


## NOTICE FOR NEW MEMBERS – QUICK REFERENCE GUIDE

	<b>Daytona Beach Area Association of REALTORS® Multiple Listing Service</b>
<b>FINE INFORMATION</b>	<b>FINE</b>
<i>Failure to File Listings – Failure to file property data forms representing listings within 48 hours into Participant’s own office computer access or to be received by the Association office after all required signatures of seller(s) have been received, will result in a fine (amended 2002) for \$100 for each working day until the property data form is filed</i>	<b>\$100 per day</b>
<i>Incorrect Category -There will be a fine for listings entered incorrectly as Exclusive Right of Sale when they should be categorized as Exclusive Agency because the owner has the right to sell property themselves. (amended 2002)-</i>	<b>\$50 first, \$75 second, \$100 third and any thereafter</b>
<i>Misuse of Fields on Property Data Forms – A fine of \$10 per field will be imposed if field is used for information other than as specified, i.e., condo/sub name “creampuff”; owner name “call listing office”, etc. These are not required fields, therefore can be left blank.</i>	<b>\$10 per field</b>
<i>Pending Notices – A pending notice with the date of contract acceptance is to be input into Participant’s own office computer access or received by the Association office within 48 hours of said date of acceptance. Failure to comply with this time frame will result in a (amended 2002) \$500 fine.</i>	<b>\$500</b>
<i>Sale Complete – A sale complete (sold) status report shall include the salesperson’s name, member number, date of disbursement (not closing), selling office number, selling price, and sale terms. This information is to be input into Participants’ own office computer access or received by the Association office within 48 hours after the disbursement of funds. Failure to comply with this time frame will result in a \$5 per day fine up to a maximum fine per occurrence of \$50.</i>	<b>\$5 per day</b>
<i>Property Identification Description (PID) Number – If the PID number is not entered into the MLS in the correct format, an automatic \$10 fine will be imposed.</i>	<b>\$10</b>
<i>Photo or Remarks Section: A fine of \$25 per listing will be imposed if any listing input into MLS has names, phone numbers, email address, or web site addresses of agents or offices in the photo or remarks section. (amended 2002)</i>	<b>\$25 per listing</b>
<i>Major Intersection: A fine of \$10.00 if the directions for a listing do not start from a major intersection or inappropriate wording entered in the Direction’s Field. (2002)</i>	<b>\$10</b>
<i>Primary Picture: Digital images submitted to the MLS shall only contain photos pertinent to the listed property, floor plans of the listed property or renderings of the listed property. Digital images and photo descriptions should not contain embedded, overlaid, or digitally stamped information. Digitally stamped or watermarked images that do not contain listing agent and/or broker identification are acceptable.</i>	<b>\$25</b>
<i>Confidential Listings: A signed copy of the Request for Confidential Treatment must be sent to the Association within 48 hours (not including weekends or holidays) after all required signatures have been received. Failure to send the information to the Association will result in a fine of \$500 effective January 1, 2003. (2002)</i>	<b>\$500</b>
<i>Photograph Charge: Effective September 1, 2005 members have to take their own</i>	<b>\$50</b>

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<i>photos for their listings. The fine for not having a photo is \$50 if a photo is not input within 3 days of the listing date. (August 04, 2005)</i>	
<b>Correct Information:</b> <i>After initial input of a listing, the agent will have (4) business days to review and correct the information before a fine is imposed. Within any six-(6) month period if an agent has a second offense of the same infraction the fine will be doubled third offense the fine will be tripled and fourth and above the fine will be five times the initial fee. (February 26, 2003)</i>	
<b>Virtual Tour:</b> <i>Any listing entered after June 1, 2003 that has a virtual tour, the virtual tour must be unbranded (no agent, franchise or broker contact information) or a \$25.00 fine will be instituted. The logo of the virtual tour company is allowed in a virtual tour but no links are allowed. (March 20, 2003)</i>	<b>\$25</b>
<b>New Construction:</b> <i>New construction can be entered into the MLS System at the time the permit is pulled with a rendering of the home and an estimated time of completion entered in the remarks. (April 30, 2003)</i>	<b>\$25</b>
<b>iCheck Emails:</b> <i>Members have 48 hours to correct any violations that are emailed to them from iCheck. If the violation is not corrected within 48 hours the applicable fine will be imposed.</i>	<b>Per violation</b>
<b>Supra Key:</b> <i>Members found loaning their Supra Key to anyone will be subject to a fine up to \$1000.00. The amount to be determined by the MLS Committee</i>	<b>To Be Determined</b>
<b>Lockbox (IBox):</b> <i>There is a \$50 fine to the Broker's Office for marking "yes" for IBox on a listing when a lock box other than the Association's sanctioned lock box is on the property.</i>	<b>\$50</b>