

# Cincinnati MLS of Choice Processes and Procedures

(Revised 5/24/18)

## Procedures

1. Waivers will be valid through the end of a dues period (through March 31 or through September 30). New Waiver Application must be updated and received every six months.
  - a. Thirty days before invoicing, notifications will be sent to managing broker/appraiser of record requesting a new Waiver Application
  - b. One week before billing, verify Waiver Applicants with their stated MLS of Choice.
  - c. Any non-renewal will be billed dues, but not have access until the dues are paid.
  - d. Since the Waiver is valid through the end of the dues period, waivers will be accepted without penalty through March 31 or September 30.
2. Listings in the MLS at the time of a Waiver Application is approved:
  - a. Active, Pending, Withdrawn and Coming Soon listings already in MLS of a Waiver Applicant will be transferred to the broker's name. Listings in MLS under the broker's name may not be advertised under, or include in remarks, a different contact name.

## Waiver Eligibility Requirements

1. The Waiver Applicant must be a dues paying member of an MLS of which their managing broker/appraiser of record AND office is a member.
  - a. Note: A licensee can only qualify for a waiver of CincyMLS subscription dues if he/she already subscribes to a different MLS under the same broker and office. Licensees affiliated with multiple companies could be required to subscribe to an MLS for each company.
2. The Waiver Applicant and Broker must attend a webinar about MLS of Choice and CincyMLS Rules.

## Waiver Form

1. A Single Waiver form for each office will be submitted to the MLS.
2. The office must update the Waiver Application for any new waiver applicants.

## Rules

1. The Waiver Applicant must be a member of an MLS of which the managing broker/appraiser of record and office are a member.
2. Waiver Applicant may not use MLS system, its data or its services.
  - a. Listings may not be advertised under, or include in remarks, a Waived Applicant in the MLS or using MLS distribution services.
3. If one member of a Team subscribes to CincyMLS, all Team members must subscribe.
  - a. OAC § 1301:5-1-21 defines Team as: "Any group of two or more associated licensees affiliated with the same brokerage and/or other non-licensed professionals (i.e., administrative assistants) & other real estate professionals that advertise as a group."
  - b. Any group of two or more associated licensees affiliated with the same brokerage and/or other non-licensed professionals (i.e., administrative assistants) & other real estate professionals that operate as a group.

4. Listings of a Waiver Applicant within the MLS service area must be entered in the MLS under the broker's name only and may not be advertised under, or include in remarks, a different contact name.
5. Waivers must be renewed 45 days prior to the end of the dues period (Feb 15 and Aug 15).
6. Principal broker must notify MLS within ten (10) calendar days of changes to the eligibility status of a Waiver Applicant.

## Violations

1. Unauthorized use of CincyMLS, its data or its services.
2. Lapse in membership with alternate MLS of Choice.
3. Failure to notify the MLS of ineligibility of Waiver Applicant (lapse in membership with alternate MLS).
4. Sharing MLS credentials or data with a Waiver Applicant.
5. Violations will incur a revocation of Waiver and a \$500 fine plus MLS Dues for the current dues period, no prorations.

## Rule

- 7.3 Participants have the option of a no-cost waiver of MLS fees, dues and charges for any licensee or licensed or certified appraiser who can demonstrate subscription to a different MLS where the principal broker/office participates by submitting a Waiver Application for certification of nonuse of MLS services. The Waiver can include penalties and termination of the Waiver if violated.
- a. Waiver Applicant may not use MLS system, its data or its services.
    1. Listings may not be advertised under, or include in remarks, a Waived Applicant in the MLS or using MLS distribution services.
  - b. If one member of a team subscribes to MLS, then all team members must subscribe.
    1. OAC § 1301:5-1-21 defines Team as: "Any group of two or more associated licensees affiliated with the same brokerage and/or other non-licensed professionals (i.e., administrative assistants) & other real estate professionals that advertise as a group."
    2. Any group of two or more associated licensees affiliated with the same brokerage and/or other non-licensed professionals (i.e., administrative assistants) & other real estate professionals that operate as a group.
  - c. Listings of Waiver Applicants in the MLS service area must be entered in the MLS under the broker's name only and may not be advertised under, or include in remarks, a different contact name in the MLS or using MLS distribution services.
  - d. Waivers must be renewed 45 days prior the end of the dues period (Feb 15 and Aug 15).
  - e. Principal broker must notify MLS within ten (10) calendar days of changes to the eligibility status of a Waiver Applicant.

## The MLS will implement Forced Password Changes in Rapattoni.

1. All passwords must be between 6 and 12 characters.
2. All passwords must include both numbers and letters, with at least one uppercase letter.
3. Old passwords cannot be duplicated.
4. Password changes will be required at a minimum of once per year.