



CATRS
A Subsidiary of  **Tallahassee**
BOARD OF REALTORS®

**CAPITAL AREA TECHNOLOGY
& REALTOR® SERVICES**

Policies & Procedures

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Conflict of Interest Policy

This Conflict of Interest Policy of Capital Area Technology & REALTORS® Services, Inc: (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. Definition of conflicts of interest. A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

2. Individuals covered. Persons covered by this policy are the Organization's officers, directors, and chief employed executive and other key employees.

3. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the chairman of the board of directors their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

4. Procedures to manage conflicts. For each interest disclosed to the chairman of the board of directors, the chairman will determine whether to: (a) take no action; (b) assure full disclosure to the board of directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures.

The Organization's secretary/treasurer will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the chairman of the board of directors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

Procedure: All members of the board of directors will sign a form indicating their agreement to adhere to the Conflict of Interest policy. (Adopted 10/6/2009)

Attendance Policy: Members of the CATRS board of directors are required to attend all properly noticed meetings unless otherwise excused in advance by the chairman of the board.

Procedure: Members of the board of directors who will be absent from a meeting will contact the chairman of the board as soon as they know their conflict will cause an absence. The chairman of the board will determine if the reason for the absence is sufficient to be “excused.” The chairman, at their sole discretion, may request a vote by the board of directors to “excuse” an absence. If it is the chairman that will be absent, they will notify the elected vice chairman. (Adopted 10/6/2009)

Committees ([top of the page](#))

Attendance at Meetings: Members of committees are expected to attend all properly noticed meetings; failure to do so may result in removal from committee.

Procedure: After a committee member has missed two properly noticed meetings; their name will be forwarded to the chairman of the board. The chairman, or their designee, will contact the member and determine whether they should be allowed to continue on the committee for the completion of their term. If it is determined that the member will not complete their term, their entire service for that term will be considered not to have been served. (Adopted 10/2010)

MLS Committee Policy: The purpose of the MLS Committee is to oversee the operation of the MLS and implement the MLS Rules & Regulations under the guidance and direction of the Board of Directors and according to the provisions of the NAR Multiple Listing Rules and Regulations, to include:

1. Periodically reviewing the Multiple Listing Rules and Regulations for accuracy and compliance with any laws, rules or guidelines from agencies having authority over Capital Area Technology & REALTORS® Services or the Tallahassee Board of REALTORS®.
2. Recommending changes to the Multiple Listing Rules and Regulations for approval by the Board of Directors.
3. Monitoring the participation of members and making recommendations to the Board of Directors regarding enforcement of Rules and Regulations.
4. Periodically reviewing the adequacy of the MLS Computer system and recommending program revisions to the Board of Directors.
5. Working with the computer system vendor to insure vendor performance according to the contract.
6. Establishing a computer vendor review and selection process to accomplish any necessary contract review or vendor changes at the end of a current contract in an efficient and timely manner.
7. Noticing all rule changes and proposed rule changes, with a copy of the changed form, to all Participants via electronic media or mailing and to the subscribers of the service through the Board Briefs.
8. Submitting proposed changes or additions to the MLS forms or data fields to the board of directors for approval.
9. Coordinating with the Professional Development Committee of the Tallahassee Board of REALTORS® to educate members on any changes to the MLS database and forms, as needed.

Make-up of MLS Committee

The committee's chairman will be appointed by the chairman of the CATRS board of directors. The committee will consist of nine members appointed to staggered three-year terms. The chairman of the CATRS board of directors, after consulting with the COO and the CEO, will appoint three new members each year. Vacancies will be appointed by the chairman of the board at the time of the vacancy. At least five of the members must be participants in the CATRS MLS. Should a participant change status to a subscriber, they may complete their term. Not more than two members may be from the same office. Should a member change firms, thereby creating more than two from a given office, that member may complete their term.

Prerequisites for MLS Committee Service

To ensure that committee members are well-versed in the operation, use, and rules of the MLS, committee members are required to have attended the following three-hour MLS Committee orientation class within six months of being appointed to the committee.

MLS Committee New Member Orientation: Understanding MLS Committee, Functions, Structure, and Duties" (*Revised February 2024*)

[Financial\(top of the page\)](#)

Application Fees: Application fees for MLS-only participants and subscribers are set by the CATRS board of directors and are subject to change.

