

**PAUL BUNYAN BOARD OF REALTORS®
PAUL BUNYAN MLS, INC.**

**Wexford/Missaukee MLS (W/M MLS) database
Ros Co MLS database**

NOTICE OF POLICY, PROCEDURES, FEES AND FINES

Revision date 5/13/08

PARTICIPATION AND SUBSCRIPTION REQUIREMENTS:

- Applicants (also known as the Designated REALTOR®/Participant) for Participation in either MLS database (W/M MLS or Ros Co MLS) must be a Licensed Broker or Certified Appraiser or State Licensed Appraiser and a full member an association of REALTORS®. In order to be eligible and authorized for companion Board service of MRA access (Michigan Reciprocal Alliance), the Participant must be either a primary or secondary member in good standing of Paul Bunyan Board of REALTORS® or another MRA Board/Association.
- Each Participant is responsible for the Subscription Fee for each licensee, operating as either an independent contractor or employee (including licensed personal assistants) under the Broker's license or the Brokerage license. Those persons associated with or doing work for Participants who are certified or state licensed appraisers must be a certified or state licensed appraiser or limited licensee affiliated with the Participant Service and will be considered Subscribers for billing purposes.
- A Participant must report all changes of service, including information regarding Subscribers who receive service under the Participant, to the Board Office within ten days* of the change on the appropriate Membership Change Information to update records for his/her firm and the Subscribers associated with the firm or broker (see Financial Policies Section*). Changes to report include adding new Subscribers to his/her office (any new licensee under his/her license); dropping Subscribers from his/her office; changes to contact or name information for Firm, Participant and Subscribers such as name, address, phone, email, et cetera.
- A Participant is responsible for submitting written request for consideration of a waiver of service for extended illness or maternity leave for any Subscriber associated with his/her Participation. Waiver may be approved for a maximum length of 10 months.
- Each Participant and Subscriber is required to renew their agreement for MLS Participation and Subscription Service access on the authorized and appropriate form provided by Paul Bunyan MLS on an annual basis at the same time their Board dues are billed and received. If the MLS Renewal Participant and Subscriber agreement is not received within sixty (60) days of the due date noticed on the agreement, the service of the Participant will be suspended and a \$25 reactivation fee for each Subscriber will be charged to reactivate service. After sixty days (60), the Participant and Subscribers will be terminated from Service. If the service is terminated due to non compliance of this requirement, the Participant and Subscribers will be required to rejoin as if they were a new Participant and Subscribers to the Service, with all fees, charges applicable.

SERVICE DESCRIPTION:

- Unlimited access to the computerized system, both online and desktop) containing the data for either MLS database (W/M MLS or Ros Co MLS).
- Loan and use of installation cd containing current database information and pictures (deposit required) or purchase option of \$10 per cd.
- System support service from Board Office is M-F, office hours only
- System training in Board Office M-F, office hours, by appointment only
- Technical support service from FNIS Monday thru Saturday, 8:30 a.m. to 8:30 pm EST (877) 657-4357
- Broker Data Entry and Image Scan Option or fee for service of Board Office Data Entry and Image Scan Option
- Data Input Forms for Data Entry and Change/Sold forms are available on the Board's website and in the MLS system MLS Docs section as a free download
- IDX Service in flat file ftp or RETS format (fee as determined from time to time by the board of directors of Paul Bunyan MLSm Inc.)

- Framable IDX solution for Participant (fee as determined from time to time by the board of directors of Paul Bunyan MLSm Inc.)
- Agent Framable Solution or Framing of Brokers IDX display for agents available with Participant's authorization (fee as determined from time to time by the board of directors of Paul Bunyan MLSm Inc.)

MLS SERVICE FINANCIAL POLICIES

➤ **FEES ASSOCIATED WITH MLS PARTICIPATION APPLICATION AND ACTIVATION OF SERVICE:**

- New Firm/Participation application and set up fee (one time fee only): \$300
- New Subscription/User application and set up fee (one time fee only): \$ 50
- Reinstatement of Participant and/or Subscriber Fee: \$ 25 per individual (applies to those Participants and Subscribers rejoining the MLS within twelve (12) months from the date of their voluntary termination)
- Monthly Service Fee for Computerized Access: \$ 35 per subscriber/user whose license is held by the MLS Participant and through whom their access is received (includes desktop software and online access)
- Requests for service for a new subscriber will be prorated and calculated on the most recent month of service for the quarter.

