

# Sequim Association of REALTORS® Multiple Listing Service Policies & Procedures (5/18/22 revision)

Abbreviations: SAR – Sequim Association of Realtors

DB – Designated Broker

MB – Member Broker

## MEETINGS of the MLS COMMITTEE

*Intent: Meetings of the SAR MLS Committee should be held on a regular basis to ensure good communication of business issues relating to the Association-provided MLS system. Meetings shall be held at the SAR Office (720 E Washington #103) on the First Tuesday of every odd-numbered month at 9:00am, unless specifically changed/postponed. The MLS Committee is composed of the DB of each member office of SAR. Each Committee Member shall hold one vote for decision-making purposes, however, any MB may attend. Any decision made by the MLS Committee must be ratified by the Board of Directors of SAR.*

### POLICIES:

- Proxies: Proxies are allowed if a written request (physical, email or text) is submitted to the MLS Chair from the DB specifying another MB from their office to vote for them, prior to the start of the meeting. DB-only offices may appoint, as their proxy, a MB from another SAR Member Office to represent them in the meeting. (Policy enacted 5/6/2003)
- Quorum: An attendance of 50% of the members of the MLS Committee is required to constitute a quorum for voting purposes for both regularly scheduled and special meetings (Policy enacted 8/29/2000)
- Discussion of Individual Members: If an individual MB is to be discussed at an MLS meeting, that person will be contacted and encouraged to attend. If they are unable to attend that meeting, discussion will be tabled until the next regularly scheduled meeting, at which time the discussion will take place regardless of the presence of the individual. (Policy enacted 2/14/2006)
- Nomination of the Chair: The nomination/appointment of the upcoming year's MLS Committee Chairperson shall take place during the last regularly scheduled MLS Committee meeting of the year. (Policy enacted 9/01/2009)
- Infraction Review Committee: A sub-committee of the MLS Committee ("Infraction Review Committee" - hereinafter IRC) shall be established to review and research any infractions of the MLS Policy brought to the attention of the MLS Chair. Said infractions shall be forwarded to the IRC who will research the issue and recommend a response for enforcement to the SAR Board of Directors. Any IRC Committee member who is (or is the DB of) the subject of the infraction shall recuse themselves from the Committee. The Board of Directors will be ultimately responsible for assessing a fine or other form of discipline. Members of the subcommittee will consist of ¼ of the MLS Committee Members for each quarter of the year (committee assignments shall be determined at the January meeting of the MLS Committee for the following year).

## SHOWING PROPERTY

*Intent: Members should take care when showing listed property. Security of the property and consideration of all occupants should always be uppermost in mind. Members should cooperate to the best of their ability to allow access to listed property.*

### POLICIES:

- Security: Unless otherwise instructed by the listing MB or seller, members will ensure the property is secured upon their departure (doors locked, etc.) If property was found unsecured upon their arrival, member shall notify the listing broker of the fact in order to document the infraction and report to the MLS Chair. MBs who (if that can be determined) leave a property unsecured may be subject to discipline

as described in the disciplinary section of these policies, including loss of E-Key privileges for multiple infractions. (Policy enacted 10/13/1998)

- E-Keys: MBs are not required to have a lockbox “key” (Policy enacted 10/2009). However, if a MB of SAR chooses to loan their “key” to another MB, the lender of the “key” is responsible for any misuse by the lendee.
- Notice regarding Inspections: - The Listing Agent will be made aware of whether or not the Selling Agent will be present during inspections. (Policy enacted 9/6/2005)
- Cards: When showing a property, the MB must leave their business card with the date and time of the showing.

## ADVERTISING

***Intent: Members should take care to present useful and correct information to the public and follow rules regarding sign display.***

### POLICIES:

- MLS Number: When using an MLS number in an advertisement, the OLS ML number must always be included. (Policy enacted 10/10/2005) The MLS number must be shown if including any other applicable MLS number in an advertisement. (Policy enacted 11/1/2005)
- Brokerage: Any MB advertising any property for sale (other than their personal property) must include the name of the Brokerage in the ad. (Policy enacted 5/13/2003)
- Signs: No MB shall remove another MB’s signs except to replace it with their Brokerage sign when the listing has changed companies.
- Sign Rules/Regulations: MBs shall abide by the rules and directives established by respective Home Owner’s Associations (HOA) or the jurisdiction of the city, county and state governments regarding placement and removal of signs. (Policy enacted 5/5/1998)

## TOUR POLICIES

***Intent: The SAR’s weekly MLS Tour provides an opportunity for members to preview homes that are recently listed. The tour takes place on Wednesday mornings after the weekly SAR Membership Meeting. Full tour Guidelines (Approved 7/6/10 and Amended 5/3/22) are available in a separate policy document.***

## SAR E-MAIL POLICIES

***Intent: The SAR provides a group email to all members intended to facilitate the distribution of information relevant to our members in an efficient manner. Full SAR E-Mail Policies (Approved 3/8/22) are available in a separate policy document.***

## MLS DATA INPUT POLICIES

***Intent: Members should strive to provide the most accurate and complete listing information data to the Olympic Listing Service (hereinafter OLS), and provide a better service to our seller client by making information easily available to all our MBs.***

### POLICIES:

- Timeliness of Listing Submission: All new listings must be submitted to the OLS within 48 hours of receipt, unless there is a signed request by the seller to withhold it from the MLS. Failure to do so will result in a \$100 fine. (Policy enacted 12/14/2010)
- Timeliness of Changes: Any status change from “active” (except expired, which is an automatic update by the system) must be made within a 24 hour period (excepting weekend, holidays, and postal holidays). “Sold/Closed” must be made within 2 days (business days). MBs who fail to make the

status change to Sold/Closed after notification by a cooperating MB, may be subject to discipline as described in the disciplinary section of these policies.

