



**CATRS** CAPITAL AREA TECHNOLOGY  
& REALTOR® SERVICES

A Subsidiary of  Tallahassee  
BOARD OF REALTORS®

## Fine Forgiveness Policy

Agents fined for a violation of the MLS Rules & Regulations can have their fine refunded under the following conditions:

- In order to be made active in the MLS, the agent first must pay the fine and fix the error.
  - Upon paying the fine and making the correction, the agent may request a refund by replying to the emailed fine notice and requesting to be in the Fine Forgiveness Program.
  - The agent must complete the “MLS and Your Liability” and “MLS: Listings” classes offered by the Tallahassee Board of REALTORS®.
- Initial\_\_\_\_\_ •Both of the above-mentioned classes must be completed within four months of the fine.
- Initial\_\_\_\_\_ •Space in the classes is not guaranteed, and it is up to the Individual agent to register in advance and pay the appropriate registration fees, if any.
- Initial\_\_\_\_\_ •Agents are responsible for reporting to the MLS Committee when they have completed the courses.
- Failure to attend a class for which the agent is registered, thereby taking space from other potential registrants, will result in a forfeiture of this Fine Forgiveness Policy, and the agent will not be eligible for a refund.
  - Agents are only eligible for fine forgiveness once per year.

To participate, agents must submit their request in writing to the CATRS Technology Support Desk at [mlschecker@TBRnet.org](mailto:mlschecker@TBRnet.org) or fax to (850) 561-3710 and they must comply with all the requirements outlined above.

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Print Full Name Date

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Signature Agent ID #