



Mid GA MLS Rules and Regulations

Contents

- 1. INTRODUCTION 4
- 2. MLS SUBSCRIPTION 4
 - 2.1. Definitions..... 4
 - 2.2 Membership Requirements 4
 - 2.3 Leasing ActiveKEY/eKEY:..... 5
- 3. MLS ORIENTATION 5
- 4. COMPUTER SYSTEM..... 5
- 5. LOCKBOX SYSTEM 5
 - 5.1. Who Is Authorized To Use Entry Keys 5
 - 5.1.1 Appraisers Display Keys Usage..... 5
 - 5.2. Who May Borrow Lockboxes..... 6
 - 5.2.1 Lockbox Use Requirements..... 6
 - 5.3. Who Must Purchase Lockboxes..... 6
 - 5.4. When Lockboxes Must Be Returned (for Stockholder Companies and their Licensees).... 6
 - 5.5. Lockbox and Entry Key Codes 7
 - 5.6. Entry Key 7
- 6. LISTING OF PROPERTIES 7
 - 6.1. General..... 7
 - 6.2. Mandatory Listings 7
 - 6.3. Optional Listings..... 7
 - 6.4. Rejection of Listings 7
 - 6.5 Residential Listing Without Full Details 8
 - 6.6 Listing Submitted to MLS 8
- 7. MULTIPLE LISTING PROCEDURES 8
 - 7.1. Initial Listing..... 8
 - 7.2. Exclusions 8
 - 7.3. Multiple Lot Policy 8
 - 7.4. Changes to Listings..... 8
 - 7.5. Listing Renewals..... 8
 - 7.6. Confidentiality of Information..... 8
 - 7.7. Contracts that contains a Kick-Out Clause 9
 - 7.8. Pictures on Listing 9
- 8. WITHDRAWALS OF LISTINGS FROM MLS 9
 - 8.1. General..... 9
 - 8.2. Releases..... 9
- 9. COMMISSIONS..... 9

10. SIGNS	9
11. ADVERTISING.....	9
11.1. Properties that can and cannot be advertised	9
11.2. Permitted Advertising	10
12. OPEN HOUSES.....	10
13. SALES	10
13.1. Presentation of Offers	10
13.2. Reporting Sales	10
14. ENTITLEMENT TO SELLING COMMISSION	10
15. ADHERENCE TO RULES AND REGULATIONS.....	11
16. COMPLAINTS	11
16.1. Who May File a Complaint.....	11
16.2. What May be Complained Of	11
16.3. Time Limits.....	11
16.4. Administrative Procedures other than Entitlement to Commission.....	11
17.A. IDX OR RETS FEEDS	12
17. B. VIRTUAL OFFICE WEBSITE (VOW).....	12
18. PENALTIES	12
18.1. General	12
18.2. Appeal	12
18.3. Lockbox Return.....	12
18.4. Listing Broker Responsibilities.....	13
18.5. Selling Broker Responsibilities.....	13
18.6. Payment of Account.....	14

MID GA MLS RULES & REGULATIONS

1. INTRODUCTION

The following rules and regulations are adopted by the stockholders of the corporation as binding upon them as a condition of their membership and stock ownership and subscribers companies and appraisers as a condition of membership. The Rules and Regulations have the same force and effect as by-laws except insofar as the plurality of votes required for additions or amendments thereto, which is a simple majority of the outstanding members present at a Board of Directors or Stockholders meeting as distinguished, from a 51% majority in the case of by-laws. It shall be required, however, that ten (10) days written notice be given to the stockholders of any changes voted by the Board of Directors or Stockholders.

Since Bibb Multi-List, Inc. operates under the trade name Mid GA MLS, it shall be referred to in these rules and regulations by the trade name, or the initials MLS. To improve readability, the use of personal pronouns throughout this document will refer to the male gender rather than using "his/her", "he/she", etc.

The Board of Directors will be charged with the responsibility of overseeing and managing the business of the corporation. The daily operation of the MLS office will be under the supervision of the Executive Director. The duties of the MLS office staff shall be determined by the policies established by the management of the corporation. Expenses for the operation of the MLS office shall be paid by the member firms in accordance with a schedule of fees established by the Directors. The Directors may change the fees, from time to time, but in no event shall fees be derived from commissions earned by the members, neither shall they be based on the selling price of any property.

