

# Important Rules & Regulations for New Subscribers



## Essential Rules & Regulations

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- **24 Hour rule (Section 3.1):** Except as provided in Section 3.2 for listings with a delayed marketing date and in Section 3.3 for Office Exclusive listings, listing data must be loaded into the RMLS System within 24 hours (excepting weekends, holidays, and postal holidays) after all necessary signatures have been obtained.
- **Complete listing details (section 3.10);** “Listing brokers shall complete all required data fields...when a listing is loaded ...for computer entry.” This includes owners name and photographs unless requested by seller.
- **Misuse of Lockbox Access Device (section 3.21);** “...lockbox access devices may not be used under any circumstances by anyone other than the lockbox system user...” section 5.1 provides for a fine of up to \$2,500 and/or suspension or expulsion from RMLS.
- **Personal Promotion rule (section 3.24);** “Listings submitted to RMLS may be used to provide information pertinent to the listed property only and may not be used to provide broker seller or lessor contact information or to advertise a subscriber’s services to the public by way of direct or indirect advertising or “branding” of listing data...”
- **No Disclosure of Private ID Passwords rule (section 9.2); ...** [Passwords are for] personal and exclusive use only, and which may not be disclosed or given to any other person...”

*The above list is not intended to replace the full version of the RMLS Rules and Regulations (document #1450) but is intended to serve only as a starting point. We encourage everyone to read the full version and call 503.236.7657 or email [dataaccuracy@rmls.com](mailto:dataaccuracy@rmls.com) with questions.*

## Key Policies

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- **Refreshing of a listing within the same category is not allowed.** Changing a listing to Withdrawn (WTH) status and then refreshing the listing with a new MLS Number is not allowed. Formerly, some agents used a strategy to sporadically refresh some listings to help improve visibility for the properties. The practice of refreshing listings due to market time concerns, i.e., resetting the market time clock by refreshing, has no effect at all in accomplishing this objective, as market time is threaded against the address of the property, not the MLS #. Additionally, there were additional ethical concerns discussed by the RMLS Board of Directors when contemplating the issue of refreshing listings and thus the policy change was made in January 2024.

## Status Definitions

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- **Coming Soon-No Showing – CSN:** CSN is for any property for which you have a current and in-force contract with the seller, but the property is not ready to be placed on the market. Listings can be published in RMLSweb as CSN status for up to 21 days. At the end of the timeframe for CSN, the system will automatically change the status to ACT unless manually changed to ACT or WTH by the Seller’s Agent.
- **Active - ACT:** Active is the status for any property for which you have a current and in-force contract with the seller.

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- **Bumpable Buyer - BMP:** Listings with an accepted offer which provides: 1) that the buyer's purchase is contingent upon the sale of the buyer's property within a limited time; 2) the buyer's property is in a category which can be listed in RMLS; and 3) that if the seller receives another acceptable offer, the first buyer has a specified period to remove the contingency.
- **Canceled - CAN:** Listings may also be canceled prior to their expiration date. The Canceled status signifies that the listing contract has been canceled and terminated.
- **Expired - EXP:** Once the contract that you have with the seller reaches its expiration date, that listing is considered expired.
- **Pending - PEN:** Pending signifies that there is an offer that has been accepted. Pending is the last step before the actual closing of the sale.
- **Pending Lease Option – POP:** Listings that are sold with a Lease Option so that they are not in PEN (Pending) status for an extended period of time.
- **Short Sale Pending – SSP:** Short Sale Pending includes only those listings: 1) where there is a Short Sale as defined by RMLS Rules 2) where the Seller has accepted the offer and 3) where the 3rd Party approvals have not yet been obtained.
- **Sold - SLD:** Once the contract is closed and the sale of the property is final, you can mark your listing sold.
- **Sold Not Listed - SNL:** This status denotes properties where the buyer was represented by an RMLS subscriber but there was no RMLS listing or an office exclusive where the listing office declined to enter the information after the sale.
- **Withdrawn - WTH:** If the owner requests it, and has signed the proper paperwork, you can withdraw a listing in the RMLS database. The contract between you and the seller is still in force, but the property will no longer be actively marketed or advertised.
- **Leased - LSD:** Once the property has been fully leased or up to 5 partial leases have been completed, you can mark your listing as leased.

## Residential Property Type Definitions

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- **Attached – ATTACHD:** An element of the residence's construction (such as a wall, ceiling, or floor) is shared with another property. Condominiums excluded.
- **Condominium – CONDO:** An attached or stand-alone residence for which the owner has title to the space inside the unit and shares common spaces with other unit owners in accordance with specified legal guidelines.
- **Co-op Housing – CO-OPHS:** A housing cooperative, or co-op, is a legal entity, usually a cooperative or a corporation, which owns real estate consisting of one or more residential buildings.
- **Detached - DETACHD:** A stand-alone residence, excluding manufactured homes, for which the sale includes the land on which the residence is located.
- **Floating Home - FLTHOME:** A flatbottom boat that is designed and equipped for use as a dwelling.
- **In-Park - IN-PARK:** A manufactured home for which the land is not included in the sale.
- **Partial Ownership – PARTOWN:** A share in the ownership of a residence, with the shares typically apportioned for specific periods of time. Only certain deeded time shares are eligible

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for being listed. Specifically, undeeded time shares and/or time shares that include management company contracts cannot be listed with RMLS.

- **Planned Community – PLNCOMM:** Previously known as a Planned Unit Development (PUD). The Planned Community is a designed grouping of varied and compatible land uses, such as housing, recreation, commercial centers, and industrial parks, all within one contained development or subdivision. Unlike in a condominium, individual property owners own the land underneath their homes.
- **Manufactured Home – RES-MFG:** A manufactured home for which the sale includes the land on which the residence is located.