

MLS Billing Policy as of 4/2023

MLS Billing Policy: Participants (brokers) are responsible for all MLS fees in their offices.

MLS subscribers are invoiced semi-annually each year for services from January to June and July to December.

Procedures: On or about December 1 and June 1, subscribers are invoiced for six months of MLS fees (January to June and July to December), and participants are sent a reminder of the MLS billing policies and a list of the subscribers in their office who were invoiced. Payment for MLS service fees for the full six-months billing periods is due on January 1 and July 1. All active MLS subscribers will be billed at the current semi-annual rate.

Brokers must terminate licensees through DBPR and report the terminations in writing to CATRS before the first day of the billing period (January 1 and July 1) to avoid owing the invoice for that MLS billing period. Refunds are not granted for agents terminated through DBPR and reported to CATRS after the beginning of the billing period (January 1 and July 1).

On January 1 and July 1, unpaid subscribers' MLS and KEY access will be suspended and they will be assessed a \$100 late fee.

MLS Fees Mid-Cycle Billing

Invoicing MLS monthly fees when a participant or subscriber joins for the first time, reinstates, or reactivates their MLS subscription.

New members, reinstatements, or reactivations. Participants are billed the prorated fee for the semi-annual fees. The proration is monthly and includes the current month if MLS subscription is reactivated by the 7th of the month. Further, all past-due fees must be paid. Example: If the subscriber is reinstated or reactivated on August 7th, the subscriber will pay the prorated fees for five months (August to-December) of the six-month billing cycle. If the subscriber reactivates or reinstates on August 8, they will pay the prorated fees for the next four months (September to December) of the six-month billing cycle.

Administrative Timelines and Actions (Please note dates may be adjusted for weekends and holidays)

December 1 and June 1	1) Semi-annual invoices sent to subscribers; 2) Notices sent to participants with the MLS billing policies and a list of subscribers in their offices that were invoiced.
December 20 and June 20	Credit cards will be charged for those who have signed up for autopayment.
December 21 and June 21	1) Reminder notice sent to all subscribers with outstanding balances; 2) Reminder notice sent to all participants listing subscribers in their office who have not paid.
January 1 and July 1	1) Unpaid subscribers suspended from MLS and KEY access; 2) Unpaid subscribers assessed a \$100 late fee.