

**MLS POLICIES SET BY THE
KNOXVILLE AREA ASSOCIATION OF REALTORS® MLS COMMITTEE
IN ADDITION TO THE MLS RULES AND REGULATIONS:
Update April, 2008**

The MLS Committee will assess any Broker who allows another agent to list property for a non-member licensee \$250.00 for the 1st offense to be paid within 10 days or all listings will be suspended until paid. \$1000.00 will be assessed for the 2nd offense to be paid within 10 days or your MLS Membership will be suspended until paid and all offenses corrected. Any licensee who uses the KAAR MLS Service should pay all applicable fees.

Section 6.1 RECURRING PARTICIPATION FEE: The annual participation fee of each Participant (the Principle Broker - Designated REALTOR®) shall be the scheduled amount times each sales associate and licensed or certified appraiser who has access to and use of the Multiple Listing Service, whether licensed as a broker or sales associate or licensed or certified appraiser who is employed by or affiliated as an independent contractor with such Participant. Payment of such fees shall be paid in advance of the scheduled date due. Fees shall be prorated on a monthly basis.

Section 6.2 USE OF THE MULTIPLE LISTING SERVICE: If a licensee brings listings to the Participant or shows/co-shows or sells/co-sells properties published by the Multiple Listing Service, this constitutes use of the Multiple Listing Service.

Infractions of the following policies will be assessed a \$50.00 fine for each violation per listing. – Fines will be billed on the monthly invoice sent to the Broker. Any violation not corrected, will continue to be assessed additional fines and late charges each month until infraction is corrected. Continued violations could result in suspension of services. You may request to appeal any fines assessed to the MLS Committee by contacting Donna Roach, MLS Director by e-mail to donna@kaarmls.com

Listing Information

- 1) The Listing Agent and Company name are not to appear in the property description or in any other field other than that is specified by the LAG and LO fields upon listing input. Reference to any contact information, including, but not limited to Listing Agent, Listing Office, websites, or owners information are not to appear in the public remarks, direction, assets, photos, etc. of the MLS Printouts.
The MLS Staff is to remove any reference to contact information from the listing other than the LAG and LO fields and will also assess the fine.
- 2) The Paper form of the listing agreements and change slips will no longer be mailed to the Association. However, the MLS reserves the right to request a copy of a listing agreement at any time.
- 3) Condominium, PUD, Zero Lot Line listings are to be listed under Property Type 2. Any listing listed under both Property types 1 & 2 will be removed from Property type 1. Only properties that stand alone with no shared walls and the homeowner owns the land would be considered as Residential, Property Type 1.
- 4) The change of listing agent can only be made prior to the listing being reported “contract pending”. A list agent cannot be changed after the listing has been reported “contract pending”. If the listing agent was not changed prior to the “contract pending” credit will be given to the agent who signed the listing agreement.
- 5) Any listing with “POR” in the owners name field must have a letter on file at the Listing Office from the owner requesting their name be withheld from the MLS. The MLS retains the right to request a copy of the letter.
- 6) All required fields of Keywords and Features on the Sales Agency Contract must be completed with the correct information. Any listing placed in the system for “comp only” must have all required fields completed with the correct information.

- 7) Listings are to be listed in the Areas and Sub-areas outlined on the MLS maps. A fine will be imposed for any listing that is listed in the wrong area or more than one area.
- 8) Policy on merging company sales: Any sales closed prior to the merge will remain with the Listing Company. Any sales closed after the merge will be combined under the new company.
- 9) There may not be any reference to commission splits in the Agent Instructions, public remarks, or directions you must remove this reference immediately. This also includes any listings with "in-house" codes for commission splits.
- 10) Any listing with misleading or misrepresentation of the property information
Examples: Putting the # of Bedrooms in the BR field different from the Septic System allowance. Stating the property is Lake Front when it is only Lakeview. Choosing multiple Feature "Type" of Property – Ranch, Basement Ranch, Two Story. – a Property can only be one type. These are only a few examples of misrepresentation.

Property Photos

- 1) Photos and/or renderings are required on all Property Type listings with the exception of Lots and Acreage and Timeshare within 10 days of entering the listing in the MLS System. One picture that shows the front of the listing (house, condo, pud or property) is to be displayed as the first picture on the MLS site prompting the Listing. This photo shall show a view that faces the street, road or entrance to the residence or business. For listings under construction or proposed construction, a photo of the lot or a rendering of the elevation that faces the street, road or entrance to the residence or business will be allowed. To simplify this, if it is not clear, the first pictured in the MLS listing must be a true representation of the listed Real Estate. All photos should pertain strictly to the subject property and cannot include any information of any kind, including, but not limited to signs, names, phone numbers, email address, company logos and website addresses. (updated 6/09)
- 2) Any listings with the exception of Lots & Acreage and Timeshare that do not have at least the photo of the exterior of the property within 10 days of input into the MLS, will be in a suspended status until a photo is entered. A Suspended status means the listing will be in the MLS System and can be found by MLS#, but will not show up in search results or on public websites. Once a photo is entered, the listing will resume normal activity.

Lock Box

Members who never need "to gain access" to a property with a Supra Lock Box will be exempt from obtaining a Supra Lock Box Key when a [Lock Box Key Waiver Form](#) has been filed with the Association. However, any report of any MLS member requesting an agent to meet them at a house with a Supra lockbox, that member will then need to obtain their own key.

REALTOR® Appraisers are exempt.

Agents will be allowed to loan their lock box key to other agents within their principle office whose key is malfunctioning only, provided an incident report is filed at the Association. [Supra Key Incident Report](#)

All minutes of the MLS Committee are on file at the Association Office.