2. MLS SUBSCRIPTION

2.1. Definitions

Members: All Stockholders, Subscriber Companies, Appraisal Companies, together with all their affiliated licensees, and other personnel are members.

Stockholders: MLS Stockholders are real estate companies that hold stock in the corporation. Stockholders shall be represented by a designated broker or his/her appointee.

Subscriber Companies: Subscriber Companies are MLS Members who do not hold stock in the corporation and who are entitled to MLS services by virtue of the fees that they pay to receive those services. Those companies upon application to the MLS will be required to pay a one-time fee, as established by the Board of Directors, to fund their addition to the MLS.

Reciprocal Companies: Reciprocal Companies are MLS Members who do not hold stock in the corporation and who are entitled to MLS services by virtue of the fees that they pay to receive those services. Those companies upon application to the MLS through the Reciprocal MLS Program will be required to pay a one-time fee, as established by the Board of Directors, to fund their addition to the MLS.

Licensees Member: Licensees, who are affiliated with a Stockholder, Subscriber, or Reciprocal Members' company and who are entitled to MLS services by virtue of fees that they pay to receive those services.

Appraiser Members: Appraisers who are entitled to MLS services by virtue of fees that they pay to receive those services. Those Companies upon application to the MLS will be required to pay a one-time membership fee as established by the Board of Directors, to fund their addition to the MLS. In addition, all appraisers who work for Appraiser Companies or contract with the Appraiser Companies must also be a paying member.

Core Area: The following twelve counties are identified as our Core Area:

Bibb, Jones, Monroe, Crawford, Peach, Houston, Twiggs, Baldwin, Wilkinson, Putnam, Jasper and Butts.

2.2 Membership Requirements

Licensees: All Georgia licensees of Stockholder and Subscriber member companies (including licensed assistants) who work in residential sales must be an MLS member. **Failure to comply with this rule will**

result in a fine to the company of \$100.00 per month plus back MLS dues applicable to the licensee from the date written notice is given by MLS.

Reciprocal Licensees: All Georgia licensees of Reciprocal MLS member companies (including licensed assistants) who work in residential sales may be an MLS member.

Secretaries and Input Specialists: Secretaries and Input Specialists are employees of Member Companies that have been given permission to input listings and make changes to listings by the Broker of the Member Companies. These employees must be registered with the MLS by completing a Secretary/Input Specialist application. Brokers of Members must request an application from the MLS in writing and they must notify the MLS when a secretary or input specialist is removed.

2.3 Leasing ActiveKEY:

All MLS Members are encouraged to lease an ActiveKEY or eKEY from Supra. Leasing an ActiveKEY or eKEY is optional, however, the overall MLS fee will be the same whether a Member leased an ActiveKEY or eKEY or not. Members who do not lease a lockbox key (Active or eKEY) are not allowed to borrow a key from their broker or another member under any circumstances (see Rule 5.6)."

3. MLS ORIENTATION

All new active licensed real estate Members who have not attended the MLS orientation class will be scheduled to attend an MLS orientation class soon after they subscribe to MLS services. Members who do not take the course within the first two times that it is offered will be suspended from all MLS services until the course is completed.

4. COMPUTER SYSTEM

The MLS maintains a computer program that is available for use by MLS Members in good standing. This computer program is protected by United States Copyright© and International treaty provisions and must be protected accordingly. In addition, the program is for MLS members only and must not be used by anyone who is not a licensed Member, Secretary or Input Specialist. Members are not allowed to have someone who is not a Member to use the program unless approved by the MLS in writing and registered to use the system. Further, Members are not allowed to give, sell or copy data from this program for use by another person or company for any reason. Members who break or circumvent this agreement in any way are subject to disciplinary actions, including, but are not limited to, fines and termination of all MLS services. **Violators of this rule will be fined \$1,000.00 and have their service suspended until the fine is paid.**

The computer system is the source for all listing information pertaining to currently active listings, pending listings, and kickout listings. Additionally, listings that have expired or been withdrawn in the last year are available. Listings that have sold in the last two years are also maintained on the system. MLS listing hot sheets are produced from the data in the computer.