Annual Fees: Annual fees for MLS-only participants and subscribers are set by the CATRS board of directors and are subject to change. Annual fees shall be prorated quarterly.

All fees paid are non-refundable.

Late charges and penalties for all invoices except MLS fees, will apply according to the following schedule:

# Days Past Due	Consequences and Fee Schedule
30	A 5% late charge.
60	An additional 10% late charge.
91	Membership is terminated and a \$50 termination fee will be added to the account. All TBR and MLS services will be discontinued.

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. *(Updated 8/3/2023)*

Administrative Timelines and Actions

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 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

Returned Checks Policy

A service fee, to be determined from time to time by the board of directors, shall be assessed for a returned check. The account is considered **unpaid** and subject to the above fee schedule, including the returned check service fee.

Please note: in order for a participant not to be charged for an agent by TBR, CATRS must have made the agent inactive by the 20th day of the preceding month for which service is billed. CATRS requires participants to terminate agents from the DBPR online system, www.myfloridalicense.com. Only when DBPR confirms an agent is no longer with a firm will the participants bill be adjusted. (Adopted 11/12/02)

Check Signing Policy

Policy: CATRS shall maintain various deposit accounts as deemed necessary, individual withdrawal requests (checks) shall require two (2) signatories. One of the signatures must either be the chairman, vice chairman or treasurer of the board of directors. The second signature can be any other member of the CATRS board of directors.

CATRS may also have corporate charge accounts as deemed necessary with the treasurer or his assignee as signatories.

Procedure: Prior to each calendar year, the treasurer will ensure that all financial institutions have updated signatories for accounts. (Adopted 4/2010)

MLS Fines

Fines for violations of Multiple Listing Service rules may be levied as outlined and from time to time amended in the Capital Area Technology & REALTOR® Services, MLS Rules and Regulations.

Brokers will be required to continue to pay for MLS for agents who have outstanding fines, regardless of the agent's ability to access the Multiple Listing System.

If the broker is suspended from the MLS for a violation of the MLS rules, and the broker does not complete the requirements for reactivation of services within 15 days, then the office will be suspended until the broker meets the reactivation requirements.

Investments Policy

Policy: The board of directors authorizes funds to be invested in a brokerage account of its choosing. The goal is to increase earnings over traditional deposit accounts, while minimizing the downside risks.

A minimum of \$250,000 cash on hand in bank deposit accounts must be maintained to assure that the corporation can meet monthly expenses. Investments will be a mix of conservative instruments in order to minimize risk that are recommended by the investment broker, and reviewed by the board of directors.

Procedure: The start the investments, CATRS will transfer \$15,000 per month to fund the account. The investments and amount in the account will be reviewed at each board meeting.

Approved 10/21/2021

Invoice Write-Off Policy

MLS Annual Fee

All posted MLS Annual Fees are written off the books after one year. As an example, on or after January 1, 2023, all invoices for 2022 MLS Annual or earlier are written off. Since returning subscribers must start as new after one year of absence, there is no need to retain these invoices on the TBR books.

MLS Semi-Annual Service and Other Invoices

All invoices older than 2 years will be written off.

Procedures

Dues: On or about January 1 of each year, all previous year's dues invoices are written off.

Other: On or about January 1 of each year all other invoices that are more than 2-years old are written off.

When a Participant or Subscriber joins, and the Participant/Subscriber has been a member before, staff checks their Accounts Receivables for owed invoices and written off invoices. Member must pay MLS/CATRS related invoices, even if they are written off their account.

A new invoice is created for written off invoices to collect payment prior to membership being reinstated.

[MLS \(top of the page\)](#)

Non-Member Participation

Non-members of the Tallahassee Board of REALTORS® may be participants or subscribers in the CATRS MLS. The following are the definitions of non-member categories:

Non-member participants – Florida real estate brokers who hold REALTOR® membership in another local board/association or are direct state REALTOR® association members, or Florida real estate brokers who are not REALTORS®.

Non-member subscribers – A Florida real estate licensee whose real estate license is placed with a non-member participant, as defined above.

