

The following MLS policies are applicable to all Participants in the Multiple Listing Service (MLS) of the Pueblo Association of Realtors and to all licensees who are affiliated with a MLS Participant. MLS Participants and licensees affiliated with a Participant are referred to herein as "Broker".

1. After being notified by the Association office of mistakes in listing input (to include change of status not properly changed) a Broker has 72 hours to make the necessary changes, after 72 hours the Designated Broker will be assessed a \$100 fine.
  - a. If the Broker has not completed the necessary changes within an additional 72 hours, the Broker will then incur a \$200 fine.
  - b. After a third 72-hour period and the Broker has still failed to make the necessary changes the listing will be withdrawn from the MLS.
2. MLS listings which are active shall be promptly reported as under contract or sold upon such change occurring. Upon being notified by the Association office that a listing is being inaccurately reported as active a Broker shall make the necessary corrections within 72 hours. If the Broker fails to make the change the Designated Broker will be assessed a \$100 fine for every 72 hours, the Broker fails to make the change.
3. If a Broker gives their MLS ID and password to anyone, upon the first offense a \$500 fine will be assessed, upon the second offense their MLS privileges will be suspended for 90 days.
4. For all residential listings a main picture is required. This main picture must be of the front of the home only; no other pictures will be allowed.
5. If the Broker, in the listing entry, indicates no picture is required or indicates a photo is provided but fails to provide a main photo for the listing, after 1 week the Broker will be assessed a \$10 fee.
6. Company logos will be acceptable for Land only listings.
7. Room sizes are required on all residential listings.
8. No Real Estate signs are allowed in any photos uploaded into Navica, on all Residential Listings.
9. Contact info i.e. person, phone, websites, email is not allowed in public remarks. Only agent remarks.
10. For all homes built prior to January 1, 1978, the Lead-Based paint disclosure must be signed by the seller(s) and delivered to the prospective purchaser(s) along with the lead hazard information pamphlet prior to the purchaser(s) becoming obligated under any contract. This is a Federal requirement. The lead-based paint disclosure, signed by the seller(s), must be uploaded by the listing broker, upon its execution by the seller(s), in the documents section in Navica. If you do not have a scanner, fax the document(s) to PAR and they will scan and upload the document for you.
11. Public Remark: Only information describing the PROPERTY is allowed in Public Remarks. Everything else goes into MLS Agent remarks.
12. Short sale disclosure is Mandatory to be put in MLS agent remarks however; it is Optional in public remarks.
13. Directions are required on all Residential Listings. TBD, Map Quest, Google not accepted.
14. PAR does not accept auctioned properties in its MLS.
15. Coming Soon is not allowed. Per REC CP44 – If you are policed for having a coming soon sign. You will be sent notification And asked to present your listing contract to the MLS Committee upon Request.

I \_\_\_\_\_ have received, read and fully understand

**the above MLS Policies.**

**Dated:** \_\_\_\_\_