The security of our computer system is vital and must be protected by all Members, Secretaries and Input Specialists. Your password must not be given out to anyone including other members. Passwords must never be given to any non-member or client for any reason. **Violators of this rule will be fined \$1,000.00 and have their service suspended until the fine is paid.**

5. LOCKBOX SYSTEM

5.1. Who Is Authorized To Use Entry Keys

The MLS office centrally administers the electronic lockbox system. Only MLS Stockholder Companies, Subscriber Companies, Licensees Members and Appraiser Members, who are authorized by the Board of Directors, may lease an Active Key or eKEY that access these boxes. These individuals are authorized to use them as long as they remain associated with Mid GA MLS. Each Member is authorized to possess only one Mid Georgia MLS ActiveKEY or eKEY.

5.1.1. Appraisers Display Keys Usage

Appraisers will not enter a property, listed with the Mid GA MLS, unless a job order or letter of engagement has been issued. At no time will an appraiser enter a property listed with this MLS for the purpose of showing the listing for sale unless he or she is a licensed salesperson or broker and is a member of Real Estate Company with this MLS. **Any Appraiser, who is found showing property, who**

is not a licensed salesperson or Broker and is not a member of a Real Estate Company with this MLS, will be fined \$1,000.00 and could lose their membership with this MLS.

5.2. Who May Borrow Lockboxes

MLS loans lockboxes to Stockholder Companies within the core area of Bibb, Jones, Monroe, Crawford, Peach, Houston, Twiggs, Baldwin, Wilkinson, Putman, Jasper and Butts Counties (the Core Area), who need them for specific listings. The lockboxes are numbered and are assigned to valid MLS listings. Lockboxes checked out must have a listing entered into the MLS within 2 business days. **Failure to meet this requirement will result in a \$25 fine and an additional \$50 fine on the 10th business day.**

Stockholders located within Baldwin, Wilkinson, Putman, Jasper and Butts Counties may check out boxes by company and must account for them annually. Failure to properly account for the number of lockboxes checked out to a given Stockholder in Baldwin, Wilkinson, Putman, Jasper and Butts Counties shall result in the Stockholder having to purchase the number of lockboxes not accounted for at a price determined by the Board of Directors.

All other Stockholder's listings, not in the "Core Area", shall have to purchase lockboxes at a price established by the Board of Directors, which can be changed from time to time.

The lockbox issued for that listing must be used on that listing. Lockboxes can't be moved from one listing to another without being returned to MLS first.

The lockboxes are "read" by the Supra lockbox computer system and the record of various agent entries into the lockbox is stored in their central computer.

5.2.1 Lockbox Use Requirements

Any property listed in the MLS that is fitted with a non-MLS lockbox must also be fitted with a MLS lockbox; if not you will be fined \$25.00. The location of the MLS lockbox is shown on the listing.

Lockboxes may be issued by MLS office staff during normal business hours. The Lockbox Issue Form must be filled out and signed by the listing agent.

The "Gabby", the lockbox computer in the MLS lobby is available for use by Stockholder Companies and their licensees only. By "Gabby", the MLS lockbox computer in the MLS lobby. "Gabby" can be used anytime of the day, 7 days a week. "Gabby" will print an issue form for the agent's use and record the lockbox issue for MLS office use. **When the information is retrieved the following work day it will be reviewed and if a lockbox or lockboxes have been taken for a listing or listings that will be used outside of our coverage area, without the Executive Directors approval, they may require a deposit of \$100.00 on each box.** If you are notified that a deposit is required you will have five days to return the box or post the deposit. If you fail to make the required deposit all services will be withheld until the deposit is made or the lockbox is returned. Any lockbox that is checked out using Gabby or during normal business hours should have the listing entered into the MLS within 2 business days. **Failure to meet this requirement will result in a \$25 fine and an additional \$50 fine on the 10th business day.**

5.3. Who Must Purchase Lockboxes

Lockboxes are available for purchase for Subscriber Companies. Lockbox prices are established by the Board of Directors, and subject to change from time to time. When lockboxes are used they must be the same brand name the MLS uses and programmed to work with our MLS.

