



Sussex County Association of REALTORS®

Dear Broker and MLS Participant:

This letter contains important information regarding the Sussex County Association of REALTORS® MLS and changes to the rules as well as administrative procedures.

First, Participants are reminded of their agreement to place all listings in the SCAOR MLS if the property is located in the Association's jurisdiction. This includes *commercial* properties as well as the others noted in Property Type Descriptions. You should ensure that an *Exempted Listing* has been sent to the SCAOR office on the appropriate "waivered/exempt listing form" if the seller does not wish the listing included in the SCAOR MLS. Refer to Section 1.3.

The MLS Committee and Board of Directors has approved the following rules changes that will be in effect on October 1, 2008.

Listing Procedures-Section 1.19

New Section 1.19 – Bulletin Board Usage

The participant and/or subscriber may utilize a bulletin board on the home page of the MLS in order to post listing notices to communicate open houses, price changes, new seller incentives, and/or new listings. Open house notices are eligible for display for 7 days. All others are eligible for a 3-day display. A participant and/or subscriber will not be authorized to post notices regarding a listing of another participant or for any use not specifically listed above.

Listing Procedures- Property Type Definitions

Default 9 Usage

Each new listing must be tied to the appropriate tax district, map, parcel and unit number when entering the listing on the MLS system. However, in cases where the parcel has been approved but does not exist in our tax database, a series of default 9's can be used to populate the district, map, parcel and unit numbers provided evidence of approval is filed with SCAOR and posted under "Miscellaneous Disclosures". When the tax database has been updated to include the approved parcels, listings entered using default 9's are to be corrected to indicate the valid approved numbers.

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In cases where two listings are allowed for one parcel, when listing the sale of a business and not the real estate, or where a lease represents a subset of the real estate, the second listing or listing must be entered using default 9's. Properties outside Sussex County will require use of the 9's.

A model home may be listed through the MLS on a valid parcel owned by the seller and included in the parcels to be sold within the new home community. If the parcel designated for the model home is placed under contract, the Participant must update the MLS tied to the parcel to reflect the improvements described in the Agreement of Sale. In such cases, the Participant can move the model home to another available parcel owned by the seller and included in the parcels to be sold within the new home community. A Participant will not list more model homes than remaining unsold parcels permit.

Listing Procedures - Listing Status Definitions

Short Sale: If known, a short sale disclosure should be stated in the Agent Remarks section and should include notice if a third party approval is required. In addition, the "Short Sale Addendum Required" box should be checked off under "Contract Information" within Coded Features.

Listing Procedures Section 1.20 Seller Contributions:

New Section 1.20- Seller Contribution

The Participant must complete the seller contribution field when closing a listing. This field must be completed with a numerical value reflecting the Seller's contributions toward the purchaser's closing cost.

Finally, the Board approved a significant change in *Section 6.1 Waiver of Fees* as follows. A waiver of MLS fees may be obtained for a licensed rental agent. The waiver is for a period of one (1) year and must be submitted to the Service subject to annual review and renewal. Any waiver found accessing the system who does not qualify, will be assessed the annual fee and be subject to a fine as outlined in the Compliance guidelines. **An unlicensed individual who is engaged solely and exclusively as a clerical employee of the Participant or a personal assistant shall pay a fee established by the MLS Service on an annual basis.**

The new rule regarding "waivered clericals" will be effective on January 1, 2009 and you will be invoiced during November. A pro-rated fee of \$25 will be due before January 1, 2009. The annual amount of \$50.00 will be due on July 1, 2009.

The MLS Committee has also made other enhancements to the system including:

- Removal of the anonymous feature from the “police icon”. SCAOR Participants and/or Subscriber will be able to communicate directly with the originator of the police icon.
- Enabling Appraiser Participants the ability to join in the SentiSecure program and obtain Smart Key Cards.
- Permitting Street Numbers to be transmitted in IDX data feed.
- Searches by “team” or “group”

We appreciate your attention to these changes and for sharing the update with your office. As always, the MLS Committee appreciates your comments and suggestions on enhancements or improvements to our MLS.

Sincerely,

Ruth Briggs King
Executive Vice President