



MLS POLICY MANUAL  
DAYTONA BEACH AREA ASSOCIATION OF REALTORS®

MULTIPLE LISTING SERVICE POLICIES

**Administrative**

- It was agreed to affirm the previous decision not to have timeshare sales in the MLS system. (October 27, 1999)
- Owner information cannot be included in the remark's section and agent/office information or advertising cannot be included on the photographs or on the sketches, effective June 1, 2001. (April 25, 2001)
- The Photographer Agreement will be distributed to all members for signature and be included in new member packets. (June 6, 2001)
- The Association agreed to copy right the registration of MLS Database. (January 30, 2002)
- Thompson Brokers only have access to the MLS System to enter and modify their own listings and to view other active and contingent listing, consistent with Section 7.57 of the Handbook on Multiple Listing Policy 2002 of the National Association of Realtors. (March 27, 2002)
- The Association approved that 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)
- The Association approved permitting only the logo of the virtual tour company in a virtual tour but no link to anywhere in a virtual tour. (This does not supersede the original policy of no agent, franchise, or broker contract information, logos or links appearing in a tour.) (June 25, 2003)
- The Association approved all Association generated forms to be added to InnoVia by the staff as soon as possible or if it has to be done by Offutt the forms should be included in the first upgrade. (July 30 2003)
- The Association approved to not display our MLS listings on the News-Journal web site. (August 27, 2003)

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- The Association approved a special staff security access by Offutt at a cost of \$750 to be used when there is a violation of the MLS Policy. When this access is used to change a listing, the Broker or Agent will not be able to make any additional changes to the listing until closing.  
(October 29, 2003)
  
- The Association approved not adding residential rental properties to the MLS system.  
(January 2004)
  
- The Association approved Offutt removing the ability to delete confirmed listings for agents and brokers at no cost to the Association. An email will be sent to the Brokers advising them that the delete function for listings can only be done by the staff of the Association.  
(January 2004)
  
- The Association approved that the Association continue the present policy of not leasing Supra keys to unlicensed individuals.  
(January 2004)
  
- The Association approved for Association members to purchase a supra lock box they must hold a Supra key.  
(March 2004)
  
- The Association approved making the Flagler County Parcel Number field mandatory in InnoVia and for Linda Morgan to investigate with Offutt why the field changed from mandatory to non mandatory.  
(April 28, 2004)
  
- The Association approved returning the free-form zoning field to the input sheet as a mandatory field and leave the new “Existing Zoning” field under coded features as an optional field for Vacant Land, Commercial/Industrial and MultiFamily.  
(April 28, 2004)
  
- The Association approved continuing with the present profile sheet that is in InnoVia and offices that want to use their own forms can do so.  
(May 26, 2004)
  
- Make the Pet field for condominiums mandatory and this will be added to the yearly update list.  
(August 31, 2004)

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- No information on who to call or how to set up an appointment be allowed in the marketing remarks.  
(August 31, 2004)
- Add Special Contingency (yes/no field) for residential properties on agent displays.  
(September 22, 2004)
- Addition to MLS Policy that the same piece of property may not be entered more than two times in our MLS system. “A single property may be entered into the MLS more than one time to allow clarification of bedroom configuration only; however, no more than two listings for the same property are permitted.”  
(February 23, 2005)
- Approve Offutt automatically purging unconfirmed listings after five days.  
(February 23, 2005)
- Approve adding to the MLS Policy that an active licensee acting as a personal assistant must join the association and pay all membership and MLS Fees.  
(April 27, 2005)
- Approve adding to the MLS Policy that owners of an Option to Purchase Contract of a condominium under development may list and sell their right to the condominium in the MLS.  
(April 27, 2005)
- Only vacant land can be placed under Vacant Land and to add another Style in Residential “Sold for Land Value Only.”  
(April 27, 2005)
- A bedroom must have a window, door, and closet.  
(May 25, 2005)
- If a property cannot be shown until a specific date this information should be placed in both the marketing and agent remarks.  
(May 25, 2005)
- Supra keys of the members of the West Volusia Association be programmed to work with our Supra lock boxes at no charge.  
(June 29, 2005)

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- Members shall be required to provide their own photographs for their listings in the MLS starting September 1, 2005 and the fine for not having a photograph within three days of the listing date will be raised to \$50.  
(July 27, 2005)
- Limit the number of prospects for any individual user in Innovia to 500 without exception.  
(August 31, 2005)
- Put a notice back in the newsletter and the Innovia Board News that it is our MLS Policy when a listing is contingent it must be in the MLS System as Contingent no matter what.  
(October 19, 2005)
- BOC applicants take our MLS Training within 60 days of making application and if they do not take the training in the allotted time their access will be turned off.  
(October 19, 2005)
- Any implications of significant changes must be reviewed by the MLS Committee before changes are made to the MLS system.  
(November 30, 2005)
- When there are problems with Innovia that there is a pop up immediately when you log in.  
(December 14, 2005)
- On the 8th day after receiving a fine, if the agent still has not corrected the listing a letter will be sent to the broker. If still not fixed within 4 days, the agent's access will be made inactive.  
(December 14, 2005)
- Approve enforcing our own MLS Rules in regards to the fine appeal process and to limit the agent to a 5 minute presentation.  
(January 25, 2006)
- Approve sending a letter to all the agents who had sent in a fine appeal letter for this MLS Committee and that they must also appear in person at a committee meeting to appeal their fine.  
(January 25, 2006)
- Purge from prospects all listings over six months old.  
(September 27, 2006)

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● 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 legible contact information such as names, phone numbers, email addresses or web site addresses, including use of embedded, overlaid, or digitally stamped information. Digitally stamped or watermarked images that do not contain listing agent and/or broker identification are acceptable.

