

Cleveland County Association of Realtors®

MLS POLICIES AND PROCEDURES

Revised November, 2012

APPLICATIONS:

1. Applications for membership can be obtained through the Association Office.
2. For **MLS ONLY** applicants a one time Application Fee of \$50.00 will be charged and a Letter of Good Standing from the Primary Association of the applicant will be required.
3. A one time Office Set Up fee will be charged to each new Office that joins the MLS.

MLS BOOKS

1. MLS Books are published every other week and one Comp Book is published at the end of each Quarter.
2. Distribution of books is the Friday immediately following the Monday Morning Book Pull. Books may be picked up between 10:00 am and 2:00 pm at the Association Office at 204 E. Warren St, Hometrust Bank Building, 2nd Floor, Shelby, NC, unless otherwise notified by the EO.
3. If books are to be mailed instead of picked up, arrangements need to be made with the EO and a fee of \$5.00 per book paid to Cleveland County MLS along with the Quarterly Dues.
4. Books are absolutely confidential.

DUES

1. Dues are paid Quarterly to the MLS EO. All correspondence should be directed to the MLS office at PO Box 2407, Shelby, NC 28151. Dues may be paid online by logging into Navica, clicking on "Reports" from the Main Menu, clicking on top tab "Invoices", then clicking on "Pay" beside the Invoice. To print the Invoice click on the Invoice number.
2. **Quarterly fees are due by the end of the first month of the Quarter.** If not paid by the 15th of the second month of the Quarter, members are subject to **DEACTIVATION** in the NAVICA system.
3. A **LATE FEE** of \$25.00 will be charged for dues not paid by the due date. A **REACTIVATION FEE** of \$50.00 will be charged to reactivate the member into the NAVICA system.
4. In case of hardship the EO may be contacted for consideration of waiving the time restriction and special payment arrangements may be made. The information will be kept in confidence and decision made between the EO and the President of the Board of Directors. If the arrangements are not adhered to the EO may contact the member's Broker in Charge to arrange for payment. (Proposed 8/04)

5. Initial dues are pro-rated monthly for new agents
6. A book may be received on the Book Pull Friday following receipt of MLS and Association fees.
7. Dues Refund: In the case of a death of a member a refund of MLS Dues will be issued to the estate of the member pro-rated from the day of death through the end of the Quarter for which dues were paid.

BROKERS IN CHARGE

1. It will be the responsibility of Brokers In Charge of each Member Office to notify the Association Office in writing via mail, email or fax within ten (10) days of any status change of any MLS participant in the office for which he/she is responsible.
2. REALTOR® Offices who resign as members in the Cleveland County Association of REALTORS® and remain non-members for a period of up to eighteen (18) months may rejoin the MLS for a fee of \$250. After this eighteen month time period the office will be required to pay the full Initial Participation Fee of \$1,000 in order to rejoin. (Amended 2/2006)
3. Offices invoiced by the Association for IDX and RETS feeds and interfaces will be allowed 30 days from the date of billing to submit payment for the charges. If after thirty (30) days a late fee of \$25 will be added to the Invoice. After forty-five (45) days the feed will be deactivated by the Association and an additional \$50.00 Reactivation Fee must be paid before feed is restored. (Amended 11/12)

MEETINGS

1. MLS Committee Meetings will be called when deemed necessary by the CHP of the MLS Committee with the approval of the Board of Directors.

MLS EXECUTIVE OFFICER

1. The MLS EO may be reached in the Association Office located at 204 E. Warren St, Hometrust Bank Building, 2nd Floor, Shelby. The mailing address is PO Box 2407, Shelby, NC 28151. Normal working hours are Monday through Friday, 10:00 am to 3:00 pm. The office phone number is 704-481-9335, office FAX number is 704-749-2581 and the email address is ccarmls1@bellsouth.net. A message may be left on the answering machine.
2. It is requested that the EO be called and that appointments be made for time consuming duties (i.e. New Agents sign-up, Supra Display key sign-up, etc.) as the position requires the EO to run job related errands to the Bank, Post Office, etc. and committee meetings are often scheduled in the office.

NAVICA LISTING DATA

1. It is the responsibility of each office to input the initial new listing data into the NAVICA internet system *within Two (2) Monday through Friday business days* of obtaining the listing. Any changes in status should be made as soon as possible. (Amended 8/12)

2. The term “Code” under Buyer Agent is used in lieu of “Commission” – however the commission being offered should be represented in this field in percentage amount.
3. Each Office should notify the MLS EO in writing via signed MLS Application of new agents to be added to the SEI NAVICA roster. The MLS EO will verify payment of dues before providing agent with access to the NAVICA MLS internet data system.
4. Each office should notify the MLS EO in writing via email or Fax of any changes to be made requiring Board Maintenance, such as Listing Agent Ownership, Listing Transfers, Agent Transfers, etc.
5. Each office should notify the MLS EO in writing via Fax or email to Delete an Agent when the Agent leaves the office.
6. A User Manual may be downloaded from the Main Menu in Navica by choosing “Resources” from the Main Menu and clicking on Online User Manual.
7. The Uploading of documents are required where available to include but not limited to: Property Disclosure Statement (Residential), HOA (Lots & Land), Lead Base Paint, Septic Tank Permit. (Amended 8/12)
8. Offices invoiced by the Association for IDX and RETS feeds and interfaces will be allowed 30 days from the date of billing to submit payment for the charges. If after thirty (30) days a late fee of \$25 will be added to the Invoice. After forty-five (45) days the feed will be deactivated by the Association and an additional \$50.00 Reactivation Fee must be paid before feed is restored. (Amended 11/12)

SUPRA DISPLAY KEYS

1. Supra Display keys are available for lease in the MLS Office. They are leased from Supra on a yearly basis and fees are pro-rated monthly from August 27 to August 26. They come with Cradles and phone jacks. Contact the MLS EO for updated information concerning lease prices and activation fees. After the initial lease agreement Supra invoices key holders directly on the August 27th anniversary date.
2. We have a Cooperating Agreement with the Charlotte Board’s Supra Keys which can be programmed to open Lock Boxes in the Charlotte area and vice versa. The keys need to be programmed at the Primary Board and a fee paid to the cooperating Board. Contact the MLS Office for details.

By my signature below I attest that I have read the above MLS Policies and Procedures and agree to comply with the contents herein:

Signature

Date: _____