➤ **LISTING FEES SCHEDULE FOR BOARD STAFF ENTRY:**

Entry Fees: \$10.00 Board Office Data Entry Fee
 \$ 2.00 Board Office Image Scan and Entry and/or Image Replacement Fee

➤ **DUPLICATION ENTRY OF SAME LISTING IN SAME DATABASE**

\$25.00 Fee for of duplicate listing for a primary listing (See Page 6)

➤ **FINE POLICY:**

For both broker-entry or board-office entry of New Listings, Changes to existing Listings, fines will be applied for:

- Any listing not entered or submitted for board office entry to the MLS within 5 calendar days of the listing date or seller's signature date
- Any listing entered onto the MLS without a signed listing agreement submitted to the Board Office within 5 calendar days of the listings date or seller's signature date
- Any Residential or Commercial listing entered into the MLS without a photo within 5 days of the listing date or seller's signature date
- Incomplete Information submissions beyond 5 calendar days of the listing agreement date or seller's signature date
- Any status change that is not reported to the MLS and Board Office within 48 hours (amended 2/21/08)

If the listing has been received late from the seller in the mail or by fax, copy the postmark or circle the received date when submitting the information to avoid any late fines.

➤ **FINES SCHEDULE:**

A charge of \$25 per 5 calendar day increment or portion thereof after the first 5 day increment charge will be applied to any listing for which there is a violation not remedied before 5 calendar days beyond the agreement listing date or seller's signature date.

\$100 non-reporting fine will be applied to any Participant for failing to report a new/transferring agent to their firm within ten (10 days)

Sold Information for listings must be entered into the system within 48 hours of the completion of sale. Sold information entered after that date without a paper trail explanation will be fined \$5.00 for 5 calendar days beyond the 48 hour time frame required by the MLS Rules and Regulations.

Fine Disputes for Participants and Subscribers related to policy and procedure or rules and regulations of the service for either MLS database (W/M MLS or Ros Co MLS) must be put in writing, supported by documentation wherever possible, and directed to the Board Office for submission to the MLS Committee for their review at their next regularly scheduled meeting. A Participant or Subscriber may request in advance to secure time on the agenda to present supporting documentation. The written dispute must come from the Participant or Subscriber of the listing. (amended 9/11/07)

➤ **BILLING POLICY:**

- MLS Service is billed in advance by the quarter and is due upon receipt of the invoice.
- All charges and fees for the service are the responsibility of the Designated REALTOR®/Participant and are calculated by the basic quarterly MLS service fee times the number of subscribers licensed and working under the DR/Participant or Brokerage license(as described in the MLS Rules and Regulations).
- One check payment policy: The amount due for total MLS service billed each quarter must be remitted on one check from the Participant/Designated REALTOR®.
- Changes for the following service requests must be received in writing on the appropriate form within 10 days of the change for the following:
 - A request for an MLS waiver approved by the MLS committee
 - New agent added to the Participant's service
 - Agent dropped from the Participant's service
- Policy for checks returned for non-sufficient funds: A \$25 handling fee will be charged for each check returned by the bank for non-sufficient funds balance and the payment for outstanding balance must be made by money order, certified check or cash within ten (10) days of notification being sent to the Participant/DR. In addition, suspension of service for the DR/Participant will occur on the day following the tenth day from date of the NSF notice and a \$20 reactivation fee for each subscriber will be applied to the balance due all other sanctions will be the same as the policy for suspension and termination resulting from late-payment.

➤ **PAST DUE ACCOUNT POLICY:**

- All account balances must be kept up to date.
- Late Payment Policy: If the account of a Designated REALTOR®/ Participant becomes more than twenty (20) days past due from the first day of the first month of the quarter being billed for, the service (including that of all subscribers associated with that Participant) will be suspended from until the account is brought current. A \$20 service charge for reactivation per subscriber will be applied to the past due balance. Past due account status requires the Board Office to deny access to Board services through suspension or termination, including but not limited to the MLS service, until the account is brought current. The account will be reactivated once the balance is paid in full including reactivation fees.

