

# Penalty Policy Quick Guide



Participants are responsible for the actions of the Subscribers licensed under them. Subscribers who violate MLS rules, regulations and policies are subject to hierarchical penalties described in the ARMLS® Penalty Policy. Participants are notified by the Data Integrity Department by email or email plus postal mail on all violations of their Subscribers/Agents. The information below is a supplement to Penalty Policy. Participants are advised to read the Penalty Policy in its entirety and to watch for any correspondence from the Data Integrity Department.

VIOLATION HIERARCHY	
No. of Violations in 6 months	Penalty
1	Email warning but no fine
2	Email reprimand but no fine
3	MLS Rules class or \$50 fine
4	MLS Online Rules class + \$100 fine + Pass quiz
5	\$200 fine

NOTICE PROCESS		
Type of Violation	Listing Agent Notification	Listing Broker Notification
Non-penalty violation	Email notice of correction	Copy of email notice of correction
Penalty - 1st violation	Email warning	Copy of email warning
Penalty - 2nd violation	Email reprimand	Copy of email reprimand
Penalty - 3-6+ violations	Email & postal mail	Copy of email & postal mail
Lockbox/Key Violation	Email & postal mail	Copy of email & postal mail

Lockbox Violations	Grace	Penalty
1	Minor must be corrected in 5 days to waive fine	\$500
2+	None	\$1,000 minimum up to \$15,000 &/or suspension from MLS &/or lockbox system from 30 days to 1 yr.
Unauthorized use of lockbox key by licensed non-Subscriber	None	\$1,000 + 30 day suspension from MLS
Unauthorized use of lockbox key by non-licensed person	None	\$2,000 + 30 day suspension from MLS

