

NNRMLS Rules, Regs & Policies

Quick Reference Card

For electronic versions, look for the **Rules & Regulations** and **Policy Handbook** buttons on the Launchpad!

Level 1 Citation – Start @ \$100

Given a 2 business day grace period to correct

Incorrect Information is NOT Permitted such as wrong area, no parcel number or taxes, no commission, incorrect schools, wrong city, zoning, stories, unknown cross street, or incorrect Property Class/Type..... **Section 3.1-3**

No Disclosure of Showing Availability: If active, but cannot be shown, agent must disclose when showings will become available in Private Remarks **Section 3.4**

No Disclosure of Agent/Broker Ownership Status in the MLS or Private Remarks **Section 3.5**

No Real Property: Listings entered into the system that do not include real property are in violation (Water Rights only, etc.) **Section 3.7**

No Reservation Only: Listings entered into the system that are “Reservations Only” or “Referral Fee” are NOT permitted..... **Section 3.8**

Lockbox Not Removed: Lockbox must be removed from an off-market listing **Section 3.6**

Green Features: “Green Features Worksheet” must be completed and uploaded into Associated Docs if “Green Features = Yes” is indicated **Section 3.9**

MLS Lockbox Required: NNRMLS requires placement of MLS-approved lockbox on listed properties if any device giving access to real estate professionals and/or services providers is authorized by the seller & occupant and is placed on the property. If Participant or Subscriber participates in voluntary NNRMLS Lockbox system, NNRMLS requires the lockbox placed on the property be the current MLS Lockbox. **Section 3.10**

Level 2 Citation – Start @ \$250

Given a 2 business day grace period to correct

Photo Violation: Primary photo or sketch required. Watermarking, predominate signs, people or pets not allowed. Another agent’s photo may NOT be used without written permission **Section 4.1-3**

No Duplication: Listing may only be in one area and one property class at a time. No duplication allowed **Section 4.4**

Status Violations: Incorrect Status, Non-reported transactions, and/or incorrectly reported closed transactions **Section 4.5-6**

Remarks Violation: NO contact info permitted in MLS/Extended Remarks. Any language that could be considered advertising/steering is NOT permitted in ANY Remarks field **Section 4.7-8**

Reference to a Non-Member NOT Permitted including, but not limited to; registered, temporary, non-Member licensee, or a general licensee who has no Membership..... **Section 4.9**

MAP/APN Required: Listings may NOT be entered into the system prior to approval of final map & assignment of APN..... **Section 4.11**

Level 2 Citations Continued on Side 2

Level 2 Citations Continued from Side 1

Limited Service Listing Disclaimers: NVRED Form “Authorized to Negotiate Direct with Seller” (Form #637) must be attached as Associated Document **Section 4.12**

Unauthorized type of Compensation in Listing: Listings offering net compensation, no compensation or conditional compensation are NOT permitted **Section 4.13**

Improper Re-list: Listings may NOT be reactivated as new by the same office or firm unless off market for more than 30 days or have a new owner..... **Section 4.15**

Level 3 Citation – Start @ \$500

Given 2 business day grace period to correct

Fair Housing Violation: Remarks with Fair Housing liability are NOT permitted **Section 5.1**

Unprofessional/Inappropriate Remarks: NOT permitted in any remarks field..... **Section 5.2**

Virtual Tours: Branded tour or another URL in field are NOT permitted. **Section 5.3**

Sliding Scale: Failure to disclose the calculation method for sliding scale compensation in Private Remarks..... **Section 5.4**

Level 4 Citation – Variable \$

NO Grace Period – Automatic Fine

Late Entry of Listing into MLS: Listing must be entered within 2 business days. Section 6.1 **Citation = \$250 + \$100/day late up to \$2500**

Distribution of Confidential Info Prohibited: Section 6.14..... **\$250, 1st offense / \$1000, 2nd offense / \$2500, 3rd offense**

No Waiver of Benefits on File: Section 6.3 **Citation = \$1,000**

Signatures & Forms: No agent/broker and/or seller signatures, no listing form and/or agreement on file. Section 6.5-7..... **Citation = \$1,000**

Misuse of Statistical Ranking Reports: Section 6.13... **Citation = \$1,000**

Unauthorized Use of Lockbox Key: Section 6.8 **Citation = \$2,500**

Documents Not Submitted in Response to Audit: Section 6.4..... **Citation = \$2,500**

Sharing a Password and/or Allowing Any Unauthorized Use/Access to the MLS is Prohibited: Section 6.9..... **Citation = \$2,500**

Exporting MLS Information For Unauthorized Use: Section 6.10 **Citation = \$5,000**

MLS Exemption Violation: Section 6.2 **Citation = \$500**

Service Re-Activation Fee: Section 6.11 **\$50/Occurrence**



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NOTE: These are examples only and may not be inclusive of all possible citations.

Call or email with your questions:
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