Additionally, "Gabby" is not available to Subscriber Companies or their Sales Associate Members.

5.4. When Lockboxes Must Be Returned (for Stockholder Companies and their Licensees)

The Stockholder companies that can use the lockbox lending library must return the assigned lockbox within 7 calendar days after the listing has been sold, withdrawn or expires. If the 7th day falls on a day that the MLS office is not open, the box may be returned on the first business day, thereafter, without penalty. **If the box is not returned before the 7th day elapses, a penalty of \$25 will be assessed.** Lockbox services will be suspended during any time a lockbox fine remains unpaid.

If the MLS office is not open and a Stockholder Company wishes to return a lockbox, "Gabby", the lockbox computer in the MLS lobby, can be used to record the return of the lockbox. "Gabby" will issue a

receipt and the lockbox should be locked by the lockbox shackle on the rack provided for returns. MLS will not be responsible for lockboxes that disappear from the lobby.

Any lockbox returned to the MLS office that belongs to a Stockholder Company with assigned inventory will be notified the first business day that we have the box and they will need to make arrangements to have the lockbox returned to them.

5.5. Lockbox and Entry Key Codes

There are two codes used in the electronic lockbox system; the Members personal identification numbers (PIN), entry key update codes, and lockbox shackle codes. These codes will be supplied by Supra, as needed, to users of the system who are in good standing and have no outstanding fees. However, no personal identification numbers can be given over the phone.

5.6. Entry Key

ActiveKEY or eKEY security is of the utmost importance; it helps to protect the real estate agent and the seller of the property. No Member shall loan an ActiveKEY or eKEY to any Member who is not in good standing and a current ActiveKEY or eKEY holder for any reason. **Violators will be fined \$300.00 on each violation.**

A Member who misplaces their ActiveKEY or eKEY may borrow an ActiveKEY or eKEY from the MLS office for seven days provided they have no outstanding fees. In an emergency, a Member whose ActiveKEY or eKEY is lost or broken may borrow his/her broker's ActiveKEY or eKEY with the understanding that the broker, takes full responsibility for the use of the ActiveKEY or eKEY and it is for limited period of time not to exceed four days. If the broker is not available; the Member may borrow another Member's ActiveKEY or eKEY with the understanding that the lending Member takes full responsibility for the use of the ActiveKEY or eKEY during the time someone else is using their card.

6. LISTING OF PROPERTIES

6.1. General

All listings submitted to MLS must have at least a leasehold interest in the land. Mobile homes without interest in the land, businesses without a lease, or buildings to be removed from the land are examples of unacceptable listings. All listings entered into the MLS system must be Exclusive Listing Contracts.

The MLS is not responsible for any information, of any nature, contained in the listings. Member firms will hold the MLS harmless for any errors or omissions in any listings entered in the database.

6.2. Mandatory Listings

All single-family residences located in Bibb, Jones, Monroe, Crawford, Peach, Houston, Twiggs, Baldwin, Wilkinson, Putnam, Jasper and Butts counties that are exclusively listed with a member broker's office, or listed in another MLS (as more fully explained below) must be listed through MLS. Listings not in the above counties do not have to be listed through MLS; however, brokers are encouraged to put them in the system. Properties owned by a broker or people associated with his company may be excepted from the mandatory listing rule.

Any company that has members that are members of companies other than Mid GA MLS must also list any property that is considered as a MANDATORY Listing under this rule and must list that property with this MLS. Failure to do so can cause that member to lose their privileges as a member of this MLS. Reprimands will be decided at time of violation.

6.3. Optional Listings

In addition to mandatory listings of properties, any other type of property that is listed exclusively by a Member broker may be listed in MLS if the Member broker so desires.

6.4. Rejection of Listings

The Executive Director acting for the Board of Directors has the right to reject any listing that he believes is unsafe, hazardous, or would otherwise endanger the physical well-being of customers, agents or brokers.