Please note: MLS listing inventory for a firm that has been suspended due to a past due balance to the Participant's account status or as a result of a Code of Ethics violation discipline of the DR/Participant as a result of an Grievance will remain in the system until the expiration date; however, the account for the DR/Participant and all subscribers associated with his/her Participation will be "blocked" from access to the database during the suspension period resulting from a Code of Ethics violation unless another primary broker/DR is named. If there is no alternate broker/DR named, any changes to listings residing on the system must be made by Board staff. Changes to existing listing inventory entered by board staff will be charged \$3.00 for maintenance for text changes to information and \$2.00 per photo for changes to photos associated with the listing. Additionally, no new listings will be accepted into the system until the reason for suspension is resolved.

DATABASE INPUT LISTING POLICY:

- All new listings must be entered into the system within 5 calendar days of listing date or seller's signature date or electronic mail authorization. (amended 11/6/07)
- A signed listing agreement and data input sheet or All Fields Detail printout from the database must be submitted to the Board Office for each new listing displayed on the database within 5 calendar days of the

listing date or seller's signature date or electronic mail authorization. If the listing has been received late from the seller, copy the postmark or circle the received date when submitting the information to avoid any late fines. (amended 11/6/07)

- SEE ATTACHED REQUIRED FIELD LISTS (WEXFORD/MISSAUKEE MLS ON ATTACHMENT "A" AND ROS CO MLS ON ATTACHMENT "B")
- All listings must be entered onto the database with the correct city, zip code, township and county in conjunction with the physical address only. The listing will be considered incomplete until a requested correction is made.
- Off site Residential single family homes must be entered on to the database with the correct-information for construction origin, offsite style and offsite design. These fields will be considered required, but will not be labeled as REQUIRED on the database entry area due to previous historical listings that might be affected by this change. (amended 9/12/06). If the listing is submitted with false data the listing will be put in incomplete status after 5 days if not corrected. (amended 7/24/07)
- Any reference to Water Related key words must be entered as accurate in every sense guided by Riparian Rights.
- Every Residential listing and Commercial listing with a structure associated with it that is displayed on the database must be accompanied by a primary photo within five (5) calendar days of the listing date or seller's signature date. Absolutely no Plat Map copies or Polaroid Images will be allowed on the system. *3x5 or 4x6 photos to be scanned and saved in jpg format or digital photos saved in jpg format at 640x480 pixels only will be accepted and/or allowed to remain on the system. The Participant's office will be contacted if a photo needs to be replaced due to unacceptable display (example: branding) or procedure for placement on the system and deadline for completion of the request given in writing.
- Use of existing photos associated with a listing previously entered into the database by another brokerage for any new listing is strictly prohibited.
- Branding of listings is strictly prohibited.
Including for sale signs in photos, logo images as an additional photo, agent photo as an additional photo, and referenced to content, direct or indirect, with specific reference to a company, an organization, a telephone number, a website, email and any other "branding" identification in text REMARKS field, Addendum, Directions or elsewhere in listing display may not entered into the database. (Amended 6/5/07)
- No listing will be allowed to remain on the system 5 days beyond listing date if not accompanied by a photo (for any structure on property for sale), a listing agreement submitted to the board office for that listing, and all required fields complete with information* or branding information removed. Board staff will place the listing in incomplete status until the missing information has been submitted. Fines will still be applied to the listing. (amended 9/12/06)
*If a specific and unusual problem precludes submission of some of the information in required fields (ie: room dimensions) or photo not being entered on to the system within the allowable time frame, the listing agent shall contact the board office to secure authorization for a special extension of the time frames. The request must be confirmed in writing and signed by the listing agent and submitted to the board office within 48 hours of the verbal request. Maximum time frame for "waiver" of requirements due to specific or unusual problem (example: re-roofing so no photo, repair of interior so no dimensions) is ten calendar days from the listing date.
- All Exempted Office Exclusive Listings must be submitted to the Board Office as follows: Submission of a signed listing agreement and Exclusive Agency Listing Waiver Form (available through the board office) signed by the listing broker and agent. The listing will not be displayed on the database, but a copy of all paperwork will kept on file in the Board Office. The same rules and regulations and policies and procedures that apply to reporting of other new listings including the same time frame of five (5) calendar days from the listing agreement date applies to the request and submission of the form. Changes/Sold information must be submitted under the same policies and procedures as regular entered listings.
- Listings of properties owned by a REALTOR® must have a notation in the REMARKS section of the listing noting that the seller is a licensed real estate agent.
- A listing received with a non member being a second listing agent to the contract shall be subject to and pay the determined guest listing fee. (amended 9/12/06)
- Exclusion requests must be indicated in the REMARKS section with the following notation: "Exclusions reported on the listing agreement - call listing office for information."
- The MLS recommends use of some nationally recognized standard of measurement such as ANSI (American National Standards Institute) 2004 or later for any room measurements and sq footage totals.
- Policy for requests for sold Information to remain unpublished in database: When a buyer or seller makes a specific request to have the purchase price be excluded from being published in the MLS, this request must be submitted on the appropriate MLS form, UNPUBLISHED SALE INFORMATION REQUEST AND CERTIFICATION FORM, with all necessary signatures and copy of Purchase Agreement that specifies this request was made and

