

RANW MLS Rules Detailed Index

REALTORS® ASSOCIATION OF NORTHEAST WISCONSIN, MULTIPLE LISTING SERVICE, INC. RULES AND REGULATIONS

Approved by: The Board of Directors of REALTORS® Association of Northeast Wisconsin, Inc. and the REALTORS® Association of Northeast Wisconsin Multiple Listing Service, Inc.

INDEX

Section 1:	Purpose.....	3
Section 2:	Participation/Qualification	3
	2.1 Participation of Eligibility.....	
	2.2 Participation Fee and Submission of Current Listings.....	4
	2.3 Transfer of Participation/Qualification	
	Transfer within a Company.....	
	Transfer to a New Legal Entity	
	Transfer Between Managers	
	Transfer Ownership of Member Company where the Legal Entity is the Same.....	5
	Change in Ownership of Existing Company/Change in Legal Entity.....	
	Transfer in Case of Deceased Participants.....	
	2.4 MLS Firm Re-Application Fee.....	6
	2.5 Medical Leave Waiver	
	Subscribers	
	Participants with Agents.....	
	Participants who are Sole Proprietors	
	2.6 Access by Unlicensed Subscribers/Appraiser Trainees/Apprentice Licensees.....	
	A. Appraiser Trainees	
	B. Unlicensed Subscribers (personal assistants, office personnel)	
	C. Apprentice Licensees.....	
	2.7 Registration of Unlicensed Subscribers/Appraiser Trainees	
	2.8 Access/Participation in Wisconsin Commercial Information Exchange (WCIE)	
	2.9 Orientation/Computer Training.....	
	MLS System Training.....	
	Listing Input and Maintenance (LIM)	7
	2.10 MLS Participant Office Administrator-Access.....	
Section 3:	Governance, Committees and Meetings.....	7
	3.1 Governing Body.....	
	3.2 Committees	
	3.3 MLS Committee.....	
	3.6 Rules Enforcement Committee.....	
Section 4:	Listing Procedures	8
	4.1 MLS Service and Mandatory-Listing Areas	
	4.2 listing of All Real Estate Properties	
	A. Current Listings.....	
	B. Properties Required.....	
	C. Listing Content Defined.....	
	D. Listing History	
	E. Types of Properties	
	1. Residential	
	2. Duplex/Multi-Family	
	3. Condo	
	4. Vacant Land.....	
	5. Commercial.....	
	4.3 Filing and Reporting Procedures	9
	A. Listings that are Required to be Submitted to the RANW MLS	
	B. Clear Cooperation Submission Deadlines	
	C. Listings Exempted from MLS "Office Exclusives"	
	D. Active Listings with Delayed Showings "Coming Soon"	
	E. Availability of Listed Property	10
	F. Penalties for Late Submission of Listings – Publicly Marketed	
	G. Penalties for Late Submission of Listings – NOT Publicly Marketed	
	H. Late Submission Allowances – Only for Listings NOT Publicly Marketed	
	I. Unconfirmed Listings Visibility	
	J. Days on Market	
	4.4 Listing Agreements.....	11
	A. Listing Contract.....	
	B. Signature of Seller	
	C. Exclusive Agency Listing Contracts	