6.5 Residential Listing without Full Details

Residential listing that does not contain full information or other pertinent information must be shown under Residential Income Producing. **Any listing not complying with this within two (2) business days of entry into the system will be fined \$25.**

6.6 Listing Submitted to MLS

Listings can only be submitted by MLS members who are in good standing. Only MLS members will service MLS listings. Only the Listing MLS member's names will be put on MLS listings and signs.

7. MULTIPLE LISTING PROCEDURES

7.1. Initial Listing

All MLS listings obtained by Members must be entered into the MLS database, within three business days after the listing contract has been signed by all parties. The day of signing is not counted for the purposes of calculating business days.

If there is any question about a listing agreement the MLS has the right to request a copy of the agreement. The listing agent must provide the requested listing agreement within two business days to the MLS.

If the owner(s) of the property does not want to have their name(s) shown in the listing data base, the listing Licensees must have them sign an AFFIDAVIT.

Exclusive Agency Agreement: Members companies have discretion to accept an Exclusive Agency Listing Agreement and may set their own policy as to the acceptance of this kind of listing. If utilized, an Exclusive Agency Listing between Broker and Seller is, hereby, modified to allow the Seller the right to sell the subject property directly to a buyer without obligation for Broker's commission, provided that said buyer was not introduced to the property by the listing Broker, any other Broker or licensees affiliated with any broker.

Since they take so long to build, pre-sold new homes (build jobs) should not be submitted to MLS, or entered into the MLS database, until they have closed. The listing date and the pending date will normally be the date the sales contract is consummated.

7.2. Exclusions

Exclusion is defined as someone to whom a seller may sell his property without paying a fee to the listing broker. When a salesperson lists a property through MLS, he should make it clear to the owner that the listing must be an Exclusive Contract. When the owner insists on excluding an individual, it is the policy of MLS to allow the listing agent to make exclusion and enter it on the listing contract. However, no exclusion shall be for longer than 15 days unless authorized by the Board of Directors.

Third party relocation companies may be excluded for the duration of the listing.

7.3. Multiple Lot Policy

Residential building lots will be listed individually and can be covered by one Exclusive Listing Contract.

7.4. Changes to Listings

Additional information concerning listings, such as listing status changes, price changes, listing contract extensions, etc., must be entered into the MLS database (see Rule 18.4 Listing Broker Resonsibilities).

7.5. Listing Renewals

During the life of an MLS Exclusive Right to Sell Listing Contract, no solicitations on the subject of listing changes, or future listing of the property, are to be made by any member of MLS or his salespeople other than the listing broker and his salespeople.

7.6. Confidentiality of Information

Each Member shall keep his file of MLS listings confidential and shall see to it that no person, who is not a Stockholder Company or Subscriber Company Member, shall have access to them. These "files" include, but are not limited to hot sheets and access to the MLS computer database and other information pertinent to MLS listings.

If a Member wishes to give listing information to a prospect then the computer listing as translated for the customer, must be used. Sensitive information is not included in this format.

Members must not release information concerning the production statistics of other MLS Members. Although accessible through the MLS computer system, this information is proprietary and must be treated as confidential.

7.7. Contracts that contains a Kick-Out Clause

Listings that are pending with a kickout clause may continue in active status provided that the first words in public comments are: ___ HOUR KICK OUT CLAUSE (in all caps).

7.8. Pictures on Listing

All Residential, Res. Income Producing, Commercial listings, and Rental Properties must have at least one picture of the front elevation within two business days or a fine of \$25.00 will be levied to the listing agent.

8. WITHDRAWALS OF LISTINGS FROM MLS

8.1. General

Property listed in MLS may be withdrawn from the service by the listing broker before the date of expiration of the listing contract.

8.2. Releases

When a listing has been withdrawn, brokers will promptly report the type of contractual release to the MLS office, or enter the same into the MLS database under Comments.

Releases usually fall into one of the following categories:

- Conditional Release. Conditions placed upon the client.
- Unconditional Release. No conditions placed upon the client.
- Administrative. Used by MLS office to accommodate special situations.
- Leased. Self-explanatory.
- Relisted. Property has been relisted, and this listing is being withdrawn.