authorized by the seller. The same rules and regulations and policies and procedures that apply to routine reporting of Sold Information and in the same time frame of forty-eight (48) hours from the closing date applies to the request and submission of the unpublished sale form. The listing will be withdrawn from the database and reentered as a new listing without the following fields completed: physical street address, homeowners name, Tax ID/Parcel #, Directions, Remarks, Addendum, Legal Description, and photos.

NOTE: The MLS strongly discourages this practice other than for unusual circumstances. If it becomes abused or becomes a precedent set by an office through over use, the MLS may review this policy in order to set more strict procedures.

➡ SUBDIVISION LOTS LISTING POLICY

All properties which are to be sold or which may be sold separately must be indicated individually in the listing and on the Data Input Form. If part of a larger parcel of listed property has been sold, proper notification should be given to the Multiple Listing Service clearly indicating which part of the listed property has been sold and which part remains in the MLS as an active listing(s) and including all pertinent sold information.

Subdivision lots may be entered as individual properties or on a master listing and may be sold stating the lot numbers in the Remarks or Addendum. If the lots are entered onto the database on a master listing, as they are sold, they must be entered as a "New Sold" listing, referencing the master listing number in the Remarks. However, you may also continue to list them separately, if you so desire.

New Sold Data Entry Example for individual lot listing option: Remarks - "Reference Lot A originally listed with subdivision lot groups under Master Listing MLS# 100000"

Master Listing Example: Remarks - Lot A Sold as MLS # 1000001 and then remove the Lot A from the grouping list after the sold information has been entered as a SOLD, PART OF A LARGER PARCEL.

➡ INPUT POLICY FOR DUPLICATE LISTINGS:

Under certain conditions outlined as follows, the MLS database (W/M MLS or Ros Co MLS) will allow a duplication of a primary listing, using the same address in the database to be entered and maintained as two or more listing entries of the same property/listing. The fee for each duplication is \$25 per listing. Township, County, City, Zip and address must be input correctly on all listings. Alternate MLS Number Field will be a required field for entry for listings entered by one office as duplicate of a primary listing.

For duplication of listings that have been entered onto the other PBMLS database or listings that have been duplicated as guest listings onto the Multiple Listing Service of another REALTOR® board/association, the Alternate MLS Number Field may be used to enter the listing number for the listing broker's convenience.

- The listing office/agent must identify the duplication (replication) listing in the Additional MLS# field and Additional MLS Name field
- Duplications (replications) must be governed by the same listing agreement and listing date and expiration date
- The listing office/agent must track and maintain both listings so they are kept up to date
- The listing office/agent may only report the Primary listing as sold/closed, and must delete or cancel all duplications (replications) of the listing when closed

The MLS will allow duplication of a primary listing without the \$25 charge for the following circumstances: (amended 9/12/06)

- A listing property is zoned for both Residential and Commercial use (including resorts)
- A listing that can be a Residential Single Family or a Residential Multi-Family
- Commercial Building that allows for a separate Business Opportunity as part of the sale separately
- A listing is both for sale and for lease

➡ CHANGES/SOLD INFORMATION POLICY:

Information for changes to a listing must be entered into the system and submitted to the board office 48 hours of the seller's signature date or electronic mail authorization. All Change/Sold information in connection with a listing displayed on either of the Paul Bunyan MLS databases must be submitted to the Board/MLS Office as an addendum to the listing agreement with the information as authorized by the seller(s) along with the authorized Change/Sold

Transmittal Form provided by Paul Bunyan MLS, Inc. as a cover displaying the appropriate field information for staff to verify correct and timely entry. (amended 2/21/08)

Sold Information for a listing must be entered into the system within 48 hours of the closing date. The sold transmittal form signed by the broker must be submitted to the board office within 48 hours. The sold listing is kept in the board office for 30 days past the contract date. (amended 2/21/08)

Extensions

If notice of renewal or extension of the listing date on a contract was signed and/or received more than thirty (30) days after the expiration date of the original contract, the listing will expire. The listing must be filed with the service under a new MLS number and documentation submitted as follows:

- 1) submit a new listing agreement, and file with the service as a new listing.
- 2) submit a signed addendum extending the original listing contract and a copy of the original listing contract, and file with the service as a new listing. If this option is selected for extension of a listing beyond 30 days from the listing expiration date on the original listing contract, the original Listing Agreement date will apply to the new listing.

Any extension or renewal of a listing must be signed by the seller(s) or authorized by electronic mail if permitted by the terms of the original listing, and be filed with the Service within 48 hours. (amended 2/21/08)

Withdrawn Listings may be reactivated in the database with the same MLS number at any time during the contract period up to the expiration date. The transmittal form must be submitted within 48 hours (amended 2/21/08)

➤ **DISCLAIMER FOR INFORMATION DISPLAYED IN DATABASE**

Disclaimer approved for W/M MLS AND ROS CO MLS DATABASES by Legal Counsel, Greg McClelland

"Information herein is not guaranteed and is subject to change without notification. Information such as room dimensions, square foot measurements, lot sizes, number of acres, seller having legal access to a body of water, tax information, parcel numbers, age of dwellings and possession terms should be independently verified by any interested party." As amended 6/4/2004

➤ **SQUARE FOOT MEASUREMENTS**

The MLS leadership strongly recommends that entry of information onto the database as it pertains to approximate square foot measurements be governed by a nationally recognized method for calculating, such as the ANSI Standards (American National Standard for Single-Family Residential Buildings as distributed by NAHB Research Center -- Z765-2003) or some other nationally recognized method for calculating Single-Family Residential Buildings.

➤ **UNDER CONTRACT/PENDING STATUS**

Under Contract DEFINES our Pending status. If you do a search the only way to display the listing will be by including Active and Under Contract status as part of the search parameters. All the Pending Actives will be displayed using this method.

➤ **ACTIVE CONTINGENT STATUS:**

Active Contingent DEFINES any listing where an offer is made but is based on Contingencies related to acceptance. Using this status will allow the listing to continue to be displayed during an Active status search.

➤ **POLICY FOR KEY WORDS SELECTION FOR WATER-RELATED LISTINGS OF EITHER DATABASE:**

Riparian Rights definition: The owner of property located on the waterfront is called a riparian owner. Riparian owners have certain general rights that other land owners do not have. The most obvious of these rights is access and docking into water and its surface for boating or recreation. Some rights, however, may not be exercised without permission from the DNR. A riparian owner on an inland lake or stream actually owns the bottomlands under the water. This ownership is subject to the shared right of other riparians and the public to boat and fish the entire surface of the lake or stream. In addition, the riparian owner has rights to put out a dock, moor a boat on a buoy and use the water for irrigation. Riparian rights automatically come with waterfront property. There may be a limit to the number of people allowed access to the water through shared ownership of riparian properties, such as subdivisions

and condo associations, through which homeowners are allowed riparian rights benefits. Easements may also be granted to a landowner's property by an adjoining riparian owner, forever guaranteeing access to the water from their property. This should be listed on the deed and be able to be confirmed with a title search. (This information was taken directly from "A Property Owner's Environmental Guidebook," author John Noonan and James Olson, Grand Traverse Regional Environment Institute.) Public access does not apply. NEAR water access does not apply.