Assistants to Participants and Subscribers

Policy:

Assistants to participants and subscribers may be subscribers or non-subscribers to the CATRS MLS.

Assistants who are already subscribers

Subscribers will be able to assume the identity of another subscriber or participant with the participant's authorization. A form will be available from CATRS that requires the participant's signature and it will be kept on file with CATRS.

Assistants that are not qualified to be subscribers

254 Assistants to participants and subscribers that are not current subscribers to the CATRS MLS
255 will be able to assume the identity of a subscriber or participant with the participant's
256 authorization. A form will be available from CATRS that requires the participant's signature
257 and it will be kept on file with CATRS. These assistants will be issued a unique user login and
258 will only have access to their subscriber or participant's information. CATRS will charge a
259 monthly fee for these additional credentials.

260
261 Note: In order to qualify for assistant-only credentials, an individual must not otherwise be
262 qualified as a subscriber to the CATRS MLS and must not have a current/active real estate
263 license, as defined by the State of Florida Department of Business and Professional Regulations.
264

265 Procedures:

- 266 1. CATRS/TBR staff will intake the request forms.
 - 267 2. Non-subscribers will be checked against State of Florida license records to ensure that the
268 user does not otherwise qualify for subscription or participation in the CATRS MLS.
 - 269 3. A record in the membership database will be created for non-subscribers.
 - 270 4. CATRS staff will edit the user ID in Paragon to allow the user to assume the subscriber
271 or participant's credentials.
 - 272 5. The forms will be scanned and linked to both the Designated REALTORS®'
273 (participant's) membership record and the membership record of the user assuming the
274 identity.
 - 275 6. Account will be tested to ensure requested access is available.
- 276
277
278

Fine Forgiveness Policy

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

Procedure

- 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” offered by the Tallahassee Board of REALTORS® and “MLS: Listings” class offered by CATRS.
- Both of the above-mentioned classes must be completed within four months of the fine.
- 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.
- 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 one fine forgiveness per year.

Listing Transfers-Participant to Participant

The board/MLS staff can only transfer active and pending listings from one participant to another participant and only with the expressed written consent of the current listing broker.
October 28, 2011

Procedures for Challenging a Participant’s Right to Submit and Maintain a Listing in the MLS

Only listings allowed by the CATRS MLS Rules and Regulations are allowed in the MLS. The following procedures apply if a participant is challenged on the right to submit a listing in the CATRS MLS:

1. The disputing party will send a written request to the chairman of the MLS Committee claiming that a participant’s listing does not meet the requirements for entry in the MLS.
2. The listing participant (respondent) will be informed of the allegation.
3. The respondent may send supporting documentation in defense of their claim to maintain the listing in the MLS. The respondent has 10 days to submit their documentation.
4. Once received, the full MLS Committee or a subset of not less than five members (appointed by the chairman) will review the documentation to determine if the listing meets the criteria set forth in MLS Rules to place the listing within the system.

- 323 5. Neither party is allowed at the hearing, unless the panel requests so, at which point both
324 parties will be asked to attend.
- 325 6. Any committee or panel members of either party's firm will recuse themselves from the
326 proceedings.
- 327 7. Consideration by the committee is only in reference to the MLS Rules and Regulations
328 and does not determine if a listing agreement is legally valid or not.
- 329 8. The committee can only come to one of two conclusions:
- 330 A. Based on the documentation provided, the current listing is sufficient under the
331 MLS Rules to be placed in the MLS.
- 332 B. Based on the documentation provided, the current listing is not sufficient under
333 the MLS Rules to be placed in the MLS.
- 334 9. The conclusion of the committee or panel is final and there is no appeal.
- 335 10. Participants who fail to comply with the committee's findings are subject to disciplinary
336 action as outlined in the MLS Rules and Regulations.

337 **Procedures for processing an alleged violation of the Multiple Listing Service rules**
338

339 Complainant files with the Tallahassee Board of REALTORS® on the approved complaint form
340 alleging which section(s) of the rules have been violated.

341

342 Complainant is emailed a confirmation that their complaint was received.
343 Respondent is emailed a copy of the complaint.