D. Seller's Authorization to Submit Property Listing to MLS	
E. Type of Listing Agreement	
F. HUD and REO Listing Agreements	
G. Listing Agreement Definitions	
a. Exclusive Right to Sell Listing.....	
b. Exclusive Agency Listing.....	
c. Other Listings.....	
H. Submissions of Co-Listings.....	
I. Named Exceptions.....	
J. No Control of Commission Rates or Fees Charged by Participants	12
4.5 Expiration, Extension, and Renewal of Listings.....	12
4.6 Termination Date on Listings	12
4.7 Listing Price Specified	12
4.8 Value Range Pricing.....	12
4.9 Limited Service Listings.....	12
4.10 Auction Properties.....	12
4.11 Offer Presentation Restrictions	13
4.12 Data, Remarks, Photo and Document Requirements	13
1. Required Data for Public Remarks	
2. Fair Housing Policy for All Remarks	
3. Required Photos	
4. Virtual Tours.....	14
5. Required Documents	
6. Required Documents and Optional MLS Attachments to Listings.....	14
4.13 Incomplete and Incorrect Listings	14
1. Policy for Incomplete Listings	
a. No Listing Agreement.....	15
b. Missing or Incorrect Information.....	
c. Unconfirmed Listings	
2. Policy for MLS to Correct Data or Correct Placement of Data.....	
3. Fair Housing Policy for All Remarks	
4.14 Complaints Regarding Listing Data	15
4.15 Listings Subject to Rules and Regulations of the Service	15
4.16 Change of Status of Listing/Change of Contract	15
4.17 Contingencies Applicable to Listings – Reporting of "Offer Statuses"	15
Definition of Active Statuses	16
Active (A or ACT)	
Active Offer with Bump (AB)	
Active Offer with No Bump (AN)	
Active Offer with Bump-Show (ANS)	
4.18 Withdrawal of Listing Prior to Expiration	16
4.19 Pending	17
4.20 "DOM" Days on Market	
4.21 Sold "Closed Properties"	
4.22 Duplicate Listings	
4.23 Listing Multiple Unit Properties.....	
4.24 Listings of Suspended Participants.....	
4.25 Listings of Expelled Participants	18
4.26 Listings of Resigned Participants	
4.27 Listings of Deceased Participants	
4.28 Listings and MLS Systems Programs of Transferred Agents	
4.29 Communications – Unauthorized Use of Membership Data	
Section 5: Selling Procedures.....	18
5.1 NAR Policy 8.5 No Filtering Based on Compensation	
5.2 Showings and Negotiations.....	
5.3 Authorized Access to Properties.....	19
5.4 Timely Presentation of Offers.....	
Showing After Offer Received	
5.5 Submissions of Written Offers.....	
5.6 Right of Cooperating Broker in Presentation of Offer	
5.7 Right of Listing Broker in Presentation of Counter-Offer	
5.8 Reporting Solds to the Service	
5.9 Reporting Solds on Named Exceptions	
5.10 Reporting Resolutions of Contingencies.....	20
5.11 Reporting Cancellation of Pending Sale	
5.12 Disclosing the Existence of Offers	
5.13 Option to Purchase.....	
5.14 Electronic Consent for Email Delivery.....	
5.15 Seller Concessions.....	

	5.16 Buyer Concessions	
Section 6:	Refusal to Sell.....	20
Section 7:	Prohibitions	20
	7.1 Information for Participants Only.....	
	7.2 "For Sale" Signs.....	
	7.3 "Sold" Signs or Public Representation of a Sold.....	
	7.4 Solicitation of Listing Filed with the Service.....	
	7.5 Use of the Terms MLS and Multiple Listing Service.....	
	7.6 Services Advertised as "Free"	
	7.7 Unauthorized Use of Membership Data.....	
	7.8 (Also Section 5.1) NAR Policy 8.5 No Filtering Based on Compensation.....	
Section 8:	Division of Commissions	21
	8.1 Cooperative Compensation Specified on Each Listing	
	1. By Showing a Percentage of the Gross Selling Price	
	2. By Showing a Definite Dollar Amount.....	
	8.2 Short Sales	23
	8.3 Offers of Cooperative Compensation Related to Listings of REO (per NAR)	
	8.4 Participant as Principal.....	
	8.5 Participant as Purchaser	
	8.6 Dual or Variable Rate Commission Arrangements.....	
	8.7 Display of Listing Broker's Offer of Compensation	24
Section 9:	Service Fees and Charges	24
	9.1 Service Charge for MLS.....	
	a. Initial Participation Fee.....	
	b. Recurring Participation Fee	
	Agent Transfer or Termination	
	New Subscriber	
	c. Duplicate Listing Fee.....	
	d. Participant Data License Feed Fees	
	9.2 Subscriber Fee Waivers.....	
	9.2.1 Conditions for Waiver	
	9.2.2 Process for Obtaining and Maintaining Waivers.....	25
	9.2.3 Revocation of Waiver	
	9.2.4 Consequences of Repeated Violations.....	
Section 10:	Non-Payment of MLS Fees	25
	Payment Schedule.....	
	Disputed Fees	
	Repeated Late Payments	
	Partial Payments	
	Refunds	
Section 11:	Other Violations	26
	Submission of Listings – Timely and Accurate Data	
	11.1 Incomplete and Incorrect MLS Data	
	11.2 Photos Late/Missing Photos	27
	11.3 Late Listing Submission – Listings NOT Publicly Marketed	
	11.4 Late Listing Submission – Publicly Marketed Listings – Clear Cooperation	
	11.5 Contractual Changes	
	11.6 Late Sold Reports.....	
	11.7 Subterfuge of Listings Submission Rules	
	11.8 Damages and Continued Violations	
	11.9 Unauthorized Release of Information	
	11.10 Other Rules and Violations	28
Section 12:	Enforcement of Rules or Disputes.....	28
	12.1 Compliance with Rules-Authority to Impose Discipline	
	12.2 Compliance with Rules – Regarding Service Fees (See Section 10)	
	12.3 Consideration of Alleged Violations	
	12.4 Violations of Rules and Regulations	
	NAR Policy 7.21, Appeals.....	29
	12.5 Complaints of Unethical Conduct.....	
	NAR Policy 7.21, Complaints of Unethical Conduct.....	
	12.6 Complaints of Unauthorized Use of Listing Content	
	12.7 MLS Rules Violations	
	12.8 Complaints of Violations of Clear Cooperation Policy	
	12.9 Mediation	30
Section 13:	Lock Box System Provisions	30
	13.1 Lockbox Security Requirements – NAR	
	13.2 NAR Policy on Criminal Investigation for Lockbox Keyholders	
	NAR Factors Used in Determination of Request Re: Criminal Investigation.....	
	13.3 Lockbox Keyholders Previous Denial, Revocations, or Restrictions of Keys	