MOST SIMPLE DEFINITION of someone with Riparian Rights: An owner who has recognized legal right through documentation to a body of water.

Brokers and Agents will be required to make CORRECTIONS to listings input entered incorrectly in Keywords within 5 calendar days of notification by board staff.

AGENT TEAMS POLICY FOR BOTH MLS DATABASE (W/M MLS OR ROS CO MLS) :

Agents and Offices request teams/partners for their own purposes. The Board/MLS cannot regulate how a Broker, Agent or Office chooses to set their listing agent/office policy. However, if a team request is received and approved, the individuals who are part of the team will no longer be recognized in the system by individual name.

The normal course of action where more than one listing agent is associated with a listing is to identify them as a 2nd or 3rd agent on a listing, an option that is already available on the system. However, if the option for using a 2nd/3rd agent is utilized, the listing and sold information credits both the agents for full credit on the desktop Voyager program in the listing office, and on the server it credits only the primary agent.

WAIVER POLICY FOR MLS FEES AND SERVICES FOR PARTICIPANTS AND SUBSCRIBERS:

- Waiver Policy of Either MLS database (W/M MLS or Ros Co MLS) : Exclusively intended for Extended Illness or Maternity Leave

Waiver of service will be considered for extended illness requiring critical health care treatment, bedrest or maternity leave. Refer to waiver agreement for further information. Waiver Agreement Application is available upon request to the Board Office. The MLS Committee will review the Waiver Request for all requests other than extended illness or maternity leave at their next scheduled meeting after receipt of the application at the Board Office.

Written request and completed waiver application, including reason for request and dates of request (maximum time frame request is three months for maternity leave or for extended illness or healthcare treatment from the date of the effective date of the request), must be submitted to the Board Office and signed by the user and his/her DR. Waiver renewal for extended illness or healthcare treatment in three month intervals will be granted upon request for review and renewal by the Participant/DR. Request and waiver application to be reviewed by MLS Committee at their next regularly scheduled meeting.

If approved, waiver of MLS service and fees form completed and kept on file with Board Office, including agreement clause that if at any time during the status of individual changes during the requested waiver period, that the Board Office is notified and retro-active payment responsibility will be applied if individual practices real estate during the waiver period that is covered in agreement.

GUEST LISTING SERVICE: (amended 2/28/08)

- MLS of another REALTOR® Association must be contacted by the listing agent to request forms and information for submission of listings to that Association's MLS.
- FSBO LISTINGS WILL NOT BE ACCEPTED BY THE MLS FOR ENTRY INTO THE DATABASE
- An Agent from another Association and its MLS who wishes to purchase List Only Service (guest listing service) from Paul Bunyan MLS, must provide documentation of eligibility for this service, meet the requirements set forth in the List Only Service Policy as noticed and submit the signed agreement along with a check for the proper amount to the Board Office before the listing can be input.
- Any listing submitted for List Only Service by an Agent outside of the either MLS database (W/M MLS or Ros Co MLS) must be input by Board office personnel.
- If a check submitted for this service is returned for Non-Sufficient Funds, the listing will be inactivated on the system and the Listing Agent will have ten (10) days to resubmit the List Only Service fee by guaranteed funds (money order, certified check, cash) along with an additional \$25 handling fee, which will be due at the same time as the guaranteed funds are resubmitted.

- Out of Area Agent Guest Listing Service fees and policy are as follows:

\$60	Non Member Guest Listing Fee (basic package includes Primary and 2 additional photos)
\$2.50	Additional photos (MLS will allow up to 9 additional photos over the basic package)
\$10.00	Listing Fee for each additional unit of a Multiple Unit Dwelling, CONDO or Subdivision Lot
\$10.00	Extension Fee (for any listing that has expired from the MLS and is within the 30 day time period for extensions)
\$5.00	For any changes made to the listing (i.e. sold, pictures, remarks, price changes etc. excluding corrections due to board office load)

- 1) A check/money order made out to Paul Bunyan MLS, Inc. must accompany each new listing submission.
- 2) A completed input profile sheet must be submitted for the listing and each multiple unit, condo or lot on the appropriate form provided by us, a copy of your listing agreement and a picture or map* (crossroads sketch or otherwise).
- 3) Branding on photos or through text in REMARKS, DIRECTIONS or VIRTUAL TOUR fields is strictly prohibited.
- 4) Any field with an asterisk * next to it is a REQUIRED field.
- 5) Changes/Withdrawns/Extension of list date/Sold Information be submitted on the appropriate form and in a timely manner, and be signed by the listing agent. The check or money order for the necessary changes must be received in order to process any of the changes.
- 6) A printout of the listing as it appears on the system confirming accuracy of input will be emailed to the listing agent confirming processing and receipt of payment.