9. COMMISSIONS

Prior to processing a listing in the MLS system, listing brokers must determine, and include on the listing form, the percentage or dollar amount of the sales commission the selling broker shall receive. This will be done by indicating the percentage or dollar amount of the sales commission as shown on the MLS form. This will preclude any discussion of the selling commission at the time of contract submission when time is of the essence.

It shall be permissible for the listing broker of any listing through MLS to share a commission with a non-member broker. The listing broker shall determine the ratio of that division.

10. SIGNS

The listing broker has the exclusive right to place "For Sale" signs on properties listed by his firm. No "For Sale" signs will be placed on any single-family dwellings by MLS members unless they are entered in the MLS system in accordance with MLS rules.

All signs, both "For Sale" and Pending must display the standard MLS rider or approved MLS logo with the minimum size of 3" X 5" on the sign. The standard rider, MLS Logo and pending sale stickers will be issued at no charge by the MLS office.

The listing agent will remove all "For Sale" signs from a property not later than ten (10) days after the expiration date of a listing, or immediately if the owner so requests.

11. ADVERTISING

11.1. Properties that can and cannot be advertised

Houses that may not be advertised are non-exclusive single-family residences.

Properties that may be advertised are:

- MLS listings.

- Properties owned by the broker
- Properties owned by people associated with a member firm
- Multiple unit houses.
- Commercial properties.
- Acreage or farmland.
- Building lots
- Rental properties

11.2. Permitted Advertising

Any member of the Mid GA MLS may advertise any listing that is listed in Mid GA MLS, of any other member of The Mid GA MLS in any form of media, in accordance with Georgia License Law.

12. OPEN HOUSES

Open house rights on all properties listed in MLS are held exclusively by the listing broker. A listing broker may designate specific open house rights on specific houses and dates to other member brokers.

13. SALES

13.1. Presentation of Offers

All offers must be presented through the listing company unless listing company has given in written permission for selling agent to deal directly with the seller. If a selling broker/agent is unable to contact either the listing company's management or agent within 24 hours, the selling company may contact a member of the MLS Board of Directors for assistance. The selling broker/agent must not contact the seller directly unless the listing broker specifically notes in the listing that the selling broker should make all appointments and offers directly with the seller. The listing broker must make arrangements to present an offer as soon as possible.

The representative of the selling broker should be afforded the privilege of being present when the offer is presented to the principal. However, there may be circumstances where it is not advisable for the selling representative to be present, in which case the listing broker should provide a satisfactory explanation for same. The privilege of the selling broker being present shall not arbitrarily or unreasonably be withheld.

13.2. Reporting Sales

Pending sales shall be entered into the MLS database, by the listing broker within four business days after the sales contract is signed by the purchaser and seller.

The broker/agent obtaining the last signature or initial must provide the other broker/agent with a copy of the complete sales agreement within one business day. Within four business days after obtaining a valid contract the listing broker will place a Pending Sale, K or Bullseye sticker on any sign that may be on the property.

14. ENTITLEMENT TO SELLING COMMISSION

All members of the Mid GA MLS agree to arbitrate disputes with other members on issues concerning entitlement to commission. Any dispute between Members, who are REALTORS®, will be handled through the appropriate REALTOR® organization. If one or more MLS members are not a REALTOR®, the matter will be arbitrated through the MLS.

In this case a detailed written complaint must be filed with the Executive Director, who will request a written response from the other party(s) involved, giving these parties 10 days in which to respond. After receipt of such response, or after 10 days, the Board of Directors shall review the matter. If the complaint is deemed legitimate and timely, the President shall appoint a committee of not less than three nor more than five member Brokers to conduct an arbitration hearing. Said hearing shall be conducted as outlined in the then current professional standards guidelines published by the National Association of REALTORS®. The decision of the arbitration panel shall be final and binding on all parties except that the parties may appeal to the Board of Directors within ten days of the decision for procedural review. If said appeal is successful, the Board of Directors may instruct the President to refer the matter back to the panel for consideration or appoint a new panel and rehear the issue. In the absence of a successful appeal, the decision of the arbitration panel shall be final and binding on all parties. Failure to comply with a final ruling shall be grounds for termination of all MLS services to the Member Company.