13.4 Lockbox System Rules and Policy – RANW	30
A. RANW Agreements	
B. Audits	31
C. Further Violations of Lockbox System	
D Lockbox Sanctions	
E. Lockbox System Use.....	
1. Realtor® Keyholders	
2. Affiliate Home Inspector Keyholders.....	
13.5 Lockbox Cooperative Reciprocal Agreement(s).....	
Section 14: Confidentiality of MLS Information	31
Section 15: MLS Not Responsible for Accuracy of Information	32
15.1 Responsibility	
15.2 Disclaimer of Warranty of Data Provided by MLS	
15.3 Limitation of Liability for Data Provided by MLS	
Section 16: Realtor Access to Comparable and Statistical Information.....	32
Section 17: Ownership of MLS Compilations and Copyrights	32
17.1 Copyright Listing Content.....	
NAR Policy 7.85 Reference – Ownership of Listing Agreement	
17.2 Digital Millennium Copyright Act – NAR Policy 7.99	33
17.3 Photos or Other Copyright Content – Take Down Notices.....	
17.4 Ownership of Compilation Copyright	
A. Annual Click-Through Agreement	
17.5 Display.....	
Section 18: Use of Copyrighted MLS Compilations	33
18.1 Distribution.....	
18.2 Display	34
18.3 Reproduction	
Section 19: Use of MLS Information – Internet and Advertising	34
19.1 Advertising of Listing Filed with the Service	
19.2 Use of MLS Data on Internet	
A. MLS Information	
B. Data License Agreement.....	
C. Electronic Display of Other Participants Listings (Non-IDX/Non-VOW).....	
D. NAR Policy 8/8 Display of Listing Broker's Offer of Compensation	35
19.3 Source of Data in Advertising or Links.....	
19.4 Limitation on Use of MLS & Sold Information & Comp Advertising Disclosure	
19.5 RANW MLS Data Feeds and Syndication	
A. NAR Policy 8.3 Right of Participant to MLS Data Feed of Listing Content	
B. Data Feeds on Behalf of RANW MLS Participants Requirements.....	
C. Requirements of Data Fields and Public Display	36
D. Realtor.com and Homesnap	
E. Opt-In Data Syndication Offered Through MLS.....	
19.6 RESO and Real Estate Transaction Standards (RETS)	
Section 20: Internet Data Exchange (IDX)	37
20.1 IDX Defined/Use of MLS Data on IDX	
20.2 Authorization.....	
20.3 Participation	
20.4 Notification	
20.5 Security and Control	
20.6 Exclusions.....	
20.7 Timely Updates.....	
20.8 Redistribution.....	
20.9 Broker Identification	
20.10 Any IDX Website(s) and Display(s) Controlled by a Participant (Subscriber) ..	38
20.11 Means to Correct Data	
20.12 Display (Content of IDX Display).....	
20.12.1 Status and Data Fields	
20.12.2 Listing Types.....	
20.12.3 No Modification or Manipulation	
20.12.3.1 Rules	
20.12.4 Co-Mingling of Information	
20.12.4(A) Franchise Company	
20.12.5 Listing Broker Identification	
20.12.6 Framing the RANW MLS IDX Internet Site	39
20.12.7 Display by Agents	
20.12.8 MLS Source of Information and Minimal Display	
20.12.9 Disclaimers	
NAR Policy 8.8 Required Disclaimer re: Compensation	
20.12.10 Copyright.....	