344

345 The complaint is administratively heard by the MLS Committee at their next available meeting;
346 scheduling the hearing is at the discretion of the MLS Committee Chairman. The MLS
347 Committee is in Executive Session and neither party is allowed to attend or submit any
348 additional information.

349

350 Each party is notified of the determination by the MLS Committee. If the conclusion of the MLS
351 Committee is that no violation has occurred, the decision is final and there is no opportunity for
352 appeal. If a violation is determined, the committee may direct the imposition of a sanction. The
353 recipient of such a sanction, however, may then request a hearing before the Professional
354 Standards Committee within twenty (20) days following receipt of the Multiple Listing Service
355 Committee's decision.

356

357 **MLS Education requirement**

358 Pursuant to CATRS MLS Rules and Regulations, Section 17, new MLS participants and
359 subscribers are required to complete a training program on the MLS Rules and Regulations.

360

361 The training class is offered at the Tallahassee Board of REALTORS® at a price determined by
362 the Professional Development Committee of TBR. Further, a self-study option for the MLS
363 Orientation is available at a price set by the board of directors and is subject to change.

364

MLS Classes - Cancellation.

MLS Classes are offered at no charge to MLS Participants and Subscribers. The current classes offered are:

- Paragon Essentials & More
- Prospecting with Paragon Searches and Maps
- Paragon Listing Input, Syndication, and Compliance
- Maximize Your Reach to Buyers & Sellers with Paragon's Collaboration Center
- Reinvent the Listing Presentation with the Paragon CMA Presentation
- Paragon Connect Mobile: Elevating Real Estate On-The-Go

Classes may be added, subtracted, or modified from time to time at the discretion of the COO, with input from the MLS Committee.

Attendees are encouraged to register in advance for MLS classes to ensure adequate space is available, and for advance notification in the event of schedule changes or cancellation, etc.

There is no fee to attend MLS classes. However, if a registrant cannot attend a class, they must cancel their registration at least 24 hours in advance of the scheduled start time of the class, or they will be considered a "no-show" and will be assessed a \$20 fee per class; collection will be as outlined in the Financial section of the manual.

Procedure: Notification of the policy shall accompany all MLS Class advertising, including, but not limited to Board Briefs; calendar posts; Tallahassee Board of REALTORS® and CATRS website; registration reminder notices.

MLS Listing Agreement Audit Policy-effective August 1, 2020

Procedure: CATRS MLS listings are randomly audited for compliance with the Rules and Regulations of the CATRS MLS. Participants who have listings that have been selected for audit will receive an email request to submit a copy of the listing agreement or other documentation. The requested agreement must be emailed or delivered to CATRS MLS staff within two (2) days of the date of the request. Each submitted listing agreement is reviewed for accuracy and compliance with CATRS MLS Rules and Regulations.

1. Only paperwork for audited listings shall be submitted to CATRS MLS.
2. The CATRS MLS staff will use a random-number generator program to determine the listings to be audited. The following categories of listings will each be audited: new, coming soon, price changes, and status changes. In addition to the random selection, the MLS may choose other listings to ensure compliance with MLS Rules and Regulations.
3. Listing agreements and any change forms are the accepted forms of documentation to be provided to CATRS MLS staff for audited listings.
4. Notification on audited listings will be made by email to the listing agent and the listing office's designated broker.
5. Brokers and listing agents will be notified if there are issues identified with audited listings.

6. Listing agreements and any change forms must be submitted to CATRS MLS staff within two (2) days (excluding weekends and holidays).
7. Failure to provide requested listing agreement(s) within the two (2) days allotted will result in a fine, as outlined in the CATRS MLS Fine Policy. *July 2020*

Agent Correction Notice Process and Procedures

Errors, inaccuracies, and omissions in the CATRS MLS may be reported via the correction button on the listing detail in Paragon 5.

Corrections must be submitted via this method. Corrections that are not submitted via the correction button will not be logged into the MLS Listing Data Checker compliance platform.

There will not be any updates provided to the agent submitting the correction notice regarding the progress of the correction notice. MLS Compliance staff will handle each agent correction notice as outlined by CATRS MLS Policy and Procedures.