The Broker entitled to the commission on a given sale shall be the procuring cause of said sale as defined by Law and the Code of Ethics and Standards of Practice of the National Association of Realtors.

No Member/Subscriber shall interfere with the ongoing efforts or negotiation of another Member/Subscriber.

In the spirit and the letter of the REALTORS® Code of Ethics, we should not take unfair advantage of our fellow members by using subterfuge to interfere with the active on-going negotiations of another agent. Negotiations do not necessarily mean the drawing or preparation of a contract or offer on a specific property. However, if the first agent is derelict in using his best efforts, and it is in the best interest of the owner for the second agent to show the property and to prepare the contract, then it should be done. If a sale is made as a result of the second agent's activity, then he should not be penalized. In other words, the selling commission is due at closing to the broker who is the "procuring cause" of the sale of the property. Obviously, it is not enough to simply show an individual a property and then sit back and wait for the potential buyer to make a move toward purchasing the property. Our responsibility to our client dictates that we must actively pursue the acquisition of a sales contract. We must not take advantage of our fellow members, but we must give every benefit possible to the seller of the property.

15. ADHERENCE TO RULES AND REGULATIONS

All Members together with all their affiliated licensees and other personnel shall be bound to observe all the Rules and Regulations now in effect or that may from time to time be adopted, for the operation of MLS.

It shall be the duty of every member broker to thoroughly instruct his own sales staff and office personnel relative to the MLS Rules and Regulations and the National Association of REALTORS® Code of Ethics, which are considered a part of these Rules and Regulations. The Member broker member shall be held jointly responsible for any violation or misconduct by his offending salesperson.

It shall be the duty of the Board of Directors to enforce MLS rules and regulations and in this capacity it shall receive and consider complaints against Members on matters pertaining to MLS in accordance with the procedures set forth herein.

It shall be the duty of every Member broker to report through the Executive Director to the Board of Directors any breach of these Rules and Regulations or any conduct injurious to, prejudicial to the best interest of, or tending to bring discredit upon MLS.

Robert's Rules of Order (newly revised) shall be recognized as the authority governing the proceedings of the Bibb Multi-List, Inc. stockholders meetings and directors meetings in all cases not provided for in the by-laws and Rules and Regulations of this organization.

16. COMPLAINTS

16.1. Who May File a Complaint

The Board of Directors may take proceedings upon complaint of any Member Broker of MLS or of its own volition.

16.2. What May be Complained Of

Complaint may be made for the violation by any member of Bibb Multi-List, Inc. of its charter, by-laws or these Rules and Regulations. The bringing of any charge against another member or members out of malice, or without reasonable grounds shall constitute an offense under the Rules and Regulations.

16.3. Time Limits

A complaint must be filed within ninety- (90) days from the date of discovery of the alleged violation or closing of the sale whichever is later.

16.4. Administrative Procedures other than Entitlement to Commission

All complaints shall be made in writing, specifically alleging the particular act(s) complained of, shall be addressed to the President through the Executive Director, and shall be accompanied by all the documentary evidence bearing upon the case in the possession of the complainant(s).

The Executive Director shall, within ten (10) days of receipt of the complaint, serve upon the member against whom it is made, a copy of the complaint, pointing out the by-laws or the Rules and Regulations alleged to have been violated and the procedures to be followed in regard to the complaint. Within ten (10) days of such service, the member against whom the complaint is made shall serve upon the Executive Director of MLS a written answer to said complaint.

It shall be the duty of the Board of Directors to hear the complaint and come to a decision at their next scheduled meeting. The Board of Directors may go into executive session to reach a decision and then open the meeting and render its decision. The decision of the Board of Directors is final and binding on all parties. Failure to comply with a final decision shall be grounds for termination of MLS services to the Member Company and/or subscriber.

17.A. IDX OR RETS FEEDS

Any Member company can arrange to have an IDX or RETS feed to their Web site that contains all active listings; provided they will have to complete a contract, which discloses the provider of their service and the member company and the provider will have to follow the Rules and Regulations adopted in Mid GA MLS Rules and Regulations IDX/VOW Addendum. There is a setup fee and an annual renewal fee that is set by the Board of Directors.