- Photos: All photos belong to the MB who originally uploaded them to the OLS, and may not be used by other MBs without their permission. (Policy enacted 4/3/2001) A “For Sale” sign shall not be the primary focus of a photograph. (Policy enacted 4/7/2009) QR Codes cannot be used in place of photos. (Policy enacted 8/02/2011) SAR does not sanction or approve use of copyrighted images in our listing materials without the copyright owner’s permission. (Policy enacted 2/10/15)
- Property Classes: Listing MBs will insure the entry of all listings into their correct property class as follows: Site Built or Modular homes – SB. Condominiums and Townhomes – CT. Mobile homes and Manufactured Homes (regardless of land ownership status) – MM. (Policy enacted 12/5/1995)
- Status: Offers with contingencies where continued marketing is required, will be coded as “UCB” – Under Contract - Bump, “UBAP” – Under Contract Bank Approval Pending, “AUCT” – Auction. Offers with contingencies where no continued marketing is required will be coded as “UCC” Pending – Under Contract with Contingencies, “PED” – Pending without Contingencies. When the sale is closed, the status will then be changed to one of the “sold” options depending on the selling firm/agents relationship with the listing firm. (Policy enacted 12/5/95)
- Sold Information: Listing MBs will ensure the correct sales price and Selling Agent’s name are entered when making status changes to “pending” or “sold”. Incorrect sales prices will degrade the usefulness of comparative market analyses, and skew monthly statistical reports and sales trends. Sales prices reported in our database should agree with those on stamped on the face of the deed. (Policy enacted 12/5/95) Only one (1) Selling Agent may sign any given Purchase & Sales Agreement. The Selling Agent who signs the Purchase & Sales Agreement shall be entered into the database as the Selling Agent of record. (Policy enacted 8/2/2005)
- Multiple Classes for the same listing: When a listing is posted in the database under multiple categories, only one category listing shall be designated as “closed”. The others shall be “withdrawn.” (Policy enacted 10/9/2003)
- Compensation: Compensation must be an exact amount (not a range), for example, it can’t state that the compensation is “up to X percent”; it must be specific. (Policy enacted 5/6/2003)
- Listings outside jurisdiction: Listings will be accepted from any jurisdiction provided the MB is a member of SAR. Out of area listings are not required to be entered into the OLS database. (Policy enacted 12/4/2001)
- Associated Documents: Plat maps and legal descriptions must be included on all listings including commercial listings. (Policy enacted 07/06/2010) Plat maps are NOT required on residences on leased land (Policy enacted 9/6/2005) Failure to enter a legal description and plat map will result in a warning, after seven (7) days, a second warning will be given if the legal description and plat map have not been entered. After a second warning, the agent has three (3) days to enter the legal description and plat map or they will be fined \$50 per violation. (Policy enacted 2/12/2013)
- Branding: Branding is not allowed in transmittals, if the branding is not removed within seven (7) days of notification of the violation, the listing agent will be subject to a \$50 fine (Policy enacted 11/11/2014) Agents’ name, phone number, and website shall not appear in the general remarks section. (Policy enacted 2/3/2009)

### ACCESS TO OLS INFORMATION

***Intent: Information contained in OLS is the property of OLS and intended to be used only by members for the particular business uses. Use of the information by non-member or non-licensed individuals is STRICTLY forbidden.***

- Office Administrator: One (or more – Policy enacted 7/6/2010) Office Administrator can be given “level 5” access to Paragon. This access will be on behalf of the DB, who will be ultimately responsible for any action taken by the Administrator. (Policy enacted 11/1/2005)
- Distribution of print material: A firm may give a full detail sheet of its own listing(s) to only the Seller of said property, and/or another Real Estate Licensee. (Policy enacted 11/05/2013 & Revised 5/3/22)

- HOA Rule enforcement: No MB Member shall supply MLS information to any Home Owner's Associations for the purpose of their rule enforcement. The reasoning behind this statement is that the HOA should communicate with the property owner when questions arise concerning the market status of, or placing of signs on a property. (Policy enacted 5/5/98)
- Unauthorized access: If a SAR member has opted-out of the OLS, they must obtain permission from the listing MB prior to access. Failure to do so will result in a \$500 fine. (Policy enacted 5/3/18)
- Unauthorized distribution: If an SAR member is found guilty of unauthorized distribution of OLS data, or loaning their key to an unlicensed person, they will be fined \$1,000.00 (Policy enacted 11/11/2014)

**FINES (See specific policy item for details):**

<b>Failure to enter plat map</b>	<b>\$ 50.00</b>
<b>Failure to enter legal description</b>	<b>\$ 50.00</b>
<b>Failure to properly secure a home</b>	<b>\$ 50.00</b>
<b>Failure to properly cancel a property from the tour</b>	<b>\$ 50.00</b>
<b>Failure to remove branding after notice</b>	<b>\$ 50.00</b>
<b>Violations of other MLS Policies</b>	<b>\$ 50.00</b>
<b>Failure to timely enter listing in OLS</b>	<b>\$ 100.00</b>
<b>A listing in OLS without a copy of listing agreement/or extension/or rejection of service</b>	<b>\$ 100.00</b>
<b>Failure to timely report Sold/Closed</b>	<b>\$ 250.00</b>
<b>Entrance to a OLS-listed property by a non-subscribing broker w/o contacting MB</b>	<b>\$ 500.00</b>
<b>Unauthorized distribution of OLS data or loaning a key to an unlicensed person</b>	<b>\$1,000.00</b>

**MB in violation of MLS Policies will be contacted by the MLS Chair for their first offense; upon the second violation, the MB will be fined \$50 per violation providing the violation does not have a previously established fine amount. (Policy enacted 8/02/2011)**