Agents who submit correction notices will remain anonymous to membership apart from the following situations:

Agent appeals a correction notice, MLS fine and suspension to the MLS Committee
The MLS Committee will need to view all events and documentation including emails that are pertinent to the MLS notice being appealed. This is required since the committee has been asked to grant or deny the agent's appeal regarding a fine, suspension or correction notice.

Compliance staff will research and verify whether the agent correction notice is valid. If the agent correction notice is invalid, no further action is taken on the listing.

If the listing is out of compliance with MLS Rules & Regulations, it will be added to the Listing Data Checker (LDC) compliance system.

Once the listing has been entered into LDC, it will run through the normal work flow of automated correction notices.

A correction notice will be sent to the listing agent and the listing broker.

This workflow is defined as follows:

1. Courtesy notice
2. First correction notice
3. Second correction notice
4. Fine and suspension of MLS services

*The workflow mentioned above is not applicable to **Status or Clear Cooperation** violations. These violations must be corrected within 24 hours per established CATRS MLS Rules & Regulations.*

If the listing agent or broker does not contact the MLS or make required corrections after the second notice, an MLS fine and suspension will be levied on the listing agent/broker MLS account.

If the listing agent or broker would like to dispute the validity of the error or request clarification, the MLS must be contacted to avoid a fine and suspension prior to being fined and suspended.

The dispute or request for clarification should be submitted to the MLS in writing by replying to the original correction notice or by contacting the CATRS Technology Support Desk. This would include requests a specified time extension to correct the MLS error.

Once clarification has been made by compliance staff or the dispute has been resolved, the error will need to be corrected immediately to avoid an MLS fine and suspension on the agent/broker account.

If the correction is not made and there are not any documented requests from the agent/broker for an extension to correct the error, an immediate MLS Fine and Suspension will be levied on the agent/broker account.

The MLS fine(s) must be paid first before the suspension is lifted and the account is made active. Once the fine(s) has been paid, the agent/broker should immediately log into the MLS and correct the error. Failure to correct the error may result in an additional MLS fine and suspension.

The agent/broker will be informed of the following three options by MLS Compliance staff:

Request to speak to the MLS Committee chairperson

Enrollment in the Fine Forgiveness Program to have fine money refunded after completion of program.

Fine Appeal to the MLS Committee to overturn fine. This request must be delivered via email to the CATRS compliance department @ mlschecker@tbrnet.org.

CATRS MLS Policies regarding fines and fine forgiveness can be found at this

URL: <https://tbrnet.org/mls-tech-mls-policies-consumer.html>

In the event that a fine appeal is requested. The agent/broker will be notified of the date that their appeal is scheduled with the MLS Committee. The agent/broker will have the option to appear in person, virtually, or will submit an email in lieu of being present in person.

The MLS Committee will move into executive session when discussing any fine appeals. All non-voting committee members will be asked to leave by the chairperson. The chairperson will also instruct and remind the committee that the following executive session is to remain confidential.

Once the agent/broker has had an opportunity to state their case and offer any pertinent or clarifying information to the MLS Committee. The MLS Committee will excuse the agent/broker so that the committee can discuss, deliberate, and render a decision.

The agent/broker that has requested the appeal will be notified of the MLS Committees decision via email by MLS Compliance Staff, *July 2022*

Clear Cooperation

Effective Implementation of this Policy is March 30, 2020.

MLS Statement 8.0 in the NAR Handbook on Multiple Listing Policy was approved by the National Association of REALTORS® Board of Directors on November 11, 2019. Multiple listing services must adopt the following policy no later than May 1, 2020:

Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

Potential violations will be submitted, with supporting documentation for the property in question, to the MLS in writing via email to clearcooperation@tbrnet.org.

On behalf of the MLS Committee and CATRS Board of Directors, a previously designated member of the MLS Committee will contact the listing agent via phone to discuss the potential violation and steps the agent will need to take to comply with the policy. MLS staff will follow up this phone call with an email to the listing agent and broker of record with a description of the violation. The agent and broker will be given until 4 p.m. the following business day to enter the listing into the MLS or to provide satisfactory written documentation demonstrating that they are in compliance with the MLS Clear Cooperation Policy 8.0.

