

## MLS Policy

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. Upon notification by the Association office/MLS Committee of mistakes in listing input (to include change of status not properly changed) a Broker has 1 business day to make the necessary changes. If the changes have not been made after 1 business day the Designated Broker will be assessed a charge of \$100.
  - a. If the Broker has not completed the necessary changes by the end of the second business day the Designated Broker will then incur an additional charge of \$200. (For a total of \$300.)  
After a third business day period and the Broker has still failed to make the necessary changes, the listing will be DELETED from the MLS. UNTIL PROPERLY SUBMITTED.
2. 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. If your participating Licensees are members of a team, they need to be aware that the MLS ID & Password may not be shared w/Team Members who are not participating licensees. If said ID and Password is shared there will be an **automatic** \$500 fine.
3. For all residential listings only, a "main" picture is required. **The main picture; must be eye level of the front of the home and are not to include a drone image. Drone images are only allowed in the additional photos** No other pictures are allowed for a "main" picture. No signs of any kind are allowed in the photo. Except where sellers expressly direct that photographs of their property do not appear in MLS compilations. 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 listing is removed immediately and the Broker will be assessed a \$100 fee.
4. Company logos will be acceptable for Land and Commercial 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. Builder info is allowed Only in 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. (THIS IS A MUST)
11. Public Remarks: Only information describing the PROPERTY is allowed in Public Remarks. Everything else goes into MLS Agent remarks. Builder Information is not permitted. Builders' info is only allowed in 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.
16. You can have a listing without a sign, BUT it must be disclosed in the listing agreement. You may be requested by the PAR office to provide a copy of the listing agreement. If so requested, you need to provide the listing agreement within one business day. If you have a sign and the property is not in the MLS, you will be requested to provide a copy of your listing agreement to the PAR office. Listings must be placed in the MLS within one business day, unless the seller has requested in the listing agreement that the property not be placed in the MLS, and you have provided the appropriate written disclosures to the seller(s) of the possible adverse consequences of not placing the listing in the MLS.
17. **Statistical Data –**  
The Office / Agent Ranking Report is only for internal use within an employing broker's office. Any advertising, distribution, marketing, or sharing of the Office/Agent Ranking Report outside of the employing broker's office is prohibited. This report is not for public viewing. This report does not have the context and sufficient background and information for it to be readily understood by typical sellers and buyers and has a significant potential for misleading potential sellers and buyers. If violated the following penalties will be assessed: \$1000 for 1<sup>st</sup> offense, \$2000 for the 2<sup>nd</sup> offense and \$3000 for the third offense. Within ten days after receiving written notice (which includes an email) of a reported violation of this Policy the employing broker may request a hearing with the MLS Committee or a sub-committee designated by the MLS Committee.

I \_\_\_\_\_ have received, read, and fully understand the above MLS Policies.

Dated: \_\_\_\_\_ Updated: 7/20/2023