20.12.11 Consumer Search.....	
20.12.12 The Right to Display	
20.12.13 listing From Other Sources.....	
20.12.14 Listing Statuses Prohibited	40
20.12.15 Seller information Prohibited	
20.12.16 Site Security.....	
20.12.17 Audit Trail.....	
20.12.18 Advertising on Site.....	
20.13 License Agreement	
20.14 Compliance.....	
20.15 Service Fees and Charges.....	
Section 21: Virtual Office Websites (VOW)	40
21.1-21.24 VOW Website Rules.....	
Section 22: Participant Data Return Firm-Specific Data Feed.....	43
NAR Policy 8.3 Right of Participant to MLS Data Feed of Listing Content.....	
Section 23: Broker Back-Office Feed	43
23.1 BBO Data Defined	
23.2 BBO Use Defined	44
23.3 BBO Use by Participant.....	
23.4 No Opt Out.....	
Section 24: Participant Valuation Data Base.....	44
24.1 Participant Valuation Defined	
24.2 Valuation Vendor	
24.3 Provision of Participant Valuation.....	
24.4. Eligible Registrants	
24.5 Registration Email Address	
24.6 Terms of Use	
24.7 Rights Limited to Participants.....	45
24.8 Standard of Care and Display	
24.9 Compliance Checking	
24.10 No Disclosure of Confidential Data	
24.11 Display Requirements	
Section 25: One Data Source	45
Section 26: Terms and Conditions of Access to RANW MLS Website	46
Section 27: Changes in Rules and Regulations	47
Section 28: NAR Standard MLS Logo	47
Section 29: Definitions, Rule Guidelines and Clarifications	48
RANW	
MLS	
Board of Directors	
MLS Office	
MLS Staff.....	
Broker or MLS Participant.....	
Appraiser Trainees.....	
Office Administrator – Secretary/Office Personnel.....	
Personal Assistant License or Unlicensed	
Access	
Shall	
Public Marketing.....	
Business Days	
Property Types and Subtypes	
Residential	49
New Construction.....	
Under Construction	
To Be Build w/Lot	
Hobby Farm	
Farm.....	
Zero-Lot-Line	
Condominium.....	
Multi-Family.....	
Vacant Land.....	
Commercial.....	
Dual Property Types.....	50
Property Location	
Streets.....	
Numbered Streets	
Highway-Type Streets.....	
Lot Numbers	
Municipality	

Municipality-City Sub-area.....	
Municipality-City Sub-area Definitions.....	
City	51
Municipality and City.....	
School District Code #	
Waterfront.....	51
Riparian and Littoral Rights	
Waterfront image – as a photo	
Square Footage Guidelines	51
Finished space.....	52
Permanently Installed heat Sources	
Seasonal Dwelling.....	
Materials Generally Accepted for Interior Finished Construction	
Above-Grade Finished.....	
Below-Grade Finished	
Unfinished Space.....	
Contiguous Square Footage	
Non-Contiguous Square Footage	
Primary Structure-Dwelling.....	
Walk-Out.....	53
Finished Lower-Level Basement.....	
Full Bath.....	
Half Bath	
Bedroom	
Room Dimensions	
Split Bedroom	
Garage	
Building Types	
1-Story	
1.5 Story	
2-Story	
Bi-Level.....	
Multi-Level	
Tri-Level.....	
Quad Level	
<u>Architectural Styles</u>	
Other-Miscellaneous Fields	
Remarks.....	
Private Remarks, Agent to Agent.....	
General Remarks, Public	
Inclusion and Exclusion Remarks.....	
Licensee Interest	54
Electronic Consent.....	
Deeded Access.....	
Restrictive Covenant.....	
PUD (Planned Unit Development)	
Lot Size	
Year Built Estimate	
Taxes and Annual Tax Updating.....	
Sources	
Features.....	
Data Requirements – Other.....	
Name of Listing Company	
Internet Display of Property Statuses.....	
MLS Property Displays	
Digital Millennium Copyright Act (DMCA)	
Confidential Fields.....	55
Private (Agent to Agent) Remarks.....	
Information for Showings-Private	
Other Confidential Fields	
Named Exceptions	
Variable Rate Commission	
Listings Codes.....	
Features of	
PDF Attachments to Listings Marked Private	
Expiration Date	
Statuses and Sold Reporting.....	
Days on Market (DOM).....	
Listing Visibility and Statuses in MLS.....	

Unconfirmed	
Confirmed	
Types of Sale	
Real Estate Owned (REO)	
Short Sale	
Court Ordered Sale	56
Estate Sale or Estate Liquidation	
Relocation Sale	
Arm's Length	
Non-Arm's Length Sale	
Exposed to Open Market	
Comp – Sold Only Listing	
Seller Concessions	
Cash Payment for Closing Cost and/or Pre-Paids	
Seller Paid Points	
Allowance	
Interest Rate Buy-Down	
Loan Assumption	
New Construction Homes	
Home Warranty Paid by Seller	
Buyer Concessions Buyer Inducement	56
Resources	57
RANW MLS Required Forms	
Limited-Service Form	
Auction Property Form	
Seller Authorization Form for Delay or Exclusion from MLS	
Other Help Docs	
Listing Maintenance (LIM)	
MLS Data Compliance Standards Doc	
Other Help Docs	
ZipForms and Data Forms	
Section 30: RANW MLS Contact Information	57
Website	
Paragon MLS System	
Email Help	
Other Email Addresses	
Phone	
Service Office	
RANW – Use of Courier Sites	58

See Index Summary for Revision Dates