If the listing has not been entered into the MLS and neither the listing agent or broker of record has provided satisfactory written documentation to the MLS showing that they are in compliance, a fine and suspension for noncompliance will be levied on the agent's account as follows, within a 12-month period: first offense, \$100 and suspension of MLS services; second offense, \$200 and suspension of MLS services; third and subsequent offenses, \$500 plus a five-day suspension from the MLS. In addition, agents are subject to the repeat warnings fine: on the third warning within 12 months, regardless of whether the agent was fined for the previous warnings, the agent now will be fined \$500 and suspended

for five days from the MLS.

The morning of the next business day after the fine is levied, a previously designated member of the MLS Committee will call the broker of record to inform them that the listing agent was fined for non-compliance, and that if the property is not entered into the MLS or satisfactory written documentation is not provided by 4 p.m. that day, the broker of record will be fined \$1,000 and have MLS services suspended. The broker of record will also be subject to the Repeat Offender Fine Policy as follows, within a 12- month period: first offense, \$1,000 and MLS service suspension; second offense, \$2,000 and MLS service suspension; third and subsequent offenses, \$5,000 plus a five-day suspension from MLS. MLS staff will follow up this phone call with an email outlining the violation for non-compliance and penalty outlined above.

The listing agent or broker of record has the option within the Paragon MLS to list the property as Coming Soon that will be visible only to participants and subscribers of the CATRS MLS. This status is not included in any external data feeds to third-party websites, social networks or other “public” platforms.

Coming Soon listings can remain in this status for up to 14 days and will accrue Days on Market during this time. The listing will automatically expire after 14 days of initial entry into the MLS. The listing agent will have the option to inform other participants and subscribers as to whether the listing is available for showings. Listings previously entered as Coming Soon cannot be returned to that status for 90 days. Amended 1/2023

Once the property is ready to be listed for public view, the listing can be maintained to the “new” status and will then be available in all external data feeds to third-party websites, social media sites, and applications. Conversely, Coming Soon listings can also be maintained to Withdrawn.

The CATRS MLS will institute a series of courtesy notices to alert agents of the coming expiration of a Coming Soon listing. Notices will be sent out seven days, three days, and one day prior to the listing expiring. Listings agents will be encouraged to maintain the listing to the appropriate status of new or withdrawn. If no other action occurs, the listing will automatically expire on day 31. 1/2020

Commercial Information Exchange (TalREX.com) [\(top of the page\)](#)

Capital Area Technology & REALTORS® Services, Inc. (CATRS) operates a Commercial Information Exchange named Tallahassee Area Commercial Real Estate Exchange (TalREX). TalREX is offered as a separate service to members and nonmembers.

Procedures: Tallahassee Board of REALTORS® members and nonmembers with active real estate or certified appraiser licenses are eligible to subscribe to TalREX. Brokers of record or certified appraisers may be participants in the system, and broker associates or salespersons may subscribers to the system. A subscriber may only subscribe to TalREX if their broker participates.

Participants and subscribers must sign an agreement that they will comply with the rules of the service and timely pay the required fees.

Fees: The CATRS board of directors sets the fees. Fees are invoiced for six-month periods, March 1 through August 31 and September 1 through February 28 (or 29). Fees are dues for the entire billing period and are not refundable.

Bills are created around the first day of the month before the period (February 1, and August 1). All invoices are due on the first day of the billing period (March 1, and September 1). Invoices still outstanding on the fifth day of the billing cycle will result in late notices being sent to the subscribers and their brokers. Participants and subscribers still late on the tenth day of the billing cycle will be suspended from the system until paid. If the participant is suspended, all their subscribers will also be suspended until participant is paid in full.

Participants and subscribers that join during a billing period will pay a monthly prorated share for the remainder of the period. Fees will be collected for the remainder of the billing cycle, including months where the participant or subscriber joins by the 10th of the month.

For example: 1) Bob joins July 10th, he owes July, and August at the current monthly prorated fee, he will be billed for the September through February period in August. Sarah joins December 11th, she owes January, and February at the current monthly prorated fee, she will be billed for March through August period in February.

Revised 10/2011, 7/2011, 7/2012, 4/2013, 9/2013, 7/2015, 4/2017, 8/2017, 9/2018, 10/2019, 7/2020, 10/2020, 10/2021. 7/2022, 1/2023