

MLS Request for Paperwork

When the MLS contacts offices to request paperwork pursuant to Rule 501.16*, such requested documents must be received by the MLS within twenty-four (24) hours of such request. The requested document(s) can be faxed to the MLS at fax number **631-587-2166** or emailed to DataEntry@mlsli.com.

Document(s) requests are made for one or more of the following reasons:

1. Listing and extension agreements are randomly selected.
2. A member of the public is questioning any listing, extension or withdrawal/release.
3. Any paperwork relevant to the listing that MLS senior staff would like to review for any reason.

Documents must be submitted to the MLS within twenty-four (24) hours of the request. If the requested document(s) is received after twenty-four (24) hours but before five (5) business days of the request, an automatic fine of two hundred and fifty dollars (\$250.00) will be levied against the Participant. If the requested document(s) is received after five (5) business days of the request, or not received at all, the matter will be referred to the MLS Procedures Committee for an Administrative Review. The Administrative Review Panel will determine whether MLS Rule 501.16 was violated and the nature of the penalty, if any.

Please note that your listing will be subject to removal from the MLS system if the listing agreement or extension is not provided to the MLS within the time period specified by the MLS.

Please also be advised that if there are any inconsistencies between the requested document(s) and the information filed with the MLS, the matter will be referred to the MLS Procedures Committee for an Administrative Review where the Administrative Review Panel will determine whether MLS Rule 301.2** was violated and the nature of the penalty, if any.

***Rule 501.16: Upon request by the MLS, Participant must produce the listing agreement or any document authorizing a price change, extension, withdrawal, release, any seller instructions for any presentation and negotiation of offers, or any other document for which a seller's signature is required. Any requested document must be received by the MLS within twenty-four (24) hours of such request.**

Any listing agreement or extension not provided to MLS within specified time period will be subject to removal of said listing from the MLS system.

**** Rule 301.2: File with MLS all information, accurately, about properties received from the owners.**