## Fees

<b>● Other MLS Fees and Charges</b>	<b>Effective 7/2003</b>
Listing Fees – Broker Input	No charge
Association Input	\$10.00 each
Application Fee MLS Participant (DR)	\$350.00
MLS Access & Participation Fees	\$90.00 per quarter per licensee
iBox	\$90.00 per box
Display Key	\$30.00 per quarter
eKey	\$21.30 monthly paid directly to Supra

\*Also see MLS Policy Manual

● The local Association is allowed to make exceptions in the loss of a Supra key, on a case-by-case basis, with a police report and findings of actual theft, and to waive the \$100 fee charged for a stolen key, and charge only the replacement cost of the key.  
(May 10, 1995)

● Participation fees will be charged from the time the licensee becomes active with the broker.  
(November 6, 1996)

● If membership has been terminated and if someone wishes to re-subscribe to MLS computer access, payment of a new initiation fee is required.  
(June 3, 1998)

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- The MLS access and participation fees will be billed quarterly in December, March, June and September to cover a three-month period.  
(September 13, 2000)

## **Fines**

- Place a notification in the newsletter that directions for listings should start at a major intersection and establish a fine of \$10.00 for inappropriate wording entered in the Direction's Field. The fine will start on April 15, 2002.  
(February 27, 2002)
- MLS fine for no primary photo is \$50. The fine for violating the the digital image requirements is \$25.
- A new fine for Confidential Listings that a signed copy of the MLS Exclusion 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 \$500.00 effective January 1, 2003.  
(October 30, 2002)
- The Association has decided to raise the fine from \$5.00 to \$100.00 per working day with no maximum limit for failure to file listings within 48 hours (not including weekends or holidays) after all required signature of seller(s) have been received effective January 1, 2003.  
(October 30, 2002)
- The Association approved a new fine that after initial input of a listing, the agent will have (4) business days to review and correct the information before a fine is imposed on the 5th day. 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 four and above the fine will be five times the initial fee.  
(February 26, 2003)
- The Association approved any listing entered after May 1, 2003 that has a virtual tour, the virtual tour must be unbranded or a \$25 fine will be instituted.  
(May 28, 2003)
- The Association approved for members to have 48 hours to correct a violation after the Association receives and email from the police icon in the MLS and if the violation is not corrected in 48 hours a fine will be imposed.  
(March 2004)

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● Members shall be required to provide their own photographs for their listings in the MLS starting September 1, 2005 and the fine for not having a photograph within three days of the listing date will be raised to \$50.  
(July 27, 2005)

● Reduce the fines received for entering a Website address in the remarks section from \$725 to \$125.  
(November 30, 2005)

### **Waivers**

● Any individual requesting waiver who has a lock box programmer key, must return it to the Association in order for the waiver to be granted.  
(May 29, 1991)

● MLS participation fees will be waived per the following stipulations:

- The person on waiver receives no compensation from the sale or listing of property in the form of bonus, commission or referrals
- The person on waiver does not use the MLS data in any form-including systems access, MLS books or data provided by another person.
- Both the person on waiver and the broker must sign a notarized waiver form indicating compliance to the above.
- Violations and infringements will result in a \$1000 fine against both the broker and the person on waiver.
- A member may elect to come off waiver and pay the MLS participation fees for the current quarter and the remainder of the year.

(January 30, 2002)

### **IDX, VOW**

● Only the company name of the listing office should be displayed in IDX and not contract information. (March 27, 2002)

● The Association approved changing the Association's position on IDX and effective January 1, 2003 brokers are automatically in IDX unless they opt out.  
(September 25, 2002)

● The Association approved authorizing Offutt to include a virtual tour link to all the vendors that we export data.  
(June 25, 2003)

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- The Association approved only sending the living square footage to REALTOR®.com.  
(January 2004)
- Include Exclusive Agency Listings in all IDX data feeds.  
(October 25, 2006)
- Only members of DBAAR who are users of the MLS system may receive an IDX download.  
(September 22, 2004)
- Delete the MLS Policy that only members of DBAAR who are users of the MLS system may receive and IDX download.  
(May 25, 2005)
- Any member realty company requesting an IDX push of their own listings must pay the cost of this push.  
(April 27, 2005)
- Offutt's IDX will include virtual tours, MLS links and all five property types.  
(April 26, 2006)
- Changing our IDX Rules that the listing company name or logo, if provided, can be "either/or" on the Thumbnail Display or Detailed Display.  
(April 26, 2006)
- Description Fields are for property information only and compensation information can only go in the Agent's Remarks.  
(April 26, 2006)

### **Reciprocal Listings**

- Raise the fee to \$200 for inputting of a reciprocal listing effective July 15, 2004.  
(June 23, 2004)
- Maintain the Statewide MLS Reciprocal Agreement with the blanket offer of compensation.  
(July 28, 2004)