COMPLAINTS OF VIOLATIONS:

- Complaints that do not fall under the Professional Standards guidelines for ethics and arbitration grievances, and apply to violations of the Rules and Regulations and/or Policies and Procedures of the service should be put in writing and directed to the Board Office for submission to the MLS Committee for their review and consideration at their next regularly scheduled meeting.
- The complaining party and the party being complained against will be invited to individually discuss the complaint with the MLS Committee, and sign an agreement form that they will abide by the committee’s decision. The committee will review and examine the facts and determine a course of action or discipline without the complaining party or the party being complained against present. A decision will be provided to the parties in writing as soon as possible after the meeting. If a discipline or fine is levied against a Participant or Subscriber, either party may appeal the decision and action or discipline to the Board of Directors of Paul Bunyan MLS, Inc., and ultimately approved by the Board of Directors of Paul Bunyan Board of REALTORS4® within 30 days of the date of the committee’s decision, action or discipline.

RECIPROCAL AGREEMENT ONLINE SERVICE THROUGH MICHIGAN RECIPROCAL ALLIANCE (MRA):

Reciprocal Access to data of another member board of the Michigan Reciprocal Alliance is a courtesy board companion service for primary and secondary members of the board who are also MLS Participants and their subscribers.

Eligibility is determined by status of member in good standing as a Primary or Secondary Membership and MLS service in a member MRA Board.

DISCLAIMER: MRA Data Sharing is for informational purposes only. It does NOT constitute any offers of cooperation and/or compensation. Any agreements with regard to compensation must be made in advance of any showing or submission of an offer by the inquiring Participant or Subscriber to the Listing Broker Participant or Agent.

Instructions will be provided to all eligible applicants.

ATTACHMENT "A"
Wexford/Missaukee

Required Fields

Residential

PRIMARY PHOTO
LONG DISCLAIMER USE

STANDARD

(4) Mls # Input
(5) Class RESIDENTIAL
(7) Type
(8) Area
(9) Asking Price , 000
(10) Address
(12) City
(14) Zip -
(15) Status
(16) Sale/Rent
KEYWORDS
(17) Bedrooms
(18) # Baths
(19) Mstr Bth
(20) Garage Capacity
(21) Basement
(22) Style
(23) Water Related
GENERAL
(24) Agent
(30) Listing Date
(31) Expiration Date
(32) List Agreement Type
(36) Comp BB
(40) Parcel #
(45) Apx Above Grade Sqft
(49) County
(50) Township
(51) Section
(53) Schl District
(79) Legal
FEATURES
(2) Features
Internet Y/N
SOLD
(95) How Sold
(96) Contract Date
(97) Closing Date
(98) Sold Price
(99) Selling Agent 1 Select a User

Commercial/Industrial

PRIMARY PHOTO
LONG DISCLAIMER USE

STANDARD

(4) Mls # Input
(5) Class
COMMERCIAL/INDUSTRIAL
(7) Type
(8) Area
(9) Asking Price , 000
(10) Address
(12) City
(14) Zip -
(15) Status
(16) Sale/Rent
KEYWORDS
(17) Stories
(18) Ceiling Height
(19) Restrooms
(20) Parking Spaces
GENERAL
(21) Agent
(27) Listing Date
(28) Expiration Date
(29) List Agreement Type
(33) BB
(38) Parcel #
(40) Number Of Acres
(42) Apx Year Built
(46) County
(47) Township
(48) Section
(71) Legal
FEATURES
(2) Features
Internet Y/N
SOLD
(87) How Sold
(88) Contract Date
(89) Closing Date
(90) Sold Price
(91) Selling Agent 1 Select a User

