or a fine will be sent to the broker. This will be in the amount of \$50.00 for the first offense. If not corrected within

24 hours, the fine will increase to \$100.00, if not paid, the office will be deactivated immediately. The membership will be terminated, and the member/broker must reapply as a new member/broker/office to regain membership in the HCBOR MLS system with application fees applying.

24. The following was approved at the May 2, 2018, MLS Meeting: In keeping with National MLS Policies 7.42 and 7.43, HCBOR MLS will only charge MLS brokers and licensees who choose to subscribe to HCBOR MLS as secondary members. The Secondary MLS brokers and licensee subscribers will not allow a non-member to use their log in to access the HCBOR MLS. Allowing a non-member to use the member's log in could result in suspension from the Navica system for the member in violation.

25. The following was approved at the May 2, 2018, MLS Meeting: A property designated as 'Sold' may be added to the HCBOR MLS only if the property is in the HCBOR territory or was uploaded to the MLS prior to sale.

26. The following Rule was approved at the MLS meeting on April 3, 2019: After an agreement has been reached between the buyer and seller, a change will be added to the MLS within 24 hours or next business day. That change will be either a "P" (Pending); or "U" (Under Contract), which means the contract is contingent on sale of other property or in the option period.

27. The following Rule was approved at the MLS meeting on August 7, 2019: To be designated 'Waterfront' the lot on which the property sits must adjoin the waterfront at the frontage line as defined by the local governing authority. For Condominium complexes, the unit(s) must also face the lake.

28. **NAR REQUIRED:** Policy requires that the property address for all residential listings filed with the MLS be disclosed and available to MLS participants and subscribers at the time the listing is submitted to the MLS. Where an address does not exist, a parcel identification number or legal description of the property's location must be filed with the MLS. The change doesn't preclude sellers who need privacy from keeping their address (or entire listing) off of publicly accessible displays of their property.