

Mandatory Photos Required- Effective: August 1, 2005

One photo will be required within 7 days of being added into the system for every listing within the following property types and statuses: Types - RES, RES Lease, RES Income, MOB/MFG;

Statuses - A,B,F,P,S,L,H,W

- Fines for not complying 1 st offense	Citation letter
- 2 nd offense	Citation letter plus \$50.00
- 3 rd offense	Citation letter plus \$200.00
- 4 th offense	Citation letter plus \$500.00

Tempo MLS • Adding Photos

You have the ability to add up to 20 photos to each of your listings on the Tempo MLS system. In order to add photos, you need to take them with a digital camera, scan developed photos, or have your film transferred to a photo CD. Your photos should meet the following parameters before uploading to your listing: Photograph must be saved to a .jpg format For best results: Resolution is 640 pixels by 480 pixels, 150 DPI (dots per inch)

- Step 1** - From the Navigational Bar click **My Page**
- Step 2** - Click **Edit Media**
- Step 3** - Enter **MLS Number** of listing you wish to add photo(s)
Click **Edit Media**
- Step 4** – This brings you to the media page.
Select **Picture JPG (200k size limit)**
Click **Add New Media**.
The Add Jpg Pictures window opens
- Step 5** - Click **Browse**
The choose file window opens
- Step 6** - Locate the photos on your computer – click on the **first photo** you wish to add, click **Open**.
Your photo path now appears in the in the box to the left of Browse.
To add additional photos, repeat steps 5 and 6.
- Step 7** - Enter a description of each photo in the box to the right
(Descriptions can have up to 250 characters each.)
- Step 8** - Once you have added all photos and descriptions, click the **Submit** button.
The confirmation message appears

*(See page two for complete
Existing M.L.S. Rules & Regulations Fine Schedule)*

Existing M.L.S. Rules & Regulations Fine Schedule (Revised: August 1, 2005)

TIME FRAMES FOR SUBMISSION TO M.L.S.

FINES

MANDATORY SUBMISSION of all exclusive right to sell or exclusive agency listings - residential & one to four units located within the service area of the MLS must be submitted within 48 hours excluding weekends, holidays and postal holidays-after all necessary signatures.

- Fine for late entry of a new listing
- Duplicate listing by the same agent/broker
- Entry of a property listed by a non-MLS member

\$25 per day up to \$250.00
No Fine
No Fine

MANDATORY PHOTOS - one photo required within 7 days

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following property types and statuses: Types - RES, RES Lease, RES Income, MOB/MFG; Statuses - A,B,F,P,S,L,H,W

- Fines for not complying 1st offense
- 2nd offense
- 3rd offense
- 4th offense

Citation letter
Citation letter plus \$50.00
Citation letter plus \$200.00
Citation letter plus \$500.00

EXEMPTED LISTINGS - Service needs to receive Office Exclusive Listing certifications within 48 hours excluding weekends, holidays & postal holidays-after all necessary signatures.

- Fines for not complying 1st offense
- 2nd offense

Citation letter
Citation letter plus \$50.00

- 3rd offense

Citation letter
plus \$200.00
Citation letter
plus \$500.00

- 4th offense

CHANGES OF LISTING INFORMATION

- Fine for not submitting correct information
- Fine for entry of incorrect status
- Fine for submitting inaccurate expirations date
- Fine for failure to withdrawal or cancel listing
- Fine for active listings w/out valid listing agreement

No Fine
No Fine
No Fine
No Fine
No Fine

REPORTING OF PENDING / SELLING information needs to
be completed within 24 hours excluding weekends, holidays

Same Fine
schedule
as Exempted
Listings
No Fine

& postal holidays-after all necessary signatures.

- Fine for inaccurate selling info.

\$25.00

PREVIEW - Failure to report cancellation of preview.

Participant/Subscriber has a right to appeal the fine before the Assessment Hearing Panel (AHP) within 30 days. This panel consists of three members of the M.L.S. Committee, none of which will be from the appealing member's office. Appeal after AHP's decision must be made to the Board of Directors.

Revised:

08/01/08