Land

LONG DISCLAIMER USE

STANDARD

(4) Mls # Input
(5) Class LAND
(7) Type
(8) Area
(9) Asking Price , 000
(10) Address
(12) City
(14) Zip -
(15) Status
(16) Sale/Rent
KEYWORDS
(17) Water Related
GENERAL
(18) Agent
(24) Listing Date
(25) Expiration Date
(26) List Agreement Type
(30) Comp BB
(34) Parcel #
(37) Number Of Acres
(41) County
(42) Township
(45) Schl Dst
(46) Zoning
(47) Legal
FEATURES
(2) Features
Internet Y/N
SOLD
(63) How Sold
(64) Contract Date
(65) Closing Date
(66) Sold Price
(67) Selling Agent 1 Select a User

ATTACHMENT "B"
RosCo MLS Required Fields

Residential
PRIMARY PHOTO
LONG DISCLAIMER USE

- STANDARD**
(4) Mls # Input
(5) Class RESIDENTIAL
(7) Type
(8) Area
(9) Asking Price , 000
(11) Address
(13) City
(14) State MI
(15) Zip -
(16) Status
(17) Sale/Rent
KEYWORDS
(18) Bedrooms
(19) # Full Baths
(20) # Half Baths
(21) # 3/4 Baths
(22) Garage Capacity
GENERAL
(26) Agent
(30) Comp SA
(31) Comp BA
(32) Comp TC
(33) Comp Vrbl Com
(34) Owners Last Name
(35) Number Of Acres
(36) Apx Lot Size
(37) Listing Date
(39) Expiration Date
(41) List Agreement Type
(42) Year Built
(44) Township
(45) County
(46) School
(83) Total Apx Sq Ft
(85) Tax Code #
(87) Homestead
(90) Disclosure
(92) Legal
FEATURES
(2) Features
Internet Y/N
FINANCIALS
(103) Summer Taxes
(104) Winter Taxes
(108) SEV Amount
(109) SEV year
SOLD
(111) How Sold
(112) Contract Date
(113) Closing Date
(114) Sold Price
(115) Selling Agent 1 Select a User
User

Commercial/Industrial
PRIMARY PHOTO
LONG DISCLAIMER USE

- STANDARD**
(3) Mls # Input
(6) Class
COMMERCIAL/INDUSTRIAL
(7) Type
(8) Area
(9) Asking Price , 000
(10) Address
(12) City
(13) State MI
(15) Status
(16) Sale/Rent
GENERAL
(17) Agent
(21) Comp SA
(22) Comp BA
(23) Comp TC
(24) Comp Vrbl Com
(25) Owners Last Name
(26) Number Of Acres
(29) Listing Date
(30) Expiration Date
(31) List Agreement Type
(32) Year Built
(33) Township
(34) County
(46) Tax Code #
(61) Legal
(62) Zone Area
FEATURES
(2) Features
Internet Y/N
FINANCIALS
(72) Summer Taxes
(73) Winter Taxes
(74) Tax Year Summer
(75) Tax Year Winter
(77) SEV Amount
(78) SEV Year
SOLD
(80) How Sold
(81) Contract Date
(82) Closing Date
(83) Sold Price
(84) Selling Agent 1 Select a User

Land
LONG DISCLAIMER USE

- STANDARD**
(4) Mls # Input
(5) Class LAND
(7) Type
(8) Area
(9) Asking Price , 000
(10) Address
(12) City
(13) State MI
(15) Status
(16) Sale/Rent
GENERAL
(17) Agent
(21) Comp SA
(22) Comp BA
(23) Comp TC
(24) Comp Vrbl Com
(25) Owners Last Name
(26) Number Of Acres
(28) Listing Date
(29) Expiration Date
(30) List Agreement Type
(31) Township
(32) County
(33) School
(34) Tax Code #
(36) Legal
(37) Zone Area
FEATURES
(2) Features
Internet Y/N
FINANCIALS
(46) Summer taxes
(47) Winter Taxes
(48) Tax Year Summer
(49) Tax Year Winter
(51) SEV Amount
(52) SEV Year
SOLD
(54) How Sold
(55) Contract Date
(56) Closing Date
(57) Sold Price
(58) Selling Agent 1 Select a User