17. B. VIRTUAL OFFICE WEBSITE (VOW)

Any Member company can arrange to have a Virtual Office Website that contains all active listings; provided they will have to complete a contract, which discloses the provider of their service and the member company and the provider will have to follow the Rules and Regulations adopted in Mid GA MLS Rules and Regulations VOW Addendum. There is a setup fee and an annual renewal fee that is set by the Board of Directors.

18. PENALTIES

18.1. General

The Executive Director has the authority to impose the penalties shown on the following page without the necessity of giving formal notice. The time limits for infractions are shown on the following pages and are defined in the number of business days or calendar days.

All fines must be paid within 15 days of notification. Failure to pay one, or more fines, within this period will result in the withdrawal of lockbox entry card privileges. Privileges will be restored when all fines have been paid.

18.2. Appeal

Any MLS Member who has been fined may appeal such fine at the next regular meeting of the Board of Directors, provided that the Member has already paid the fine. If the Board of Directors decides that the fine was improperly assessed, the fine shall be immediately returned to the member.

18.3. Lockbox Return

Infraction	Time Limit	Fine
Failure to return a lockbox after a listing is sold, withdrawn or expires	Seven calendar days	\$25
Failure to return a lockbox after a listing is sold, withdrawn or expires	Fifteen calendar days	\$75

If the day specified in the time limit falls on a non-business day then the lockbox may be returned to the MLS office on the first business day thereafter without penalty. If a lockbox is stolen or damaged, a police report must be obtained by the listing agent and submitted to the MLS office. **If the box is reported stolen (or damaged) after seven calendar days has elapsed after the listing has been sold, withdrawn or expires, the listing agent will be required to forfeit his lockbox use deposit of \$100 and a new deposit will have to be established by the listing agent.** Lockbox services will be suspended during any time a lockbox deposit remains unpaid.

18.4 Next Page

18.4. Listing Broker Responsibilities

Infraction	Time Limit	Fine
Failure to enter and file a residential mandatory listing.	Three business days	\$25
Failure to report to the MLS office, or enter into the MLS database, a pending sale of any listing.	Two business days	\$25
Failure to report to the MLS office, or enter into the MLS database, that a pending sale has fallen through.	Two business days	\$25
Failure to report to the MLS office, or enter into the MLS database, that a pending sale has closed.	Two business days	\$25
Failure to attach an MLS rider or have the approved Logo on your sign on an MLS listing.	None	\$25
Failure to place a "Pending Sale", "K" or "Bullseye" sticker on sign after obtaining a valid contract.	Two business days	\$25
Failure to enter a residential listing after submission into MLS without full details (mandatory fields).	Two business days	\$25
Failure to enter a listing into the MLS after a lockbox has been checked out within two business days is a \$25 fine. Failure to meet this requirement within ten business days will result in an additional \$50 fine	Two business days	\$25
	Ten business days	\$50
Any property listed in the MLS that is fitted with a non-MLS lockbox must also be fitted with a MLS lockbox	Two business days	\$25
All listings in Residential, Res. Income Producing, Commercial, and Rental must have at least one picture of front elevation.	Two business days of entry into MLS	\$25

18.5. Selling Broker Responsibilities

Infraction	Time Limit	Fine
Failure to report to the listing broker the sale of the listing after obtaining the signatures of both buyer and seller	One business day	\$25
Failure to report to the listing broker that a pending sale has fallen through	One business day	\$100 per day

18.6 Payment of Account

Invoices are due when received. A company or subscriber that is arrears in payment of fees will be assessed a \$100.00 late fee for each period of 30 days they are in arrears. A company or subscriber in arrears 60 days or more will have all services of whatever nature terminated including computer updating for the company and or subscriber under that company until all amounts are paid. Example would be a company or subscriber that is three months in arrears, would be fined \$100.00 for the amount that is 30 days in arrears, \$200.00 for the amount that is 60 days in arrears and \$300.00 for the amount that is 90 days in arrears.