

February 9, 2024

DUPLICATE LISTINGS
What are the rules?

A property cannot be listed more than once in the MLS except as a duplicate listing. Properties listed at more than one price because of different features or additional work being completed are not allowed.

- 1. \$5.00 fee - both for broker load listings and for MLS input. You may submit payment with the property data sheet or you will be billed by email.
2. Only across Property Types (not areas). You can input a stand alone condo with no common walls in as both residential site built and condo.
3. The words "Duplicate Listing" must be in the remarks of both listings and the box for Duplicate Listing must be checked.
4. When a change is made on the property, both list numbers must be changed!
5. When the property sells, you must send in a Sold Closed status change on one number and notify the MLS of the duplicate listing number. The duplicate listing will be removed from the system.

CANCEL AND RE-LIST POLICY

Listing a property, canceling it and entering it in as "NEW" is not acceptable. You must have a minimum of 30 days after canceling a listing before you can enter it in as a "New" listing in the same office. This is a fineable offense and will be closely monitored.

INDIVIDUAL AGENT CHARGES

Individual agents are billed for the following services:

- Listing input by the MLS staff: \$25.00 each
Listing changes by the MLS staff: \$6.00 each
Duplicate listings: \$5.00 for each additional listing

An invoice will be emailed to each agent. The charges are due by the end of the month and are subject to a late penalty.

Please note - these are not new charges. Most of these charges have been in effect since 2000 and 2001.